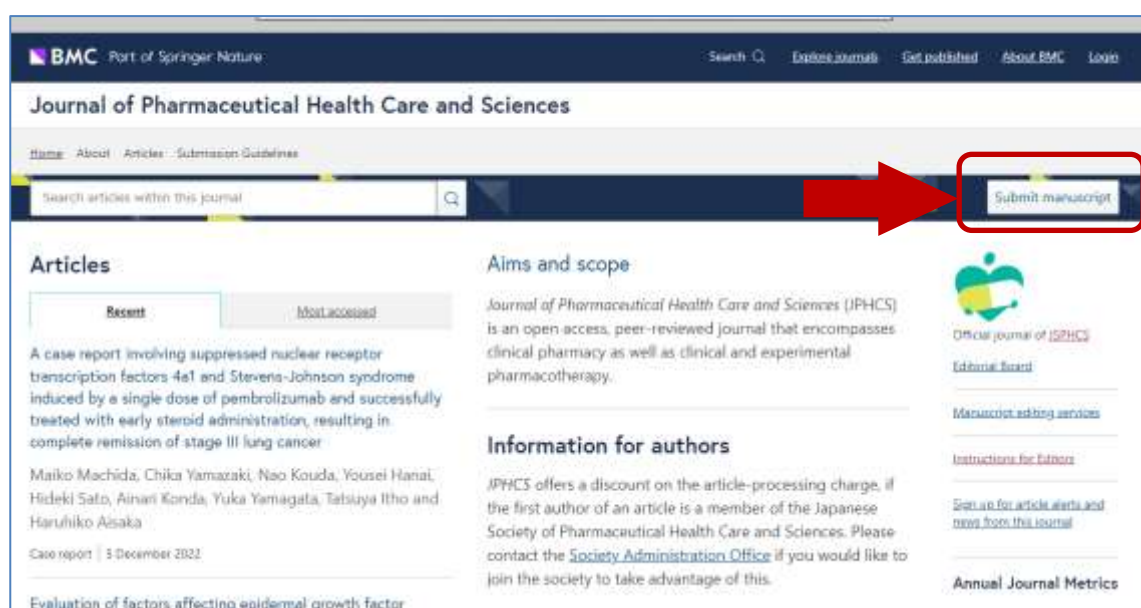


■ *Journal of Pharmaceutical Health Care and Sciences* (JPHCS)への投稿手順 (2023年6月版)

① アクセス

JPHCS のジャーナルウェブサイト <https://jphcs.biomedcentral.com/> にアクセスし、**Submit manuscript** ボタンをクリック。



投稿システム Editorial Manager のサイト <https://www.editorialmanager.com/jphc> に直接アクセスすることも可能です

② Editorial Manager にログイン

Editorial Manager 経由で初めて論文投稿を行う際には [RegisterNow] のリンクよりユーザー登録を行う。既に Editorial Manager 用の Username と Password を取得している場合には、それらを入力し [Author Login] をクリック。



Please Enter the Following

Username:

Password:

Author Login Reviewer Login Editor Login Publisher Login

Or Login via:  What is ORCID?

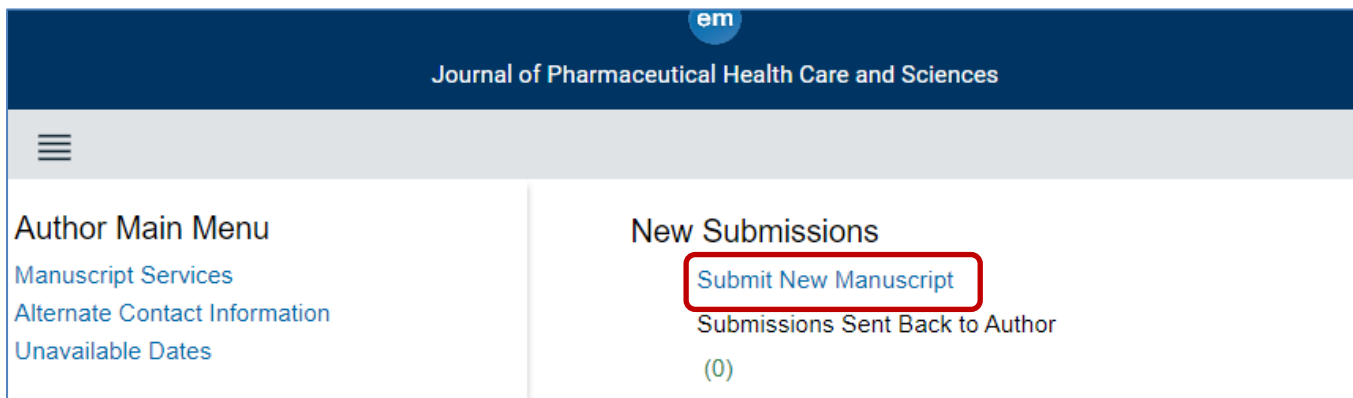
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Editorial Manager で初めて投稿を行う際には、ここをクリック

