
Jxiv Submission Manual



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System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

– 目次 –

1.	Introduction.....	4
2.	Target users	4
3.	Operation items (what Submitters can do).....	4
4.	Sign-in and account registration	5
4.1.	Sign in to Jxiv	5
4.1.1.	Click the [Login] or [Register] link in the upper right corner of the top page.....	5
4.1.2.	Select either [Sign in with ORCID] or [Sign in with researchmap] from the login or registration screen.....	5
4.1.2.1.	Sign in with ORCID	5
4.1.2.2.	Sign in with researchmap.....	7
4.2.	Link to Jxiv account [Register an account (only at the first time)].....	8
5.	Edit account information [required].....	9
5.1.	Editing registered account information.....	9
5.1.1.	Click on the human figure icon in the upper right corner of the screen and select [Edit Profile] from the pull-down menu.....	9
5.1.2.	Select the item you wish to change from the tabs on the Account Information screen	9
5.1.2.1.	[Identity] tab.....	9
5.1.2.2.	[Contact] tab	10
5.1.2.3.	[Roles] tab	10
5.1.2.4.	[Public] tab.....	10
5.1.2.5.	[Password] tab.....	14
5.1.2.6.	[Notification]tab.....	16
5.1.2.7.	[API Key] tab	17
6.	Submitting a preprint	19
6.1.	Press the [New Submission] button	19
6.2.	The submission form for each submission step will appear.....	19
6.2.1.	Step 1 [Start]	19
6.2.1.1.	Select language	20
6.2.1.2.	Select CC license	20
6.2.1.3.	Selecting a section (research field).....	20
6.2.1.4.	Check the check box to confirm the submission requirements.....	20
6.2.1.5.	Enter the [Declaration/Presentation to Jxiv administrator] and [Yes, I agree to have my data collected and stored according to the privacy	

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

statement]	checkboxes and click the [Save and continue] button.	21
6.2.2.	Step 2 [Uploading Submission].....	21
6.2.2.1.	First, upload the preprint PDF document (preprint body). Click the [Add galley] button.....	21
6.2.3.	Step 3 [Enter Metadata]	25
6.2.4.	Step 4 [Confirmation].....	30
6.2.5.	Step 5 [Next Steps].....	31
7.	Unsubmit the submitted preprint before distribution	33
8.	Revising a distributed preprint.....	35
9.	Create a link to the published version [Relations].....	45
10.	Send an e-mail to the Jxiv administrator	47
10.1.	Send an e-mail to the Jxiv administrator using the discussion function of Jxiv.....	47
10.2.	Send an e-mail to the Jxiv administrator's e-mail address.....	49
11.	Statistics.....	50

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

1. Introduction

This manual is an operating manual for Submitters to the Jxiv preprint server.

➤ Click on the following URL to open Jxiv

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

2. Target users

This operation 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. Sign in and register an account	Sign in to Jxiv using the sign-in function of researchmap or ORCID and register an account. ※ Either researchmap or ORCID ID is required.
2. Submission of Preprints	Submission of Preprints ※ You may submit a PDF of your manuscript and related data along with bibliographic information in accordance with [Jxiv Submission Terms].
3. Unsubmission before distribution	Request to unsubmit your submitted preprint before distribution. *Submitters cannot unsubmit their preprint by Submitters operation.
4. Revision after distribution	Correction (revision) of distributed preprints *The "Reason for Revision" is always required for any revision. *Submitter must contact that he/she has completed the submission of the revision.
5. Registration of published version	When the relevant preprint is published as an article, the DOI should be registered and linked to the journal public version. *The link to the published version that you have set cannot be changed.
6. Browse	View distributed preprints. *Please refer to the Jxiv Operation Manual (for browsers).
7. Statistics	View statistics of submitted and distributed preprints.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

② Enter the ID and password of ORCID, 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 If the sign-in is successful, the screen will move to the screen below.

*This screen is displayed only when signing in for the first time. Once you register an account, it will not appear again.

