

# ScholarOne Manuscripts での SSPN オンライン論文投稿の手引き

Update:2025/12/19

**【重要】投稿を始める前に以下のことをご確認ください。**

**1) 共著者すべてが ScholarOne Manuscripts のアカウントを持っているか確認してください。**

アカウントのない共著者がいる場合は新規アカウントを作り、投稿システムからの連絡を共著者全員が必ず受け取れるようにしてください。投稿者本人がアカウントをもっていない場合はアカウントを作成して、ID とパスワードを設定してから投稿を始める。**共著者全員のタイトルと氏名・所属・メールアドレスの登録がないと投稿は受け付けません。**一つの著者に異なる所属等で複数のアカウントがあると投稿プロセス中にエラーがでて先に進めなくなるため、アカウントを統合するように SSPN 事務局 (sspn\_editorial@jssspn.jp) にメールで依頼してください。

**ScholarOne Manuscripts**

<https://mc.manuscriptcentral.com/sspn>

**2) Instruction for Authors に沿った様式で論文が作成されたかもう一度確認してください。**

- Running head : 40 文字以下 ; Key words : 5 つ ; Abstract : 350words 以内
- **引用スタイルは Chicago author-date です。**  
[https://www.tandf.co.uk/journals/authors/style/reference/tf\\_ChicagoAD.pdf](https://www.tandf.co.uk/journals/authors/style/reference/tf_ChicagoAD.pdf)
- Cover Letter も Instruction for Authors に沿って作成したか確認してください。

**3) 投稿論文は以下の 3 つのパートに分けてください。**

それぞれのファイルが指定されたフォーマットで保存されているか確認してください。

**4) Main Document ファイル ; MS Word 形式で保存された** (本文のみで図表は含めないが、図表のタイトルやキャプションのリストは含む)

**5) Table のファイル ; MS Word で保存された編集可能な形式のもの**

**6) Figure のファイル ; tiff, ps, jpeg 形式で保存されたファイル、およびWordの作画で作成した doc, docx ファイル。** 投稿 Step 7 の pdf 化した時に、はっきりと読み取れるサイズで保存していること。

→ 1 つのファイルに 1 つの図を保存し、ファイル名を figure1.tif 等、何番目の図かわかるようにしてください。**論文に掲載する図の数だけファイルを作成する必要があります。** 図の title, caption は Main document の末尾に入れてください。

**7) 図表の数の確認**

**8) カラーの図・写真などがある場合は、カラーの図を含めた数を Number of Figures としてカウントしてください。** Supplemental figures は数に含めないこと。

## SSPN オンラインシステムによる論文投稿操作ガイド

投稿がうまくいかなかった場合、new submission として投稿をやりなおさず、SSPN 事務局 [sspn\\_editorial@jssspn.jp](mailto:sspn_editorial@jssspn.jp) に連絡してください。

### 新規投稿

- 1) <http://mc.manuscriptcentral.com/sspn> にアクセスし、Create an Account から新規アカウントを作成してください（すでにアカウントをお持ちの場合は、新たに作成する必要はありません）。
- 2) User ID, Password を知らせるメールが送信されます。User ID, Password を入力し、Log in してください。

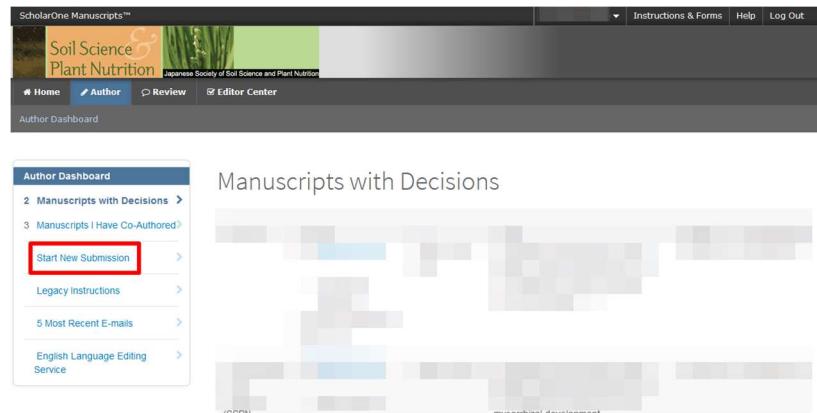


Welcome to the submission site for  
Soil Science and Plant Nutrition  
To begin, log in with your user ID and password.  
If you are unsure about whether or not you have an account, or have forgotten your  
password, go to the [Reset Password](#) screen.