③ 論文投稿手続き開始

Author Main Menu の [Submit New Manuscript] をクリックし、論文投稿を開始。



em

Journal of Pharmaceutical Health Care and Sciences

Author Main Menu

Manuscript Services

Alternate Contact Information

Unavailable Dates

New Submissions


Submit New Manuscript

Submissions Sent Back to Author

(0)

④ Article Type の選択

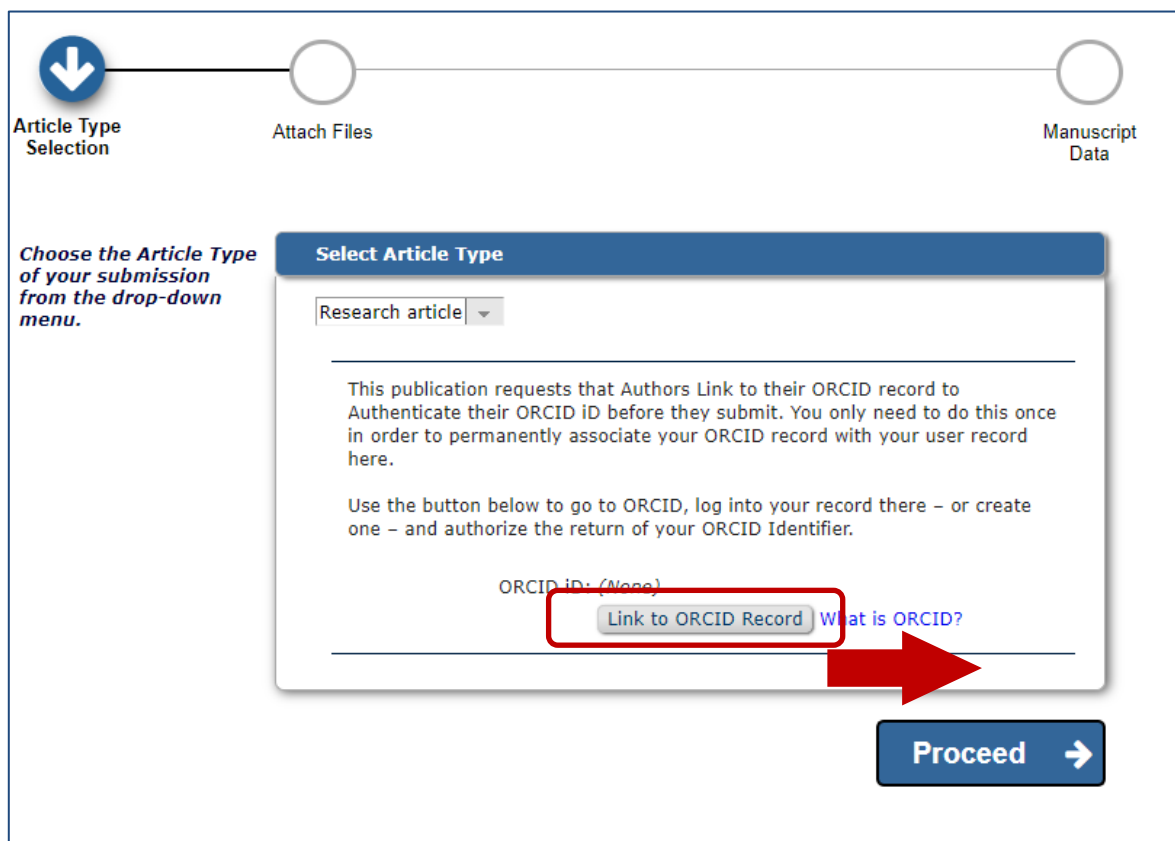
プルダウンメニューより Article Type を選択し[Proceed]をクリック。



The screenshot shows the 'Article Type Selection' step of a three-step process. The first step, 'Article Type Selection', is highlighted with a blue downward arrow icon. Below the step indicator, a text prompt reads: 'Choose the Article Type of your submission from the drop-down menu.' To the right, a blue header bar says 'Select Article Type'. Below this bar is a dropdown menu currently set to 'None', which is highlighted with a red rectangular box.