[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 languages on the right sidebar while on this screen, the following error (inconsistent authentication code) will occur. In this case, please return to the top page or sign-in screen, switch the language back correctly, and sign in again.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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.

researchmap

Login

Login ID*

Password*

Login

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

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

⑥ After successfully logging in, you will be redirected to the following screen.

*This screen is displayed only when signing in for the first time. Once you register an account, it will not appear again.

[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 languages on the right sidebar during displayed 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 back correctly, and sign in again.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

4.2. Link to Jxiv account [Register an account (only at the first time)].
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 an entry field for account information will appear. Fill out the required information 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 registered, the message [Registration Completed] will appear as follows.

[Home](#) / Registration complete

Registration complete

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

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

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

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

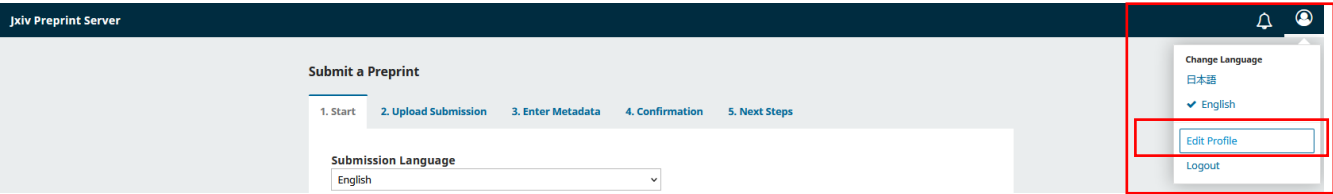
5. Edit account information [required].

Please be sure to edit your account information before submitting your manuscript. The information you entered in account registration is not sufficient for submission.

When entering your account information, please register information in both Japanese and English, if necessary. Clicking on one of the input boxes will display the input box in the other language.

5.1. Editing registered account information

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



5.1.2. Select the item you wish to change from the tabs on the Account Information screen

5.1.2.1. [Identity] tab

 A screenshot of the 'Profile' page in the Jxiv system. The page has a header 'Profile' and several tabs: 'Identity' (highlighted with a red box), 'Contact', 'Roles', 'Public', 'Password', 'Notifications', and 'API Key'. The 'Identity' tab contains the following fields: 'Username' (B000220590), 'Name' (split into 'Given Name' with the value 'Taro' and 'Family Name' with the value 'Kagaku', both marked with green checkmarks), and 'Preferred Public Name' (an empty text box). Below these fields is a note: 'How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.' and a link to the 'privacy statement'. At the bottom left, there is a note '* Denotes required field' and at the bottom right, a 'Save' button.

※For “Name”, both first and last name must be registered in Japanese and English. Be sure to register both languages. The box for other language will appear when clicking displaying box.

※If you are non-Japanese and cannot (or do not wish to) write your name in Japanese, please register the English spelling in the Japanese input box as well as the English box.

※If you have a middle name, register your full name including your middle name in the "Preferred Public Name" box. If you register this box, only this "Preferred/Public Name" will be displayed on the Jxiv screen, and the upper Given Name and Family Name will not be displayed.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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

English

日本語

Working Languages

English

日本語

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

* Denotes required field

Save

- ※For "Affiliation," be sure to register both Japanese and English when submitting Japanese-language preprints.
- ※Fill in your affiliation (required School name in addition to University name; required Division or Department name in addition to Company name) in the box of [Affiliation] in Jxiv system.
- ※If you are submitting an English-language preprint, you may register only English.

5.1.2.3. [Roles] tab

*Do not change the Role 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

*Not required.

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

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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].

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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

Profile

IdentityContactRolesPublicPasswordNotificationsAPI 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](#).

SaveCancel

* Error screen of entered password (2) (When the password is at least 8 characters long but does not contain at least one half-width uppercase alphabetical letter, half-width lowercase alphabetical letter, half-width number, or special symbol)

Profile

IdentityContactRolesPublicPasswordNotificationsAPI 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](#).

