
Jxiv Submission Manual



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System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

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1. Introduction

This manual is an operations manual of the Jxiv preprint server for Submitters.

➤ Click on the following URL to open Jxiv

<https://jxiv.jst.go.jp/>

2. Target users

This operations manual is intended for authors who submit preprints to Jxiv (referred to as "Submitters")

3. Operation items (what Submitters can do)

Operation Item	Operation Overview
1. Register an account/Login	Sign in to Jxiv using the sign-in function of researchmap or ORCID and register an account. ※ Either a researchmap or ORCID ID is required for registration.
2. Submit Preprints	Enter information and upload files for preprint submission ※ You may submit a PDF of your manuscript and related data along with bibliographic information in accordance with [Jxiv Submission Terms] and [Jxiv Guidelines].
3. Unsubmission of Submission	How to submit unsubmission requests. *Submissions already made public cannot be unsubmitted. *Submitters cannot unsubmit their preprint through the user interface alone
4. Revising Preprint	Making corrections (revisions) to publicly available preprints *The "Reason for Revision" is always required for any revision. *Submitter must contact the Jxiv administrator that he/she has completed the submission of the revision.
5. Registering published version of the manuscript to the Preprint	Register the DOI and link the preprint to the article published by a journal. *The link to the published version that you have set cannot be changed.
6. Browse	View preprints made public on Jxiv. *Please refer to the Jxiv Browsing Manual (for browsers).
7. Preprint Statistics	View the statistics of the preprints made public on Jxiv.

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② Enter the ID and password of your ORCID iD and click the [Sign in] button.

Sign in

Email or 16-digit ORCID iD

0000-00

example@email.com or 0000-0001-2345-6789

Password


.....


SIGN IN


Forgot your password or ORCID ID?

Don't have an ORCID iD yet? Register now

or

 Access through your institution

 Sign in with Google

 Sign in with Facebook

③ ****ONLY FOR FIRST TIME USERS**** If the ORCID sign-in is successful, the following screen will move to the screen below. It will not appear again after registration with Jxiv is completed.

[Home](#) / [Complete registration](#)

Do you already have an account with Jxiv Preprint Server?

[Yes, I already have an account.](#)
[No, I'm new to Jxiv Preprint Server.](#)

Language

[日本語](#)
[English](#)

Caution: Preprints are manuscripts that have not been certified by peer review. JST does not endorse the description or content of any articles in Jxiv, so for readers who are non-researchers or are in the news media industry, please keep this firmly in mind while browsing them.

*If you switch the interface languages using the right sidebar displayed on this screen, the following error (authentication code mismatch) will occur. In this case, please return to the top page or sign-in screen, switch the language, and then sign in again.


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4.1.2.2. Sign in with researchmap

- ④ From the following screen, press the [Sign in with researchmap] button.

Sign in or register

Sign in or register using one of the following methods:

 Sign in with researchmap

 Sign in with Orcid

System administrator login

Username *

Password *

[Forgot your password?](#)

☐ Keep me logged in

Login

- ⑤ Enter your ID and password of researchmap and click the [Sign in] button.



Login

Login ID*

Password*

Login

[Forgot your Password? Please click here.](#)

[Please see here for inquiries.](#) [User Manual](#)

- ⑥ ****ONLY FOR FIRST TIME USERS**** After successfully logging in, you will be redirected to the following

[Home](#) / [Complete registration](#)

Do you already have an account with Jxiv Preprint Server?

[Yes, I already have an account.](#)

[No, I'm new to Jxiv Preprint Server.](#)

Language

[日本語](#)

[English](#)

Caution: Preprints are manuscripts that have not been certified by peer review. JST does not endorse the description or content of any articles in Jxiv, so for readers who are non-researchers or are in the news media industry, please keep this firmly in mind while browsing them.

screen.

*If you switch the interface languages using the right sidebar displayed on this screen, the following error (authentication code mismatch) will occur. In this case, please return to the top page or sign-in screen, switch the language, and then sign in again.

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4.2. Linking to a Jxiv account [Account Registration (first time only)].
Click [No, I am new to Jxiv Preprint Server].

[Home](#) / Complete registration

Do you already have an account with Jxiv Preprint Server?

[Yes, I already have an account.](#)
[No, I'm new to Jxiv Preprint Server.](#)

Language

[日本語](#)
[English](#)

Caution: Preprints are manuscripts that have not been certified by peer review. JST does not endorse the description or content of any articles in Jxiv, so for readers who are non-researchers or are in the news media industry, please keep this firmly in mind while browsing them.

Click on the link above, and a registration form will appear. Fill out the required information in the entry fields and click the [Register] button.

Additional information is required to register:

Given Name *

Taro

Family Name *

Kagaku

Email *

Username *

B000220590

Affiliation *

Country *

☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#). *

☐ Yes, I would like to be notified of new publications and announcements.

Complete registration

Once the account is successfully registered, the message [Registration Completed] will appear.

[Home](#) / Registration complete

Registration complete

Thanks for registering! What would you like to do next?

- [Make a New Submission](#)
- [Edit My Profile](#)
- [Continue Browsing](#)

- Edit My Profile ⇒ Go to 【5. Edit your account information】
- Make a New Submission ⇒ Go to 【6. Submitting Preprints】
- Continue Browsing ⇒ Please refer to the 【Jxiv Browsing Manual】

NOTICE: First time users must edit account information before submitting preprints

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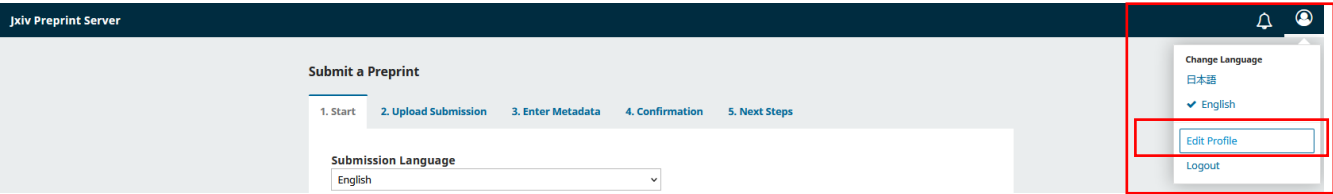
5. Edit your account information [Required before Submission].