Article Type を選択したあと、ORCID ID の登録 (リンク) のためのボタンが表示されます。

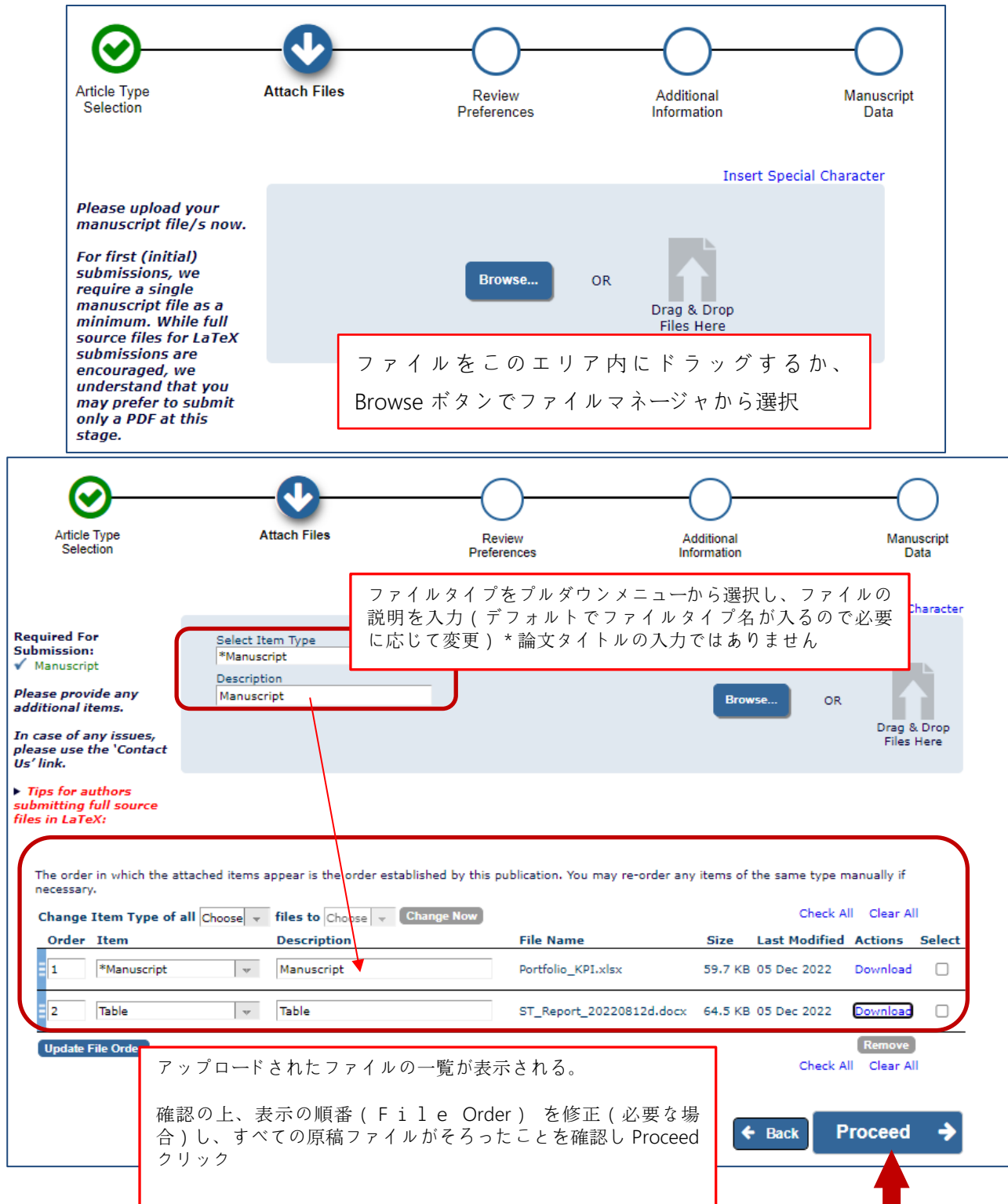
ORCID ID をお持ちの方は「Link to ORCID Record」をクリックして必要な登録作業を行ってください。(これは一度行くと、その後はシステムに登録され、移行の投稿の際には自動的に表示されます)