- 3) Author をクリックしてください

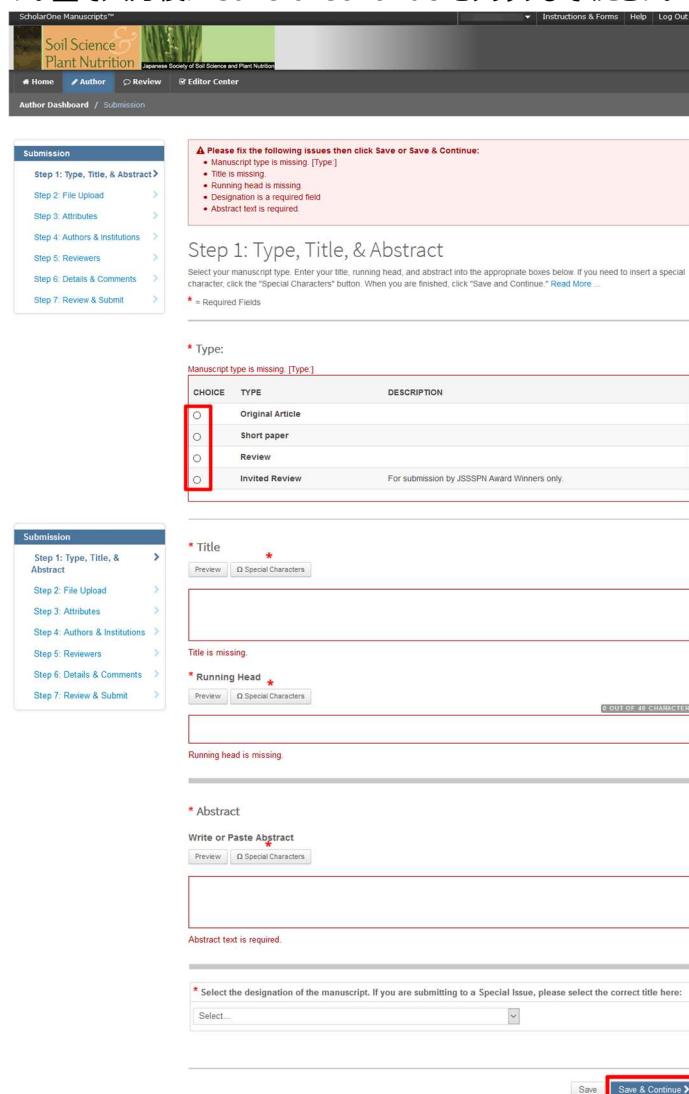


4) 新たに論文を投稿する場合は、Start New Submission をクリックしてください。



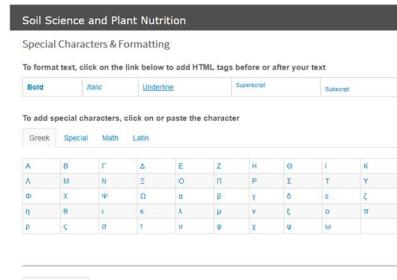
The screenshot shows the 'Author Dashboard' of the ScholarOne Manuscripts system. The left sidebar lists several options: '2 Manuscripts with Decisions', '3 Manuscripts I Have Co-Authored', 'Start New Submission' (which is highlighted with a red box), 'Legacy Instructions', '5 Most Recent E-mails', and 'English Language Editing Service'. The main area is titled 'Manuscripts with Decisions' and shows a grid of manuscript thumbnails.

