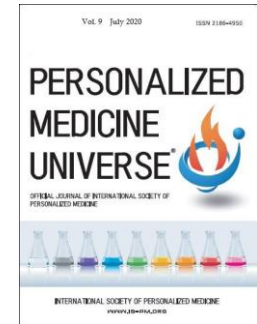


PERSONALIZED MEDICINE UNIVERSE[®]



ScholarOne Manuscripts Author Manual

ご登録の前に、必ずGuide for Authorを確認してください。



International Society of Personalized Medicine

2020/4/1

1. Log In

The screenshot shows the website interface for Personalized Medicine Universe. At the top, there is a navigation bar with 'Instructions & Forms' and 'Help' links. Below this is a header with the journal's logo and name. A secondary navigation bar contains 'Log In', 'Reset Password', and 'Create An Account' buttons. The main content area features a 'Log In' form with fields for 'User ID' and 'Password', and a 'Log In' button. A 'Resources' section is visible at the bottom left. Red lines and boxes highlight the 'Instructions & Forms' link, the 'Log In' button, and the 'User ID' and 'Password' input fields. Three callout boxes provide instructions for different user scenarios.

初めてアクセスする方は、ID/Passwordを登録してください

- **Create Account**をクリックして新規作成する
- 登録するE-mailアドレスは、共有のものは使用せず、必ず個人のものをご使用ください。

User ID/Passwordがわからない（忘れた）場合

1. **Reset Password**をクリック
2. E-mailアドレスを入力
3. **Send Reset Link**をクリックすると、入力したE-mailアドレスにログイン情報が送られてきます。
4. ログインして、新パスワードを設定するとサイトに入れます。

Instructions & Forms

- Guide for Authors
 - Author Manuals
- ダウンロードできます。投稿の前に、必ずご確認ください。

ID/Passwordを登録済の場合

1. IDとPasswordを入力
2. Log Inをクリック

2. Main Menu

The screenshot shows the top navigation bar of the Personalized Medicine Universe website. The 'Help' link in the top right is highlighted with a red box. Below the navigation bar, the 'Author' link in the main menu is also highlighted with a red box. A blue box on the right contains the text 'Help/Site support' and a Japanese instruction: '質問事項がある場合、こちらをクリックしてください。中ほどのFAQs & HelpからQ&Aにアクセスできます。' A red line connects the 'Author' link to a green box at the bottom left containing the text 'Authorをクリックしてください。' The main content area includes a 'Help' sidebar with links to 'FAQs & User Guides', 'Journal Home', and 'Site Support'. The main text describes the journal's aims and scope, listing key areas of research such as Basic and Clinical Immunology, Bioinformatics, and Biomarker Studies.

ScholarOne Manuscripts™ (Editorial Office Editor-in-Chief) as a Author End Proxy Instructions & Forms **Help** Log Out

PERSONALIZED MEDICINE UNIVERSE
OFFICIAL JOURNAL OF INTERNATIONAL SOCIETY OF PERSONALIZED MEDICINE

Author

Help

- [FAQs & User Guides](#)
- [Journal Home](#)
- [Site Support](#)

Help/Site support
質問事項がある場合、こちらをクリックしてください。中ほどのFAQs & HelpからQ&Aにアクセスできます。

Authorをクリックしてください。

Click the relative link which you are going to perform. If you are an Editor or Editor-in-chief, click "Manage My Account". You can come back to this page anytime by clicking on the "Home" link. (Click the three line button at the top left if your screen is too small.)

Personalized Medicine Universe

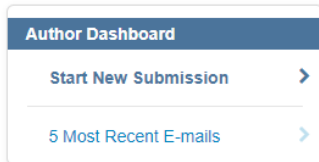
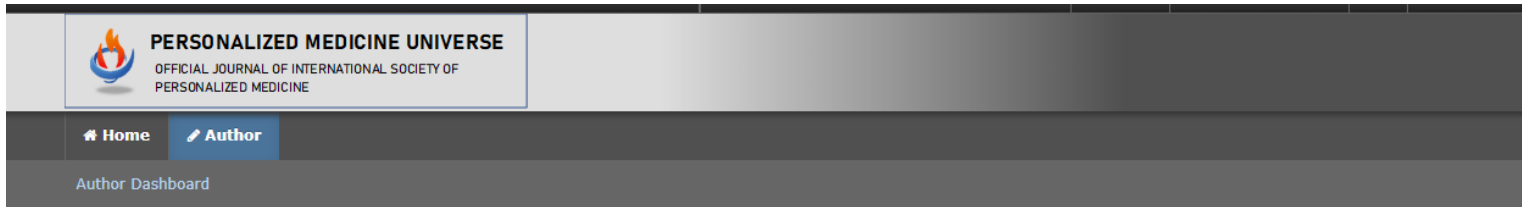
Aims and scope
Personalized Medicine Universe, the official peer-reviewed journal of the International Society of Personalized Medicine, aims to publish the highest quality articles in the field of personalized medicine. Articles can be submitted as review papers, original articles, case reports, short communications and letters to the editor. The journal provides a forum for exchange of ideas between basic and clinical scientists as well as medical professionals, healthcare organizations and patients who seek the best strategies for integrating personalized medicine into clinical practice.