SaveCancel

5.1.2.6. [Notification]tab

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

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

Profile

IdentityContactRolesPublicPasswordNotificationsAPI 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

IdentityContactRolesPublicPasswordNotificationsAPI 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.

eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiIsIjgxYzJkMmNmMzc2YjRhYjAyZjA.

API Key

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

Save

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

6. Submitting a preprint

6.1. Press the [New Submission] button

Submissions

Statistics

Preprints

Submissions

My QueueArchives

My Assigned

Search

Filters

New Submission

No submissions found.

6.2. The submission form for each submission step will appear.

6.2.1. Step 1 [Start]

Submit a Preprint

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Important reminders:

1. Jxiv allows each author to link to a relevant researcher profile, such as those provided by researchmap, ORCID or their institution/employer. Please provide this information during the preprint submission process, as it cannot be amended once submission is complete. The link will be displayed underneath the author name on the preprint.

2. When the preprint is officially published (e.g. in a journal), the author must link the preprint to the final published version.

Submission Language

English

Preprints written in English or Japanese may be submitted. Please select the language of your submission from the pulldown menu above.*

License

CC Attribution-NonCommercial-NoDerivatives 4.0

Select the best license for you.*

Section

Preprints must be submitted to one of the server's sections.*

Submission Requirements

☐ By submitting the manuscript to Jxiv, you agree to the following terms and conditions:

- I will comply with Jxiv Submission Terms, Jxiv Privacy Policy, and Jxiv Guidelines when submitting my manuscript.
- JST reserves the right to decide whether or not to make the preprint public.
- Preprints that have been made public cannot be unsubmitted or deleted.
- JST may withdraw the preprint that has been made public at its sole discretion.
- Preprints will be made publicly available on Jxiv under an open access license.

☐ By submitting the manuscript to Jxiv, you represent and warrant the following:

- I am the author of the manuscript being submitted and my co-author(s) have consented to having the manuscript submitted to Jxiv.
- The preprint has not been submitted to or posted on other preprint servers.
- The research related to the preprint has been conducted in accordance with ethical requirements and if necessary, has obtained approvals from research ethics committees and the informed consent from research participants or subjects.
- The preprint does not infringe on the rights or interests of JST or any third party, does not violate any laws or regulations and/or public policy, and will not impact the credibility and/or reputation of JST or Jxiv.
- I have obtained permission from the journal and/or any other relevant parties, if the manuscript being submitted has incorporated peer review comments or is a version that has been accepted or published in a journal.
- Declared that the manuscript is a translated version in the "Declaration/Presentation to Jxiv administrator" field if the manuscript being submitted is a translated version.

Declaration/Presentation to Jxiv administrator

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

Save and continueCancel

* Denotes required field

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

6.2.1.1. Select language

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

Submission Language

English

日本語

English

6.2.1.2. Select 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)

Only one section (research field) can be selected. Please select it 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 check box to confirm the submission requirements.

You can submit a preprint after checking all the boxes. By checking a box, you indicate agreement with the corresponding statement.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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

No Items

Add galley

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 be "PDF". If you are entering related data after uploading the preprint PDF file, the galley label should be the file format. Select the language, which must be the same as the language selected in 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)

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”.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

Upload a File Ready for Publication

1. Upload File

2. Review Details

3. Confirm

Preprint Component *

Select preprint component

ContinueCancel

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)

Manuscript file

Figure

Supplementary Materials

*Please select [Preprint (PDF)] for the manuscript PDF (preprint (PDF)) document. To enter related data after uploading the manuscript PDF (preprint (PDF)), select [Manuscript file], [Figure], or [Supplementary Materials].

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

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 worked. Press the [Continue] button.

Preprint Component *

Preprint(PDF)

sample1.pdf

Change File

ContinueCancel

*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

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

Go to "2. Review Details". If you do not need to change the file name, click the "Continue" button (this will be the name of the file when the viewer downloads it).

Upload a File Ready for Publication

1. Upload File2. Review Details3. Confirm

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

sample1.pdf

ContinueCancel

*You can enter the file name 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

Press the [Continue] button.