Please be sure to edit your account information before submitting your manuscript. The information entered during account registration does not fulfil the information requirements for submission.

When entering your account information, please register information in both Japanese and English, or only English as necessary. Once the first entry field is clicked, a second entry field will appear for the other language.

5.1. Editing registered account information

5.1.1. Click on the profile icon in the upper right corner of the screen and select [Edit Profile] from the pull-down menu.



5.1.2. Select the item to edit from the tabs on the Account Information screen

5.1.2.1. [Identity] tab

Profile

Identity
Contact
Roles
Public
Password
Notifications
API Key

Username
B000220590

Name
Taro

Name
Kagaku

Given Name *
Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Your data is stored in accordance with our [privacy statement](#).

* Denotes required field

Save

※Please fill out the “Name” field with your Given Name (first name) and Family Name (last name) in both Japanese and English. Once the first entry field is clicked, a second entry field will appear for the other language.

※If the user cannot or chooses to not enter their name in Japanese, please fill both entry fields in English

※If you have a middle name, register your full name that includes your middle name in the "Preferred Public Name" box. If you register your name through this box, only this "Preferred/Public Name" will be displayed on the Jxiv site, and the entries in the “Name” field (Given Name and Family Name) will not be used.

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5.1.2.2. [Contact] tab

Profile

Identity

Contact

Roles

Public

Password

Notifications

API Key

Email *

B

I

U

Signature

Phone

Affiliation

B

I

U

Mailing Address

Japan

Country *

Working Languages

☐ English
 ☐ 日本語

Your data is stored in accordance with our [privacy statement](#).

* Denotes required field

Save

- ※If submitting Japanese preprints, make sure to register your "Affiliation" in both Japanese and English.
- ※Fill in your affiliation (required: up to your department or school name if an University; up to your Division or Department name if a Company) in the [Affiliation] box in the Jxiv system.
- ※If you are submitting an English preprint, registration is only needed in English.

5.1.2.3. [Roles] tab

*Do not make changes to the “Roles” check box.

Profile

Identity

Contact

Roles

Public

Password

Notifications

API Key

Roles

☐ Not posted User
 ☒ Author

Your data is stored in accordance with our [privacy statement](#).

* Denotes required field

Save

5.1.2.4. [Public] tab

*Optional

- ※ Entering your researchmap URL or linking with ORCID iD in your [Profile] before submitting, your

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researchmap URL will have already been entered or the ORCID linkage will have already been completed when you submit your manuscript as a Submitter in the future. This saves the time of entering the URL and linking the ORCID iD every time you submit your preprint to Jxiv.

Profile

Identity

Contact

Roles

Public

Password

Notifications

API Key

Profile Image

Drag and drop a file here to begin upload

Upload File

B

I

U

Bio Statement (e.g., department and rank)

researchmap URL or researcher profile provided by their institution/employer URL

Create or Connect your ORCID iD

What is ORCID?

ORCID iD

Your data is stored in accordance with our [privacy statement](#).


* Denotes required field


Save

※You may enter a profile picture, biography, and reserchmap URL.

※A link to a relevant researcher profile can be displayed directly under each author’s name on the landing page. If you have a researchmap account, enter the URL in [researchmap URL or researcher profile provided by their institution/employer URL]. Otherwise, enter the URL of a webpage (excluding ORCID) where information about the researcher (e.g. CV) can be found. Only one URL is permitted.

- researchmap


<https://researchmap.jp/xxxxx>
- external organization


<https://aaa.bbb.ccc>

If you wish to link with ORCID, click the [Create or connect ORCID iD] button to sign in to ORCID and allow [Authorized access].

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- ① Click “Profile” on the Dashboard and open the [Public] tab of the Profile form.

Profile

- [Identity](#)
- [Contact](#)
- [Roles](#)
- [Public](#)
- [Password](#)
- [Notifications](#)
- [API Key](#)

Profile Image

Drag and drop a file here to begin upload

[Upload File](#)

Bio Statement (e.g., department and rank)

researchmap URL or researcher profile provided by their institution/employer URL

Create or Connect your ORCID ID
 [What is ORCID?](#)

ORCID ID

Your data is stored in accordance with our [privacy statement](#).

* Denotes required field

[Save](#)

- ② When the ORCID sign-in screen appears, enter your ORCID iD and password to sign in.

Sign in

Email or 16-digit ORCID iD

example@email.com or 0000-0001-2345-6789

Password

●●●●●●●●●●●●●●●●

SIGN IN

Forgot your password or ORCID ID?

Don't have an ORCID iD yet? [Register now](#)

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*Once linked with ORCID, the ORCID icon and link will appear in the author field on the landing page.

*Bibliographic information will be sent to the ORCID. Visibility setting (Everyone / Trusted parties / Only me) can be set on the ORCID page.

(*1) Preprints page

Preprint / Version 8

TS Sprcial Section for PDF 20211104

Subtitle

ORCID icon

https://orcid.org/

DOI: https://doi.org/10.51094/ts.22

Keywords: ISP, DNS, Failover, GSLB

(*2)ORCID profile page

You can check the preprints sent by Jxiv in the "Works" section. You can also set the range of public access to [Everyone] (Public), [Trusted parties], or [Only me] (Private).

Funding (0)

Add grants, awards and other funding you have received to support your work.

Works (1)

Select all (1) Items currently selected (0) Actions

Who can see this?

Everyone

Trusted parties

Only me

More information on visibility settings

プレプリントテストサーバ

2022-02-25 | Journal article

URI: https://

Source:

5.1.2.5. [Password] tab

The account password can be changed in the [Password] tab. When changing your password, the new password must meet the requirements listed below:

- *Password Requirements
- Password must be at least 8 characters long.
 - The password must contain at least one lower-case alphabetical letter, one uppercase alphabetical letter, one number, and one special character.
- ※Only for Japanese, Chinese, and Korean keyboard inputs※ All characters in the password are entered in halfwidth characters

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Profile

Identity

Contact

Roles

Public

Password

Notifications

API Key

Enter your current and new passwords below to change the password for your account.