The journal covers all aspects of personalized medicine. Key areas include:

- Basic and Clinical Immunology
- Bioinformatics
- Biomarker Studies
- Cell, Molecular, Stem Cell Biology
- Cytogenetics, Genomics, Proteomics and Metabolomics
- Drug Discovery and Delivery
- Epigenetics
- Ethical, Legal and Social Issues in Personalized Medicine

- Orthomolecular Medicine
- Pathology
- Pharmacogenomics
- Preemptive Medicine (Personalized Prevention)
- Regenerative Medicine

3. Start New Submission



Start New Submission

Edit

• Click "**Begin Submission**" button to create a new manuscript.

Begin Submission

Begin Submissionをクリックして作業開始

4. Step 1: Type, Title, & Abstract

PERSONALIZED MEDICINE UNIVERSE
OFFICIAL JOURNAL OF INTERNATIONAL SOCIETY OF PERSONALIZED MEDICINE

Home Author

Author Dashboard / Submission

Submission

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

Step 1: Type, Title, & Abstract

Select your manuscript type from the list. Enter your manuscript title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save & Continue."

If you submit a Letter to the Editor, the abstract is not required. Please enter "N/A" in the Abstract field in that case.

Read More ...

* = Required Fields

CHOICE	TYPE
<input type="radio"/>	Original Article
<input type="radio"/>	Review article
<input type="radio"/>	Case report
<input type="radio"/>	Short communication
<input type="radio"/>	Letter to the Editor

* Type [Edit](#)

* Title [Edit](#)

Preview [Special Characters](#)

* Abstract [Edit](#)

Write or Paste Abstract

Preview [Special Characters](#)

0 CHAR OF 250 WORDS

Save [Save & Continue >](#)

Submission Steps

- Step1から6をすべて入力し、最後のStep6で登録内容をPDFで確認すると投稿ができます。
- Stepを移動するたびにデータは保存されますので、途中で中断しても、再度Log inすれば入力を再開することができます。

Manuscript Type

リストから適切なものを選択してください。

Title

入力してください。

Abstract

- **Original article**
 - **Review article**
 - **Short communication**
- 上記のManuscript Typeは、**250 Words以内**で入力してください。
- **Case report** : **100Words 以内**
 - **Letter to the editor** : Abstractは必要ないので **N/Aと入力してください。**

Save & Continue

すべての項目を入力後、**Save & Continue**ボタンをクリックして次のStepに進みます。

5. Step 2: File Upload ①

ScholarOne Manuscripts™ (Editorial Office Editor-in-chief) as A Author End Proxy Instructions & Forms Help Log Out

PERSONALIZED MEDICINE UNIVERSE
OFFICIAL JOURNAL OF INTERNATIONAL SOCIETY OF PERSONALIZED MEDICINE

Home Author

Author Dashboard / Submission

Submission

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

Please fix the following issues then click Save or Save & Continue:

- Minimum number of files not uploaded.

Step 2: File Upload

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. When you are finished, click "Save & Continue" [Read More ...](#)

* = Required Fields

Files [Edit](#)

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

[Update Order](#) [Remove All Files](#)

File Upload [Edit](#)

SELECTION	FILE DESIGNATION
Select File 1 ...	Choose File Designation ...
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...
Select File 4 ...	Choose File Designation ...
Select File 5 ...	Choose File Designation ...

[Upload Selected Files](#)

[Previous Step](#) [Save](#) [Save & Continue](#)

原稿ファイルのアップロード

1. **SELECTION**をクリックして原稿ファイルを選択
 2. **FILE DESIGNATION**でファイル属性を指定
 3. **Upload Selection Files**ボタンを押すとアップロードされる
- 一度にアップロードできるのは5ファイルまで。6ファイルからは回数を分けてアップロードしてください。
 - Main Text > Tables > Figures > Supplementary Files の順番でアップロードしてください。
 - 圧縮ファイルはアップロードできません。
 - 動画ファイルはSupplementary Filesとして提出願います。

原稿ファイルの作成方法

ファイル名は英数字で関係津にわかりやすいものをつけてください。

Main Text

- アップロードするファイルには、画面で登録したTitle、Abstract、Author、Keyword等も含めてください。

Table, Figure

- 図、表につき、それぞれのファイルで作成してください。

Supplementary Files

- Supplementary Filesのファイルサイズは5MBを上限とします。

6. Step 2: File Upload②

このページの項目は任意の入力で、必須ではありません。

Submission

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

Update Order Remove All Files

File Upload Edit

SELECTION	FILE DESIGNATION
Select File 1 ...	Main text
Select File 2 ...	Figure
Select File 3 ...	Choose File Designation ...
Select File 4 ...	
Select File 5 ...	

