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	Register the DOI and link the preprint to the article published by a
of the manuscript to the Preprint	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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4. Registering an account/Login

- 4.1. Loging into Jxiv
- 4.1.1. Click the [Login] or [Register] link in the upper right corner of the top page.
- NOTICE: User must have an ORCID or researchmap account before login or registration



- 4.1.2. Select either [Sign-in with ORCID] or [Sign in with researchmap] from the login or registration screen
- 4.1.2.1. Signing-in with ORCID
 - ① From the screen below, press the [Sign in with Orcid] button.

Sign in or register

Sign in (or register	using one	of the	following	methods:

ď	Sign in with researchmap
D	Sign in with Orcid

System administrator login

Password *	
Forgot your password?	
Keep me logged in	

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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
G 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
contant of any articles in Iviv, so for

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:

ď	Sign in with researchmap
D	Sign in with Orcid

System administrator login

Password * Forgot your password?		Username *	
_	_	Password *	
_	-		
		_	

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

▶researchmap

ogin ID [*]			
Please enter your Log	n ID		
'assword [*]			
Please enter your pass	word.		
		Login	

Please see here for inquiries. User Manual

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



Language 日本語 English

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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].

Do you already have a	in account with Jxiv Preprint Server?
<u>Yes, I already have an account.</u>	
No, I'm new to Jxiv Preprint Server.	

Language 日本语 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 firmit 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.

Given Name * Taro Family Name * Kagaku Email * Username * B000220590 Affiliation * Country *	Additional information is required t	o register:
Family Name * Kagaku Email * Username * B000220590 Affiliation *	Given Name *	
Kagaku Email * Username * B000220590	Taro	
Email * Username * B000220590 Affiliation *		_
Username * B000220590 Affiliation *	Kagaku	
B000220590 Affiliation *	Email *	
B000220590 Affiliation *		
Affiliation *	Username *	
	B000220590	
Country *	Affiliation *	
Country *		
	Country *	
~		`
Yes, I agree to have my data collected and stored according to the <u>privacy statement</u> .		

□ 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 \Rightarrow Go to [5]. Edit your account information]
- Make a New Submission \Rightarrow Go to [6. Submitting Preprints]
- Continue Browsing \Rightarrow 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. 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.

jxiv Preprint Server	A 🙁
Submit a Preprint	Change Language 日本語
1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps	✓ English
	Edit Profile
Submission Language English	Logout

5.1.2. Select the item to edit from the tabs on the Account Information screen 5.1.2.1. [Identity] tab

Username 8000220590		
Name Taro	😮 Kagaku	
Siven Name * How do you prefer to be addressed? Sa	Family Name	
How do you prefer to be addressed? Sa		
	lutations, middle names and suffixes can be added here if you would like.	

**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

file																
			_													
entity	Con	tact	Role	s	Publi	c	Pas	sword	No	otifica	tions	API Ke	у			
			<u> </u>							_						
Email *																
Pa (B	I	U "á	2	0	52			(2						
		-					_	-		_						
Signatur	e															
Phone																
enone										2						
Affiliatio	n									0						
D (B	I	U d	2% **	0	8		±.								
										_						
										_						
Mailing /	Address															
Mailing / Japan	Address									~						

%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.

XIf you are submitting an English preprint, registeration 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								
	osted User							
Auth								
Your dat	a is stored in	accordance	with our <u>priv</u>	<u>vacy statement</u> .				
* Deno	otes required f	ield						
								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.

Drag and drop a file here to begin upload	Upload File
D 10 B I ⊻ 8 22 0 53 ⊑ ±	ç
lio Statement (e.g., department and rank)	
esearchmap URL or researcher profile provided by their institution/employer URL	
esearchmap URL or researcher profile provided by their institution/employer URL	
esearchmap URL or researcher profile provided by their institution/employer URL	
esearchmap URL or researcher profile provided by their institution/employer URL	
Create or Connect your ORCID ID What is ORCID?	
Create or Connect your ORCID ID What is ORCID?	

XYou may enter a profile picture, biography, and reserchmap URL.

XA 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.

 $\cdot \ researchmap$

▶ research**map** <u>https://researchmap.jp/xxxxx</u>

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 1 Click "Profile" on the Dashboard and open the [Public] tab of the Profile form.