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

*If you click [Cancel] button in this screen, the [File display name] will register, but no file entity will be set. In this case, please add the file again.

* 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].

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

Upload a File Ready for Publication

1. Upload File2. Review Details3. Confirm

File Added

CompleteCancel

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.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

Submit a Preprint

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Galleys

PDF

Add galley

Save and continue

Cancel

- *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 triagle 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 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 from the dialog "3. Enter Metadata"

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

Information registered by Submitter will be displayed in Jxiv screen “as is”. Be careful for mistake in registering metadata.

*The title, abstract, names of all authors (first and last), e-mail addresses of all authors, country of all authors, institutional affiliation of all authors, Conflicts of Interest disclosures, keywords, and references must be registered.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

③ Register the abstract.

- *If you submit a Japanese-language preprint, registration in English is optional, and only Japanese is necessary.
- *If you submit an English-language preprint, registration in Japanese is optional, and only English is necessary.

④ Register the information of the Submitter.

- *You should change the Submitter’s information. Only the Submitter's name is displayed at the start of the submission. Please click the small triangle to the left side of the Submitter's name, then click the Edit button to display the page, and confirm that the Submitter's name (first and last) and affiliation (required School name in addition to University name; required Division or Department name in addition to Company name) 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-language preprint, registration of the Submitter's name (first and last) and affiliation (required School name in addition to University name; required Division or Department name in addition to Company name) in Japanese and English are required.
- *If you submit an English preprint and wish to display all bibliographic information in English on the Jxiv Japanese screen, please register only the English input box. When the system asks you to enter the Submitter's name in the Japanese input box, please register the English spelling in the Japanese input box.
- *If you submit an English preprint and wish to display the bibliographic information in Japanese on the Jxiv Japanese screen, you need to register the bibliographic information 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 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.

⑤ If there are co-authors, click the [Add Contributor] button to add a co-author.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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

- Register co-author information (fields marked with * are required)
- *You are required to register co-author’s first and last name, contact information (e-mail address), country, and affiliation (required School name in addition to University name; required Division or Department name in addition to Company name). In addition, you must register co-author’s first and last name. If co-author is a foreigner or cannot (or do not wish to) write co-author’s name in Japanese in submitting Japanese preprint, please register co-author’s name in English on the Japanese entry box as well as on the English box.
 - *Please make sure to enter all author names exactly as they appear in the manuscript PDF.
 - *Authors should be listed in the same order as they appear on the manuscript PDF document. If you wish to change the order of authors, click the "Order" button to change the order of authors.
 - *When you wish to confirm, edit, or delete the registered author information, click the small triangle to the left side of the author's name, and then click the “Edit” button.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

⑥ Enter Conflicts of Interest disclosures.

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.

Additional Refinements

Keywords *

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

日本語

- *If you submit a Japanese-language preprint, you must register keywords in both Japanese and English.
- *If you submit an English preprint and wish to display all bibliographic information in English on the Jxiv Japanese screen, please enter only the English input box.
- *If you submit an English preprint and wish to display the bibliographic information in Japanese on the Jxiv Japanese screen, you need to register the bibliographic information in both English and Japanese.
- *Please enter keywords exactly as they appear in the manuscript PDF.

⑧ Register the references.

References *

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

*When entering citation information (references), please be careful not to enter too much or too little information. The citation information you have registered will be displayed as bibliographic information on Jxiv screen.

⑨ Click the [Save and Continue] button.

Save and continue

Cancel

6.2.4. Step 4 [Confirmation]

① If you are satisfied with your submission, click [Finish Submission].