Caption / Legend: Edit Special Characters

Link text: Edit

Caption/Legend
Figure/Table Legendsの内容を貼りつけてください。
※同じ内容は、Main Text内にも記載してください。

Link text
このイメージファイルにリンクさせたい本文Document内の文字を入力してください。

Upload Selected Files

Previous Step

Save Save & Continue

7. Step 3: Attributes

Keywords と **Category** を入力してください。
リストから選択し、**+Addボタン**を押すと下段に表示されます。

Submission

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

Step 3: Attributes

Enter your manuscript keywords one by one, and click "Add" button on each time. Select the Category from the list and click "Add from List" button. When you are finished, click "Save & Continue."

* = Required Fields

*** Keywords** [Edit](#)

Ω Special Characters

REQUIRED 4. MAX 5.

Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

*** Category** [Edit](#)

- Bioinformatics
- CAM
- Cancer biology
- Cardiology
- Chinese medicine
- Dentistry
- Emergencv medicine

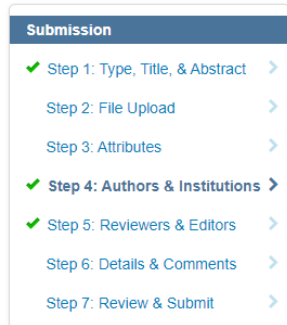
Keywords

入力制限数：4～5
※最小で4 words、最大で5 words

Category

入力制限数：1～3
※最小で1、最大で3

8. Step 4: Authors & Institutions



Step 4: Authors & Institutions

Enter your co-author's email address in the box of "Find using Author's email address" below, then click "Search".
If the search result is returned, click "Add Author" to add him/her on the Author list.
If the search result is not returned, a message will appear above the box of "Find using Author's email address". Click "create a new co-author." in the message and the screen to enter your co-author's information will be displayed. Then, fill in the fields and click "Add Created Author" to add him/her on the Author list.

* = Required Fields

Authors

* Selected Authors Edit

ORDER ACTIONS



1

Select...

Add Author

Find using Author's email address

AuthorsEmail@example.com

Search

< Previous Step

Save

Save & Continue >

共著者の登録

- Co-authorのEmailアドレスを入力し、**Search**をクリック
- Search結果を確認し、**+Add Author**ボタンをクリックすると、**Selected Authors**に追加できる
- Co-authorのアカウントが存在しない場合、Search結果のBoxのメッセージ中の**create a new co-author**をクリックする
- 必要な情報を入力し、**Add Created Author**をクリックして**Selected Authors**に追加する

9. Step 5: Reviewers & Editors

Submission

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

Step 5: Reviewers & Editors

If you have preferred and non-p...
Reviewer" for preferred review...
person is added on the list. Wh...

* = Required Fields

Reviewers [Edit](#)

ACTIONS PREFER

Add Reviewer

Special Characters

* First/Given Name

* Last/Family Name

* Email

Institution [Edit](#)

Department

Phone Number

* Preference I recommend this Reviewer
 I oppose this Reviewer

Save & Continue >

Cancel + Add New Reviewer >

Add Reviewerの登録

- 推薦したい、もしくは避けたいReviewerについて明示したい場合、**Add Reviewer**ボタンをクリックすると、上記のBoxが出るので*の部分を入力
- **+Add New Reviewer** ボタンをクリックして確定して、**Save & Continue**をクリックして進む

10. Step 6: Details & Comments ①

Submission

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

Step 6: Details & Comments

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Select File" button, locate your file, click "Open", and then click "Save & Continue."

