

Editorial Manager[®]

Guide to Submit Articles to

Progress in Earth and Planetary Science

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Reference:

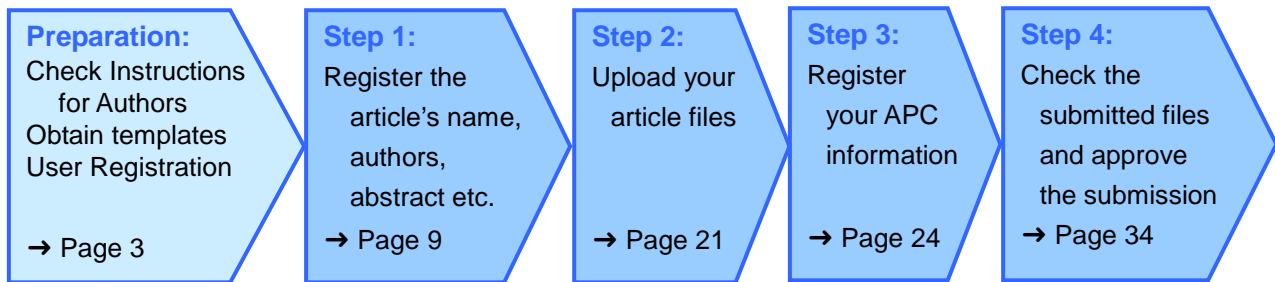
This document is adapted from the [Editorial Manager: Tutorial for Authors](#). Material that is not relevant to PEPS has been omitted. For further information you may also wish to look at the [Springer Journal Author Academy](#), which provides useful advice and tips for preparing and submitting your manuscript as well as details of the peer review process.

1. Before Submitting an Article

Articles are submitted using the [Progress in Earth and Planetary Science \(PEPS\) Website](#) at editorialmanager.com. Please open this webpage before proceeding.

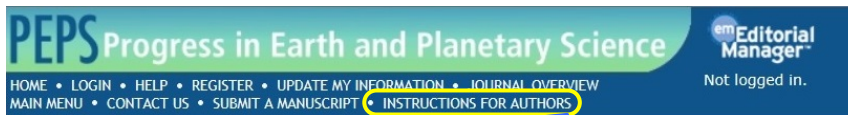
Submission Flow:

To complete an article submission, users must perform the four steps in the diagram below:



How to view Instructions for Authors:

Please be sure to read the “Submission guidelines” which may be viewed by clicking on the “INSTRUCTIONS FOR AUTHORS” link at the top of the Editorial Manager [PEPS Website](#).



Please also check the information about submitting papers that is provided on the [JpGU PEPS Website](#).

How to obtain Manuscript Templates:

You can download templates from the page “How to submit a paper and Templates” on the [JpGU PEPS website](#).

If you have Problems:

If you click on the “HELP” link at the top of the page, a detailed HELP screen will be displayed. Some problems may be caused by using an incompatible browser or operating system. Please confirm that your system meets the required specification by clicking on “Welcome to Editorial Manager Help” (if this is not already open), and then on “Minimum Specifications” on the left side of the HELP screen.

**Contact:**

You may send an e-mail to the PEPS editorial office by clicking on the “CONTACT US” link. For smoother communication, please inform us of your manuscript number, the corresponding author names and your contact information.

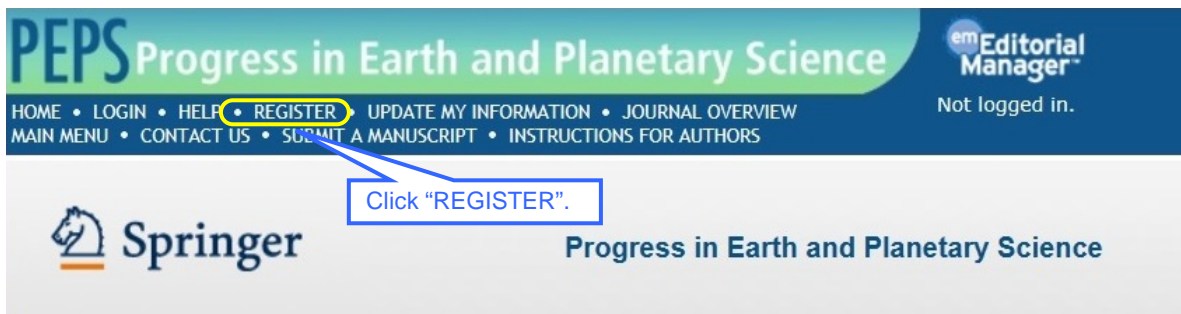


Please note that the screen images shown in this guide may be changed due to system upgrade or similar reasons. If this happens then the detailed submission procedure may differ slightly from this guide.

2. User Information Registration

Before submitting an article to PEPS using Editorial Manager®, a user needs to register their user information to obtain an Editorial Manager account. Users who have already registered may skip this step and use their existing account: in this case please go to 3. Submitting a New Manuscript.

- (1) Open the Editorial Manager® [PEPS Website](#), and click on the “REGISTER” link at the top of the page.



This will take you to the Pre-registration Page.

- (2) On the Pre-registration Page, enter your First Name, Last Name and E-mail Address, and then click on the “Continue>>” button at the bottom right of the page.

The image shows the 'Pre-registration Page' form. On the left, a sidebar contains the title 'Pre-registration Page' and a paragraph: 'To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.' The main form area is titled 'Please Enter the Following' and includes input fields for 'Given/First Name*', 'Family/Last Name*', and 'E-mail Address*'. A blue callout box with an arrow points to these three fields, containing the text 'Enter your First Name, Last Name and E-mail Address.' Below these fields are fields for 'ORCID' and a 'Fetch/Register ORCID' button. A 'WARNING' message is displayed, advising users not to register if they already have an account. At the bottom, there are three buttons: 'Cancel', 'Forgot Your Password?', and 'Continue >>'. A blue callout box with an arrow points to the 'Continue >>' button, containing the text 'Click "Continue>>"'. A link 'Insert Special Character' is located at the top right of the form.

- (3) You will now be on the Registration Page. Fill in the required registration information (information fields marked with asterisks (*) are required fields and cannot be left empty).

Registration Page

To register to use the Editorial Manager system, please enter the requested information. Required fields have a * next to the label. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

[Insert Special Character](#)

Personal Information

Title *

Given/First Name *

Middle Name

Family/Last Name *

Degree

Preferred Name

Primary Phone

Secondary Phone

Secondary Phone is for

Fax Number

E-mail Address *

(Mr., Mrs., Dr., etc.)

(Ph.D., M.D., etc.)

(nickname)

(including country code)

(including country code)

Mobile ☒ Beeper ☐ Home ☐ Work ☐ Admin. Asst. ☐

(including country code)

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)

Preferred Contact Method * E-mail ☒ Fax ☐ Postal Mail ☐ Telephone ☐

ORCID [Fetch/Register](#)

[What is ORCID?](#)

Be sure to fill in the fields marked with asterisks (*).

You may click on the "Select Personal Classifications" button to access a screen that allows you to select your areas of interest and specialization.

Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications

(None Selected)

[Select Personal Classifications](#)

Click this button to register your Classifications (areas of expertise).

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Ver. 3
November 9, 2016

< Classification Registration Screen >

To save changes you must click "Submit" before you leave this window.

Search: [Mat]

Expand All

- ☐ 0: Space and planetary sciences
- ☐ 20: Atmospheric and hydrospheric sciences
- ☐ 30: Human geosciences
- ☐ 40: Solid earth sciences
- ☐ 50: Biogeosciences
- ☐ 60: Interdisciplinary research

Selected Classifications:

Check to select the appropriate classifications. More than one item may be checked.

Click "Add" to select. When all your appropriate areas of expertise have been selected, click "Submit" at the bottom of the page.

Once you have entered all the required information on the Registration Page, click on the "Continue>>" button at the bottom of the page.

Once you have filled in the required information, click the button below.

Click "Continue>>" when the required information has been filled in.

- (4) You should now be on the Confirm Registration page. Please ensure that all information and spellings are correct (particularly your e-mail address). If all fields are correct, click on the "Continue>>" button.

Confirm Registration

Please confirm the following very important information:

First Name: **Springer**
 Last Name: **Japan**
 Username: **Springer**
 Email Address: **springer.japan@test.com**
 Country: **JAPAN**

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

Click "Continue >>".

- (5) You will be taken to a screen that indicates that the registration has been completed. To end the registration procedure click on the "Go to Login Page" button.

Registration Complete

Check your e-mail for a message to verify your registration. This message contains your password, which you need to login. Note that Editorial Manager may have assigned a different Username if the one you selected is already in use.

Thank you!

Click "Go to Login Page".

Go to Login Page

(6) You will be informed of your username and password by e-mail.

Dear Dr. Xxxxx,

You have been registered as a user for Progress in Earth and Planetary Science.
Please find below your log-in details to access Editorial Manager® at <http://peps.edmgr.com/>:

Username: Your username is: XXXXXX

Password: Your password is: XXXXXX

Keep the username and
password confidential.

Please keep this information safe and confidential.

You can change your password and other personal information at
http://peps.edmgr.com//info_update.asp.

You will be contacted soon with further instructions.

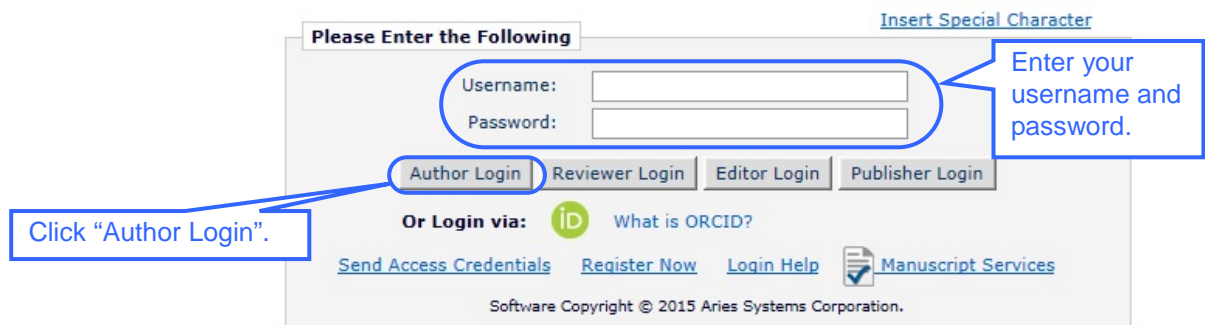
Best wishes,

Editorial Office
Progress in Earth and Planetary Science
<http://peps.edmgr.com/>

3. Submitting a New Manuscript

Step 1 Registering the manuscript's basic information

- (1) Open the Login screen, enter your username and password and click on the "Author Login" button (If you are not already at this screen you may access it by opening the Editorial Manager® [PEPS Website](#), and clicking on the "LOGIN" link at the top of the page).