Current password

New password

The password must be at least 8 characters.

Repeat new password

Your data is stored in accordance with our [privacy statement](#).

Save

Cancel

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*Password input error screen (1): when password is less than 8 characters

Profile

Identity

Contact

Roles

Public

Password

Notifications

API Key

Errors occurred processing this form

The current password you entered was incorrect. The password must be at least 8 characters.

Enter your current and new passwords below to change the password for your account.

Current password

.....

New password

.....

The password must be at least 8 characters.

.....

Repeat new password

Your data is stored in accordance with our [privacy statement](#).

Save

Cancel

* Password error screen (2): When the password is at least 8 characters long but does not contain at least one uppercase alphabetical letter, lowercase alphabetical letter, number, special symbol, or characters are in fullwidth

Profile

Identity

Contact

Roles

Public

Password

Notifications

API Key

Errors occurred processing this form

The current password you entered was incorrect. The password must contain at least one half-width lowercase letter, half-width uppercase letter, half-width number, and special symbol.

Enter your current and new passwords below to change the password for your account.

Current password

.....

New password

.....

The password must contain at least one half-width lowercase letter, half-width uppercase letter, half-width number, and special symbol.

.....

Repeat new password

Your data is stored in accordance with our [privacy statement](#).

Save

Cancel

5.1.2.6. [Notification]tab

As a general rule, do not make changes.
You can choose whether or not to receive notification through the e-mails automatically sent by the system.

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Profile

Identity

Contact

Roles

Public

Password

Notifications

API Key

Select the system events that you wish to be notified about. Unchecking an item will prevent notifications of the event from showing up in the system and also from being emailed to you. Checked events will appear in the system and you have an extra option to receive or not the same notification by email.

Public Announcements

New announcement.

☒ Enable these types of notifications.

☐ Do not send me an email for these types of notifications.

Submission Events

A new preprint , "Title," has been submitted.

☒ Enable these types of notifications.

☐ Do not send me an email for these types of notifications.

A new preprint has been submitted to which a moderator needs to be assigned.

☒ Enable these types of notifications.

☐ Do not send me an email for these types of notifications.

"Title's" metadata has been modified.

☒ Enable these types of notifications.

☐ Do not send me an email for these types of notifications.

Discussion added.

☒ Enable these types of notifications.

☐ Do not send me an email for these types of notifications.

Discussion activity.

☒ Enable these types of notifications.

☐ Do not send me an email for these types of notifications.

5.1.2.7. [API Key] tab

*Do not change this if you are not familiar with the API or if you do not need to use the API.

You can retrieve information on distributed preprints from external applications via the API.

Profile

Identity

Contact

Roles

Public

Password

Notifications

API Key

☐ Enable external applications with the API key to access this account

☐ Generate new API key

Generating a new API key will invalidate any existing key for this user.

None

API Key

Your data is stored in accordance with our [privacy statement](#).

Save

Check the two checkboxes below and press the [Save] button.

☒Enable external applications with the API key to access this account

☒Generate new API key

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Profile

Identity

Contact

Roles

Public

Password

Notifications

API Key

☒ Enable external applications with the API key to access this account

☒ Generate new API key

Generating a new API key will invalidate any existing key for this user.

None

API Key

Your data is stored in accordance with our [privacy statement](#).

Save

An API key will be generated in the box as follows.

Profile

Identity

Contact

Roles

Public

Password

Notifications

API Key

Notification

Your changes have been saved.

☒ Enable external applications with the API key to access this account

☐ Generate new API key

Generating a new API key will invalidate any existing key for this user.

eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiIsImZlcyIjOnR5YyZJA

API Key

Your data is stored in accordance with our [privacy statement](#).

Save

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6.2.1.1. Select language

You can submit the preprint in either Japanese or English. Please select language from the pull-down menu.

Submission Language

English

日本語

English

6.2.1.2. Select Creative Commons (CC) license

The CC license can be freely chosen and determined by the Submitter (copyright holder). Please select one from the pull-down menu. Once a CC license is granted, it cannot be changed or deleted.

License

CC Attribution-NonCommercial-NoDerivatives 4.0

CC Attribution-NonCommercial-NoDerivatives 4.0

CC Attribution-NonCommercial 4.0

CC Attribution-NonCommercial-ShareAlike 4.0

CC Attribution-NoDerivatives 4.0

CC Attribution 4.0

CC Attribution-ShareAlike 4.0

6.2.1.3. Selecting a Section (Research Field)

Please select a section (research field) from the pull-down menu.

Section

Mathematics

Physics

Chemistry

Earth science & Astronomy

Biology & Life Sciences & Basic Medicine

Agricultural & Food Science

General medicine & Social medicine & Nursing

Clinical medicine

Dentistry

Pharmaceutics

General & Comprehensive engineering

Nano & Materials Science

Architecture & Civil Engineering

Mechanical Engineering

Electrical & Electronic Engineering

Information Science

Environmental Science

6.2.1.4. Check the submission requirements.

Submissions will not be accepted unless the Submitter agrees to all Submission Requirements. By checking the box, the Submitter agrees to the requirement.

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6.2.2. Step 2 [Uploading Preprints]
6.2.2.1. First, upload the preprint PDF. Click the [Add galley] button.

Submit a Preprint

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Galleys

Add galley

No Items

Save and continue

Cancel

*Note: If you click the [Save and Continue] button without adding any files, the following error message will appear, and you cannot go next step.
*PDF must be provided in a format that allows text extraction.

Submit a Preprint

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Errors occurred processing this form

Please upload at least one Word or PDF file.