* = Required Fields

Cover Letter [Edit](#)

Write Cover Letter

[Preview](#) [Special Characters](#)

カバーレター

- テキスト欄に文章を入力
- カバーレターをファイルで添付したい場合、**1.Select File** でファイルを指定、**2.Attach File** をボタンを押す

0 OUT OF 32768 CHARACTERS

Upload Cover Letter

設問フォーム

*の部分についてすべてボックスにチェックを入れてください。
コピーライトの設問はラジオボタンをチェックしてください。

<input type="checkbox"/>	* Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.
<input type="checkbox"/>	* Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.
<input type="checkbox"/>	* Funding acknowledgement: Please confirm that you have acknowledged all organizations that funded your research, and provided grant numbers where appropriate.
<input type="checkbox"/>	* Please confirm that all authors have seen and approved the final, submitted version of this manuscript.
<input type="checkbox"/>	* Please confirm that the manuscript has been "spellchecked" and "grammar-checked" and that the permission has been obtained for use of copyrighted material from other sources (including the Web).
* Do you have written permission from the copyright holder for republication of any other published work?	
<input type="radio"/>	Yes
<input type="radio"/>	NA

11. Step 6: Details & Comments ②

Submission

- Step 1: Title, Title, & Abstract
- Step 2: File Upload
- Step 3: Authors
- Step 4: Authors & Institutions
- Step 5: Acknowledgments & Conflicts
- Step 6: Details & Comments**
- Step 7: Review & Submit

Potential Conflict of Interest Disclosure Statement

All authors are required to disclose any Conflict of Interest within the period of 12 months prior to the submission of any manuscript in the subject matter of which any company, entity, or organization has an interest.

If Yes: List the name(s) of authors and commercial entity(ies) and use as much space as necessary

Area	Yes or No	Name(s) of authors (e.g. Iano Yamada)	Commercial entity(ies) (e.g. ABC Pharmaceuticals)
1. Employment/Leadership position/ Advisory role (1,000,000 JPY* or more annually from one commercial entity)	<input type="radio"/> Yes <input type="radio"/> No		
2. Stock ownership or option (Holds of 1,000,000 JPY* or more annually from the stock of one company/ ownership of 1% or more of total shares of one company)	<input type="radio"/> Yes <input type="radio"/> No		
3. Patent royalties/licensing fees (1,000,000 JPY* or more per one royalty/licensing fee annually)	<input type="radio"/> Yes <input type="radio"/> No		
4. Honoraria (e.g. lecture fees) (1,000,000 JPY* or more annually from one commercial entity)	<input type="radio"/> Yes <input type="radio"/> No		
5. Manuscript fees (1,000,000 JPY* or more annually from one commercial entity)	<input type="radio"/> Yes <input type="radio"/> No		
6. Research funding (2,000,000 JPY* or more annually payment to department(s) [department, field, or laboratory] that obtain research expenses from the same commercial entity)	<input type="radio"/> Yes <input type="radio"/> No		
7. Subsidies or Donations (2,000,000 JPY* or more annual payment to department(s) [department, field, or laboratory] that obtain research expenses from the same commercial entity)	<input type="radio"/> Yes <input type="radio"/> No		
8. Endowed departments by commercial entities (if any of the authors belongs to an endowed department sponsored by any commercial entity)	<input type="radio"/> Yes <input type="radio"/> No		
9. Travel fees, gifts, and others (1,000,000 JPY* or more annually from one commercial entity)	<input type="radio"/> Yes <input type="radio"/> No		

Save Done & Continue

Potential Conflict of Interest Disclosure Statement

***の部分についてすべてお答えください。**
論文の内容について、すべての著者は、投稿時より遡って12ヶ月間の利害関係を問われます。

12. Step 7: Review & Submit①

Submission

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

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

* = Required Fields

チェックマーク

正しく登録されている箇所には、✓チェックが付きます。
正しくない箇所には✕が付きますので、そのStepに戻って修正してください。

FIELD	RESPONSE
Manuscript Type	Letter to the Editor
Title	Personalized Medicine: Directions in Diversity
Abstract	NA

✕ Step 2: File Upload [Edit](#)

⚠ Please attend to the following:

- Minimum number of files not uploaded.

FIELD	RESPONSE
-------	----------

✕ Step 5: Attributes [Edit](#)

⚠ Please attend to the following:

- Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.
- Minimum entries for attribute Category not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

13. Step 7: Review & Submit②

* View Proof

You must view the PDF proof before you can submit

View HTML Proof + Web of Science

View PDF Proof

View MedLine Proof

Previous Step

Submit

論文の投稿

1. **View PDF Proof** をクリックして内容を確認してください。
2. すべての項目に✓が入ったら、**Submit**を押して投稿完了です。

14. Step 7: Review & Submit③

Submission Confirmation

Print

Thank you for your submission

Submitted to Kyorinsha Demo A

Manuscript ID WRK4-2018-05-0003

Title test

Authors Author, a

Date Submitted 11-May-2018

投稿完了

- 投稿完了の通知メールが届きますので、ご確認ください
 - **Author Dashboard** を押し、Author Dashboardに戻ります。
- ※【重要】ブラウザの戻るボタンは絶対に押さないでください！**

Author Dashboard >