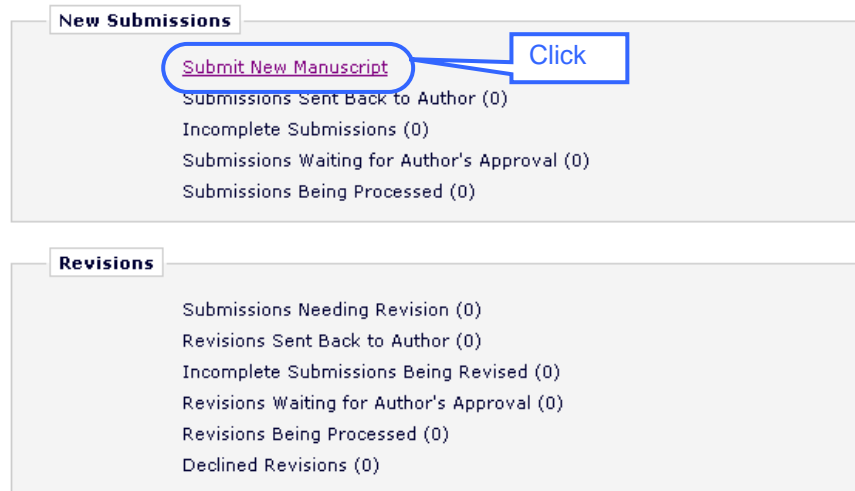


The screenshot shows the login interface with the following elements and annotations:

- Please Enter the Following**: A header for the login section.
- Username:** and **Password:** input fields. A blue callout bubble points to these fields with the text: "Enter your username and password."
- Author Login**, **Reviewer Login**, **Editor Login**, and **Publisher Login** buttons. A blue callout bubble points to the "Author Login" button with the text: "Click 'Author Login'."
- Or Login via:** followed by an ORCID icon and the text "What is ORCID?".
- Links: [Send Access Credentials](#), [Register Now](#), [Login Help](#), and [Manuscript Services](#).
- Footer: Software Copyright © 2015 Aries Systems Corporation.

- (2) Once you are logged in the Author Main Menu will be displayed. Click on the "Submit New Manuscript" link.

Author Main Menu



The screenshot shows the Author Main Menu with the following sections and annotations:

- New Submissions**: A section containing links and counts:
 - [Submit New Manuscript](#): A blue callout bubble points to this link with the text: "Click".
 - Submissions Sent Back to Author (0)
 - Incomplete Submissions (0)
 - Submissions Waiting for Author's Approval (0)
 - Submissions Being Processed (0)
- Revisions**: A section containing links and counts:
 - Submissions Needing Revision (0)
 - Revisions Sent Back to Author (0)
 - Incomplete Submissions Being Revised (0)
 - Revisions Waiting for Author's Approval (0)
 - Revisions Being Processed (0)
 - Declined Revisions (0)

This will take you to the New Submission screen.

- (3) On the New Submission screen select an Article Type using the dropdown menu, and click on the “Next” button.

New Submission

Please Select an Article Type

Before submitting please make sure you have adhered to the journal's instructions for authors.

Choose the article type of your manuscript from the pull-down menu.

Choose Article Type

Select an Article type.

Then click “Next”.



After filling in required information fields or selecting required items on this or any other information entry screen, be sure to click on the “Next” button to save any changes you have made. If you go to another page without doing this your changes will be lost.

- (4) Fill in your article title in the space provided, and click on the “Next” button.

New Submission

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.
Enter the title of your manuscript. You cannot submit a manuscript without a title.

Full Title

Special characters can be entered using the screen displayed by clicking on this link.

[Insert Special Character](#)

Enter the article title here.

Click “Next”

- (5) To register co-authors, click on the “Add Another Author” button.

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ➔ Add/Edit/Remove Authors
- Funding Information
- Select Section/Category
- Submit Abstract
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Please Add, Edit, or Remove Authors

Enter the authors of your manuscript by clicking 'Add Author'. Once more than one author has been added, you may reorder the authors by dragging and dropping the authors summary line to the correct position in the Current Author List. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD). To change the corresponding author, enter the new corresponding author's name in the text boxes, and click the check box labeled 'Please select if this is the corresponding author'.

Current Author List

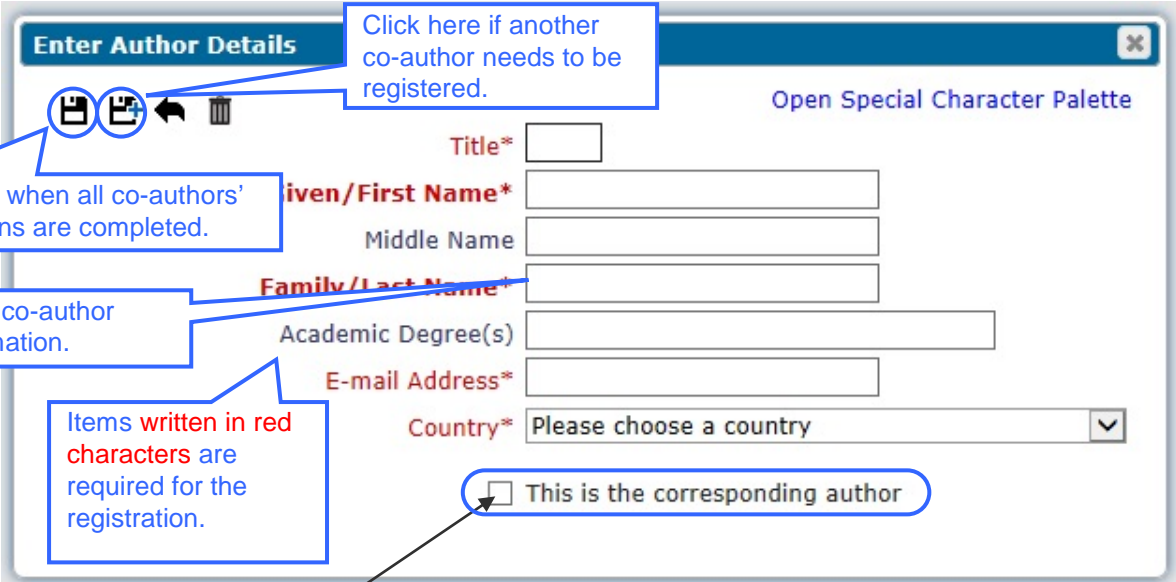
+ Add Another Author

<div style="display: flex; justify-content: space-between;"> <div>PEPS OFFICE [Corresponding Author] [First Author]</div> <div style="text-align: right;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Click</div> </div> </div>
<div style="display: flex; justify-content: space-between;"> <div>+ Add Another Author</div> <div style="text-align: right;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Previous</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Next</div> </div> </div>

The Author submitting the article is listed by default as both the [Corresponding Author] and the [First Author]. The [Corresponding Author] may be changed using the procedure for registering co-authors, and the first author may be changed by changing the order of authors.

Note that if you need to change your own information when submitting your article, you may suspend the submission and click on the “UPDATE MY INFORMATION” link at the top of the screen to make the required update. To restart the submission, click on the “MAIN MENU” link at the upper left of the screen and then select the “Incomplete Submissions” link from the Author Main Menu page.

- (6) Co-author information is entered one by one. After entering the information for a co-author if another co-author needs to be included click on the second button from the left “Save this Author and Add Another”. When the details for all co-authors have been input click on the leftmost button “Save this Author”.



The screenshot shows a web form titled "Enter Author Details" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Title***: Text input field.
- Given/First Name***: Text input field.
- Middle Name**: Text input field.
- Family/Last Name***: Text input field.
- Academic Degree(s)**: Text input field.
- E-mail Address***: Text input field.
- Country***: Dropdown menu with the text "Please choose a country".
- Buttons**: At the top left, there are four circular icons: a floppy disk (Save), a floppy disk with a plus sign (Save and Add), a left arrow (Previous), and a trash can (Delete).
- Checkbox**: At the bottom, there is a checkbox labeled "This is the corresponding author".
- Link**: A link "Open Special Character Palette" is located at the top right.

Annotations with arrows pointing to specific elements:




- Annotation 1: "Click here if another co-author needs to be registered." points to the "Save and Add" button.
- Annotation 2: "Click here when all co-authors' registrations are completed." points to the "Save" button.
- Annotation 3: "Enter co-author information." points to the "Family/Last Name*" field.
- Annotation 4: "Items written in red characters are required for the registration." points to the asterisks on "Title*", "Given/First Name*", "Family/Last Name*", "E-mail Address*", and "Country*".
- Annotation 5: "This is the corresponding author" points to the checkbox.

To change the Corresponding Author (CA), first enter the details of the new CA in the textboxes and click this checkbox. Note however that if the CA is changed once the manuscript has been submitted (i.e. [Step 3](#) of Section 3 has been completed), the user who made the submission will no longer be considered to be the CA and will not be able to access the manuscript in [Step 4](#).

- (7) The order in which authors are listed can be changed if necessary by dragging the blue handle to the left of each author's row. Note that the author listed on the first line is understood by the system to be the first author. After confirming the authors are listed in the desired order, click on the "Next" button.

Please Add, Edit, or Remove Authors

Enter the authors of your manuscript by clicking 'Add Author'. Once more than one author has been added, you may reorder the authors by dragging and dropping the authors summary line to the correct position in the Current Author List. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD). To change the corresponding author, enter the new corresponding author's name in the text boxes, and click the check box labeled 'Please select if this is the corresponding author'.

Current Author List		+ Add Another Author
	PEPS OFFICE [Corresponding Author] [First Author]	
	PEPS Co-author1	
	PEPS Co-author2	
		+ Add Another Author

Previous **Next** Click

The order of authors can be changed by dragging this blue handle.

- (8) Register information about the funding that each author received for the research covered in the manuscript. If none of the authors have received any funding, check the box to the left of "Funding Information is not available".