This screenshot shows the next step in the process. The 'Article Type Selection' step is now completed, indicated by a blue downward arrow icon. The 'Attach Files' step is the current active step, shown with a white circle icon. The 'Manuscript Data' step is shown with a grey circle icon. The main content area has a blue header 'Select Article Type' and a dropdown menu set to 'Research article'. Below this, a text block explains the requirement to link an ORCID ID. At the bottom of this text block, the text 'ORCID ID: (None)' is displayed. Below that, a button labeled 'Link to ORCID Record' is highlighted with a red rectangular box. A large red arrow points from this button towards a blue 'Proceed' button with a right-pointing arrow, which is located at the bottom right of the form.

ORCID を登録完了後、（あるいは登録しない場合はそのまま）「Proceed」をクリック

⑤ 論文ファイルをアップロード



The screenshot displays the 'Attach Files' step in the submission process. The progress bar at the top shows five steps: Article Type Selection (completed), Attach Files (current), Review Preferences, Additional Information, and Manuscript Data. The main area contains instructions to upload the manuscript file, with options to 'Browse...' or 'Drag & Drop Files Here'. A red box highlights the 'Browse...' button and the 'Drag & Drop Files Here' area, with text: 「ファイルをこのエリア内にドラッグするか、Browse ボタンでファイルマネージャから選択」.

Below the upload area, there is a section for 'Required For Submission' with a 'Manuscript' checkbox. A red box highlights the 'Select Item Type' dropdown menu, which is set to '*Manuscript'. A red box also highlights the 'Description' input field, which contains 'Manuscript'. A red box highlights the 'Browse...' button and the 'Drag & Drop Files Here' area, with text: 「ファイルタイプをプルダウンメニューから選択し、ファイルの説明を入力（デフォルトでファイルタイプ名が入るので必要に応じて変更）＊論文タイトルの入力ではありません」.

At the bottom, there is a table showing the uploaded files. A red box highlights the table, with text: 「アップロードされたファイルの一覧が表示される。」. The table has columns: Order, Item, Description, File Name, Size, Last Modified, Actions, and Select. The first row shows '1' for Order, '*Manuscript' for Item, 'Manuscript' for Description, 'Portfolio_KPI.xlsx' for File Name, '59.7 KB' for Size, '05 Dec 2022' for Last Modified, 'Download' for Actions, and a checkbox for Select. The second row shows '2' for Order, 'Table' for Item, 'Table' for Description, 'ST_Report_20220812d.docx' for File Name, '64.5 KB' for Size, '05 Dec 2022' for Last Modified, 'Download' for Actions, and a checkbox for Select. Below the table, there is a 'Update File Order' button. A red box highlights the 'Proceed' button at the bottom right, with text: 「確認の上、表示の順番（File Order）を修正（必要な場合）し、すべての原稿ファイルがそろったことを確認し Proceed クリック」.



Please provide the requested information.

Oppose Reviewers

Please identify anyone who you would prefer not to review this submission. Fill in as much contact information as possible to allow us to identify the person in our records, and provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

Currently Opposed Reviewers List [+ Add Opposed Reviewer](#)

There are currently no Opposed Reviewers in the list.

[+ Add Opposed Reviewer](#)

[← Back](#) [Proceed →](#)

投稿する論文について、利益相反（COI）関係などの理由から査読を依頼すべきでない方がいる場合、「Add opposed reviewer」をクリックし、その方のお名前を登録してください。とくにいなければそのまま Proceed をクリック

⑥ Opposed Reviewer の登録（任意）

⑦ Additional Information（投稿に関する情報の登録）: 全て回答必須項目です

カバーレターの登録

申告事項記載確認

臨床試験情報登録

BMC License Agreement

カバーレターのテキストを入力

Research Square author dashboard 利用の確認

申告事項：左記の申告事項のセクションが論文の文末に記載されていることを確認してください

Is this study a clinical trial?


A clinical trial is defined by the World Health Organisation as 'any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes'.


**Answer
Required:**


Please


投稿する論文の内容が Clinical Trial (臨床試験) に関するものかどうかを確認する。
該当する場合には YES を選択し、必要な情報を入力。
該当しなければ No を選ぶ


response.