Submit a Preprint

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

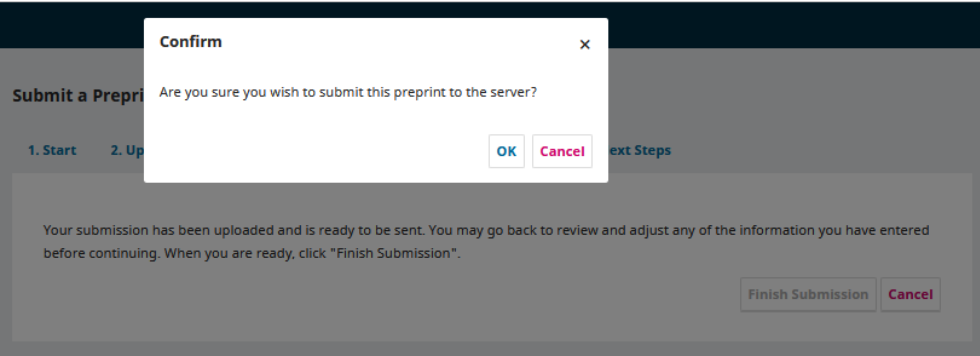
Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission

Cancel

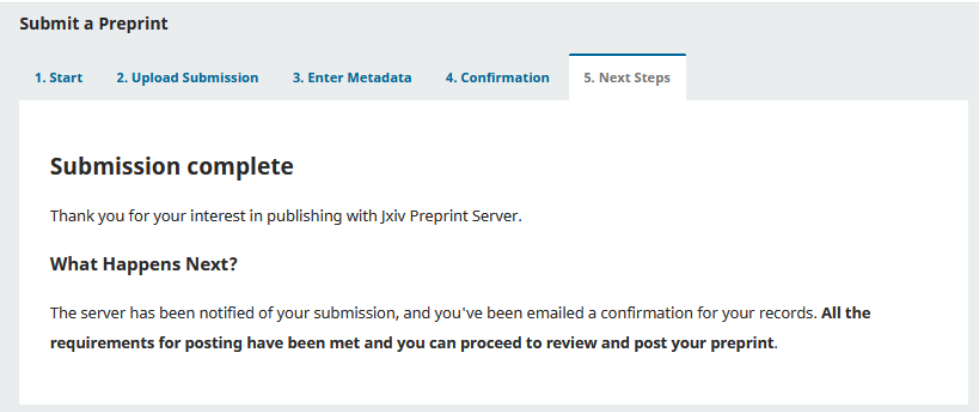
② A confirmation dialog box appears.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25



- ③ Press the [OK] button.
- ④ "Submission complete" message will be displayed.

6.2.5. Step 5 [Next Steps]



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

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

Submissions

Statistics
Preprints

2 / / Test Title

Library

Preprint

Status: Unpublished

Title & AbstractEnglish日本語

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Title

English

Test Title

English

English

Test Abstract

Save

After screening by JST, your manuscript will be made public within 48 hours (excluding JST holidays) in most cases. If the content is incomplete or there are any problems in submitted preprint or registered information of Jxiv system, the Jxiv administrator will contact you.

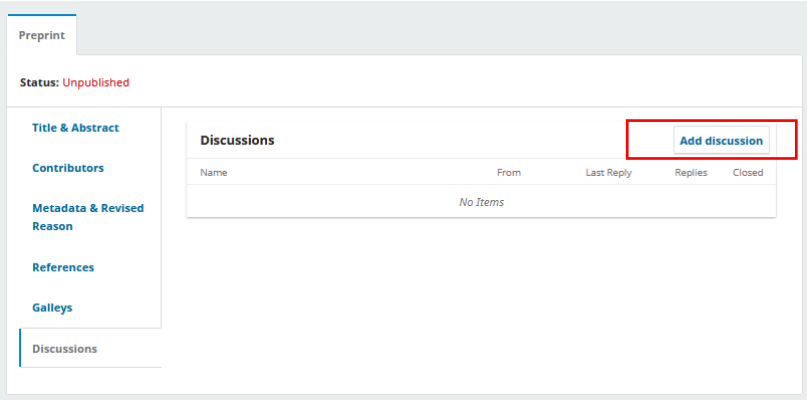
System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

7. Unsubmit the submitted preprint before distribution

In the unlikely event that you have accidentally submitted a preprint, you must contact the Jxiv administrator as soon as possible after submission.

*Please note that if you leave too much time, the preprint will be made public.