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ➔ **Funding Information**
- Select Section/Category
- Submit Abstract
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Funding Information

Funding Information is Required for Submission

Please enter the funder name, funder number and the grant recipient. Authors listed in the dropdown menu were added during the Add/Edit/Remove Authors submission step. Click the '+' icon to add another funder. When you are finished, click the 'Next' button.

☐ Funding Information is not available.

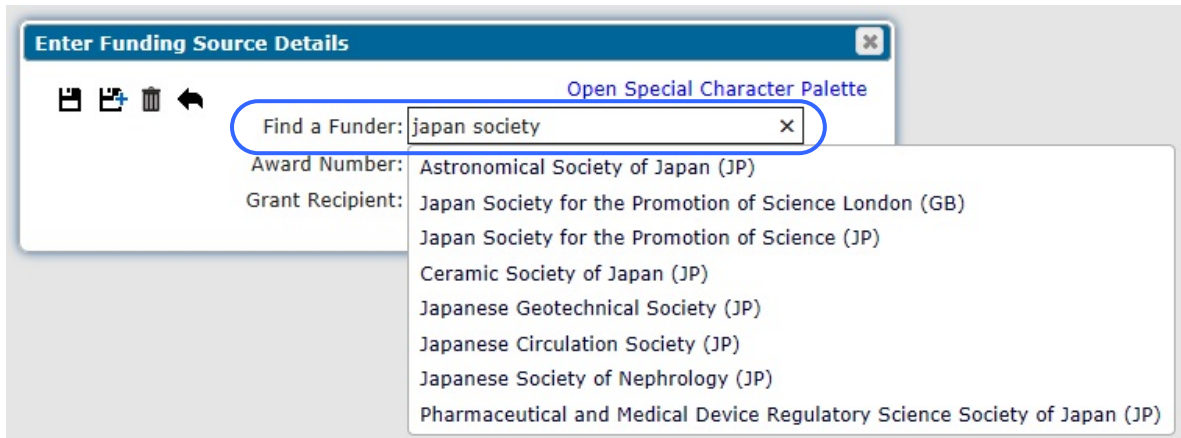
Current Funding Sources List		+ Add Another Funding Source
There are currently no Funding Sources in the list		
		+ Add Another Funding Source

Previous Next

Click here to register funding information.

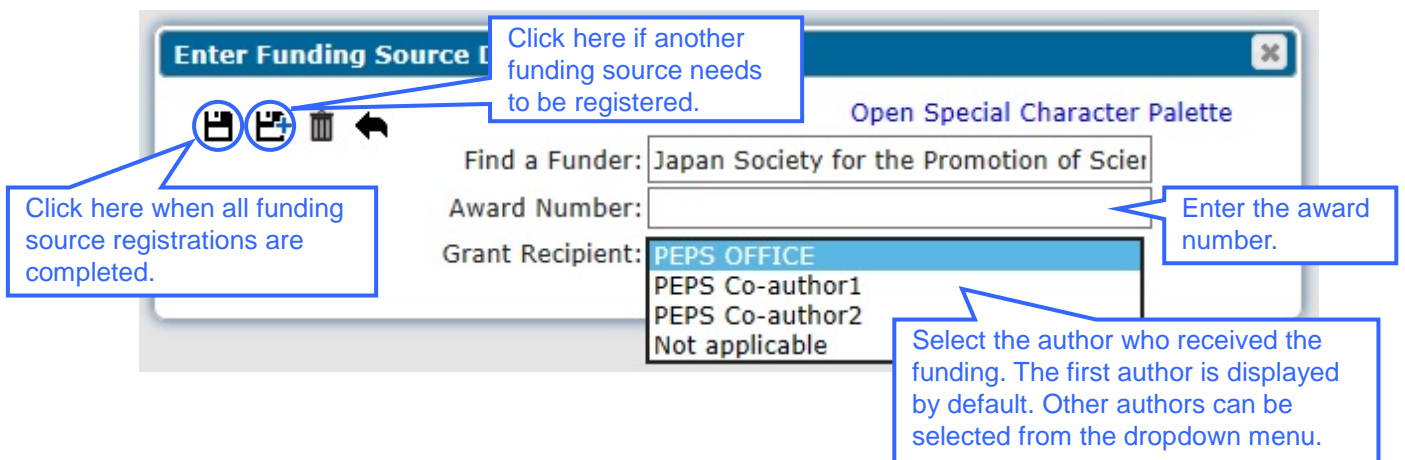
If none of the authors have received any funding, check this box.

- (9) To register funding source details, enter part of the funder name in the “Find a Funder” box, and select a funder from the corresponding list of candidate organizations that is displayed.

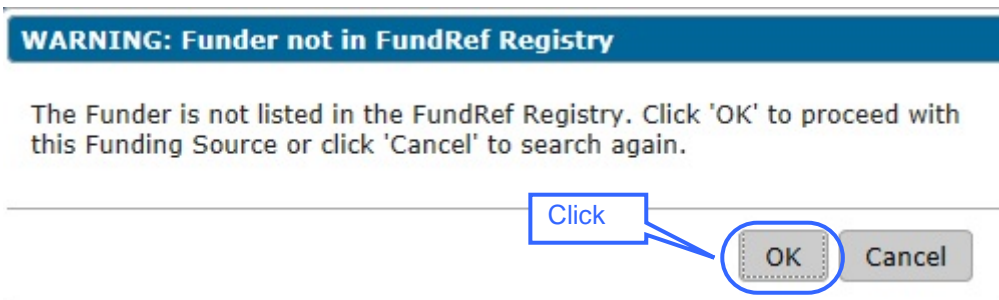


If the name of your funder does not appear in the list, type the full name into the “Find a Funder” box.

- (10) Enter the award number in the “Award Number” box. Then select the author who received the funding.



If the funder name was not listed, the following warning will be displayed.



This simply confirms that your funder is not in the list, and you may click on the “OK” button to proceed.

- (11) The order in which funders are listed can be changed if necessary by dragging the blue handle to the left of each funder's row. After confirming the funders are listed in the desired order, click on the "Next" button.







Funding Information

Funding Information is Required for Submission.

Please enter the funder name, grant number and the grant recipient. Authors listed in the dropdown menu were added during the Add/Edit/Remove Authors submission step. Click the '+' icon to add another funder. When you are finished, click the 'Next' button.

☐ Funding Information is not available.

Current Funding Sources List + Add Another Funding Source

  	Japan Society for the Promotion of Science (JP) Award Number: 254001 Recipient: PEPS OFFICE
  	University of Tokyo (JP) Award Number: 999999 Recipient: PEPS Co-author1

+ Add Another Funding Source

The order of funders can be changed by dragging this blue handle.

Click

- (12) Select the Section to which the manuscript belongs from the dropdown menu and click on the "Next" button.

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ➔ **Select Section/Category**
- Submit Abstract
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Please Select Section/Category

Selecting a Section/Category is Required for Submission.

Select the Section or Category related to your manuscript below.

Please Choose

Select a Section.

- None
- 1. Space and planetary sciences
- 2. Atmospheric and hydrospheric sciences
- 3. Human geosciences
- 4. Solid earth sciences
- 5. Biogeosciences
- 6. Interdisciplinary research

- (13) Type or copy and paste the manuscript's abstract into the textbox and click on the "Next" button.

New Submission

- ✓
- ✓
-
- ✓
- ✓
- ➡
-
-
-
-
-

[Insert Special Character](#)

Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

Type or copy and paste the abstract

Click

(14) Select or type your answer to each question in the Additional Information screen.

New Submission

- ☒ Select Article Type
- ☒ Enter Title
- ☐ Add/Edit/Remove Authors
- ☒ Funding Information
- ☒ Select Section/Category
- ☒ Submit Abstract
- ☒ **Additional Information**
- ☐ Enter Comments
- ☐ Suggest Reviewers
- ☐ Oppose Reviewers
- ☐ Attach Files

[Insert Special Character](#)

Please Enter the Following

Additional Information is Required for Submission.
Please respond to the questions/statements below.

Covering letter concerning your manuscript

Instructions

Answer Required:

Character Count: 0
 Limit 3000 characters

Competing Interests

Could you confirm that you have read SpringerOpen's guidance on competing interests and included a statement of all financial and non-financial competing interests for yourself and on behalf of your co-authors under the 'Competing interests' heading of your 'Declarations' section of your manuscript?

Answer Required: Please select a response Please select a response.

SpringerOpen Copyright and License Agreement

You must accept and confirm the conditions of submission as follows:

- All authors of the manuscript have read and agreed to its content and are accountable for all aspects of the accuracy and integrity of the manuscript in accordance with ICMJE criteria.
- That the manuscript is original, has not already been published in a journal and is not currently under consideration by another journal.
- That you agree to the terms of the [SpringerOpen Copyright and License Agreement](#), which we strongly recommend you read.

For authors who are prevented from being copyright holders (for instance where Crown Copyright applies or researchers are US government employees) SpringerOpen can accommodate nonstandard copyright lines. If this applies to you, please [contact us](#) and provide details of your situation.

Answer Required: ☒ Please select a response Please select a response.

☐ Yes, I am the submitting author of this article and I accept the conditions of submission and the SpringerOpen Copyright and License Agreement.

Are you a member of Japan Geoscience Union?

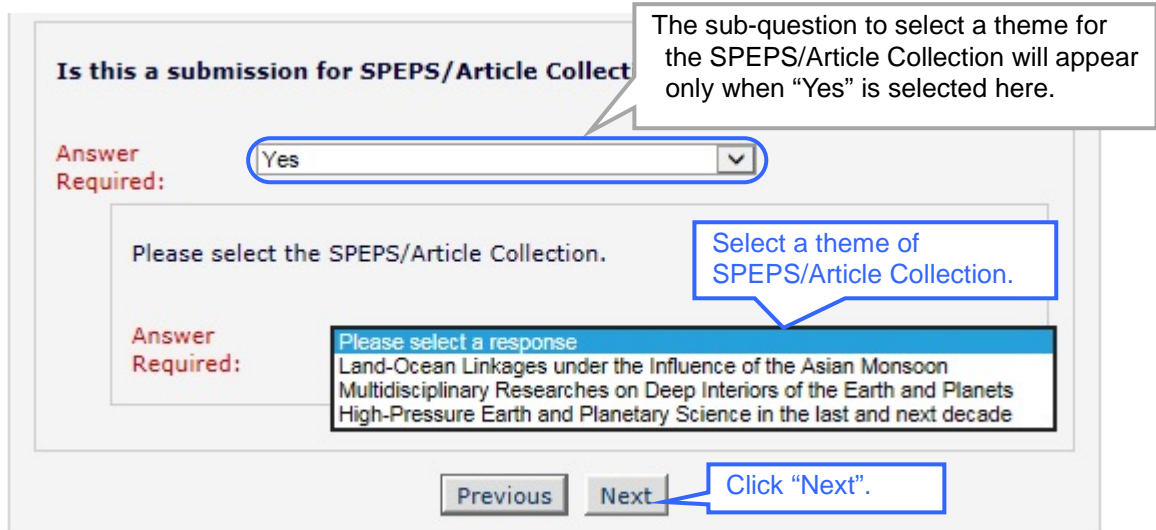
Answer Required: ☒ Please select a response Please select a response.