Article Type
Selection


Attach Files


Review
Preferences


Additional
Information


Manuscript
Data

Please respond to the presented questions/statements.

Insert Special Character

Questionnaire

Covering letter concerning your manuscript

Instructions

**Answer
Required:**

Character Count: 0

Limit 20000 characters

Declarations

Have you included a 'Declarations' section in your manuscript including all of the subheadings listed below and the relevant information under each?

- Ethics approval and consent to participate
- Consent for publication
- Availability of data and material
- Competing interests
- Funding
- Authors' contributions
- Acknowledgements

Click [here](#) for information on what should be included under each heading.

Please use the 'Contact Us' link above if you require further assistance

**Answer
Required:**

Please select a response

Please select a response.

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BMC License Agreement

You must accept and confirm the conditions of submission as follows:

- All authors of the manuscript have read and agreed to its content and are accountable for all aspects of the accuracy and integrity of the manuscript in accordance with [ICMJE](#) criteria.
- The manuscript is original, has not already been published, and is not currently under consideration by another journal.
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- By submitting your article for consideration, you acknowledge that if you are recognised as affiliated to an institution or funder with a Springer Nature open access agreement, your name and contact details may be shared with a representative from that institution or funder in order for us to verify whether they agree to cover, in full or in part, the article processing charge (APC) that is payable upon editorial acceptance of submitted articles.

Answer Required:

☒ Please select a response

☐ Yes, I am the author responsible for the submission of this article and I accept the conditions of submission and the BioMed Central Copyright and License Agreement as detailed above.

Please select a response.

論文投稿をするためにはこの License Agreement への合意が必要です。問題なければ YES を選択

Research Square author dashboard の利用について (承諾確認)

Research Square author dashboard

Springer Nature is committed to increasing transparency in the peer review process. We have partnered with Research Square to provide a private author dashboard, where you can:

- Get real-time access to the status of your manuscript throughout peer review via a peer review timeline.
- Access free resources and optional services that can help you improve your manuscript. Use of these services is confidential between you and Research Square, is not shared with the editors of the journal and does not have any impact on editorial decisions.

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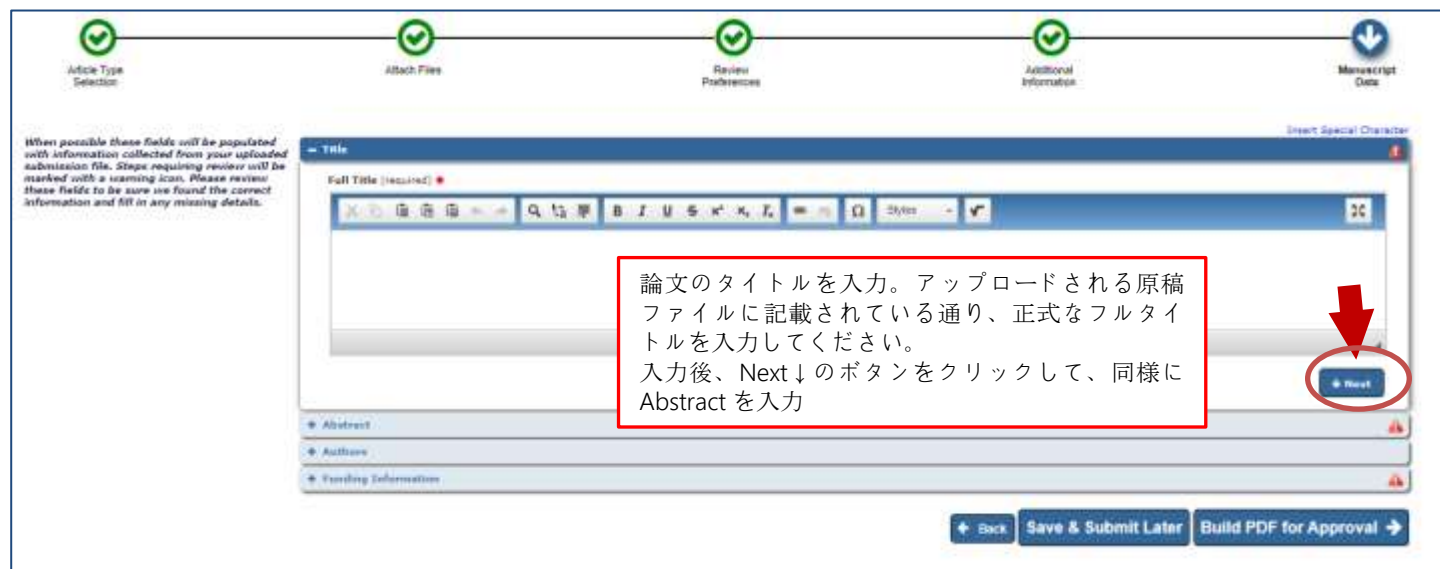
Answer Required:

☒ Please select a response

☐ I understand that my manuscript and associated personal data will be shared with Research Square for the delivery of the author dashboard.

