

Manual of International Conference Paper Entry System for “**Technical Session Author**”

SAE/JSAE

Small Powertrains and Energy Systems Technology Conference

The purpose of this manual is to submit manuscript and presentation material.



Society of Automotive Engineers of Japan, Inc.

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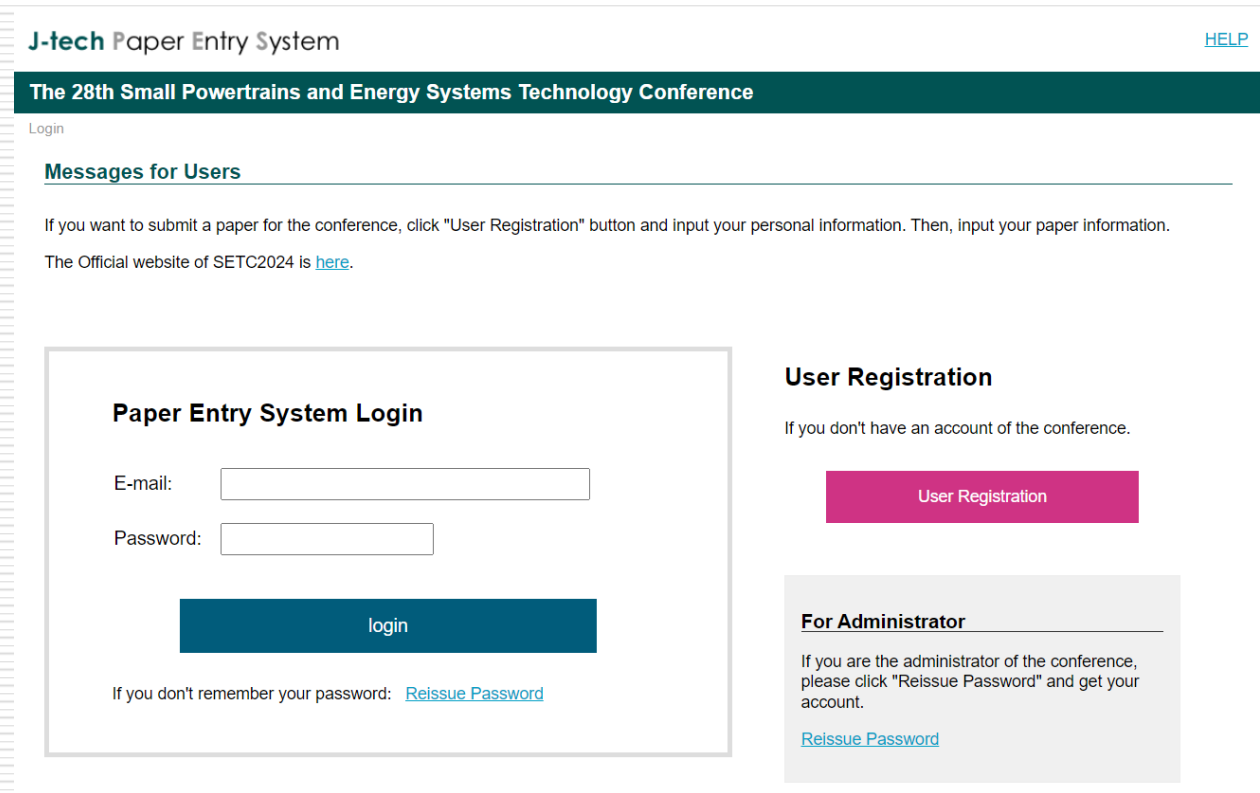
From submitting your draft Manuscript to
submitting your final Manuscript

Step9: Submit Your Presentation Material

Note

Step1: Log in the Paper Entry system

- Access the Paper Entry System from [URL:https://tech.jsae.or.jp/setc2024/](https://tech.jsae.or.jp/setc2024/)
- If you have no account in SETC, go to “[User registration](#)”.



The screenshot shows the 'J-tech Paper Entry System' interface. At the top, it says 'The 28th Small Powertrains and Energy Systems Technology Conference'. Below this is a 'Login' section with a 'Messages for Users' heading. The message states: 'If you want to submit a paper for the conference, click "User Registration" button and input your personal information. Then, input your paper information. The Official website of SETC2024 is [here](#).'