5) Step 1: Type, Title, & Abstract で論文のタイプを選び、Title, Running head, Abstract を入力し、投稿分野をプルダウンから選択してください。特殊文字は下図の\*をクリックして選択してください。全て入力後に Save & Continue をクリックしてください。



The screenshot shows the 'Step 1: Type, Title, & Abstract' page of the submission process. The left sidebar shows the steps: Step 1: Type, Title, & Abstract, Step 2: File Upload, Step 3: Attributes, Step 4: Authors & Institutions, Step 5: Reviewers, Step 6: Details & Comments, Step 7: Review & Submit. The main area has a red box around the 'Type' section. It shows a table with four choices: 'Original Article', 'Short paper', 'Review' (which is highlighted with a red box), and 'Invited Review'. Below the table is a note: 'For submission by JSSPN Award Winners only.' The 'Title' and 'Running Head' fields are empty and highlighted with red boxes. The 'Abstract' section is also empty and highlighted with a red box. At the bottom, there is a dropdown menu for 'Select the designation of the manuscript. If you are submitting to a Special Issue, please select the correct title here:' with a red box around it. The 'Save & Continue' button is highlighted with a red box.

特殊文字入力用ウィンドウ文字上をクリックすると入力できます。



The screenshot shows the 'Special Characters & Formatting' window. It has tabs for 'Bold', 'Italic', 'Underline', 'Superscript', and 'Subscript'. The 'Special' tab is highlighted with a red box. Below the tabs is a grid of Greek and Latin characters. At the bottom is a 'Close Window' button.

6) Step 2: File Upload で注意点をよく読んでから、ファイルのアップロードを行ってください。

**Step 2: File Upload**

- Please ensure you have formatted your references using the journal's preferred referencing style, the [Chicago AD system of referencing](#).
- A full explanation of how to work with the Chicago AD system can be found [here](#).
- You may also find it useful to refer to the [Instructions for Author's page](#) to make sure your manuscript satisfies the style requirements of the editors before you press the submit button.
- The main text document should be MS word format. **Line numbers should be added beside each line of text.**
- The files of figures should be saved as a tif/eps/png/pdf file.
- The file of Tables should be MS word format separated from the main text file. One page contains one table or upload it as an individual file of each table. **Table data should be provided in an editable format and it is not allowed to be pasted as a picture format.**
- Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process.
- If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.**
- To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue."

[Read More ...](#)

7) Select File をクリックし、アップロードするファイルを選択してください。次に、Choose File Description からファイルのタイプを選んでください。全てファイルを選択したら、Upload Selected Filesをクリックしてください。

- Select File 1 では MS Word で作成した本文のファイルを選択してください。本文には図表を含めませんが、図表のタイトルやキャプションのリストは入れてください。
- Select File 2 以降は、Table, Figure, Supplemental File 等を選択してください。
- Table には MS Word で作成した表を選択してください。
- Figure には tiff, ps, jpeg 形式で保存した図（Wordの作画機能で作成したdoc,作成したもの可）を選択してください。Choose File Description から Figure を選択すると、Caption / Legend 欄が表示されますので、図の番号とタイトルを入力してください。何も入力しないと、PDF ファイルに図の番号が表示されません。

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY								
No files uploaded													
<input type="button" value="Update Order"/> <input type="button" value="Remove All Files"/>													
<b>File Upload</b> <table border="1"> <thead> <tr> <th>SELECTION</th> <th>FILE DESIGNATION</th> </tr> </thead> <tbody> <tr> <td>Select File 1 ...</td> <td>* Main Document</td> </tr> <tr> <td>Select File 2 ...</td> <td>Choose File Designation ...</td> </tr> <tr> <td>Select File 3 ...</td> <td>Choose File Designation ...</td> </tr> </tbody> </table>						SELECTION	FILE DESIGNATION	Select File 1 ...	* Main Document	Select File 2 ...	Choose File Designation ...	Select File 3 ...	Choose File Designation ...
SELECTION	FILE DESIGNATION												
Select File 1 ...	* Main Document												
Select File 2 ...	Choose File Designation ...												
Select File 3 ...	Choose File Designation ...												
<input type="button" value="Upload Selected Files"/>													
<input type="button" value="Previous Step"/> <input type="button" value="Save"/> <input type="button" value="Save &amp; Continue"/>													

8) アップロードするファイルの順番を確認したら、Save & Continue をクリックしてください。

- ファイルの順番は ORDER で変更できます。最後に Update Order をクリックしてください。
- ファイルを削除する場合は ACTIONS から Remove を選択してください。すべてのファイルを削除する場合は Remove All Files をクリックしてください。

Files

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	.docx 162 KB	Main Document		
2	Select:	.tif 642 KB	Figure Caption : Fig. 1 Link text :		
3	Select:	.tif 444 KB	Supplemental File not for review		

**File Upload**

SELECTION	FILE DESIGNATION
Select File 1 ...	Choose File Designation ...
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...