Galleys

Add galley

No Items

Save and continue

Cancel

When you click the [Add galley] button, the following dialog box will appear. Please enter the [Galley Label].
When uploading a preprint PDF file, the galley label must include "PDF". If you enter related data after uploading the preprint PDF file, the galley label should be the file format.
Select the language of the preprint. It must match the language selected in the [Start] tab (see 6.2.1.1)

Create New Galley

Galley Label *

You will fill in the name of the PDF preprint file (required), Word or LaTeX preprint file, figure file, or related data file as it will display on the Jxiv site. Please fill in "PDF" when upload a preprint file in PDF format. If you are revising, please fill in "PDF_ver.2", "PDF_ver.3", etc. to clarify the edition number. When you upload other files, please indicate the file format, such as "Word," "LaTeX," or "JPEG," and include the version number when you revise the file. *

English

Language *

Save

Cancel

example)

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Create New Galley

×

Galley Label *

PDF

You will fill in the name of the PDF preprint file (required), Word or LaTeX preprint file, figure file, or related data file as it will display on the Jxiv site. Please fill in "PDF" when upload a preprint file in PDF format. If you are revising, please fill in "PDF_ver.2", "PDF_ver.3", etc. to clarify the edition number. When you upload other files, please indicate the file format, such as "Word," "LaTeX," or "JPEG," and include the version number when you revise the file. *

English

Language *

Save

Cancel

Select the file to be uploaded in “1. Upload Files” under “Upload a File Ready for Publication”.

Upload a File Ready for Publication

×

1. Upload File

2. Review Details

3. Confirm

Preprint Component *

Select preprint component

Continue

Cancel

Select [Preprint Component] from the pull-down menu. Select [Preprint (PDF)] for the manuscript PDF file.

Upload a File Ready for Publication

×

1. Upload File

2. Review Details

3. Confirm

Preprint Component *

Select preprint component

Select preprint component

Preprint(PDF)

Supplement : Manuscript file

Supplement : Figure

Supplement : Supplementary Materials

Cover page

Please select [Preprint (PDF)] for the manuscript PDF (preprint (PDF)) document. When uploading supporting data related to the Preprint, please select either [Supplement: Manuscript file], [Supplement: Figure], or [Supplement: Supplementary Materials].

※When submitting a manuscript that is a Translated Paper or a manuscript that has already been accepted, released, or published by a journal※

Please include a cover page with the required information (use the cover page template (Jxiv format)) to the Preprint (PDF). The cover page file may be merged with the Preprint file or uploaded as a separate file. If uploading the cover page as a separate file from the Preprint (PDF), please select [Cover Page] from the pulldown menu before uploading cover page file.

Upload the manuscript PDF by clicking the [Upload File] button or by dragging and dropping a file.

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Preprint Component *

Preprint(PDF)

Drag and drop a file here to begin upload

Upload File

When the upload is complete, the [Continue] button below will be enabled. Press the [Continue] button.

Preprint Component *

Preprint(PDF)

sample1.pdf

Change File

Continue

Cancel

*The uploaded file will be checked for viruses by Jxiv, but please make sure that the file has been checked for viruses in your environment as well, just in case.

Note: Uploaded files can be up to 20 MB in size. If the file size is larger than that, an error will occur.

Preprint Component *

Preprint(PDF)

File size error.

Upload File

Go to "2. Review Details". The user may change the file name if they wish from this tab. If revisions to the file name are not needed, click the "Continue" button (this will be the name of the file displayed to the viewer when the preprint is downloaded).

Upload a File Ready for Publication

1. Upload File2. Review Details3. Confirm

Name the file (e.g., Manuscript; Table 1) *

sample1.pdf

ContinueCancel

*File name can be entered in both English and Japanese.

Upload a File Ready for Publication

1. Upload File2. Review Details3. Confirm

Name the file (e.g., Manuscript; Table 1) *

sample1.pdf

sample1.pdf

ContinueCancel

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

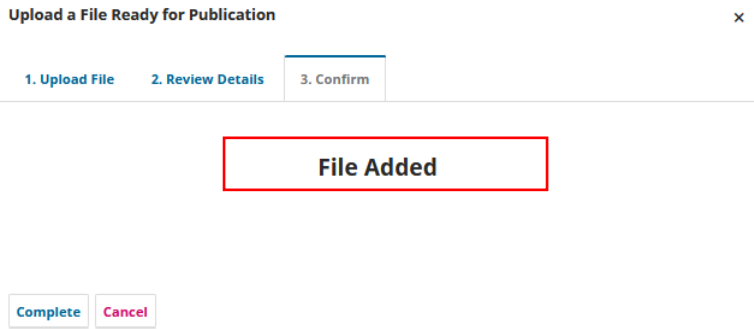
Press the [Continue] button.

*Depending on the file, it may take a long time to upload the file.

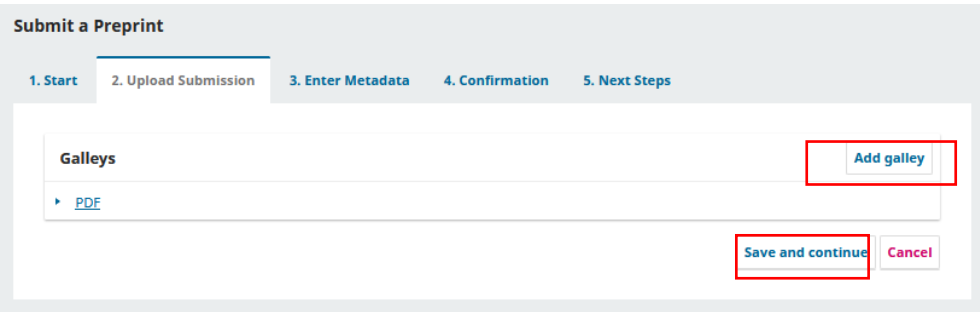
*If you click the [Cancel] button at this point, the [File display name] will remain, but the file will not be saved. In this case, please add the file again.

* Please click the small triangle icon on the left side of your manuscript PDF to display the [Delete] button. Click [Delete], and upload a manuscript again using [add galley].

Go to "3. Confirmation" . When the upload is complete, the text "File Added" will appear. [Press the [Complete] button.



If you have other files to be added, such as manuscript files in formats other than PDF (Word or LaTeX), figures, supplementary data, etc., click the "Add Manuscript" button and repeat the file upload process.



*Please enter "PDF" for manuscript PDF, and its file format (e.g. EPS, XLSX etc) for related data in [Galley Label].

