



# Author Operation Manual (Simplified English version)

This manual was created by the Asian Society of Human Services based on the "Tutorial for Authors" provided by the Editorial Manager. You can [download](#) the original here.

## 1-1. User registration

Click here



### Operations

#### Register

Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

**NOTE:** If you received an e-mail about confirming registration from us, DO NOT REGISTER AGAIN. Simply use that information to login. If you forget your password, please reset your password from "Send login Detail" on the top page. Usernames and passwords may be changed after registration (see instructions below).



**First-time users:** Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. **NOTE:** If you received an e-mail about confirming registration from us, DO NOT REGISTER AGAIN. Simply use that information to login. If you forget your password, please reset your password from "Send login Detail" on the top page. Usernames and passwords may be changed after registration (see instructions below).

**Repeat users:** Please enter your username and password in the box above and login to the system as the appropriate role.

**Authors:** Please enter your username and password in the box above and login to the system as "Author." You may then submit your manuscript and track its progress through the system.

**Reviewers:** Please enter your username and password in the box above and login to the system as "Reviewer." You may then view and/or download manuscripts assigned to you for review or submit your comments to the editor and the authors.

**To change your username and/or password:** Once you are registered, you may change your contact information, username and/or password at any time. Simply log in to the system and click on "Update My Information" in the navigation bar at the top of the page.

## 1-2. Registration screen

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Pre-registration Page

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Choose a Registration Method

Retrieve your details from the ORCID registry:

Use My ORCID Record

Or type in your details and continue to register without using ORCID:

1 Given/First Name\* 2 Family/Last Name\* E-mail Address\* continue >>

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the "Forgot Your Login Details?" button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the "Update My Information" link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

Cancel Forgot Your Login Details?

Click here



Insert Special Character

Login Details

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

Enter preferred user name \* Password \* Re-type Password \*

Must be at least 6 characters

Insert Special Character

Personal Information

Title \* ※Mr., Ms., Mx., Dr., etc.

Given/First Name \* \*Same as previous screen

Middle Name

Family/Last Name \* \*Same as previous screen

Degree \* ※Ph.D. in Social Welfare

Preferred Name (nickname)

Primary Phone (including country code)

Secondary Phone (including country code)

Secondary Phone is for Mobile Beeper Home Work Admin. Asst.

Fax Number (including country code)

E-mail Address \* \*Same as previous screen

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. Read More.

ORCID Fetch/Register

What is ORCID?

Insert Special Character

Institution Related Information

Position ※Professor, etc.

Institution \* Department \* Street Address \* 1st line required

City \* State or Province \* Zip or Postal Code \* Country or Region \* Please select from the list below

Address is for \* Work Home Other

Available as a Reviewer? \* Yes No

Areas of Interest or Expertise

Select Personal Classifications: Please indicate your areas of expertise by selecting from the pre-defined list using the 'Select Personal Classifications' button.

Edit Personal Keywords: Please indicate your areas of expertise by adding your own Personal Keywords individually using the 'Edit Personal Keywords' button.

Personal Classifications \* (None Selected) ※ Academic field > Select in another window

Select Personal Classifications

Select 1-3 Classifications

Personal Keywords \* (None Defined) ※ Keyword > Select in another window

Edit Personal Keywords

Enter 1-5 Keywords

Continue >>

Click here

Your street address (line 1) was not entered.

Please use the button below to go back to the Previous Page and enter the missing information.

<< Previous Page

Click here

NOTE: If a required field is missing, the page will change to notify you of the missing part. Go back to the input screen from [Previous Page] and confirm again.

### 1-3. Confirmation screen for user registration details

### Ex.) E-mail screen

The registration is complete.

## 1-4. User login



**First-time users:** Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. **NOTE:** If you received an e-mail about confirming registration from us, DO NOT REGISTER AGAIN. Simply use that information to login. If you forget your password, please reset your password from "Send login Detail" on the top page. Usernames and passwords may be changed after registration (see instructions below).

**Repeat users:** Please enter your username and password in the box above and login to the system as the appropriate role.