9) Step 3: Attributes で Show Full List (青字) をクリックしてリストを展開してから、キーワードを最低 2 つ選択し、Add from List をクリックしてください。キーワードを確認したら Save & Continue をクリックしてください。

Soil Science & Plant Nutrition

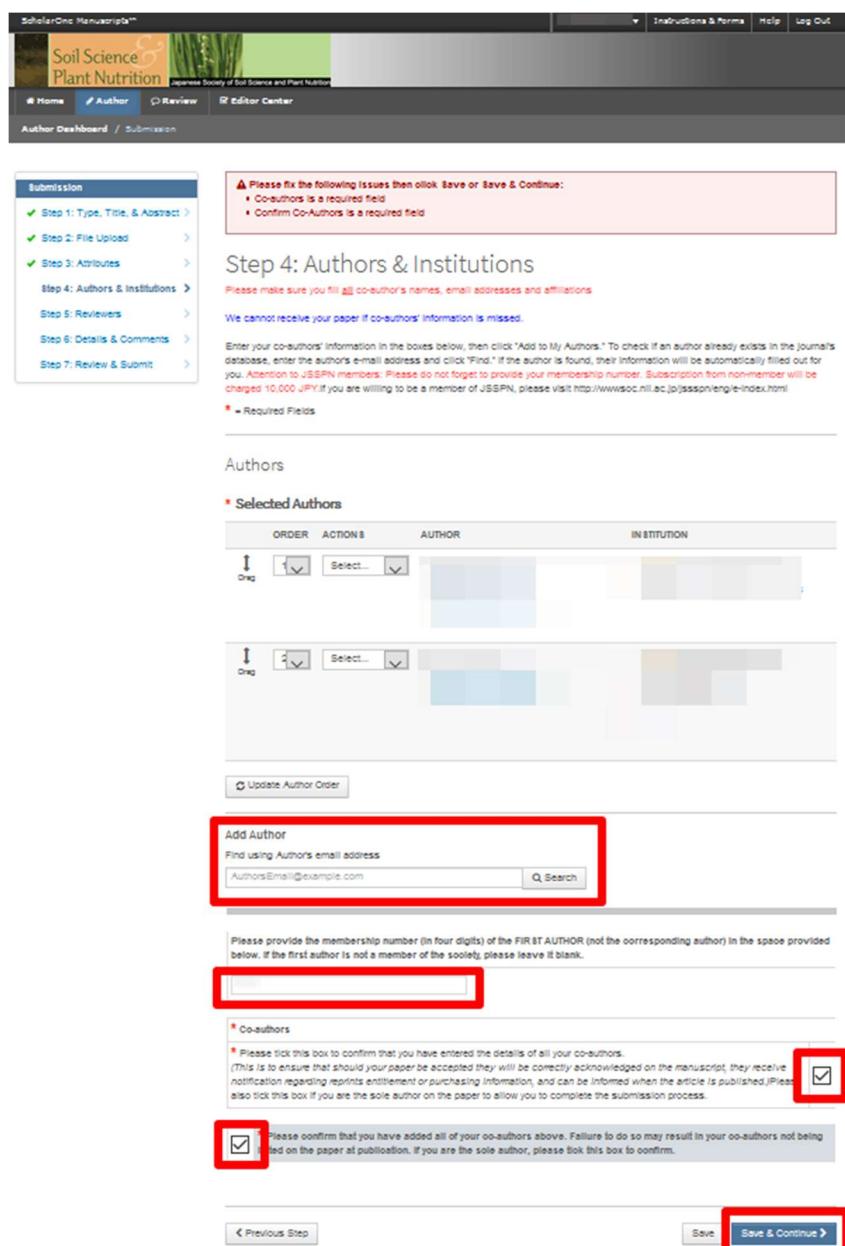
Author Dashboard / Submission

**Step 3: Attributes**

**Keywords**

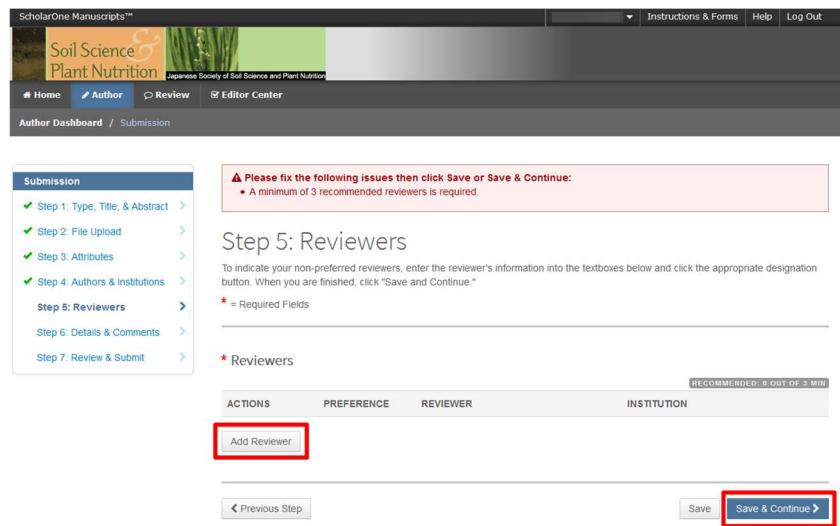
10) Step 4: Authors & Institutions で著者情報（ORCIDのIDも含む）と First Author の会員番号の下 4 行の数字を入力してください。確認事項をチェックしたうえで、Save & Continue をクリックしてください。

共著者の E-mail アドレスは、必須項目です。論文が投稿されたことを連絡するために使われます。Add author の Find using Author's email address に共著者の email を入力し、Search をクリックしてください。Add Author をクリックし、著者を加えてください。著者情報を修正する場合には、ACTIONS から Edit を選択して入力してください。入力後、著者の表示順を変更できます。会員番号の入力がない場合は、論文出版時の費用として非会員からの投稿料 US150ドルが加算されます。



The screenshot shows the 'Step 4: Authors & Institutions' page of the ScholarOne Manuscripts submission process. The left sidebar shows the submission progress: Step 1 (Type, Title, & Abstract), Step 2 (File Upload), Step 3 (Attributes), Step 4 (Authors & Institutions), Step 5 (Reviewers), Step 6 (Details & Comments), and Step 7 (Review & Submit). A red box highlights the 'Add Author' section, which contains a search bar for 'Find using Author's email address' with the placeholder 'AuthorEmail@example.com' and a 'Search' button. Below the search bar is a note: 'Please provide the membership number (in four digits) of the FIRST AUTHOR (not the corresponding author) in the space provided below. If the first author is not a member of the society, please leave it blank.' A red box highlights the 'Save & Continue' button at the bottom right of the page. The top right of the page shows 'Instructions & Forms', 'Help', and 'Log Out'.

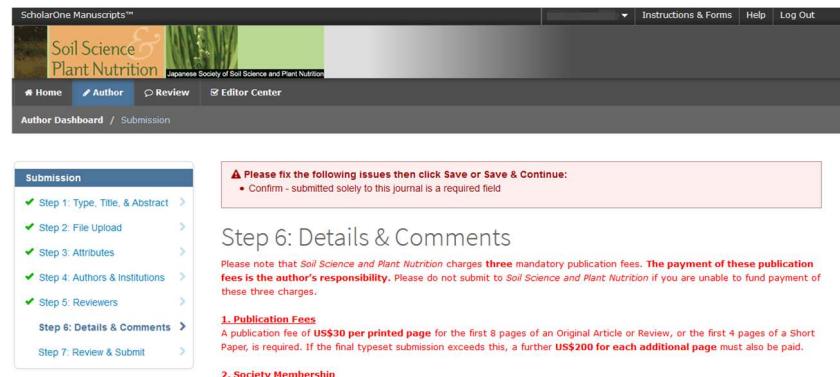
11) Step 5: Reviewers で 審査依頼を希望しない方 (Oppose reviewers) を選択することができます。審査を希望しない方の情報を入力してください。入力後、Save & Continue をクリックしてください。



The screenshot shows the 'Step 5: Reviewers' section of the submission process. A red box highlights the 'Add Reviewer' button. The 'Save & Continue' button is also highlighted with a red box.