* Please click the small triangle left side of your manuscript PDF to display the [Delete]. Click [Delete], and you upload your manuscript again using [add galley].

*Please make sure to put the original PDF (preprint (PDF)) file at the top of the file list. The order of the files can be changed by clicking the [Order] button. This order will be reflected in the displayed order when the preprint is made public.

When file addition is complete, press the [Save and Continue] button.

6.2.3. Step 3 [Enter Metadata]

Enter metadata in the tab "3. Enter Metadata"

Registration in Japanese and English are available. Clicking one box, another box will appear below and you can register in the other language.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

Subtitle

SubTitle

日本語

③ Enter the abstract.

Abstract

Test Abstract

日本語

- *If you submit a Japanese preprint, please enter the abstract in Japanese, English, or both.
- *If you submit an English preprint, please enter the abstract in English. Japanese is optional.

④ Submitter registration information

- *You should change Submitter's information. Only Submitter's name is displayed at the start of the submission. Please click small triangle to the left side of the Submitter's name, then click Edit button to display the page, and confirm that Submitter's name (first and last) and affiliation (required School in addition to University; Division or Department in addition to Company) are registered in Japanese and English as needed. If they have not been registered, you have to register name and affiliation.
- *If you submit a Japanese preprint, registration of the Submitter's name (first and last) and affiliation (School/Department - in addition to University name; or Division/Department in addition to Company name) in Japanese and English are required.
- *If you submit an English preprint, please register using the English input box. If you wish to display bibliographic information in Japanese on the Jxiv Japanese site, the bibliographic information must be registered in both English and Japanese.
- * A link to a relevant researcher profile will be displayed directly under each author's name on the preprint. If you have a researchmap account, enter the URL. Otherwise, enter the URL of a webpage (excluding ORCID) where information about the researcher (e.g. CV) can be found. Only one URL is permitted.

⑤ To register co-authors, click the [Add Contributor] button.

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Taro Kagaku	Taro_Kagaku@xivjst.go.jp	Author	<input checked="" type="checkbox"/>		

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

*If you submit an English preprint, please enter all author names (first and last) and affiliations (required School in addition to University; Division or Department in addition to Company) in the English input box. If you wish to display the bibliographic information in Japanese on the Jxiv Japanese screen, you need to register all author names (first and last) and affiliations (required School in addition to University; Division or Department in addition to Company) in both English and Japanese.

* A link to a relevant researcher profile can be displayed directly under each author's name on the preprint. If you have a researchmap account, enter the URL here. Otherwise, enter the URL of a webpage (excluding ORCID) where information about the researcher (e.g. CV) can be found. Only one URL is permitted.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

- ⑥ Disclose any Conflicts of Interest.
Enter any Conflicts of Interest or declare there is none the “Conflicts of Interest Disclosure” field.

Conflicts of Interest Disclosure *

Disclose any conflicts of interest that any authors have in relation to the work described in the preprint. Otherwise, all authors should declare that they have no conflicts of interest. *

- ⑦ Enter keywords for the manuscript being submitted

Additional Refinements

Keywords *

Add additional information for your submission. Press 'enter' after each term.

日本語

- *If you submit a Japanese preprint, you must register the keywords in English.
- *If you wish to display the keywords in Japanese on the Jxiv Japanese site, please enter the keywords in both English and Japanese.
- *Above is the same in case with an English preprint.
- *Please enter keywords exactly as they appear in the preprint PDF.

- ⑧ Register references.

References *

Enter each reference on a new line so that they can be extracted and recorded separately.

- * Please be careful not to over or under cite information. The registered citation information will be displayed as bibliographic information on Jxiv site.

- ⑨ Click the [Save and Continue] button.

Save and continueCancel

6.2.4. Step 4 [Confirmation]

- ① Press the [Finish Submission] button.

Submit a Preprint

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

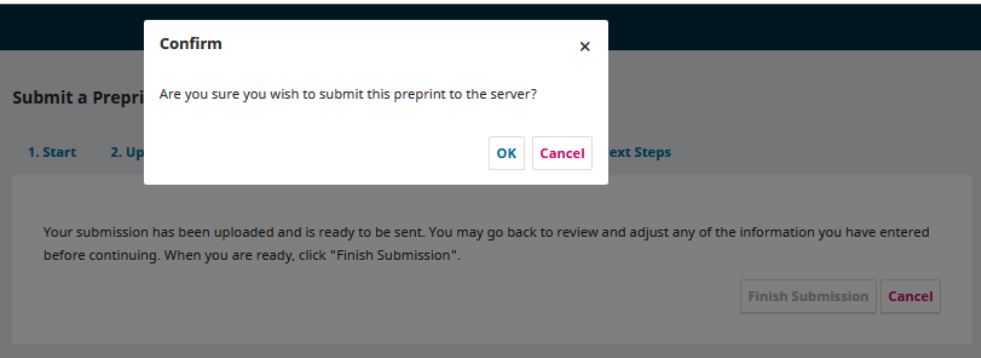
5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish SubmissionCancel

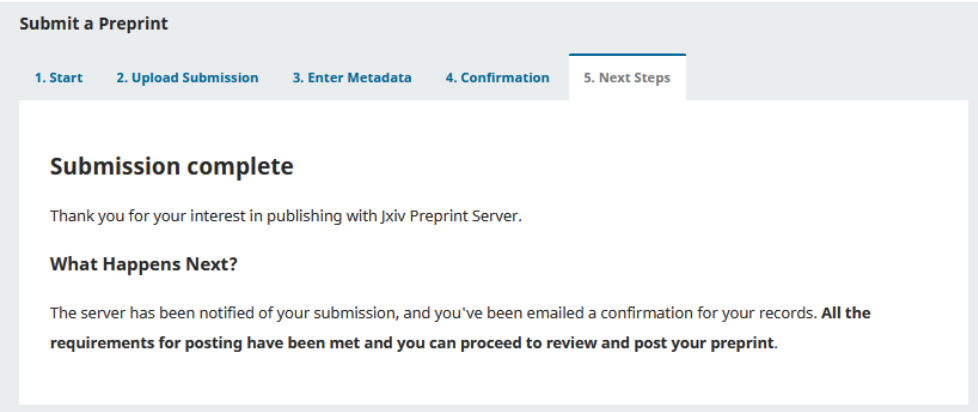
- ② A dialog box will appear to confirm your submission

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20



- ③ Press the [OK] button, to submit your manuscript
- ④ A "Submission complete" message will be displayed, if your manuscript has been successfully submitted.