On the left side of the page, there is a 'Paper Entry System Login' form with the following fields:

- E-mail:
- Password:
- A blue 'login' button.
- A link: 'If you don't remember your password: [Reissue Password](#)'

On the right side, there is a 'User Registration' section with the text: 'If you don't have an account of the conference.' Below this is a pink 'User Registration' button.

At the bottom right, there is a 'For Administrator' section with the text: 'If you are the administrator of the conference, please click "Reissue Password" and get your account.' Below this is a blue 'Reissue Password' link.

Step2: Register Your Personal Information

- ❑ On the next screen, input your personal information.
- ❑ If you are already registered as an administrator, you can skip the above process.

User Registration

Please input your information data before start using the system.

(*) required

Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>
Name *	<input type="text" value="First"/> <input type="text" value="Middle"/> <input type="text" value="Last"/>
Email *	<input type="text" value="webmaster@jsae.or.jp"/>
Password *	<input type="password"/> Confirmation <input type="password"/> <small>Please decide your PW and enter 6 or more characters with alphabet or/and numbers.</small>
Address1	<input type="text" value="Gobancho Center Bldg. 5F"/>
Address2 *	<input type="text" value="10-2 Gobancho, Chiyoda-ku, Tokyo"/>
Postal Code *	<input type="text" value="102-0076"/>
Country *	<input type="text" value="unselected"/> <small>Please select your country from the pull-down menu.</small>
Tel *	<input type="text" value="+81-3-3262-8213"/>
Fax	<input type="text" value="+81-3-3261-2204"/>
Affiliation *	<input type="text" value="ABCDE Institute of Technology"/>
Department *	<input type="text" value="E-Net Team"/>
JSAE Membership Number	<input type="text" value="1234567"/> <small>Please enter JSAE Membership Number if you are.</small>
Data Distribution by E-mail *	<input type="radio"/> Yes <input type="radio"/> No <small>JSAE provides various information of upcoming international events.</small>

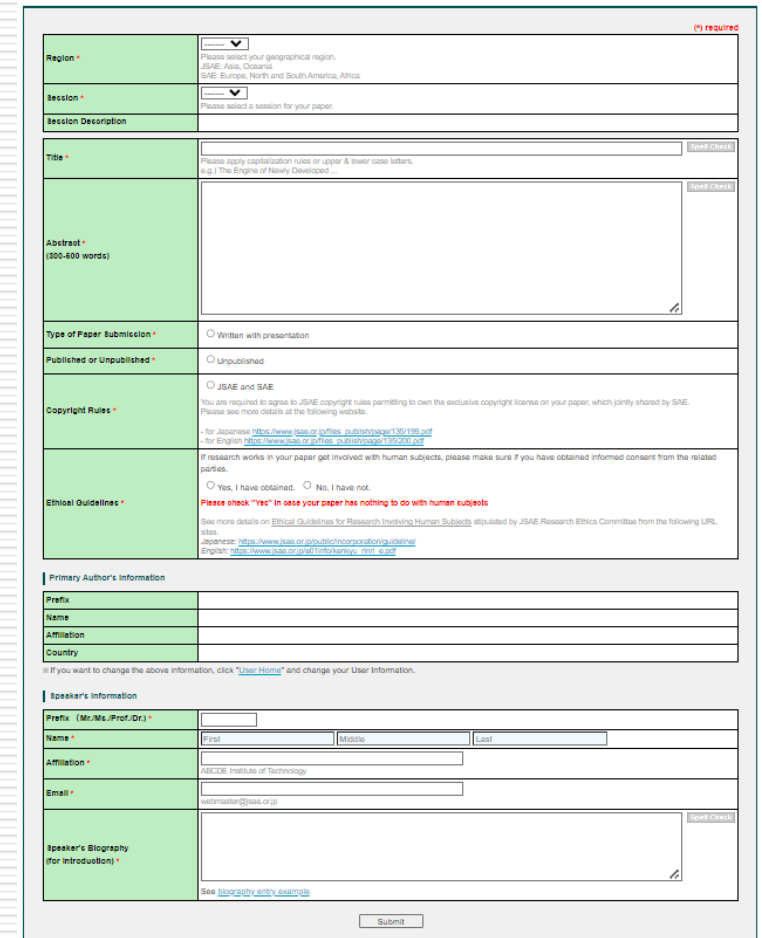
Step3: Input Your Paper Information

- ❑ Click “[Submit an Abstract](#)” and input your paper information.
- ❑ If you have any change in your paper information, don’t forget to update this page.