☐ Yes

☐ No

This box is provided in case you wish to make any additional comments concerning your cover letter. Anything written here will not be shown to any reviewer (unlike the cover letter itself). This box cannot be left blank: if you have nothing to write then just copy the text of your cover letter and paste it here.

- (15) Next you will be asked whether the submission is for SPEPS/Article Collection. If not then answer “No”. If you answer “Yes” then a new sub-question will appear asking you to select the SPEPS/Article Collection theme for which the manuscript will be submitted. Click on the “Next” button after confirming all questions are answered properly.



Is this a submission for SPEPS/Article Collection?

Answer Required: Yes

Please select the SPEPS/Article Collection.

Answer Required:

Please select a response

- Land-Ocean Linkages under the Influence of the Asian Monsoon
- Multidisciplinary Researches on Deep Interiors of the Earth and Planets
- High-Pressure Earth and Planetary Science in the last and next decade

Previous Next

SPEPS is a system that the JpGU uses to request the submission of articles on hot research topics. For further information click on the SPEPS link on the [JpGU PEPS Website](#).

- (16) In the Enter Comments screen enter any comments that you would like to be sent to the Editorial Office (these comments will not appear in the manuscript). If you do not have any comments then leave the text box empty. Click on the “Next” button to move to the next screen.



New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- ✓ Select Section/Category
- ✓ Submit Abstract
- ✓ Additional Information
- ➔ Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Please Enter Comments

Please enter any comments you would like to send to the editorial office.

Enter any comments, if necessary.

Previous Next

- (17) On the Suggest Reviewers screen, you are required to enter information about 5 candidates whom you would like to recommend as reviewers. To register this information, click on the “Add Reviewer” button. Click on the “Next” button after completing all reviewer registrations.

New Submission

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- ✓ [Funding Information](#)
- ✓ [Select Section/Category](#)
- ✓ [Submit Abstract](#)
- ✓ [Additional Information](#)
- ✓ [Enter Comments](#)
- ➔ [Suggest Reviewers](#)
- [Oppose Reviewers](#)
- [Attach Files](#)

[Insert Special Character](#)

Suggest Reviewers

Suggesting 5 reviewer(s) is Required for Submission.

Please suggest potential reviewers for this submission. Use the fields below to give us contact information for each suggested reviewer, and please provide specific reasons for your suggestion in the comments box for each person. You must provide an institutional email address for each suggested reviewer, or, if this is not possible please include a means of verifying their identity such as an ORCID or Scopus ID or a link to their publication record in your cover letter. Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A * indicates a required field.

Given/First Name*

Middle Initial

Family/Last Name*

Academic Degree(s)

Position

Institution (max 450 characters)

Department (max 450 characters)

E-mail Address*

Reason

[Add Reviewer](#)
[Previous](#) [Next](#)

Enter the required information. Information fields marked with asterisks cannot be left empty.

To register the entered information and proceed to the next reviewer, click “Add Reviewer”.

Click “Next” when all five reviewers have been entered.

Note that the Editors may disregard any request for specific reviewers to be invited.

- (18) The next screen is the Oppose Reviewers screen. This functions in exactly the same way as the Suggest Reviewers screen but allows authors to recommend individuals whom they would prefer not to review their manuscript. If you do not wish to request that any potential reviewers be excluded, leave the text boxes empty. When you have finished click on the “Next” button to move to the next screen.

New Submission

- ✓
- ✓
-
- ✓
- ✓
- ✓
- ✓
- ✓
-
- ➔
-

[Insert Special Character](#)

Oppose Reviewers

Please identify anyone who you would prefer not to review this manuscript.

Fill in as much contact information as possible to allow us to identify the person in our records, and please provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

A * indicates a required field.

Given/First Name*

Middle Initial

Family/Last Name*

Academic Degree(s)

Position

Institution

Department

E-mail

Reason

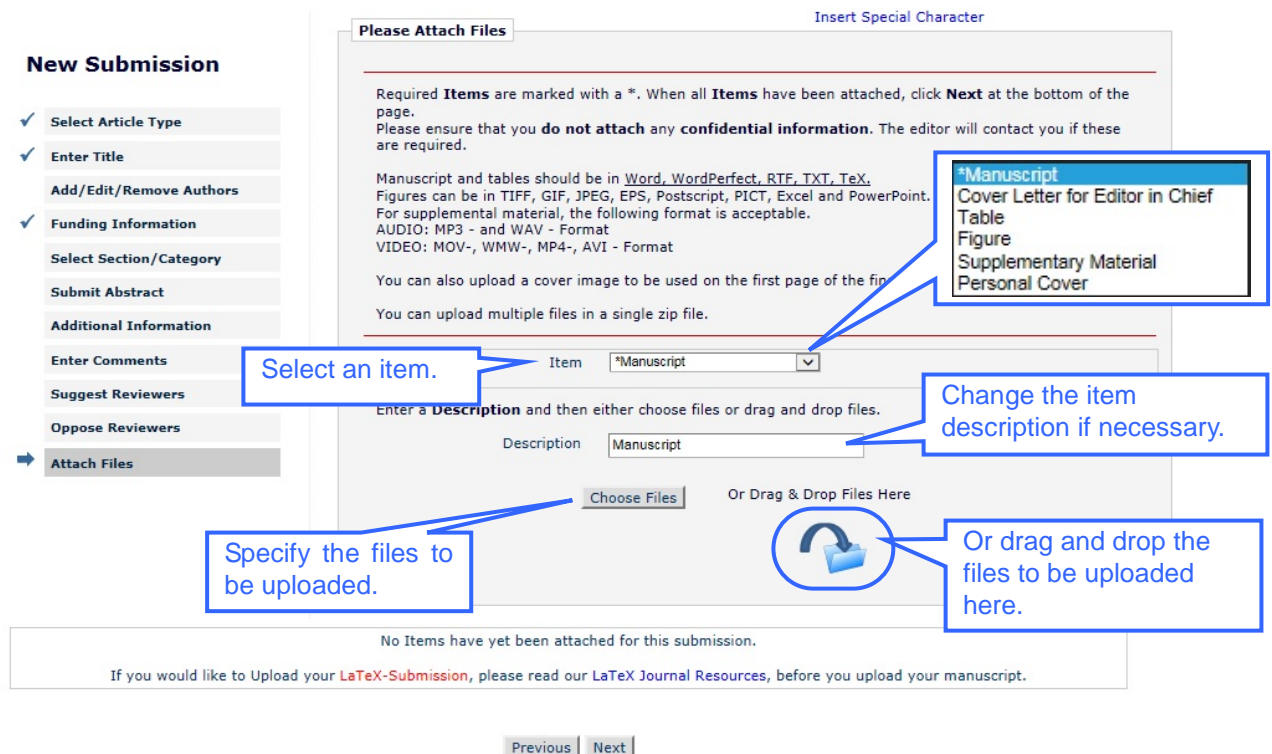
Note that the editors may disregard any request for specific reviewers to be excluded.

Step 2

Uploading manuscript files

- (1) You will now be asked to attach your cover letter and all of the files associated with your submission. For each file, first select the item type from the “Item” dropdown menu (the choices are: “Cover Letter for Editor in Chief” for uploading a cover letter file; “*Manuscript” for a main manuscript file; “Table” for table files; “Figure” for figure files; “Supplementary Material” for movies, large datasets or tables too wide for a portrait page; and “Personal Cover” for a cover image file of your choice, which will appear on the first page of the final PDF of your article). The description box will automatically show the default description corresponding to the selected item type: you may change this as necessary. Next click on the “Choose Files” button to specify the files to be uploaded. You may also upload files by dragging and dropping them onto the Attach Files screen.

Repeat this process until all items in the submission have been uploaded. Note that items marked with an asterisk are required items and must be uploaded.



New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Funding Information
- Select Section/Category
- Submit Abstract
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- ➔ **Attach Files**

Please Attach Files Insert Special Character

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.
Please ensure that you **do not attach** any **confidential information**. The editor will contact you if these are required.

Manuscript and tables should be in Word, WordPerfect, RTF, TXT, TeX.
Figures can be in TIFF, GIF, JPEG, EPS, Postscript, PICT, Excel and PowerPoint.
For supplemental material, the following format is acceptable.
AUDIO: MP3 - and WAV - Format
VIDEO: MOV-, WMV-, MP4-, AVI - Format

You can also upload a cover image to be used on the first page of the final PDF of your article.

You can upload multiple files in a single zip file.

***Manuscript**
Cover Letter for Editor in Chief
Table
Figure
Supplementary Material
Personal Cover

Select an item. Change the item description if necessary.

Item: *Manuscript

Enter a **Description** and then either choose files or drag and drop files.

Description: Manuscript

Specify the files to be uploaded. Or drag and drop the files to be uploaded here.

Choose Files Or Drag & Drop Files Here

No Items have yet been attached for this submission.

If you would like to Upload your **LaTeX-Submission**, please read our [LaTeX Journal Resources](#), before you upload your manuscript.

Previous Next

- (2) All attached files will be listed at the bottom of the Attach Files screen.

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can change the order by clicking the arrows.