Profile										
Identity	Contact	Roles	Public	Passw	ord Notifica	ations	API Key			
Profile 1	image									
Drag a	nd drop a fil	e here to b	egin upload						Upi	oad File
00	BI	⊻ ₀°	88 O	8 📓	±					0
Bio State	ment (e.g., d	epartment	and rank)							
research	map URL or i	researcher	profile prov	ded by the	r institution/emp	ployer UR	L			
				-	1					
	ate or Conn	ect your O	RCID ID Wh	at is ORCIE						
		accordanc	e with our p	ivacy state	ment.					
			-							
* Deno	tes required j	field								Save

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



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ORCÍD	Authenticated acces
Currently signed in as:	
Sign out	
Japan Science and Tec	hnology Agency - JST preprint
<u>test system</u>	
The following access to an	ORCID record was requested:
Obtaining ORCID iD	
Aut	henticated access
	Deny access
	anization will have access to your ORCID we. Also, details are posted in. ORCID's
	nanage access permissions. You can also

3 After successful sign-in, an ORCID icon and link ID will be displayed.

e	
tity Contact Roles Public Password Notifications API Key	
ofile Image	
Drag and drop a file here to begin upload	Upload File
5 16 B I V 8 8 0 X B ±	0
Statement (e.g., department and rank)	
sarchmap URL or researcher profile provided by their institution/employer URL	
https://sandbox.orcid.org/0000-0003-1626-9525	
CID ID	
ur data is stored in accordance with our <u>privacy statement</u> .	
* Denotes required field	
	Save
	•

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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.



(*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 🚍 Sort
Add grants, awards and other funding you have received to support your work. Learn more about adding funding information to your ORCID record	Who can see this?
	👥 Everyone
✓ Works (1)	Trusted parties
Select all (1) Items currently selected (0)	Only me More information on visibility settings
	😐 🕜 🏛 Y
プレプリントテストサーバ 2022-02-25 Journal article URI: https://	Show more detail
Source:	Ō

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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ofile	
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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	Page	e 1!	5
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*Password input error screen (1): when password is less than 8 characters

file												
entity	Contact	Roles	Public	Password	Notif	ications	AP	I Key				
_												
	rs occurred p	-										
The	current passw	ord you ent	ered was in	correct. The p	assword n	ust be at	east 8	charact	ers.			
-												
Enter yo	ur current and	new passv	vords below	to change the	passwore	for your	accoun	t.				
Curron	tassaward											
	t password											
Curren	t password											
•••••												
••••••	t password											
New pa	assword											
New pa		e at least 8 (characters.									
New pa	assword	e at least 8 (characters.									
New pa	assword	e at least 8 (characters.									
New pa	assword	e at least 8 i	characters.									
New pa	assword			vacy statemer	<u>t</u> .							
New pa	issword ssword must b ew password			vacy statemen	<u>u</u> .						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

f-width number, ar	s incorrect. The pas nd special symbol.	Notifications		half-width lov	vercase letter	, half-width	
d you entered was f-width number, ar	s incorrect. The pas nd special symbol.			half-width lov	vercase letter	, half-width	
new passwords belo	ow to change the p	password for your a	iccount.				
	tter, half-width nur	tter, half-width number, and special sy	tain at least one half-width lowercase letter, ter, half-width number, and special symbol.	ter, half-width number, and special symbol.			

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	АРІ Кеу	
the system	-	m being en			-	will prevent notifications of the e e system and you have an extra c	
Public Ar	nouncement	s					
🗹 Enable	nouncemen e these types o t send me an o	of notification		notifications.			
Submissi	on Events						
Enable	reprint , "Ti e these types o t send me an e	of notificati	ons.	nitted. notifications.			
Enable	e these types o	of notificati	ons.	which a mo	derator needs to) be assigned.	
Enable	metadata these types o t send me an e	of notificati	ons.	notifications.			
Enable	on added. e these types o t send me an e			notifications.			
Enable	on activity. e these types o t send me an e			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.

ofile								
Identity	Contact	Roles	Public	Password	Notifications	API Key		
Enabl	e external ap	plications w	ith the API k	ey to access thi	is account			
	rate new API			-,				
Generati	ng a new API	key will inv	alidate any e	xisting key for t	his user.			
None								
API Key								
Your data	a is stored in a	ccordance	with our <u>pri</u>	<u>vacy statement</u> .				
								Save
								bure

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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file										
lentity	Contact	Roles	Public	Password	Notifications	API Key				
Enabl	e external ap	lications w	ith the API k	ey to access thi	is account					
	rate new API k			·						
C	A.D.T.									
	ng a new API I	key will inva	lidate any e	xisting key for t	this user.					
None	ng a new API I	xey will inva	lidate any e	xisting key for t	this user.					
	ng a new API l	xey will inva	lidate any e	xisting key for t	this user.					
None API Key										
None API Key				xisting key for t					Save	1

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

ofile						
lentity	Contact	Roles	Public	Password	Notifications	АРІ Кеу
Noti	fication					
Your	changes have	e been save	d.			
Generati	ng a new API	key will inva	alidate any e	xisting key for	this user.	
	iOiJKV1QiLCJh	bGciOiJIUzI	1NiJ9.IjgxYzJ	kMmNjMzc2YjF	RhYjAyZjA:	
API Key						
Your dat	a is stored in a	accordance	with our <u>pri</u>	<u>vacy statement</u>	£.	
						Save

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6. Submitting a preprint6.1. Press the [New Submission] button

Submissions	Submissions		
Statistics Preprints	My Queue Archives		
	My Assigned	Q Search	▼ Filters New Submission
		No submissions found.	