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



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

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	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

③ Press the [OK] button to send the e-mail.

Add discussion

Participants

☒ Taro Kagaku, Author

☒ Jxiv administrator

Subject *

Please unsubmit the Preprint

Message *

I apologize for the inconvenience, but please **unsubmit** it due to a mistake.

Attached Files

Search

Upload File

No Files

* Denotes required field

OK

Cancel

④ The sent history will also be added to the discussion list.

Preprint

Status: Unpublished

Title & Abstract

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
<div>Please unsubmit the Preprint</div>	B000220590	-	0	<input type="checkbox"/>
	2022-03-15 12:48:10 UTC			

⑤ Wait for the Jxiv administrator to contact you.

It will take some time to confirm the contents and for internal deliberation.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

8. Revising a distributed preprint

When revising public preprint data and correcting bibliographic information, you should create a revised version while remaining the previous version accessible. Revision procedures are required not only when modifying the manuscript, but also when modifying bibliographic information including authors' names, references information, etc., and when correcting or adding supplemental data.

When you wish to revise the preprint reflected journal's peer review results or peer review comments, authors should contact the journal to which they have submitted their manuscript and obtained permission.

- ① Display the preprint you wish to 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

Galley

Discussions

Title

English

Subtitle

English

Abstract

B

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\times^2

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English

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Save

- ② Press the [Create New Version] button to display a dialog box for confirmation.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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

English

English

Abstract

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

YesNo

③ Enter the content you wish to revise on each form.

[Title & Abstract] Form

*When changing the title, subtitle, or abstract, please correct the information in this form and be sure to press the [Save] button for each form. If you do not click the [Save] button, the data will not be registered.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

Preprint

Status: Unpublished

Version: 4

All Versions

Title & Abstract

English日本語

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Title

サンプル 1

English

Sample1

Subtitle

English

Abstract

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x₂

サンプルデータ 1 です。

English

B

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x'

x₂

This is a sample data 1.

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
<div>AuthB_GivenName</div> <div>AuthB_FamilyName</div>		Author	<input checked="" type="checkbox"/>	

- *To add an author, click the [Add Contributor] button to display a screen for registering the information of the co-author(s) and fill in the required boxes (name, contact email, country, affiliation, role of co-author) and click the "Save" button.
- *To edit or delete the author information, click the small triangle to the left of the author's name to display the [Edit] and [Delete] buttons.
- *Co-authors should be registered in the order as indicated on the title page of the manuscript PDF. Please enter all authors' names exactly as they appear on the manuscript PDF. The order and names of authors entered will be displayed as the bibliographic information as it is. If you wish to change the order of authors, click the [Order] button.

	Page 37
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System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

Add Contributor

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

Contact

Email *

Country

Country *

User Details

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

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 can be found. Only one URL is permitted.

See below to request authenticated ORCID ID

ORCID ID

Affiliation *

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

Contributor's role *

☐ Authors

☐ Principal contact for editorial correspondence.

ORCID

ORCID ID not authenticated! Please request authentication from the contributor.

☐ Send e-mail to request ORCID authentication from contributor

☐ Delete ORCID ID and access token!

* Denotes required field

Save

Cancel

[Revision information] Form

*Important: Be sure to enter the "Reason(s) for revision" in the language of your submission.

*The Reason(s) for revision must be registered in both English and Japanese for Japanese preprints. Please click the [English] button link in the upper right corner, enter the information, and then click the [Save] button.

The reason for the revision will be displayed on the Jxiv screen as it is. If the reason for the revision is not entered,

	Page 38
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System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

*the file cannot be made public.

Preprint

Status: Unpublished

Title & Abstract

Contributors

Revision information

References

Galleys

Discussions

English日本語

Keywords

English

Conflicts of Interest Disclosure ⓘ

English

Reason(s) for revision ⓘ

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 replace a PDF of a public manuscript, or add, delete, or replace related data, please click the small triangle to the left of the file name.
- *Uploaded files are also checked for viruses by Jxiv, but please make sure that the file you are uploading has been checked for viruses in your environment as well.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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, but the old version file should be deleted in order to display the new version of the file in accordance with the revision. To delete a file, click the delete button that appears when you click the small triangle to the left of the file name. This operation does not completely delete the old version file from Jxiv database, and the old version remains in the Jxiv database.