Check All Clear All

Change Item Type of all files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Cover Letter for Editor in Chief	Cover Letter for Editor in Chief	coverletter.doc	28.5 KB	23 Jul 2015	Download	<input type="checkbox"/>
2	*Manuscript	Manuscript	peps_manuscript.doc	50.0 KB	23 Jul 2015	Download	<input type="checkbox"/>
3	Table	Table	Table1.xlsx	8.2 KB	23 Jul 2015	Download	<input type="checkbox"/>
4	Figure	Figure 2	Figure2.jpg	1.9 MB	23 Jul 2015	Download	<input type="checkbox"/>
5	Figure	Figure 1	Figure1.jpg	1.6 MB	23 Jul 2015	Download	<input type="checkbox"/>
6	Supplementary Material	Movie 1	Movie.mov	7.1 MB	23 Jul 2015	Download	<input type="checkbox"/>

Update File Order

Check All Clear All

Previous Next

Check the files.
"The figures were uploaded in the wrong order!"

You may change the order in which files will appear in the final PDF by changing the ranks in the Order column and clicking on the "Update File Order" button.

When all items have been attached, click on the "Next" button.

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can change the order by clicking the arrows.

Change Item Type of all files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Cover Letter for Editor in Chief	Cover Letter for Editor in Chief	coverletter.doc	28.5 KB	23 Jul 2015	Download	<input type="checkbox"/>
2	*Manuscript	Manuscript	peps_manuscript.doc	50.0 KB	23 Jul 2015	Download	<input type="checkbox"/>
3	Table	Table	Table1.xlsx	8.2 KB	23 Jul 2015	Download	<input type="checkbox"/>
4	Figure	Figure 1	Figure1.jpg	1.6 MB	23 Jul 2015	Download	<input type="checkbox"/>
5	Figure	Figure 2	Figure2.jpg	1.9 MB	23 Jul 2015	Download	<input type="checkbox"/>
6	Supplementary Material	Movie 1	Movie.mov	7.1 MB	23 Jul 2015	Download	<input type="checkbox"/>

Update File Order

Check All Clear All

Previous Next

If two or more files are attached as Figures or Tables, put a number for each file in these textboxes.
If two or more figures/tables are included in a file, put a number for each figure/table in the file.

If the order of files needs to be changed, enter the desired order in these boxes, and click "Update File Order".

After confirming all files were successfully uploaded, click "Next".

- (3) Confirm the files have been uploaded appropriately on the screen below and then click on the “Next” button.

Attach Files Order

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type by entering new numbers into any editable 'Order' boxes. Note: if no 'Order' boxes appear, the Items cannot be re-ordered. Click the 'Next' button to continue with the submission process.

Order	Description	File Name	Size
1	Cover Letter for Editor in Chief	coverletter.doc	28 KB
2	Manuscript	peps_manuscript.doc	50 KB
3	Table	Table1.xlsx	8 KB
<input style="width: 30px;" type="text" value="4"/>	Fugure 1	Figure1.jpg	1 MB
<input style="width: 30px;" type="text" value="5"/>	Figure 2	Figure2.jpg	1 MB
6	Movie 1	Movie.mov	7 MB

Click

- (4) On the next screen, click on the “Build PDF for my Approval” button.

If any error messages are displayed (in red characters at the bottom of the screen) and only the “Previous “ button is displayed, there is missing information in one or more of the stages of the submission procedure. The error message will indicate where the problem lies: please click on the corresponding link on the left side of the screen to move to the relevant page and reenter the necessary information.

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *.

	Online		Online
Cover Letter for Editor in Chief	1	*Manuscript	1
Table	1	Figure	2
Supplementary Material	1		

Click

Step 3**Registering the APC (Article Processing Charge) Information**

- (1) Before a PDF is generated from the uploaded files, you are required to register information regarding the payment of the APC. After clicking on the “Build PDF for my Approval” button on the “Attach Files” screen the Publication Charges screen below will appear. Click the “View Publication Charges” button.

**Publication
Charges**

This journal is an Open Access publication and an article-processing charge (APC) is levied on articles that are accepted for publication by the Editors.

To proceed, please click 'View Publication Charges' which will take you to another window in order to select the relevant payment option.

Once the payment option has been confirmed you will return to this page where you must select the 'Proceed' button below in order to complete your submission.

If your institution, society or other organization is a [member](#), the APC amount may be wholly or partly covered by the membership arrangement. For an article to be eligible for APC coverage through an institutional membership, its submitting author must be affiliated with the member institution.

APC waivers or discounts are granted on a case-by-case basis to authors with no or insufficient funds. Such waivers or discounts can be requested after you have clicked 'View Publication Charges' and a decision will normally be made within two working days.

Submission of the article to the journal can be completed once the payment method has been agreed. Any applicable APC can be paid after editorial acceptance and must be paid prior to publication.

APCs for articles submitted from EU countries are subject to VAT (Value Added Tax). EU customers must supply their VAT Number to be exempt from VAT. UK Customers are not exempt from VAT. If you choose to pay by a method other than by credit card, an administration surcharge will be applied.
For more information, see our [article processing charge FAQ](#).

 Click

(2) Register the APC payment information on the screen below.

There are four main cases:

- When submitting (i) a Review article, (ii) a Data paper, (iii) an invited article based on a convener-recommended presentation at the Japan Geoscience Union Annual Meeting or (iv) an article to which JpGU membership discount is applied, choose Option C "I believe that I am covered by ..." (see [Option C](#) on Page 29 for details.). Note that a special account number has to be entered in this case: be sure to contact the PEPS Office at peps_edit@jpgu.org to receive a number before registering your APC information.
- If you do not wish to request any waiver or discount go to [Option A](#) on Page 26.
- If you wish to request a waiver or discount using a membership of your institution (if applicable), go to [Option D](#) on Page 31.
- If you wish to request a waiver or discount for any reason other than those mentioned above go to [Option B](#) on Page 27 (note that such requests may not necessarily be approved).

APC Agreement

Title:

Journal:

Type:

Author:

You, the submitting author, are required to arrange payment of a processing charge of £ /US\$ /€ * if your article is accepted for publication. Since you are based in Japan, you will be charged the USD price of US\$. This fee helps to cover the cost of managing peer review, data conversion, and permanent online hosting (see [more information](#) about SpringerOpen's processing charges).

If your manuscript is accepted, you will be given the option of paying by credit card or invoice. If you believe that payment for your article is covered by an institutional membership arrangement, please let us know using the form below. In the case of genuine inability to pay, you should request a waiver of the processing charge now, also using the form below.

* Submissions from EU countries are subject to VAT charges. The VAT rate charged will be the rate applicable to your country. Read more [here](#). If you choose to pay by a method other than by credit card, there is a surcharge of US\$.

[Option A](#)

☐ I accept responsibility for paying the £ /US\$ /€ processing charge on this article

[Option B](#)

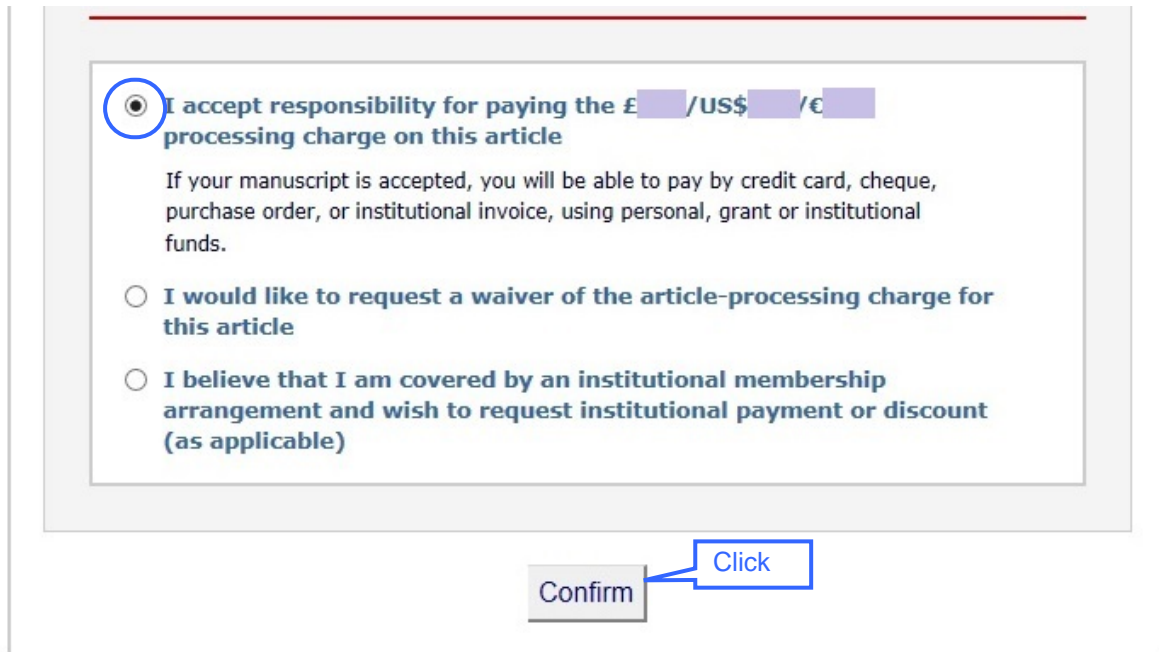
☐ I would like to request a waiver of the article-processing charge for this article

[Option C/D](#)

☐ I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)

Option A

If you agree to pay the prescribed APC, choose “I accept responsibility for paying ...” and click on the “Confirm” button.



☒ **I accept responsibility for paying the £ /US\$ /€ processing charge on this article**


If your manuscript is accepted, you will be able to pay by credit card, cheque, purchase order, or institutional invoice, using personal, grant or institutional funds.

☐ **I would like to request a waiver of the article-processing charge for this article**

☐ **I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)**

Confirm Click

The following confirmation screen will appear: read the content carefully and, if you agree, click on the “I Agree” button.



APC Agreement Status

You have accepted responsibility for paying the article-processing charge of £ /US\$ /€ using personal, grant or institutional funds.

* Since you are based in Japan, you will be charged the USD price of US\$.

Submissions from EU countries are subject to VAT charges. The VAT rate charged will be the rate applicable to your country. Read more [here](#). If you choose to pay by a method other than by credit card, there is a surcharge of US\$.