[Menu for Author](#)

[>> See/Edit User Information](#)

[>> Submit an Abstract](#)



The screenshot shows a web form for submitting an abstract. It includes the following sections:

- Region:** A dropdown menu with a red asterisk indicating it is required. Below it, text reads: "Please select your geographical region. JSAE: Asia, Oceania; SAE: Europe, North and South America, Africa".
- Session:** A dropdown menu with a red asterisk. Below it, text reads: "Please select a session for your paper".
- Session Description:** A text input field.
- Title:** A text input field with a "Spell Check" button. Below it, text reads: "Please apply capitalization rules or upper & lower case letters. (e.g.) The Engine of Newly Developed".
- Abstract:** A large text area with a "Spell Check" button. Below it, text reads: "(300-600 words)".
- Type of Paper Submission:** Radio buttons for "Written with presentation" and "Unpublished".
- Published or Unpublished:** Radio buttons for "JSAE and SAE" and "Unpublished".
- Copyright Rules:** Text indicating agreement to JSAE copyright rules. It includes links for Japanese and English versions.
- Ethical Guidelines:** Radio buttons for "Yes, I have obtained." and "No, I have not." Below it, text reads: "Please check 'Yes' in case your paper has nothing to do with human subjects." It also includes a link to the JSAE Research Ethics Committee website.
- Primary Author's Information:** Fields for Prefix, Name, Affiliation, and Country.
- Speaker's Information:** Fields for Prefix (Mr./Ms./Prof./Dr.), Name (First, Middle, Last), Affiliation, and Email.
- Speaker's Biography (for Introduction):** A text area with a "Spell Check" button. Below it, text reads: "See [Biography entry example](#)".

A "Submit" button is located at the bottom right of the form.

Step4: Input Co-authors' Information

- ❑ Input co-authors' information of the paper.
- ❑ If you have any change in the co-authors' information, don't forget to update this page.

J-tech Paper Entry System

[HELP](#)

The 28th Small Powertrains and Energy Systems Technology Conference

(Author) | [LOGOUT](#)

[User Home](#) > [Author Home](#) > [Paper Home](#) > Co-Authors(Edit)

JSAE Paper Number:

Main	Co-Authors	Manuscripts	Reviews	Message Board
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Paper Information has been input. Now, please input Co-authors' information.