Please select a response.

このジャーナルに投稿をするにあたり、以下の点にご了承をお願いします。投稿された論文の情報は、Springer Nature が提携する Research Square author dashboard に提供され、投稿中論文として情報公開されます。また、著者は Author dashboard にアクセスし、査読の状況を確認することができます。
(I understand.. をクリック)



⑧ 論文情報の入力

Abstract 入力後、同様に Next↓ のボタンをクリックして著者情報入力欄に移動

⑨ 著者情報、Funding Information の入力

投稿作業を行っている著者の情報は Author List のトップに自動的に表示されます (システムに登録している情報がそのまま使用されます)

共著者情報を登録する場合、「+ Add Another Author」をクリックすると、下記のような入力欄が表示されますので必要事項を入力し、登録してください。赤字は必須項目です。

Add Another Author ボタンより Enter Author Details を開いて、共著者の情報を入力し[Next]をクリック。入力後、左上のボタンで保存をしてください。

必ず、Author として記載されている全ての著者を入力してください。投稿後の追加や変更、

削除などは原則不可能ですのでご注意ください。

Please Add, Edit, or Remove Authors

Enter the authors of your manuscript by clicking 'Add author'. Please see our [Editorial Policies](#) for information on authorship criteria. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD). To change the corresponding author, enter the new corresponding author's name in the text boxes, and click the check box labelled 'Please select if this is the corresponding author'.

A * indicates the field is required.

Current Author List

.../ Noriko

+ Add Another Author

Enter Author Details

保存/保存して更に追加/元に戻す/削

[Open Special Character Palette](#)

Title* |

Given/First Name*

Middle Name

Family/Last Name*

Academic Degree(s)

Affiliation *

E-mail Address*

Country* Please choose a country

☐ This is the corresponding author

ここにチェックを入れると自分以外の人を Corresponding Author に指定できます。
(投稿後の論文には Corresponding Author しかアクセスできなくなりますのでご注意ください)

Authors

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Current Author List

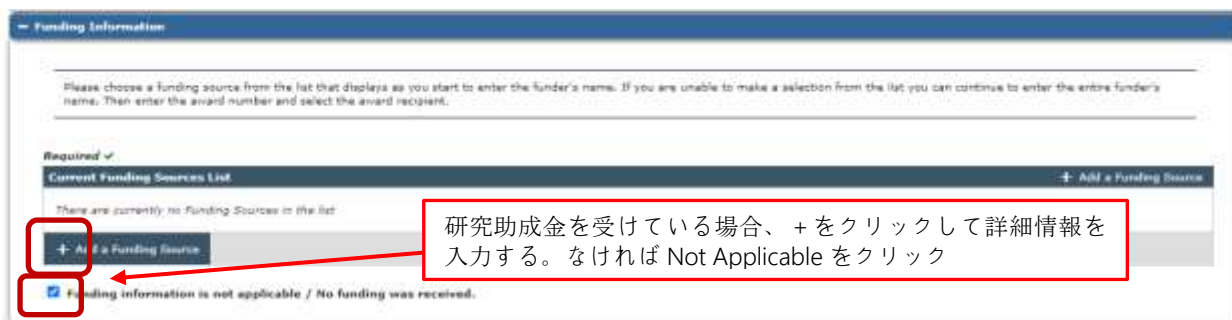
.../ Dr AB CD [First Author] ⚠

.../ Ms. Masayo Kobayashi [Corresponding Author] [You]

Springer Nature

+ Add Another Author

複数の著者を入力した場合、この水色の部分にカーソルをあてて上下にドラッグすると著者の表示順を変えられます。必ず筆頭著者のお名前が一番上に表示されるよう調整してください。
横のペンシルマークをクリックすると、入力した情報の編集、修正ができます。



Please choose a funding source from the list that displays as you start to enter the funder's name. If you are unable to make a selection from the list you can continue to enter the entire funder's name. Then enter the award number and select the award recipient.