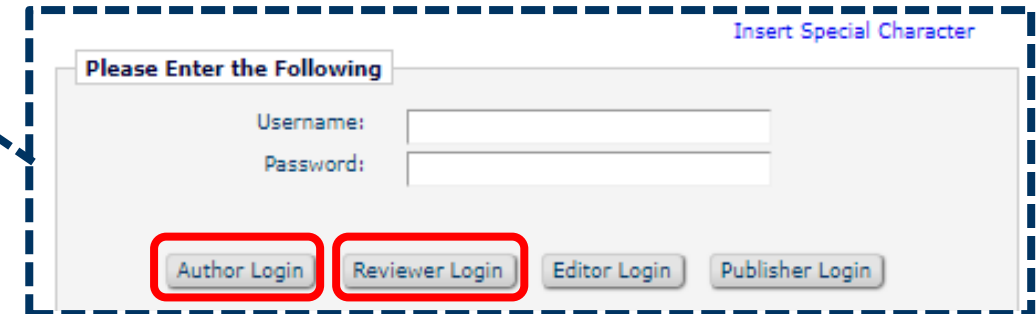
**Authors:** Please enter your username and password in the box above and login to the system as "Author." You may then submit your manuscript and track its progress through the system.

**Reviewers:** Please enter your username and password in the box above and login to the system as "Reviewer." You may then view and/or download manuscripts assigned to you for review or submit your comments to the editor and the authors.

**To change your username and/or password:** Once you are registered, you may change your contact information, username and/or password at any time. Simply log in to the system and click on "Update My Information" in the navigation bar at the top of the page.

### Operations

<b>User login</b>	<b>Author</b>	Enter your username and password in the boxes in the middle of the screen, And, log in to the system with the <b>[Author Login]</b> button. You can then submit your manuscript and track its progress through our system.
	<b>Reviewer</b>	Please enter your username and password in the box in the middle of the screen and log in to the system with the <b>[Reviewer Login]</b> button. You can then view and/or download the manuscript assigned to you for review, And, send comments to editors and authors.



**[Author][Reviewer]**

Even if you log in to the wrong destination, there is no problem with the system, so please do not panic and try again.

## 1-5. Update user information

The screenshot shows the Author Main Menu interface. At the top right, the user's profile information is displayed: Username (Registered title + surname), Role (Author), and Site Language (English). A red box highlights the 'Update My Information' link in the 'New Submissions' section, with a red arrow pointing to it and the text 'Click here'. The 'New Submissions' section includes links for 'Submit New Manuscript', 'Submissions Sent Back to Author', 'Incomplete Submissions (0)', 'Submissions Waiting for Author's Approval (0)', and 'Submissions Being Processed (0)'. The 'Revisions' section includes links for 'Submissions Needing Revision (0)', 'Revisions Sent Back to Author (0)', 'Incomplete Submissions Being Revised (0)', 'Revisions Waiting for Author's Approval (0)', 'Revisions Being Processed (0)', and 'Declined Revisions (0)'. The 'Completed' section includes a link for 'Submissions with a Decision (0)'. The 'Author Main Menu' on the left includes links for 'Home', 'Main Menu', 'Submit a Manuscript', 'About', and 'Help'.

### Operations

#### User's information / Change Password

Once registered, you can change your user information at any time. Log in to the system and click Update My Information in the navigation bar at the top of the page.

- Login information
- Personal information
- Work information
- Specialized field information

You can update any of the above information.

Ex.) This is the screen after logging in as [Author]

## Login Help | If you forget your password



[Send login details]