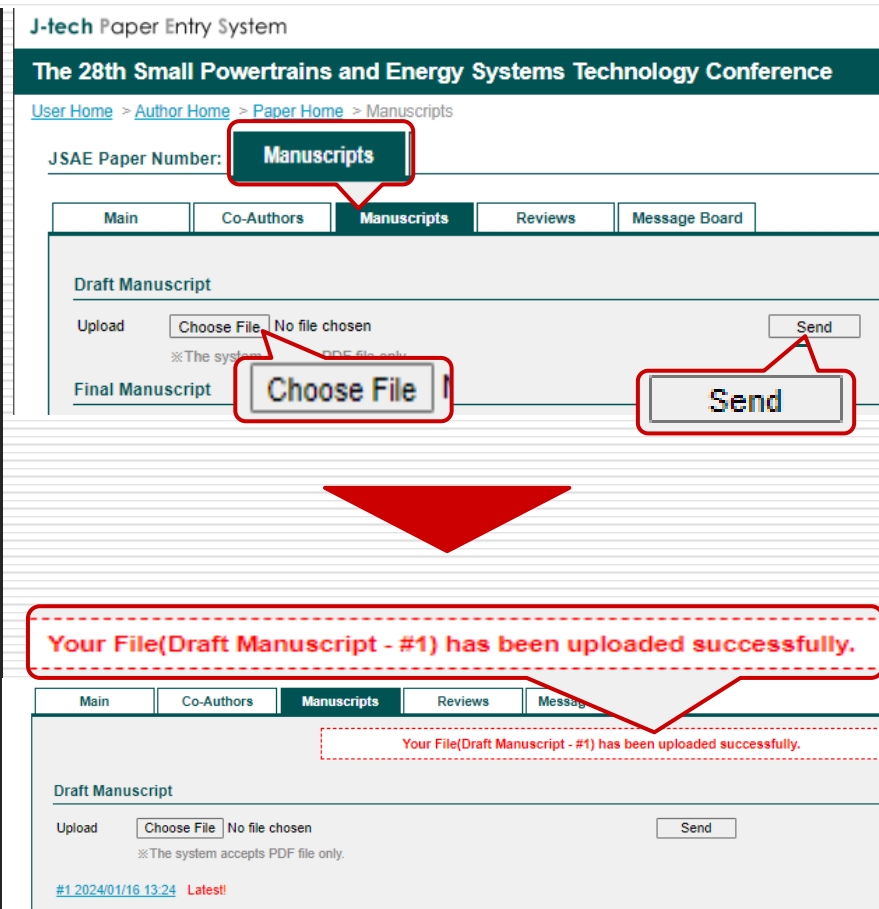
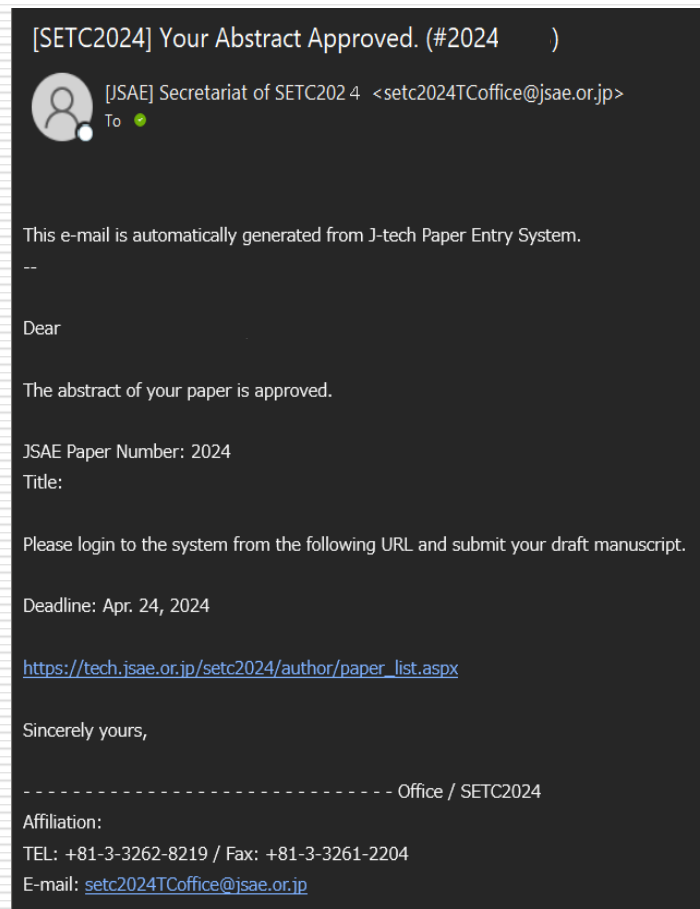
Status	Entry		
Primary Author	Keisuke Namekawa		Affiliation : JSAE
<small>These names must be exactly same as the ones written in your paper. This page will be left blank if you have no co-authors, and click "Back".</small>			
Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>		
Name *	First <input type="text"/>	Middle <input type="text"/>	Last <input type="text"/>
Email *	<input type="text"/>		
	<small>ex.) webmaster@sae.or.jp</small>		
Affiliation *	<input type="text"/>		
	<small>ex.) ABCDE Motor Corporation, Edo University, etc.</small>		
JSAE Membership Number	<input type="text" value="1234567"/>		

(*) required

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Step5: Submit Your Draft Manuscript