Required ✓

Current Funding Sources List + Add a Funding Source

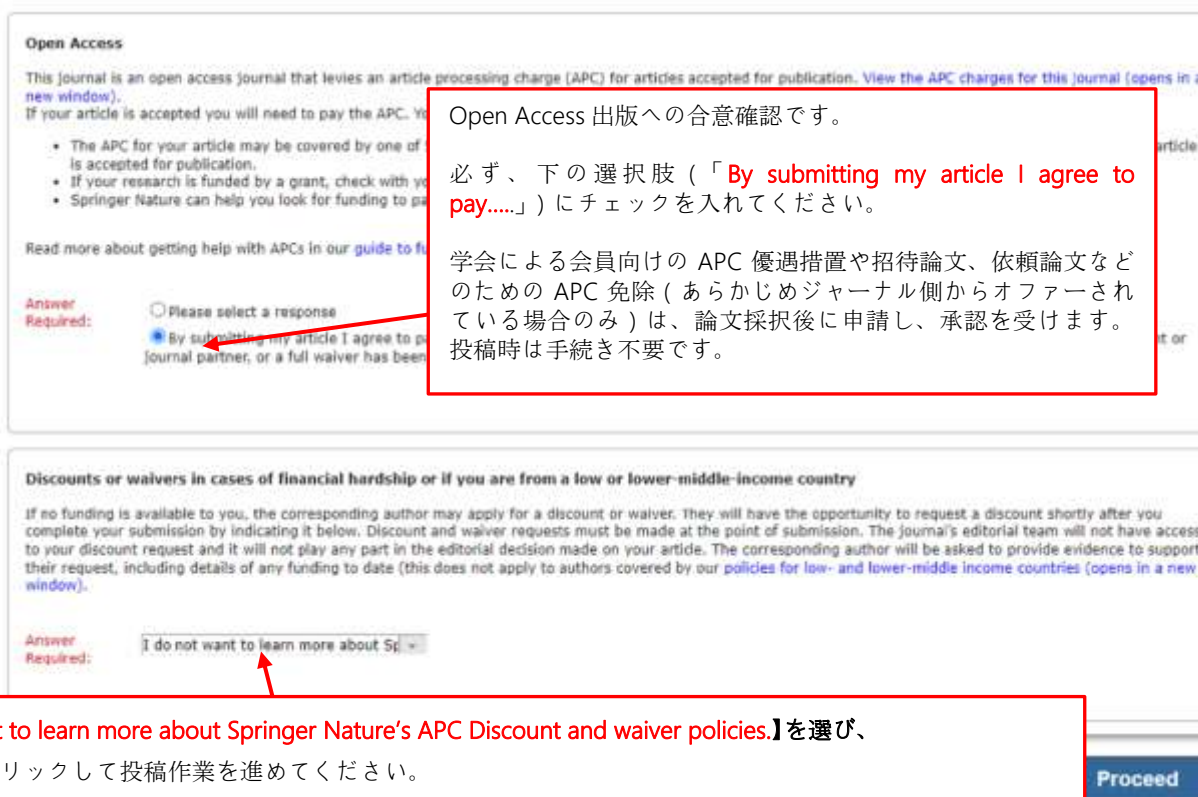
There are currently no Funding Sources in the list.

+ Add a Funding Source

☒ Funding information is not applicable / No funding was received.

研究助成金を受けている場合、+をクリックして詳細情報を入力する。なければ Not Applicable をクリック

⑩ Publication Charges (論文掲載料 = APC) の確認と合意



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This journal is an open access journal that levies an article processing charge (APC) for articles accepted for publication. [View the APC charges for this journal \(opens in a new window\)](#).

If your article is accepted you will need to pay the APC. You may be eligible for a discount or waiver.

- The APC for your article may be covered by one of the following funding sources.
- If your research is funded by a grant, check with your funding body.
- Springer Nature can help you look for funding to pay the APC.

Read more about getting help with APCs in our [guide to funding](#).

Answer Required: ☐ Please select a response

☒ By submitting my article I agree to pay the APC. I will be responsible for payment of the APC, or a full waiver has been granted.