6.2. Fill out required information.6.2.1. Step 1 [Start]

Important reminders:				
1, jxiv allows each author to link to a re				
Institution/employer. Please provide the				t be amended once submission is
complete. The link will be displayed un 2. When the preprint is officially publis				published version.
Submission Language				
English		~		
Preprints written in English or Japanes	e may be submitted.	Please		
select the language of your submissio	n from the pulldown r	menu		
above. *				
License				
CC Attribution-NonCommercial-NoDe	rivatives 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 I will comply with Jxiv Submission Terr 				
I will comply with JNV Submission Terr I am accountable for any errors (inaccu				
· If JST makes necessary corrections to b	ibliographical errors du	uring submission, I agree	e to verify and confirm the	e corrections.
 If JST deems it necessary to make revision conduct a final review to check for any elements 			splitting or merging the	preprint/preprint data), I agree to
 JST reserves the right to decide wheth 			e.	
Preprints that have been made public				
 JST may withdraw the preprint that ha Preprints will be made publicly available 			etion.	
 By submitting the manuscript to Joint 				
- I am the author of the manuscript being	ng submitted and my co	o-author(s) have consen	ted to having the manus	tript submitted to Jxiv.
The preprint has not been submitted t The research related to the preprint has			on iromostr and if pacer	now has obtained approvals from
research ethics committees and the info				sary, nas obtaines approvais ironi
· The preprint does not infringe on the		T or any third party, doe	s not violate any laws or	regulations and/or public policy, and
will not impact the credibility and/or rep				
 I have obtained permission from the ju comments or is a version that has been 	ournal and/or any other accepted or published	r relevant parties, if the i in a iournal.	manuscript being submitt	ed has incorporated peer review
Declared that the manuscript is a trans			to Jxiv administrator" fiel	d if the manuscript being submitted is
a translated version.				
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6.2.1.1. Select language

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Section	
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Mathematics	
Physics	
Chemistry	1
Earth science & Astronomy	
Biology & Life Sciences & Basic Medicine	5
Agricultural & Food Science	
General medicine & Social medicine & Nursing	ĥ
Clinical medicine	
Dentistry	
Pharmaceutics	
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6.2.1.4. Check the submission requirements.

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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		
Gal	leys				Add	galley
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					Save and continue	Cancel

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	rs occurred processing th se upload at least one Word				
Galle	eys				Add galley

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)

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You will fill in the name of the PDF preprint file (required),			
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it will display on the Jxiv site. Please fill in "PDF" when uplo	d		
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Select the file to be uploaded in "1. Upload Files" under "Upload a File Ready for Publication".

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1. Upload File	2. Review Details	3. Confirm	
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Select [Preprint Component] from the pull-down menu. Select [Preprint (PDF)] for the manuscript PDF file.

Upload a File Re	ady for Publication		×
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Preprint(PDF)	

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	7	
File size error.		Upload File

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6.2.3. Step 3 [Enter Metadata]

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6.2.4. Step 4 [Confirmation]

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6.2.5. Step 5 [Next Steps]

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	Status: Unpublished			
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	Contributors	Title	English	
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	References	Subtitle	English	
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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

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

Submissions	Submission	15		
Statistics Preprints	My Queue	Archives 7		
	Archiv	ved Submissions	Q Search	T Filters New Submission
		Preprint Only English		Published View ~
		Preprint 日本語のみ		Published View ~

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

Submissions	Preprints				l	2022-02	-12 — 2022-03-14
Statistics Preprints	Preprint Details						6 of 6 preprints
	Title	Abstract Views	File Views	PDF	HTML	Other	Total 🔻
	Preprint et al. Posting as A Contributor	80	3	3	0	0	83
	Preprint et al.:	14	0	0	0	0	14

- 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.

Submissions	Preprints					2022-02-12 — 2022-03-14		
Statistics	Preprint Details	Preprint Details			Last 30 days Last 90 days			
Preprints	Title	Abstract Views	File Views	PDF	HTML	Last 12 months		
	Preprint et al. Posting as A Contributor	80	3	3	0	All dates		
	Preprint et al. :	14	0	0	0			
	Preprint et al. ;	13	0	0	0	Custom Range 2022-02-12 2022-03-14	Apply	
	Preprint Only English	11	0	0	0			
		10	0	0	0	0 10		
	Preprint 日本語のみ	5	0	0	0	0 5		