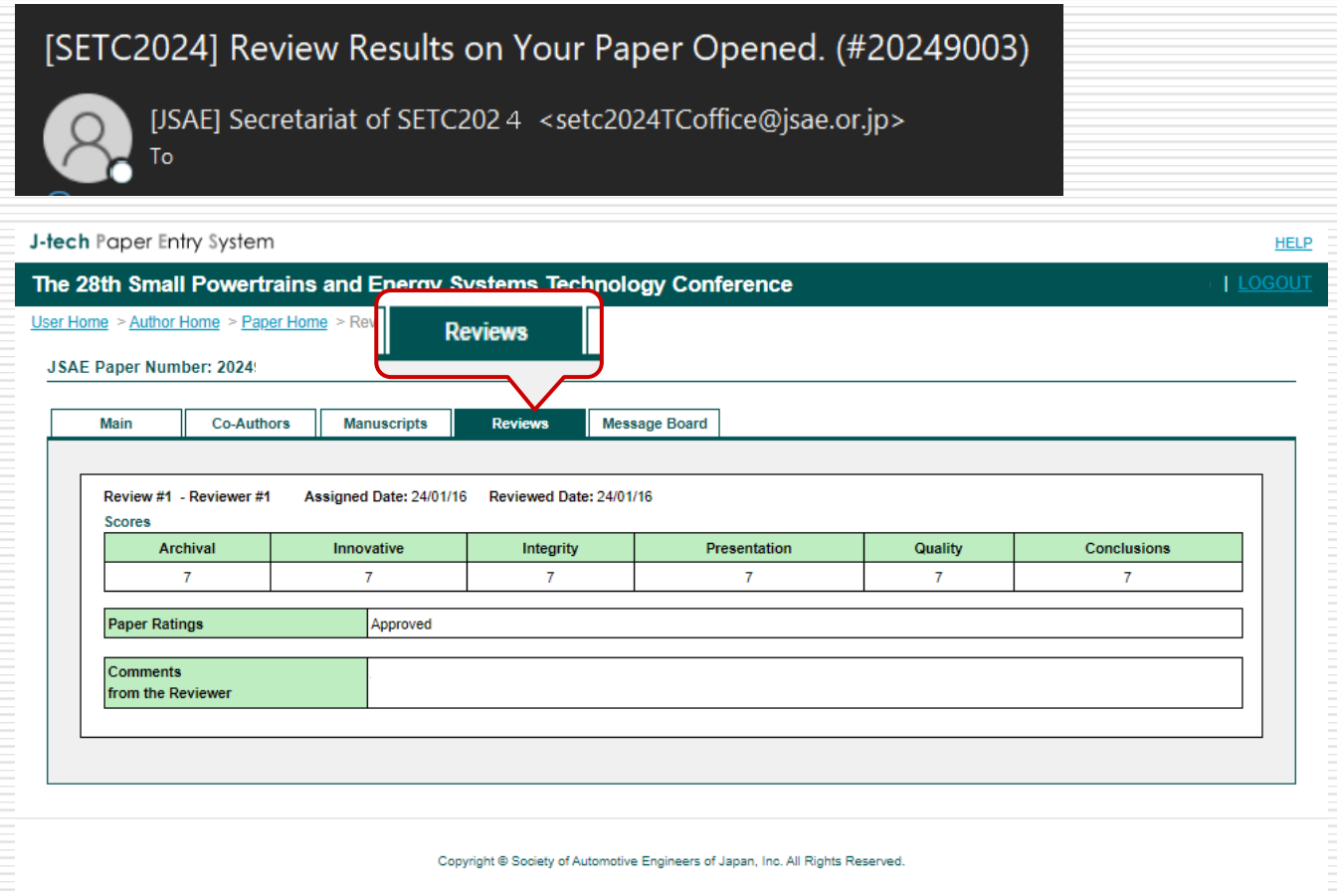
- ❑ If you've received the approving e-mail from the system, access the URL written in it.
- ❑ Log in the system, select the paper number and go to “**Manuscripts**” page.
- ❑ Choose your draft PDF from “**Choose File**” button and click “**Send**” button.



Step6: Check Review Results

- If you've received an e-mail from the system and it says “Review Results on Your Paper Opened”, you can see review results of your paper by clicking “Reviews” page.

- Check the reviewer’s comments.



The screenshot shows an email notification and a web interface. The email subject is "[SETC2024] Review Results on Your Paper Opened. (#20249003)" and the sender is "[JSAE] Secretariat of SETC2024 <setc2024TCoffice@jsae.or.jp>". The web interface is the "J-tech Paper Entry System" for "The 28th Small Powertrains and Energy Systems Technology Conference". A red box highlights the "Reviews" link in the navigation menu. Below the navigation, the "Reviews" page is displayed for "JSAE Paper Number: 2024".