I Agree Click

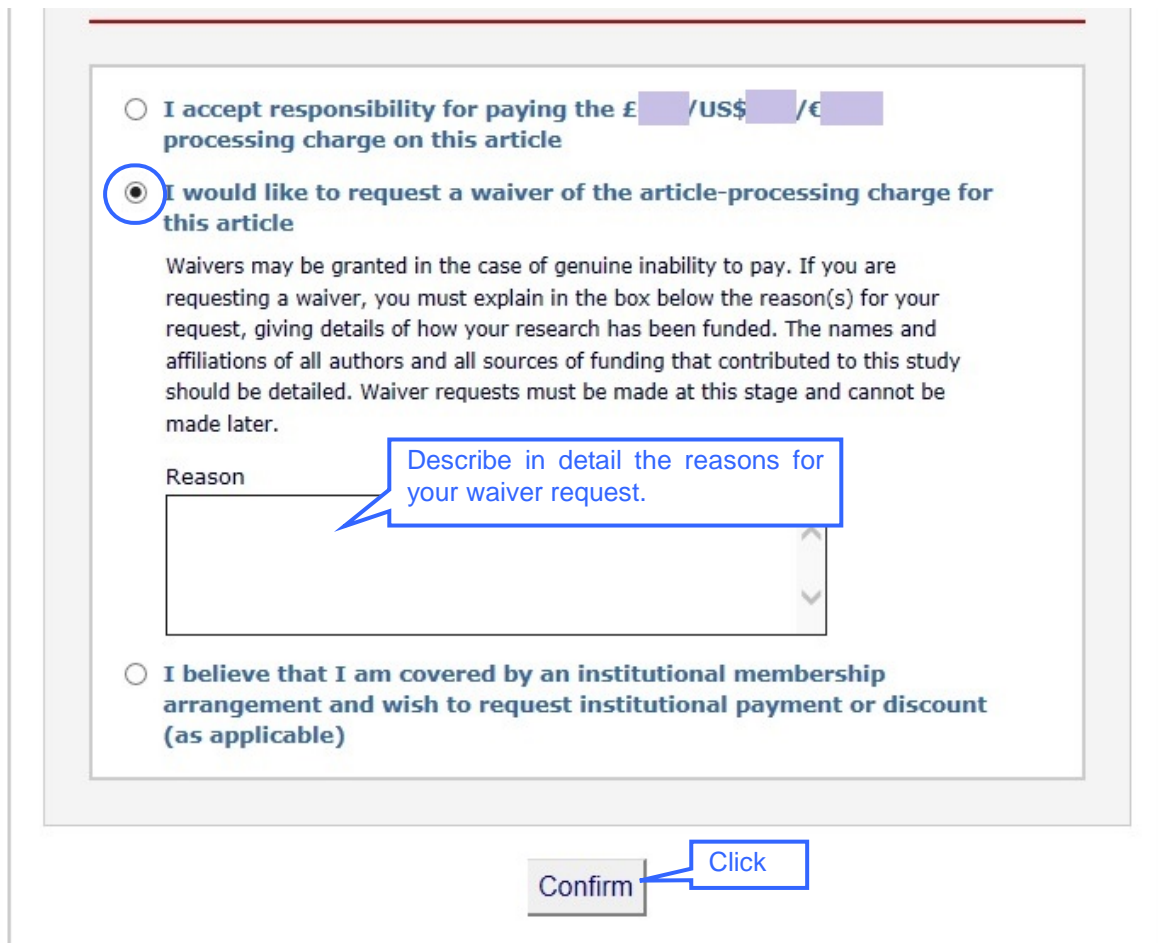
Go to Page 32.

Option B

If you are based in one of the [countries classified as automatically receiving an APC waiver](#), choose “I would like to request a waiver of the article-processing charge for this article” and state in the “Reason” text box that your county is on the automatic waiver list.

Even if your county is not on the automatic waiver list, you may apply for a waiver if you feel you have good grounds for so doing. Choose “I would like to request a waiver ...” and describe your reason in the “Reason” text box (please note that your request for a waiver may not necessarily be granted).

When you have finished, click on the “Confirm” button.



The screenshot shows a web form for requesting an article processing charge (APC) waiver. It contains three radio button options. The second option, "I would like to request a waiver of the article-processing charge for this article", is selected and circled in blue. Below this option is a text box labeled "Reason" with a blue callout bubble pointing to it that says "Describe in detail the reasons for your waiver request." The third option is "I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)". At the bottom of the form is a "Confirm" button with a blue callout bubble pointing to it that says "Click".

☐ I accept responsibility for paying the £ [] /US\$ [] /€ [] processing charge on this article

☒ I would like to request a waiver of the article-processing charge for this article

Waivers may be granted in the case of genuine inability to pay. If you are requesting a waiver, you must explain in the box below the reason(s) for your request, giving details of how your research has been funded. The names and affiliations of all authors and all sources of funding that contributed to this study should be detailed. Waiver requests must be made at this stage and cannot be made later.

Reason

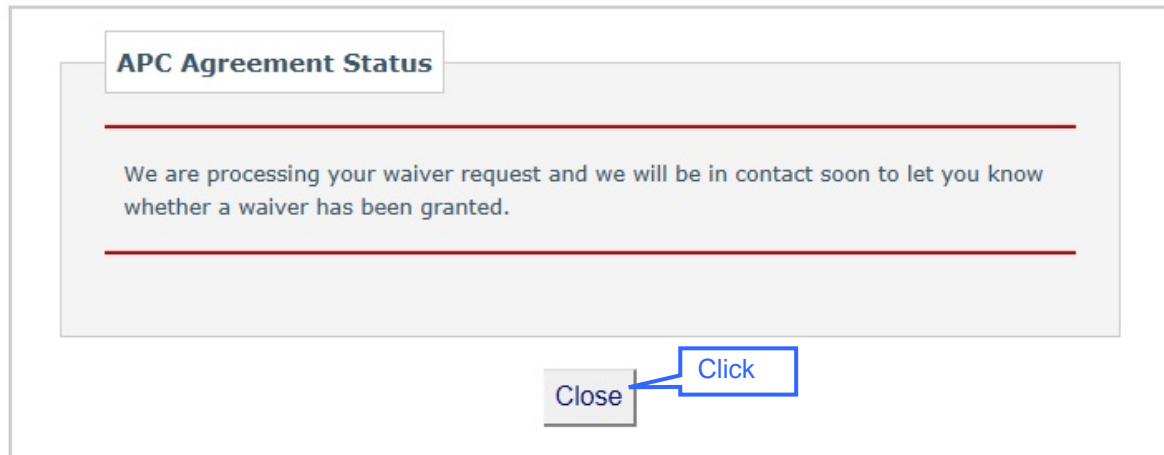
Describe in detail the reasons for your waiver request.

☐ I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)

Confirm

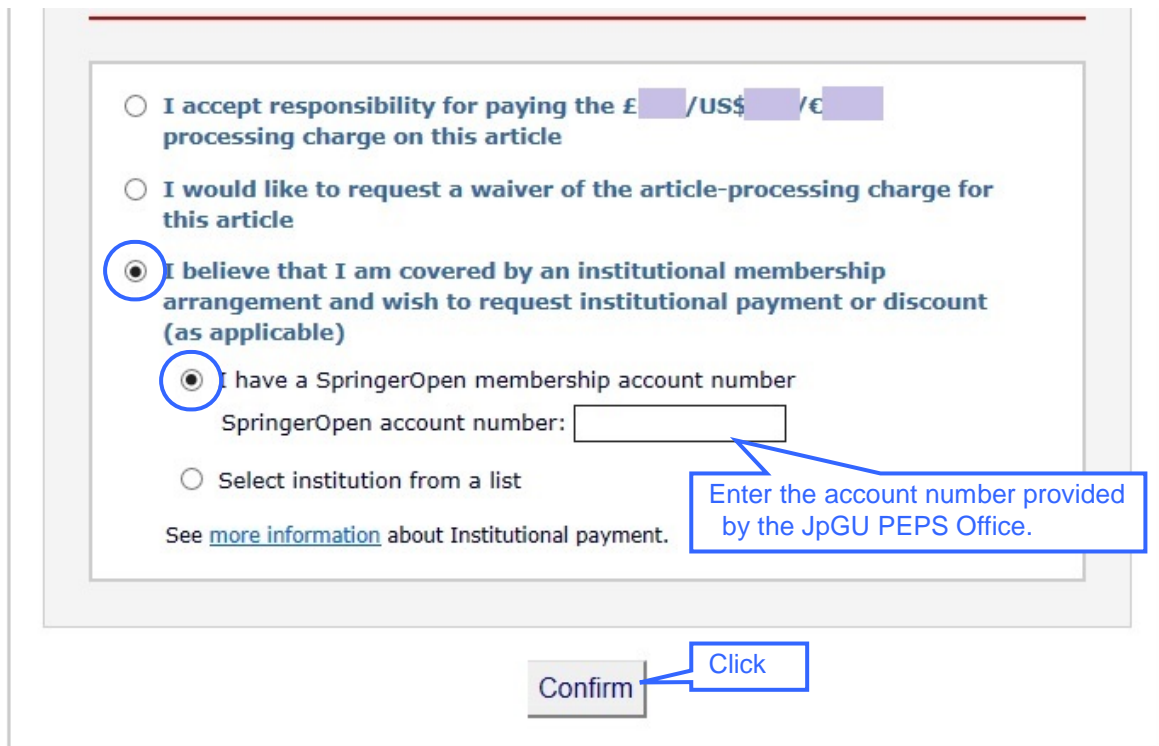
Click

A confirmation screen will appear. Click on the “Close” button in this screen. You will not be able to continue your submission until your waiver request is granted. Within a few working days, you will receive an e-mail titled “Waiver resolution” from the SpringerOpen Editorial Office. You may then proceed to the next step as instructed by the e-mail.



Option C

When submitting a Review article, a Data paper, an invited article based on a convener-recommended presentation at the Japan Geoscience Union Annual Meeting or an article to which JpGU membership discount is applied, choose “I believe that I am covered by ...”, and then choose “I have a SpringerOpen membership account number”. Enter the account number which the JpGU PEPS Office has provided, and click on the “Confirm” button. **Be sure to contact the [PEPS Office](mailto:peps_edit@jpgu.org) at <peps_edit@jpgu.org> to receive your account number before registering your APC information.**



The screenshot shows a form with four radio button options. The third option, "I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)", is selected and circled in blue. Below it, the second option, "I have a SpringerOpen membership account number", is also selected and circled in blue. A text box for the "SpringerOpen account number" is present, with a blue callout box pointing to it that says "Enter the account number provided by the JpGU PEPS Office." Below the form, a "Confirm" button is shown, with a blue callout box pointing to it that says "Click".