*If you want to delete a file added as a revised version, also click the small triangle to the left of the file name, and then click the Delete button.

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 revision of a PDF document 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	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

Upload a File Ready for Publication

1. Upload File

2. Review Details

3. Confirm

Preprint Component *

Manuscript file

sample3.docx

Change File

Continue

Cancel

*Please make sure that the manuscript PDF is a PDF from which text can be extracted.

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 order so that the manuscript PDF is at the top of the list. This order will be reflected in the order in which the files are displayed when they are made public.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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

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Done Cancel ordering

Preprint

Status: Unpublished Version: 4 All Versions

Title & Abstract

Contributors

Metadata & Revised Reason

References

Galleys

Discussions

Galleys

Order Add galley

PDF

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Supplement_LaTeX

Supplement_WORD

b

[Discussion] Form

After the Submitter has registered and revised the bibliographic information, including the reason for the revision, and uploaded the revision of the manuscript PDF or related data to Jxiv, the Submitter must create a discussion using the [Add Discussion] button and must notify the Jxiv administrator that the revision has been submitted. Further revisions are locked at this time.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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"/>
		2022-02-17 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"/>

Add discussion

Participants

☒ AuthB

☐ Jxiv administrator

Subject *

Message *

Attached Files

No Files

* Denotes required field

OK

Cancel

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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

If the preprint is published in a journal, a DOI link should be added.

- Click the [Relations] button.

The screenshot shows the Jxiv Preprint server interface. At the top, there is a 'Preprint' tab and a 'Status: Posted' indicator. A red box highlights the 'Relations' button in the top navigation bar. To the right of the 'Relations' button is a button labeled 'Create New Version (Required 'Reason(s) for revision')'. Below the navigation bar, a red banner states 'This version has been posted and can not be edited.' The main content area is titled 'Title & Abstract' and has language selection options for 'English' and '日本語'. On the left side, there is a sidebar with links for 'Contributors', 'Revision information', 'References', 'Galley', and 'Discussions'. The main content area contains fields for 'Title', 'Subtitle', and 'Abstract', each with a language selection dropdown and a 'Save' button. The 'Abstract' field also includes a 'Relations' button.

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

The screenshot shows the 'Submitted for Publication' form. It has a title bar 'Submitted for Publication' and a radio button labeled 'This preprint has been published.' Below the radio button is a 'Save' button. The form is enclosed in a red box.

- Check the radio button to display a form for entering the "DOI of the published version", register the URL of 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 <https://doi.org> acts as a URL.
 *Be sure to use DOI but not URL, excluding the case that published version does not have DOI.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

Relations

Submitted for Publication

☒ This preprint has been published.

DOI:

https://doi.org/

Save

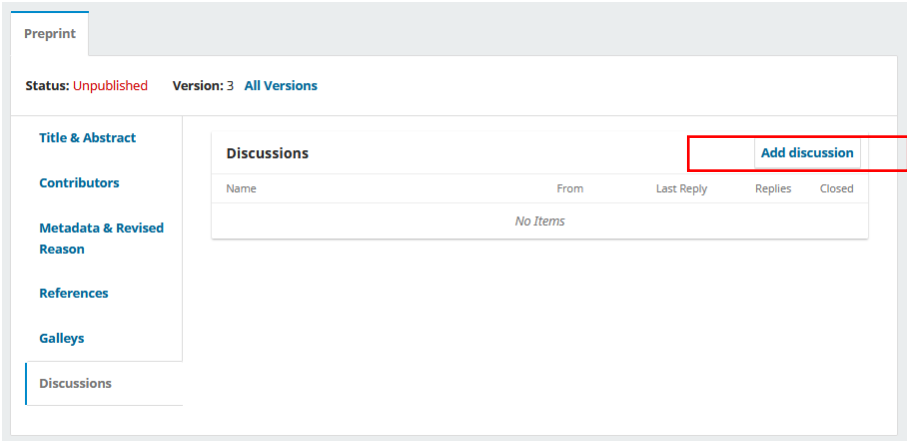
*Note: If an incorrect URL is registered, it will not be possible for the Submitter to correct the URL. If you wish to correct it, please contact the Jxiv administrator. Once you register a link to the published version, you will not be able to revise it.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