Click here

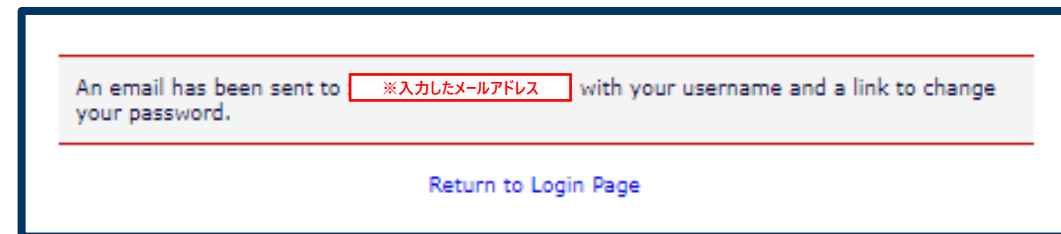
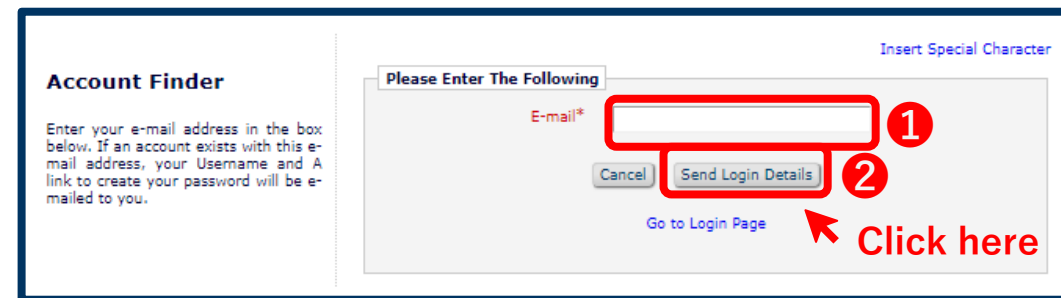
**First-time users:** Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. **NOTE:** If you received an e-mail about confirming registration from us, DO NOT REGISTER AGAIN. Simply use that information to login. If you forget your password, please reset your password from "Send login Detail" on the top page. Usernames and passwords may be changed after registration (see instructions below).

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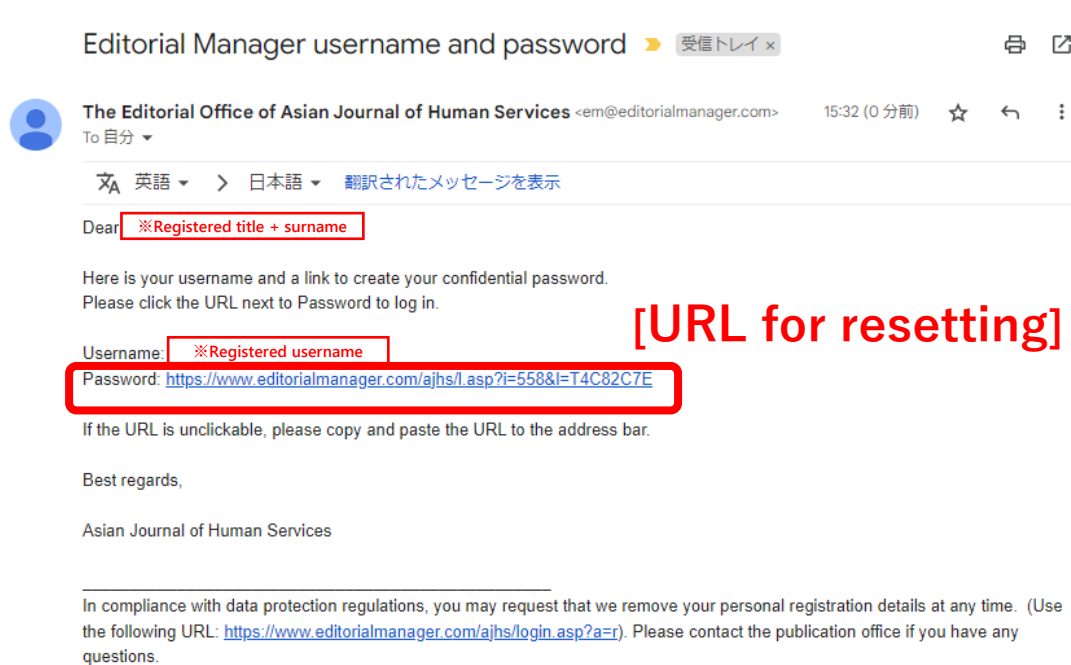
**To change your username and/or password:** Once you are registered, you may change your contact information, username and/or password at any time. Simply log in to the system and click on "Update My Information" in the navigation bar at the top of the page.



An email will be sent to you with a link to change your username and password.

## Login Help If you forget your password

### Ex.) E-mail screen



### Change Password

1 Please enter your new password. If this publication enforces specific password guidelines, they will be listed below.

New Password  **Must be at least 6 characters**

Re-type New Password

Password Rules

Passwords must be a minimum of 6 characters.

2   **Click here**

**NOTE:** User passwords cannot be checked by administrators. Be sure to manage your password yourself, and if you forget it, please reset it from the login screen.

**Password reset is now complete.**