☐ I accept responsibility for paying the £ /US\$ /€ processing charge on this article

☐ I would like to request a waiver of the article-processing charge for this article

☒ I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)

☒ I have a SpringerOpen membership account number

SpringerOpen account number:

☐ Select institution from a list

See [more information](#) about Institutional payment.

Confirm

The following confirmation screen will appear: read the content carefully and, if you agree, click on the “I Agree” button.

APC Agreement Status

You have been granted a % discount on the article-processing charge for this article as your institution is a Supporter Member. The new price to pay is £ /US\$ € . Since you are based in Japan , you will be charged the USD price of US\$.

If you can confirm that you/your institution/your funder will pay the article-processing charge then press 'I agree' below.

Submissions from EU countries are subject to VAT charges. The VAT rate charged will be the rate applicable to your country. Read more [here](#). If you choose to pay by a method other than by credit card, there is a surcharge of US\$.

I agree

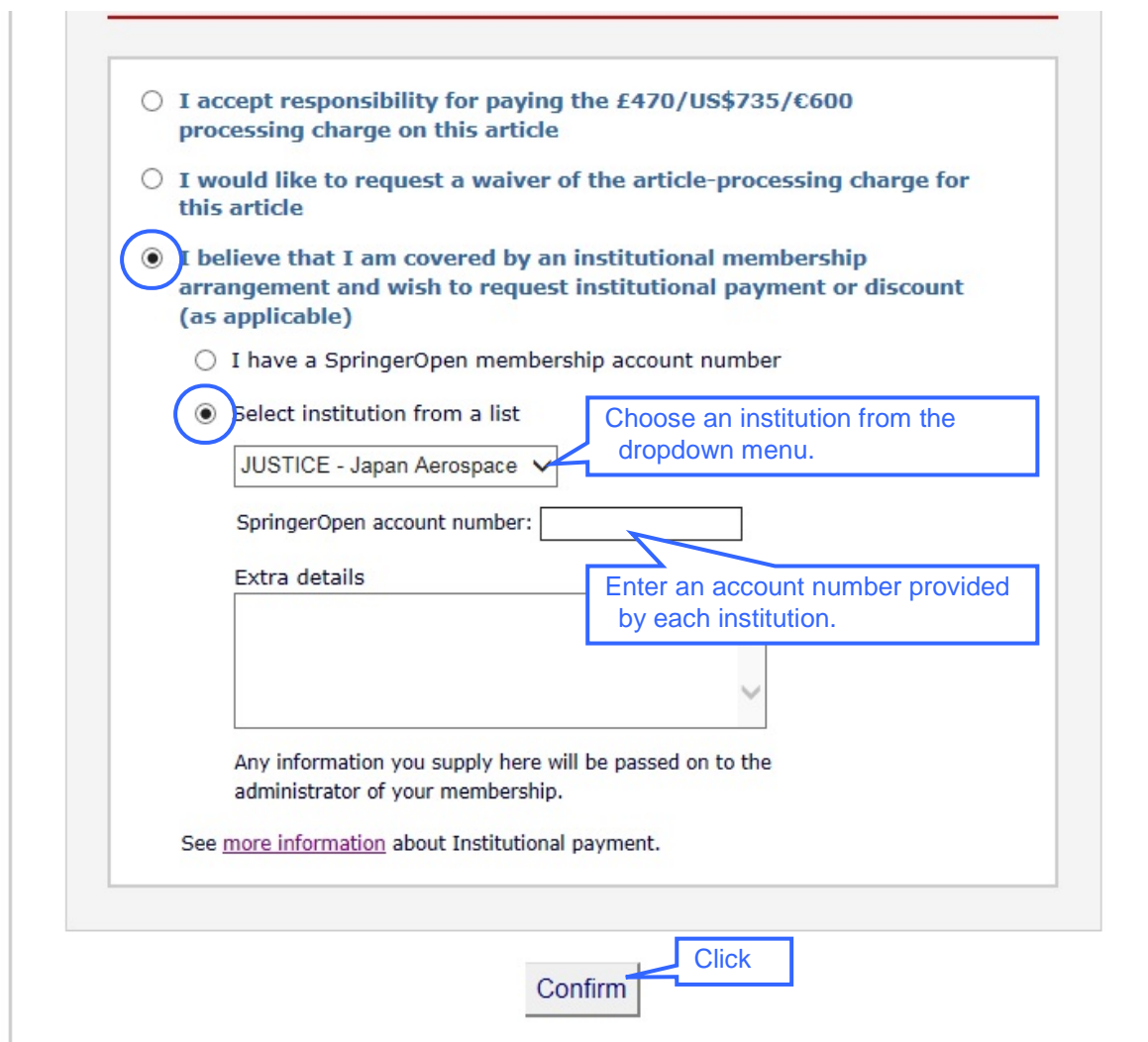
Click

Go to Page 32.

Option D

If you wish to request a waiver or discount because you are covered by an institutional membership arrangement, choose “I believe that I am covered by an institutional membership ...” and then “Select institution from a list”. Choose the institution to which you belong from the dropdown menu, enter the account number provided by your institution, and click on the “Confirm” button.

Note that the JpGU PEPS Office cannot inform you of other institutional account numbers.



The screenshot shows a form for requesting a waiver or discount. It contains several radio button options. The third option, "I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)", is selected and circled in blue. Below this, there are two more radio button options: "I have a SpringerOpen membership account number" and "Select institution from a list". The second option is also selected and circled in blue. A blue box with an arrow points to the dropdown menu showing "JUSTICE - Japan Aerospace", with the text "Choose an institution from the dropdown menu." Another blue box with an arrow points to the "SpringerOpen account number:" input field, with the text "Enter an account number provided by each institution." A third blue box with an arrow points to the "Confirm" button, with the text "Click". At the bottom of the form, there is a note: "Any information you supply here will be passed on to the administrator of your membership." and a link: "See [more information](#) about Institutional payment."

☐ I accept responsibility for paying the £470/US\$735/€600 processing charge on this article

☐ I would like to request a waiver of the article-processing charge for this article

☒ I believe that I am covered by an institutional membership arrangement and wish to request institutional payment or discount (as applicable)

☐ I have a SpringerOpen membership account number

☒ Select institution from a list

JUSTICE - Japan Aerospace ✓

SpringerOpen account number:

Extra details

Any information you supply here will be passed on to the administrator of your membership.

See [more information](#) about Institutional payment.

Confirm

A confirmation screen will appear: read the content carefully and, if you agree, click on the “I Agree” button.

- (3) After completing the registration of APC information, you will return to the Publication Charges screen which is shown again below. Click on the “Proceed” button.

Publication Charges

This journal is an Open Access publication and an article-processing charge (APC) is levied on articles that are accepted for publication by the Editors.

To proceed, please click 'View Publication Charges' which will take you to another window in order to select the relevant payment option.

Once the payment option has been confirmed you will return to this page where you must select the 'Proceed' button below in order to complete your submission.

If your institution, society or other organization is a [member](#), the APC amount may be wholly or partly covered by the membership arrangement. For an article to be eligible for APC coverage through an institutional membership, its submitting author must be affiliated with the member institution.

APC waivers or discounts are granted on a case-by-case basis to authors with no or insufficient funds. Such waivers or discounts can be requested after you have clicked 'View Publication Charges' and a decision will normally be made within two working days.

Submission of the article to the journal can be completed once the payment method has been agreed. Any applicable APC can be paid after editorial acceptance and must be paid prior to publication.

APCs for articles submitted from EU countries are subject to VAT (Value Added Tax). EU customers must supply their VAT Number to be exempt from VAT. UK Customers are not exempt from VAT. If you choose to pay by a method other than by credit card, an administration surcharge will be applied.

For more information, see our [article processing charge FAQ](#).

View Publication Charges

Cancel

Proceed

Click

- (4) On the next screen (the PLEASE NOTE screen), click on the “Submissions Waiting for Author’s Approval” link.

The uploaded files will be converted to a PDF. This process can take up to 10 minutes, and the CA (corresponding author) will be informed of its completion by E-mail. The CA can restart the submission process after this E-mail is received.

PLEASE NOTE:

Click

PLEASE NOTE: Your submission has not yet been sent to the Journal office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the Journal office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

◆ If the manuscript is not displayed on the Author Main Menu ◆

If the CA has been changed during the submission process, the user who originally entered the submission will no longer be able to access the manuscript and it will not be displayed on that user’s Author Main Menu. Only the new CA can perform the remainder of the submission process in Step 4 and beyond.

◆ To save a partially completed submission ◆

You may save a partially completed submission and restart the submission from the saved point at a later time.

- To Save: Click on the “Next” button to save any data on the current screen, and then click on the “Main Menu” link at the top of the screen.
- To Restart: The partially completed submission can be accessed by clicking on the “MAIN MENU” link at the top of the screen, selecting the “Incomplete Submissions” link or the “Submissions Waiting for Author's Approval” link from the Author Main Menu screen, and then clicking on the “Edit Submission” link.

Author Main Menu

New Submissions

[Submit New Manuscript](#)
Submissions Sent Back to Author (0)
[Incomplete Submissions](#) (1)
[Submissions Waiting for Author's Approval](#) (1)
[Submissions Being Processed](#) (4)

Step 4

Checking the submitted files and approving the submission

The procedures of Step 4 may only be performed by the CA (corresponding author). If the CA has been changed before Step 4, the user who originally entered the submission will no longer be able to access the manuscript and cannot therefore perform Step 4 and beyond.

- (1) After clicking on the “Submissions Waiting for Author’s Approval” link in (4) in Step 3, the screen below will be displayed. Initially the “Action” column will be blank, but when the PDF file has been generated “Action Links” will be automatically displayed in this column. When “Action Links” is displayed click on the “+” at the top of the Action column.