Review #1 - Reviewer #1 Assigned Date: 24/01/16 Reviewed Date: 24/01/16

Scores					
Archival	Innovative	Integrity	Presentation	Quality	Conclusions
7	7	7	7	7	7

Paper Ratings: Approved

Comments from the Reviewer

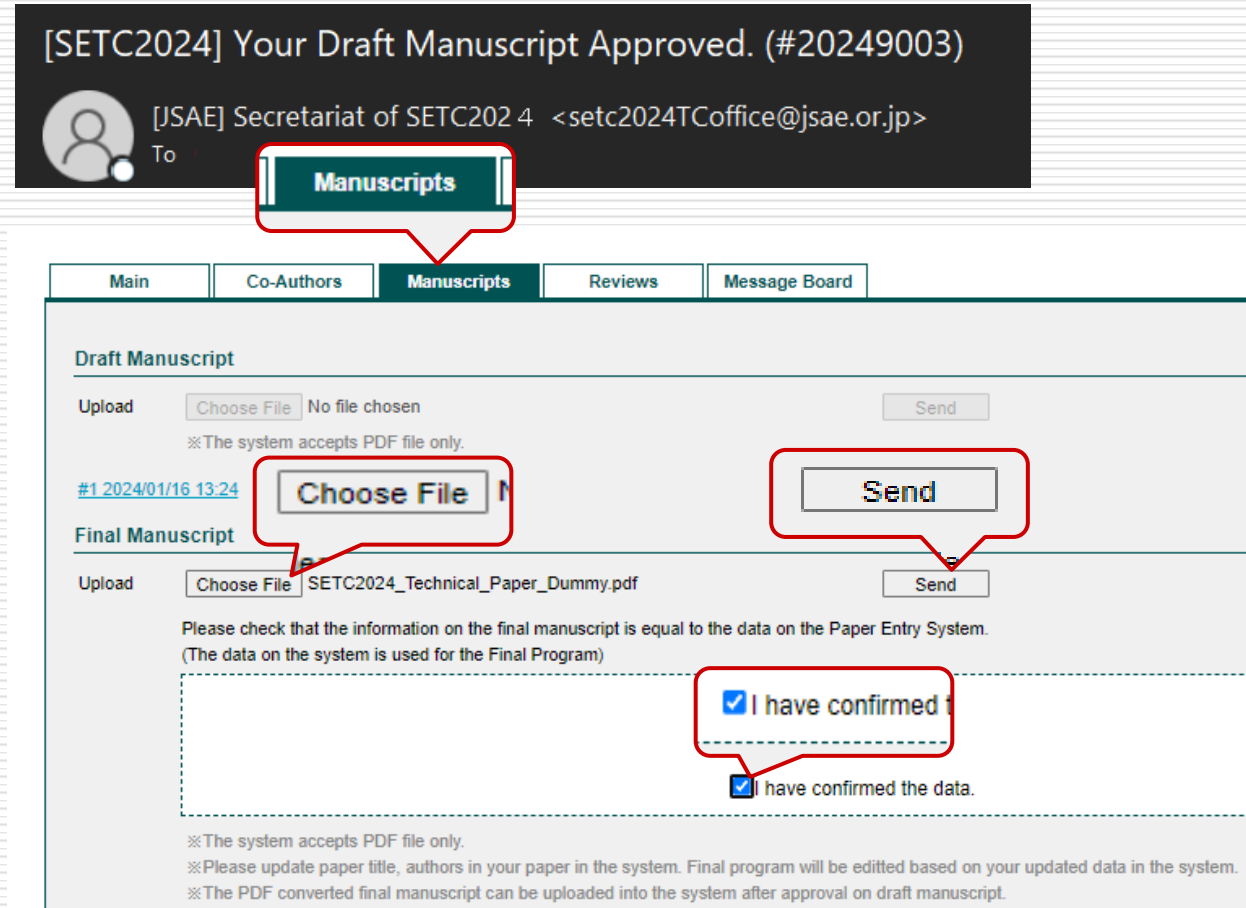
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Step7: Modify Your Draft Manuscript

- ❑ If you've received an e-mail from the system and it says “[Approved if Modified](#)”, please modify your manuscript and re-submit it.
- ❑ If your modified paper has been approved by e-mail, you can go to Step8.

Step8: Submit Your Final Manuscript

- ❑ If you've received the approved e-mail from the system, you can submit your final Manuscript.
- ❑ Access to URL in the e-mail, go to “[Manuscripts](#)” screen, and submit the final manuscript. (Similar flow to Step5 but as a Final Manuscript)
- ❑ Please add JSAE/SAE paper number on the first page of your final manuscript.