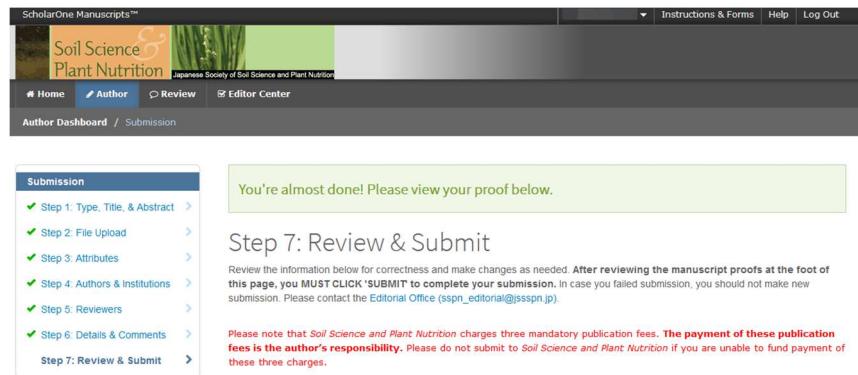
12) Step 6: Details & Comments に必要事項を記入あるいはチェックしてください。

- Cover Letter は投稿規定のに従い、英語で入力してください。日本語で連絡事項がある場合は、あらかじめ日本語で作成したファイルを Attach File をクリックして添付してください。Reject and Resubmission 判定を受けた論文の再投稿である場合は、査読結果への回答を Cover Letter の添付ファイルとして添付してください（本マニュアル末尾の補足もご覧下さい）。
- 「Is this manuscript a revision of a previously submitted manuscript to SSPN?」では、SSPN に投稿したことのない論文である場合は、**No** をクリックしてください。過去に投稿し、“Reject and Resubmission”の判定を受けた論文の再投稿である場合は、必ず **Yes** をクリックし、“Reject and Resubmission”の判定を受けた論文の **ID** を入力してください。Reject and Resubmission 判定後の再投稿である場合は、変更箇所がわかるような体裁で原稿を作成し（本マニュアル末尾の補足を参照）、査読結果への回答を Cover letter として添付してください。



The screenshot shows the 'Step 6: Details & Comments' section. A red box highlights the 'Save & Continue' button.

13) Step 7: Review & Submit で入力情報の確認をおこなってください。情報が入力されている場合は、緑のチェックマークが表示されます。



Submission

- ✓ Step 1: Type, Title, & Abstract
- ✓ Step 2: File Upload
- ✓ Step 3: Attributes
- ✓ Step 4: Authors & Institutions
- ✓ Step 5: Reviewers
- ✓ Step 6: Details & Comments
- Step 7: Review & Submit

You're almost done! Please view your proof below.

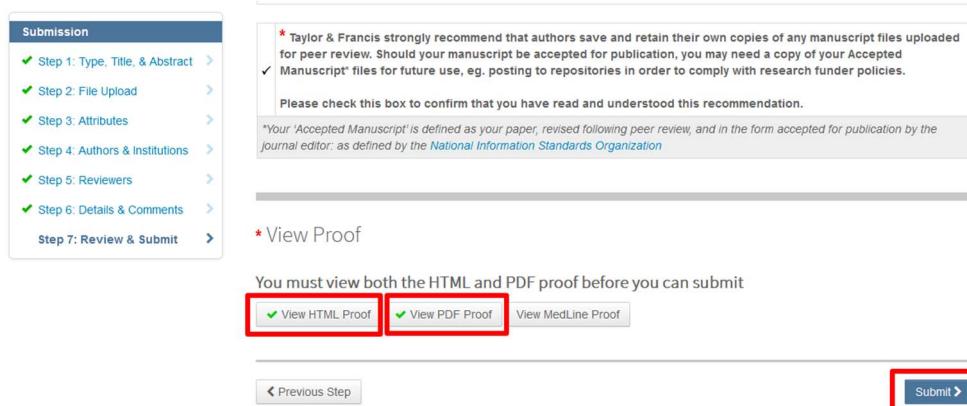
Step 7: Review & Submit

Review the information below for correctness and make changes as needed. After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission. In case you failed submission, you should not make new submission. Please contact the Editorial Office (sspn\_editorial@jssspn.jp).