6.2.5. Step 5 [Next Steps]



To review your submissions, click [Submissions] in the sidebar.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

Submissions

Statistics

Preprints

2 / / Test Title

Library

Preprint

Status: Unpublished

Title & Abstract

English日本語

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Title

English

Test Title

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Abstract

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Test Abstract

Save

Please wait for a while from submission to publication; after screening by JST, your manuscript will be made public in about 48 hours (excluding JST holidays) in most cases. If there are any problems or deficiencies in the submitted preprints or in the registered information of Jxiv system, the Jxiv administrator will request you to make corrections as instructed by the Jxiv administrator, or verify and confirm the corrections made by the Jxiv administrator.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

7. Unsubmit the submitted preprint before distribution

In the unlikely event that you have accidentally submitted a preprint or you wish to unsubmit your submitted preprint without distributing, please contact the Jxiv administrator as soon as possible after submission.

*Please note that submitted preprints will be made public as soon as screening is completed by JST, without contacting the Submitter. Once a submitted preprint has been made public, the preprint and bibliographic information cannot be deleted or made private.

- ① In the preprint menu, click the [Add discussion] button to send an e-mail to the Jxiv administrator.

Preprint

Status: Unpublished

Title & Abstract

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

- ② When the “Add Discussion” screen appears, enter the recipient, subject, and message.

Add discussion

Participants

☒ Taro Kagaku, Author
 ☐ Jxiv administrator

Subject *

Message *

Attached Files

Search

Upload File

No Files

* Denotes required field

OK

Cancel

Check the checkbox to send an e-mail to the Jxiv administrator.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

8. Revise publicly available preprint by reprinting

To correct publicly available preprints or bibliographic information, you should create a revision instead of an overwrite. After a revision, the previous version will remain viewable. Revision procedures are required not only when modifying a preprint PDF, but also when modifying bibliographic information including author names, references information, etc., and when modifying or adding supplemental data. After a preprint has been accepted for publication in a journal, or if you wish to revise your preprint based on improvements recommended by journal editors or peer review comments, you must obtain permission from the journal before doing so.

- ① Display the preprint you revise.

Preprint

Status: Posted

Relations

Create New Version (Required 'Reason(s) for revision')

This version has been posted and can not be edited.

Title & Abstract

English日本語

Contributors

Revision information

References

Galleys

Discussions

Title

English

Subtitle

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Save

- ② Press the [Create New Version] button and select “yes” to create a new version of the Preprint.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

Preprint

Status: Posted

Relations

Create New Version (Required 'Reason(s) for revision')

This version has been posted and can not be edited.

Title & Abstract

English日本語

Contributors

Revision information

References

Galleys

Discussions

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Save

Are you sure you want to create a new version? If select 'yes', please be sure to enter the 'Revised reason'!

Yes

No

③ Please choose the form according to the information you wish to revise

[Title & Abstract] Form

*Please use this form to make changes to the title, subtitle, or abstract of the preprint. Make sure to press the [Save] button for each page. If you do not click the [Save] button, the data will not be registered.

	Page 36
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System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

Preprint

Status: Unpublished

Version: 4

All Versions

Title & Abstract

English日本語

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Title

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サンプル1

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Sample1

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サンプルデータ1です。

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This is a sample data 1.

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Save

[Contributors] form

Preprint

Status: Unpublished

Version: 4

All Versions

Title & Abstract

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

List of Contributors

Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
AuthB_GivenName	AuthB_FamilyName	Author	👍	

*To add an author, click the [Add Contributor] button to display a screen for registering co-author(s) information and fill in the required boxes (name, contact email, country, affiliation, role of co-author) and click the "Save" button.

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System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

file cannot be made public.

Preprint

Status: Unpublished

Title & Abstract

Contributors

Revision information

References

Galleys

Discussions

Keywords

Conflicts of Interest Disclosure

Reason(s) for revision

English

English

English

Save

[References] form

Preprint

Status: Unpublished

Version: 4

All Versions

Title & Abstract

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

References

Enter each reference on a new line so that they can be extracted and recorded separately.

Save

[Galleys] form

*If you wish to revise, add, or delete distributed preprint PDFs, or replace related data in [Manuscripts], please click the triangle icon to the left of the file name.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

Preprint

Status: Unpublished Version: 4 All Versions

Title & Abstract

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Galleys

Order Add galley

PDF

Supplement_WORD

Supplement_LaTeX

*The old version of the file is initially displayed after clicking the Revision button. Please delete the old version file, clicking the delete button that appears when you click the triangle icon at the left of the file name, and display only the new version file according to the revision.

Create New Galley

Galley Label *

WORD

You will fill in the name of the PDF preprint file (required), Word or LaTeX preprint file, figure file, or related data file as it will display on the Jxiv site. Please fill in "PDF" when upload a preprint file in PDF format. If you are revising, please fill in "PDF_ver.2", "PDF_ver.3", etc. to clarify the edition number. When you upload other files, please indicate the file format, such as "Word," "LaTeX," or "JPEG," and include the version number when you revise the file. *

English

Language *

Save Cancel

*When uploading a revised version of a preprint PDF or related data, please indicate the version in the file name, such as PDF_ver.2, PDF_ver.3, Supplement_WORD_ver.2, Supplement-2_LaTeX_ver. 3, etc.