[SETC2024] Your Draft Manuscript Approved. (#20249003)

[JSAE] Secretariat of SETC2024 <setc2024TCoffice@jsae.or.jp>

To

Manuscripts

Main Co-Authors **Manuscripts** Reviews Message Board

Draft Manuscript

Upload Choose File No file chosen Send

※ The system accepts PDF file only.

#1 2024/01/16 13:24 Choose File Send

Final Manuscript

Upload Choose File SETC2024_Technical_Paper_Dummy.pdf Send

Please check that the information on the final manuscript is equal to the data on the Paper Entry System. (The data on the system is used for the Final Program)

I have confirmed

I have confirmed the data.

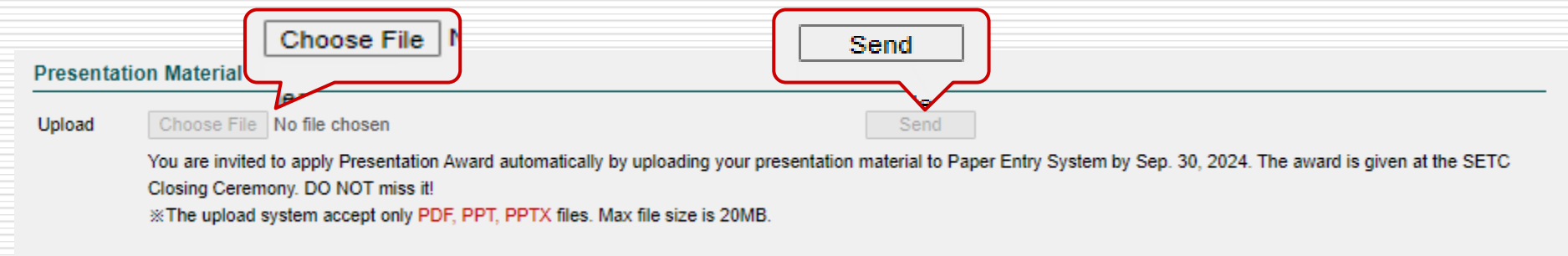
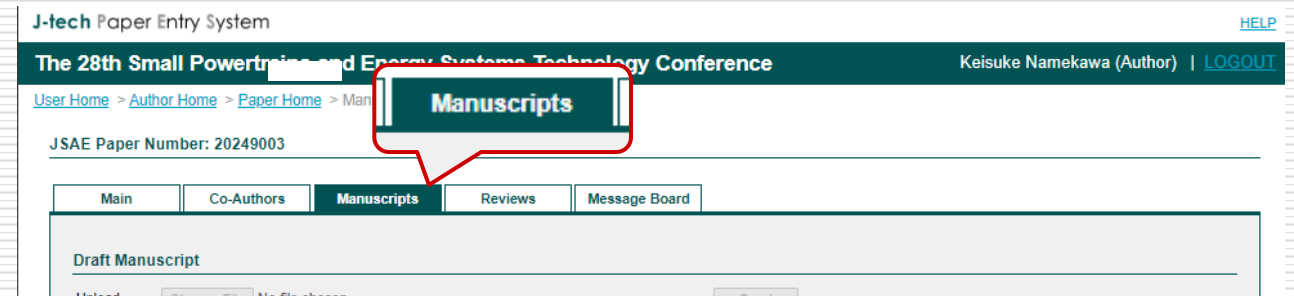
※ The system accepts PDF file only.
 ※ Please update paper title, authors in your paper in the system. Final program will be edited based on your updated data in the system.
 ※ The PDF converted final manuscript can be uploaded into the system after approval on draft manuscript.

Thank you for your paper submission!

When you submit the final manuscript and receive the e-mail of acceptance, you succeed in the paper submission!

Step9: Submit Your Presentation Material

- Access to your page, go to “[Manuscripts](#)” screen, and submit the presentation material.



Note

- In order to prevent our emails from being classified as spam, we kindly request that you add the email address provided by the SETC2024 Secretariat to your list of trusted senders or whitelist.

This will ensure you are updated with all our correspondence. Your attention to this matter would be greatly appreciated.

[JSAE] Secretariat of SETC2024 setc2024TCoffice@jsae.or.jp

- If you have any questions, please contact the office through the Message Board of the system.

Thank you!