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必ず、下の選択肢 (「By submitting my article I agree to pay....」) にチェックを入れてください。

学会による会員向けの APC 優遇措置や招待論文、依頼論文などのための APC 免除 (あらかじめジャーナル側からオファーされている場合のみ) は、論文採択後に申請し、承認を受けます。投稿時は手続き不要です。

Discounts or waivers in cases of financial hardship or if you are from a low or lower-middle-income country

If no funding is available to you, the corresponding author may apply for a discount or waiver. They will have the opportunity to request a discount shortly after you complete your submission by indicating it below. Discount and waiver requests must be made at the point of submission. The journal's editorial team will not have access to your discount request and it will not play any part in the editorial decision made on your article. The corresponding author will be asked to provide evidence to support their request, including details of any funding to date (this does not apply to authors covered by our policies for low- and lower-middle income countries ([opens in a new window](#))).

Answer Required:

Proceed

【 I do not want to learn more about Springer Nature's APC Discount and waiver policies.】を選び、

「Proceed」をクリックして投稿作業を進めてください。

学会会員としての APC 割引/免除を希望する場合も、ここでは上記を選択してください。

注)

もう一方の選択肢 (「I want to learn more about Springer Nature's APC Discount and waiver policies」) は、著者個人の財政的事情 (居住国の経済状況も含む) により APC を払えない場合の優遇措置をリクエストするものです。こちらを選ぶと、投稿完了後に Springer Nature より、APC 免除や減額申請の方法についての案内メールが届きます。会員割引の申請ではありませんので、日本国内の方は冒頭の「I do not ~」を選択してください。

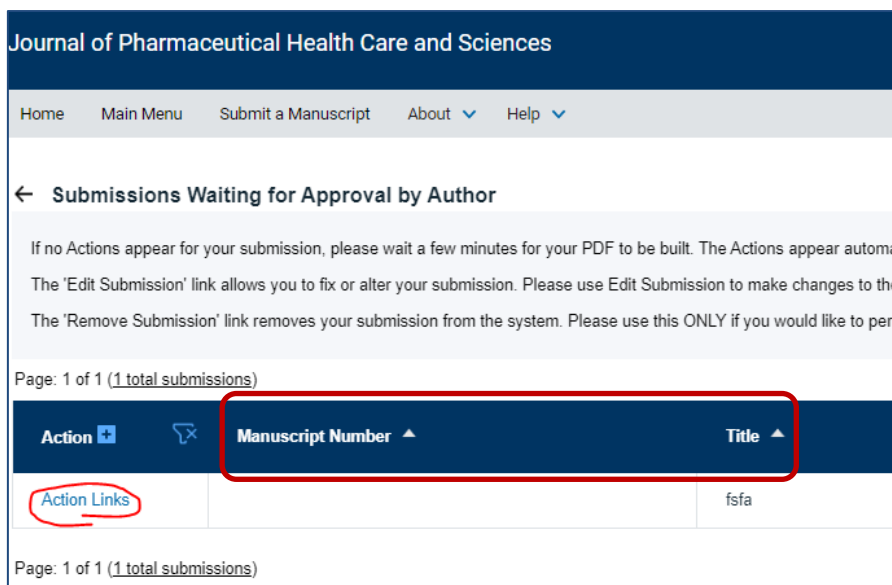
注) 筆頭著者が日本医療薬学会学会員の場合、アクセプト後に手続きを行うことで APC に学会員割引を適用可能です。詳細については、学会ウェブサイト英文誌のページ (<https://www.jsphcs.jp/gakkaishi/3-1.html>)をご覧ください。

■ 投稿論文の確認・承認手続き

引き続き、投稿論文の確認および承認を行う。

下記のように承認待ちの投稿中論文のリストが表示されるので、該当論文の「Action List」をク

リックし、プルダウンメニューから「View Submission」を選択する



Journal of Pharmaceutical Health Care and Sciences

Home Main Menu Submit a Manuscript About Help

← Submissions Waiting for Approval by Author

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automa
The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to th
The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to per

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	Title
Action Links		fsfa

Page: 1 of 1 (1 total submissions)

該当論文の Action Links より View Submission を選択し、PDF ファイルで投稿論文を確認後、

Approve Submission で承認を行うと、投稿手続き終了です。

注意：View Submission で一旦論文 PDF を開いて確認しないと、Approve できません。

再度 Author Main Menu に戻り、Submissions Being Processed 欄に投稿論文が移動しているこ

とを確認してください。

(2023 年 6 月版)