Upload a File Ready for Publication

1. Upload File

2. Review Details

3. Confirm

Preprint Component *

Manuscript file

Drag and drop a file here to begin upload

Upload File

Continue Cancel

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

Upload a File Ready for Publication

1. Upload File

2. Review Details

3. Confirm

Preprint Component *

Manuscript file

sample3.docx

Change File

Continue

Cancel

Upload a File Ready for Publication

1. Upload File

2. Review Details

3. Confirm

Name the file (e.g., Manuscript; Table 1) *

sample3.docx

Description

Creator (or owner) of file

Publisher

Source

Subject

Contributor or sponsoring agency

Date

Language

Continue

Cancel

Upload a File Ready for Publication

1. Upload File

2. Review Details

3. Confirm

File Added

Complete

Cancel

If you have added files, please use the [Order] button to rearrange the file order so that the preprint PDF is at the top of the list. This is the file order that will be displayed when the files are made public on Jxiv.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

Preprint

Status: Unpublished Version: 4 All Versions

Title & Abstract

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Galleys

Order Add galley

Supplement_WORD

Supplement_LaTeX

PDF

Supplement_WORD

Done Cancel ordering

Preprint

Status: Unpublished Version: 4 All Versions

Title & Abstract

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Galleys

Order Add galley

PDF

Supplement_WORD

Supplement_LaTeX

Supplement_WORD

Done Cancel ordering

Preprint

Status: Unpublished Version: 4 All Versions

Title & Abstract

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Galleys

Order Add galley

PDF

Supplement_WORD

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[Discussion] Form

Once you have registered and revised the bibliographic information, including the reason for the revision, and uploaded the revised version of the preprint PDF or related data, you must notify the Jxiv administrator by creating a new discussion using the [Add Discussion] button. and notify the Jxiv. Once the submission of revisions is completed, no additional changes can be made to the preprint with the revision requests.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

Preprint

Status: Unpublished Version: 4 All Versions

Title & Abstract

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
▶ 改版完了	member1	2022-02-11 18:31:11 UTC	1	<input checked="" type="checkbox"/>
	2022-02-11 18:29:33 UTC		0	<input type="checkbox"/>
▶ 改版完了しました。	member1	2022-03-08 20:49:53 UTC	0	<input type="checkbox"/>

Add discussion

Participants

☒ AuthB

☐ Jxiv administrator

Subject *

Message *

Attached Files

No Files

* Denotes required field

OK

Cancel

Add discussion×

Participants

☒ AuthB

☒ Jxiv administrator

Subject *

My revision is complete.

Message *

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My revision has been completed, so please republish it.

Thank you very much.

Attached Files

Q Search

Upload File

No Files

* Denotes required field

OK

Cancel

Preprint

Status: Unpublished Version: 4 All Versions

<div>Title & Abstract</div> <div>Contributors</div> <div>Metadata & Revised Reason</div> <div>References</div> <div>Galleys</div> <div>Discussions</div>	<div>Discussions<div>Add discussion</div><table><tr><th>Name</th><th>From</th><th>Last Reply</th><th>Replies</th><th>Closed</th></tr><tr><td>▶ 改版完了</td><td>member1</td><td>2022-02-11 18:29:33 UTC</td><td>1</td><td><input checked="" type="checkbox"/></td></tr><tr><td></td><td>_mod-a</td><td>2022-02-17 01:52:44 UTC</td><td>0</td><td><input type="checkbox"/></td></tr><tr><td>▶ 改版完了しました。</td><td>member1</td><td>2022-03-08 20:49:53 UTC</td><td>0</td><td><input type="checkbox"/></td></tr><tr><td>▶ My revision is complete.</td><td>member1</td><td>2022-03-15 22:48:33 UTC</td><td>0</td><td><input type="checkbox"/></td></tr></table></div>	Name	From	Last Reply	Replies	Closed	▶ 改版完了	member1	2022-02-11 18:29:33 UTC	1	<input checked="" type="checkbox"/>		_mod-a	2022-02-17 01:52:44 UTC	0	<input type="checkbox"/>	▶ 改版完了しました。	member1	2022-03-08 20:49:53 UTC	0	<input type="checkbox"/>	▶ My revision is complete.	member1	2022-03-15 22:48:33 UTC	0	<input type="checkbox"/>
Name	From	Last Reply	Replies	Closed																						
▶ 改版完了	member1	2022-02-11 18:29:33 UTC	1	<input checked="" type="checkbox"/>																						
	_mod-a	2022-02-17 01:52:44 UTC	0	<input type="checkbox"/>																						
▶ 改版完了しました。	member1	2022-03-08 20:49:53 UTC	0	<input type="checkbox"/>																						
▶ My revision is complete.	member1	2022-03-15 22:48:33 UTC	0	<input type="checkbox"/>																						

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

9. Register a link to the published version [Relations]

If the preprint is published in a journal, the DOI link of the published article should be added to the preprint.
 *Once the manuscript is officially published, it is the responsibility of the submitter to ensure that it is done promptly.

- Click the [Relations] button.

Preprint

Status: Posted

Relations

Create New Version (Required 'Reason(s) for revision')

This version has been posted and can not be edited.

Title & Abstract

English日本語

Contributors

Revision information

References

Galleys

Discussions

Title

English

Subtitle

English

Abstract

English

Save

- When the [Relations] button is clicked, the following prompt will appear.

Relations

Submitted for Publication

☐ This preprint has been published.

Save

- After checking the button, the “DOI:” text box will appear. Enter the DOI and press the [Save] button to complete the registration.
 *When registering a link, please enter it from https, such as <https://doi.org/xxxxx>. Prefixing the DOI with

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

<https://doi.org> acts as a URL.

*Be sure always link using DOIs, not URLs, unless a DOI is not assigned to the published version.

Relations

Submitted for Publication

☒ This preprint has been published.