Please note that *Soil Science and Plant Nutrition* charges three mandatory publication fees. **The payment of these publication fees is the author's responsibility.** Please do not submit to *Soil Science and Plant Nutrition* if you are unable to fund payment of these three charges.

14) 最後に View HTML Proof と View PDF Proof から完成ファイルの確認をおこなってください。  
文字化け、図が小さすぎないか等をよく確認してください。審査員は、PDF ファイルを受け取って審査をおこないます。ここで正しく表示されないファイルは、審査ができません。正しく表示されなかった場合は、Step 2: File Upload でファイルのアップデートをやり直してください。

15) 全て確認できたら Submit ボタンをクリックしてください。これで投稿は完了です。



Submission

- ✓ Step 1: Type, Title, & Abstract
- ✓ Step 2: File Upload
- ✓ Step 3: Attributes
- ✓ Step 4: Authors & Institutions
- ✓ Step 5: Reviewers
- ✓ Step 6: Details & Comments
- Step 7: Review & Submit

\* Taylor & Francis strongly recommend that authors save and retain their own copies of any manuscript files uploaded for peer review. Should your manuscript be accepted for publication, you may need a copy of your Accepted ✓ Manuscript files for future use, e.g. posting to repositories in order to comply with research funder policies.

Please check this box to confirm that you have read and understood this recommendation.

\* Your 'Accepted Manuscript' is defined as your paper, revised following peer review, and in the form accepted for publication by the journal editor: as defined by the National Information Standards Organization

\* View Proof

You must view both the HTML and PDF proof before you can submit

View HTML Proof  View PDF Proof  View MedLine Proof

[◀ Previous Step](#) **Submit >**

- Editorial Office より、投稿確認のメールが送信されます。メールが届かない場合は、送信時にトラブルがあった可能性がありますので、sspn\_editorial@jssspn.jp に問い合わせてください。
- Submit ボタンをクリックした後で、ファイルの修正が必要になった場合は、sspn\_editorial@jssspn.jp に修正が必要なファイルの削除を依頼してください。再度アップロードできるよう処理します。新しい原稿として修正ファイルを投稿しないでください。
- 以上の操作は、連続して行う必要はありません。途中で操作を中断してログアウトしても、操作の内容がシステムに保存されています。再度 Author center にログインし、Author Dashboard の Unsubmitted and Manuscripts in Draft に表示されます。

## 補足：Reject and Resubmission 判定を受けた改訂原稿作成上の注意

変更履歴機能を用いて論文を修正した場合は、PDFファイルの表示が再審査しやすい状態にあるかどうか、よく確認してください。現行のシステムのPDF作成機能では、変更履歴を利用している場合、文末の変更履歴リストの表示を解除できません。訂正箇所が多い場合は、変更履歴を利用せず、変更箇所の文字色を変えてどこを変更したかを示してください。

## 悪い例 1

ページ末尾に修正箇所のリストが  
数ページにわたり表示される

Page 10/100	Author	Year	Keywords
Page 10/100	According to Deacon van der Linde and Dierss (1995), application of green manure stimulated surface erosion. Kanno et al. (1997) reported that application of live organic manure, such as cow manure and straw manure, reduced surface erosion. In contrast, no significant reduction of soil erosion, was identified as live organic manure contributed to surface erosion in paddy fields when the straw was incorporated before plant growth (Kanno et al. 2001; Yamada et al. 1998).	1995-1998	surface erosion, green manure, straw manure, cow manure, soil erosion, paddy field
Page 10/100	A number of studies have reported on surface protection in paddy rice fields in Northeast Thailand (Nampat et al. 2002; Tangbor and Soibule 2002; Cheung et al. 1997).	1997-2002	surface protection, paddy rice field, Northeast Thailand
Page 10/100	Yagi et al. (1994) and the influence of different organic manures on rice yield. Chonrathippan et al. (1993), Yamada et al. (1998).	1993-1994	organic manure, rice yield, Chonrathippan et al. (1993), Yamada et al. (1998)
Page 10/100	With regard to activity samples	1995-1998	activity samples
Page 10/100	Organic manure application provides positive effects on rice yield (Yamada et al. 2000 and 2001).	1995-1998	organic manure, rice yield, Yamada et al. (2000 and 2001)
Page 10/100	Tangbor and Soibule (2002), Rangnathaporn and Tangbor (1996)	1996-2002	Tangbor and Soibule (2002), Rangnathaporn and Tangbor (1996)
Page 10/100	Yagi et al. (1994) and the influence of different organic manures on rice yield. Chonrathippan et al. (1993), Yamada et al. (1998).	1993-1994	Yagi et al. (1994) and the influence of different organic manures on rice yield. Chonrathippan et al. (1993), Yamada et al. (1998)
Page 10/100	With regard to activity samples	1995-1998	activity samples