10. Send an e-mail to the Jxiv administrator

10.1. Send an e-mail to the Jxiv administrator 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 a record of the transmission will be added to the discussion field.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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 only participant is 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 registration has not been made, please contact us at the e-mail address listed in 11.2.

Add discussion

×

Participants

☒ Jxiv administrator

Subject *

Please unsubmit the Preprint

Message *

B

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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

×

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

Message *

B

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<>

There was a mistake in this post.

Please unsubmit the Preprint.

System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

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

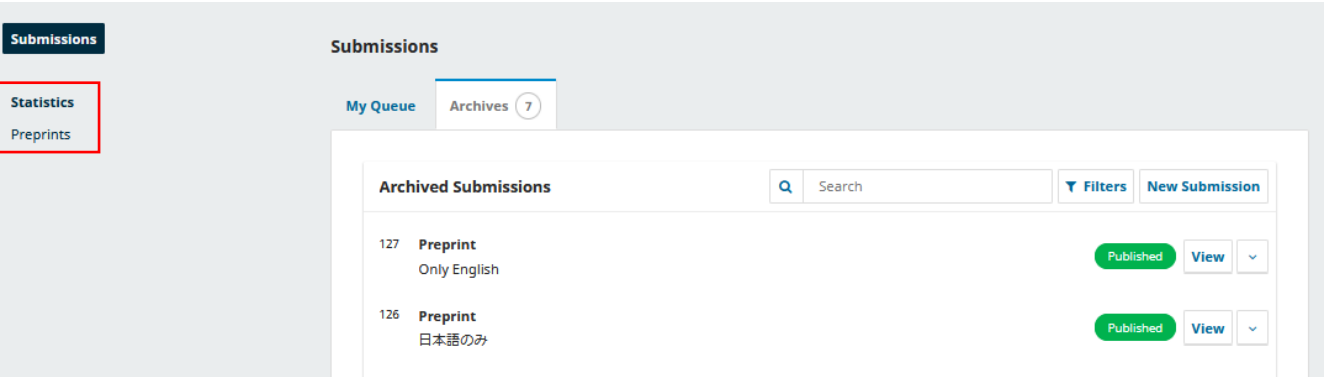
- ① Send an e-mail to the following e-mail address.

➤ jxivadmin@jst.go.jp

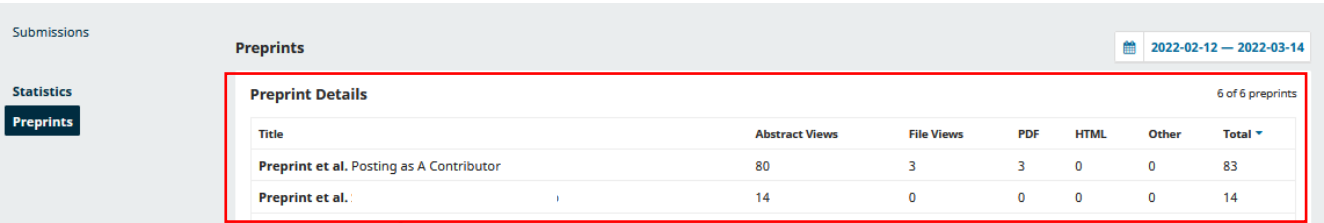
System Name	Jxiv, JST Preprint server	Revision	1.04
Document Type	Jxiv preprint server operation manual (for Submitters)	Last Update	2024/4/25

11. Statistics

- ① You can view the usage statistics of preprints that you have submitted and distributed.



- 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 range of the total period can be specified by date.