DOI:

https://doi.org/

Save

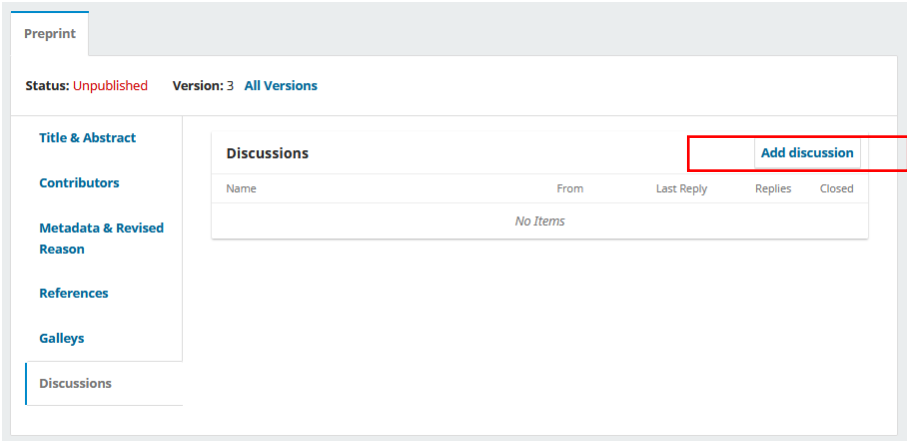
*Note: DOIs cannot be modified by the submitter once they have been entered and registered. Please contact the Jxiv administrator if you wish to modify the DOI. Once you have registered a link to the published version, you will not be able to revise it.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

10. Send an e-mail to the Jxiv administrator

10.1. Send an e-mail to the Jxiv administrator by using the discussion function of Jxiv.

- ① Select the submitted preprint from the list of submitted data in [Submission], and press the [View] button.
- ② Select [Discussion] from the left side menu of the [Preprints] tab.



- ③ Click the [Add Discussion] button.

Add discussion

Participants

☒ authA, Author
 ☒ Jxiv administrator

Subject *

Please change the link URL of the publication version.

Message *

I made a mistake in the URL of the publication version link, so please change it.
 From: http://journals.lww.com/00006534-199107000-00035
 To: http://journals.lww.com/00006534-198211000-00030
 Thanks.

Attached Files

Search

Upload File

No Files

* Denotes required field

OK

Cancel

- ④ Select the Jxiv administrator field (☑), enter a subject and message, and press the [OK] button. An e-mail will be sent to the Jxiv administrator, and the message history will be added to the discussion field.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
▶ Please change the link URL of the publication version.	auth-a	-	0	<input type="checkbox"/>	
	2022-03-15 23:31:39 UTC				

*Note: If the discussion participant is only the Submitter, an error will occur, and the email will not be sent. Please wait until the Jxiv administrator is added as a participant. If you have waited for a while and the Jxiv administrator is not added as a participant, please contact us at the e-mail address listed in 11.2.

Add discussion

×

Participants

☒ Jxiv administrator

Subject *

Please unsubmit the Preprint

Message *

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There was a mistake in this post.
Please unsubmit the Preprint.

Attached Files

Q Search

Upload File

Select Files

No Files

* Denotes required field

OK

Cancel

Add discussion

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Errors occurred processing this form

Please ensure that you have filled out the message field and included someone other than yourself in the discussion.

Participants

☒ Jxiv administrator

Subject *

Please unsubmit the Preprint

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Please unsubmit the Preprint.

System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

10.2. Send an e-mail to the Jxiv administrator's e-mail address.

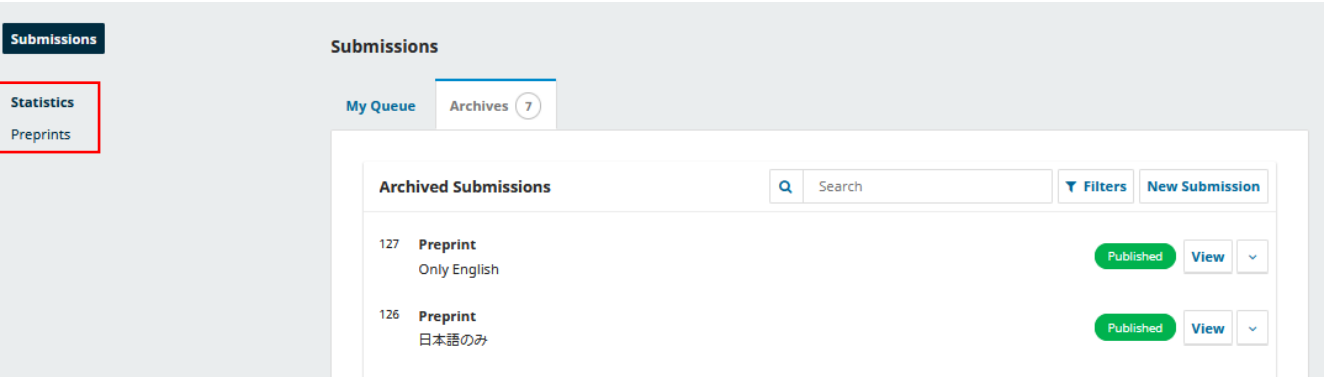
- ① Send an e-mail to the following e-mail address.

➤ jxivadmin@jst.go.jp

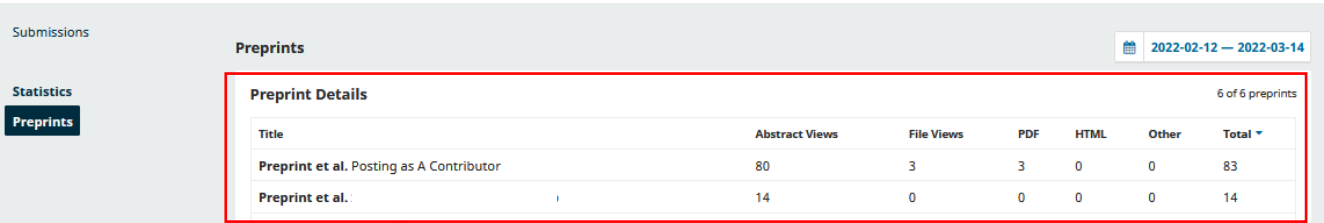
System Name	Jxiv, JST Preprint server	Revision	1.06
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/12/20

11. View Preprint Statistics

① You can view the usage statistics of preprints that you have submitted and made public on Jxiv.



② A list of statistics for each preprint will be displayed.



③ [Abstract Views] displays the total number of views of the landing page.

④ [File Views] displays the total number of views of files uploaded at the time of preprint submission. It also displays the total number of views by file type.

⑤ The data range can be specified by date.