## 悪い例 2

訂正箇所を示す吹き出しがたくさん表示される

↓

Page 3 of 43		Soil Science and Plant Nutrition	
1		1	
2		2	
3		3	
4	49	49	INTRODUCTION
5			During the 20 <sup>th</sup> century there was a considerable increase of atmospheric $\text{CH}_4$ that was
6			claimed to be responsible for climate change (IPCC 2001). In this context the scientific
7			community promoted the control of emission of greenhouse gases via the Kyoto
8			Protocol. Natural sources of methane emission are mainly wetlands (Li et al., 2004).
9			peat soils (Ghoshal et al., 2005) and floodplains (Wiemersen and Mattig 1997). Because
10			of the flooding conditions required for their cultivation, paddy fields are known to be
11			one of the main anthropogenic source of methane gas (CH <sub>4</sub> ) (Dobay, 2001). A review
12			of studies of different ecosystems found that paddy soil methane emission was
13			influenced by soil texture, soil type, moisture regime, cultivation methods, different rice
14			varieties, and the temperature period (Dobay, 2002).
15			In Northeast Thailand, most farmers grow glutinous rice for self-consumption
16			(Aruna 1984). The large surface area of flooded paddy fields from an evolutionary
17			standpoint due to hydrological cycle disturbance generated by deforestation in the
18			past and the presence of underground layers of peat soils in the main basin ranges
19			of the region (Aruna 1984). In 2003, the total rice cultivation area in Northeast
20			Thailand encompassed 207.4 million ha. Area under approximately 111.3 million ha
21			were considered to be potentially affected by salinity hazard. The most severely affected
22			area represented 2.4 million ha located in the lowlands
23			In Northeast Thailand, resort application is the most effective procedure for
24			improving the physical and chemical properties of saline soil, followed by direct
25			irrigation (Pancharatna et al., 1990). Organic matter incorporation is a traditional
26			practice for stabilizing saline patches (Aruna 1984). Northeast farmers apply cow
27			manure (Sengjan and Sribut 2002) or rice straw (Aduwattana et al. 1976) at a rate 5.2 to
28			5.5 t/ha.
29			Prathumthani, Lopburi, Phetchaburi, Nakhon Ratchasima, and Nakhon Si Thammarat
30			provinces, the maximum rates observed outside the saline period in selected provinces
31			have the same order of magnitude of the maximum found in evidence
32			Prathumthani (2002) (Table 1).
33			Table 1. Soil resistance to penetration from various rice ecosystems of the northeast, including
34			water-potential, mechanical shear resistance due to irrigation, although these figures were
35			derived from irrigated paddy soils. In Northeast, northeast resistance may vary widely
36			depending on geographic location, season or year, rice varieties, and type of
37			subsoil texture. In addition, however, irrigation, the average of resistance resistance
38			from 1991 to 1995 was 1.03 MPa.
39			These plots accompanied with rice straw
40			Soil 760 to 1000 mg ( $\text{cm}^2 \text{ s}^{-1}$ )
41			Prathumthani (2002) (Table 1).
42			Table 1. Soil resistance to penetration from various rice ecosystems of the northeast, including
43			water-potential, mechanical shear resistance due to irrigation, although these figures were
44			derived from irrigated paddy soils. In Northeast, northeast resistance may vary widely
45			depending on geographic location, season or year, rice varieties, and type of
46			subsoil texture. In addition, however, irrigation, the average of resistance resistance
47			from 1991 to 1995 was 1.03 MPa.
48			These plots accompanied with rice straw
49			Soil 760 to 1000 mg ( $\text{cm}^2 \text{ s}^{-1}$ )
50			Prathumthani (2002) (Table 1).
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