Submissions Waiting for Approval by Author * Amy Author

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

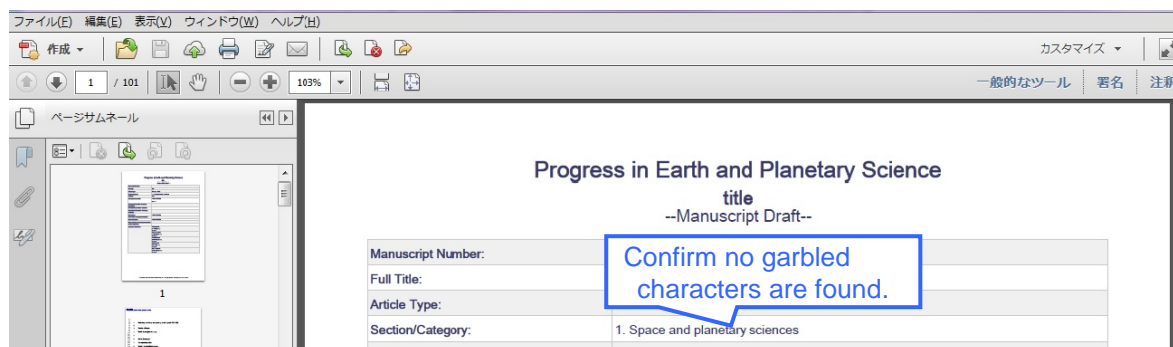
Action ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
Action Links	Test manuscript	02-09-2010	02-09-2010	Needs Approval

- (2) Next click on the “View Submission” link in the Action column.

Action ▲▼	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Edit Submission Approve Submission Remove Submission	Test	02-09-2010	02-09-2010	Needs

- (3) A dialog window asking whether to open or save the PDF file will appear. You may click on the “Save” button to download the pdf to your computer. First however click on the “Open” button to review the file..

- (4) Confirm that the generated PDF contains no garbled characters and that all figures and tables are correctly displayed.



- (5) If the PDF file is good and you wish to submit it, click on the “Approve Submission” link. If the PDF file is bad, or if you wish to change any registered information or replace any manuscript files, click on the “Edit Submission” link to return to the submission step and follow the procedures in Step 2 to make any necessary changes.



Note that before completing the submission by clicking on the “Approve Submission” link, the CA is required to view the PDF as described in (2) - (4) above.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Google Scholar Title Search Google Scholar Author Search View Reference Checking Results	manuscript		02-09-2010	Needs Approval

Click here to officially submit your manuscript

- (6) A confirmation window will be displayed. Clicking on the “OK” button will complete the submission of your manuscript.
- (7) A screen (shown below) will be displayed indicating that the manuscript has been successfully submitted. Thank you for your submission. The system will send an e-mail to notify each of the registered authors that the submitted manuscript has been sent to the Editorial Office.

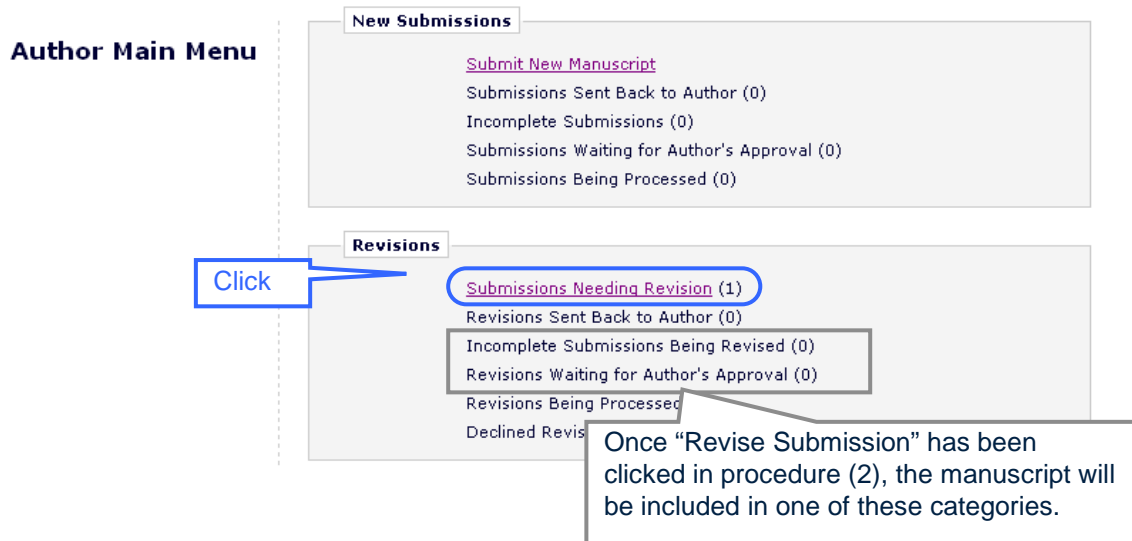
Author's Decision

Thank you for approving "test".

4. Submitting a Revised Manuscript

You must prepare your revised manuscript so that the reviewers can easily identify any changes to, additions to, or deletions from the previous submission. Changes should be indicated in color, underlined, or highlighted.

- (1) Open the Author Main Menu page and click on the “Submissions Needing Revision” link in the Revisions screen.



Author Main Menu

New Submissions

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- Submissions Being Processed (0)


Revisions

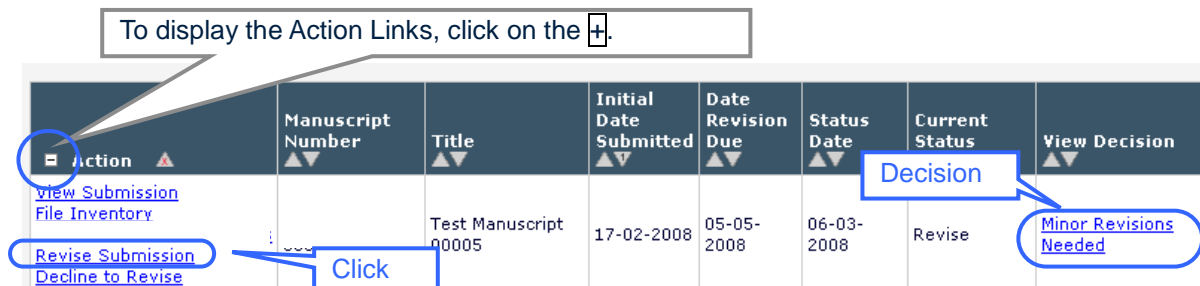
- [Submissions Needing Revision \(1\)](#)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed
- Declined Revisions

Click

Once “Revise Submission” has been clicked in procedure (2), the manuscript will be included in one of these categories.

- (2) Click on the decision link in the “View Decision” column to check the editor’s decision, confirm the details of the required revision, and then click on the “Revise Submission” link.

To display the Action Links, click on the .



Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission File Inventory Revise Submission Decline to Revise	00005	Test Manuscript	17-02-2008	05-05-2008	06-03-2008	Revise	Minor Revisions Needed

Click

Decision

- (3) A confirmation window will be displayed. Click on the “OK” button and the Revised Submission Screen will appear.

- (4) Complete the revised submission procedure as guided below: the procedure is similar to that used for the original submission.

Revised Submission

- ➔ **Select Article Type**
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Submit Abstract
- ✓ Enter Comments
- Attach Files

Please Select an Article Type

Change the article type of your manuscript from the pull-down menu if necessary.

Choose Article Type Research article ▼

[Next](#)

Select or enter the required information in the same way as for the original submission.

- (5) On the Attach Files screen, the author may choose to reuse files from the previous version by checking the checkboxes for these files. The checkbox for each revised item must be unchecked. Click on the "Next" button when this is done.

Revised Submission

PEPS-D-14-00014R1

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Submit Abstract
- ✓ Enter Comments
- ➔ **Attach Files**

Please Attach Files

The files currently associated with your manuscript appear below. Checkboxes will appear if files have not yet been included (carried forward) into the next Revision. A check in the box indicates the file will be carried forward to the next revision. Any files which will be changed should be unchecked (not included). New versions of these files should be uploaded on the Attach Files page.

Once you have selected the files to be included, click the "Next" button to proceed to the next step.

[Previous](#) [Next](#)

Click

Uncheck the checkboxes of items to be changed in the revised submission.

Item	Description				Include in Revision	Actions
Manuscript	Manuscript				<input checked="" type="checkbox"/>	Download
Table	Table	table1.pdf	24.9 KB	09 Jul 2014	<input checked="" type="checkbox"/>	Download
Figure	Figure	fig1.pdf	1.1 MB	09 Jul 2014	<input type="checkbox"/>	Download
Figure	Figure	fig2.pdf	454.7 KB	09 Jul 2014	<input type="checkbox"/>	Download
Figure	Figure	fig3.pdf	432.3 KB	09 Jul 2014	<input type="checkbox"/>	Download
Figure	Figure	fig4.pdf	1.2 MB	09 Jul 2014	<input type="checkbox"/>	Download

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- (6) On the next screen, upload the revised submission items.

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Remove any **Items** which are changed. Required **Items** are marked with *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item: *Author's comments to the reviewers

Description: Author's comments to the reviewers

Delivery Method: ☒ Online Web System ☐ URL/URI/External Resource

[Choose Files](#) Or Drag & Drop Files Here

Or drag and drop the files to be uploaded here.

Select an appropriate item.

Specify the files to be uploaded.

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The author does not need to upload any unrevised files (for example, if the main manuscript has not been revised since the previous submission, it is not necessary to resubmit this file).

The files currently associated with your manuscript appear below. To remove a file from the revision, click the "Remove" link. The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. If multiple files are attached, you can change the order by clicking the arrows.

[Check All](#) [Clear All](#)

Change Item Type of all Choose files to Choose [Change Now](#)

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Author's comments to the reviewers	Author's comments to the reviewers	Comment.docx	11.5 KB	26 Aug 2014	Download	<input type="checkbox"/>
2	*Manuscript	Manuscript	ms.doc	138.5 KB	09 Jul 2014	Download	<input type="checkbox"/>
3	Table	Table	table1.pdf	24.9 KB	09 Jul 2014	Download	<input type="checkbox"/>
4	Figure	Figure 1	fig1.png	93.7 KB	26 Aug 2014	Download	<input type="checkbox"/>
5	Figure	Figure 2	fig2.png	25.1 KB	26 Aug 2014	Download	<input type="checkbox"/>
6	Figure	Figure 3	fig3.png	4.5 MB	26 Aug 2014	Download	<input type="checkbox"/>

[Update File Order](#) [Remove](#)

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- (8) Confirm that the file order is correct and update the order if not. Click on the “Next” button.

Revised Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Submit Abstract
- ✓ Enter Comments
- ➔ Attach Files

Attach Files Order

The order in which the attached items appear is the order established by this publication. You may re-order any items of the same type by entering new numbers into any editable 'Order' boxes. Note: if no 'Order' boxes appear, the Items cannot be re-ordered. Click the 'Next' button to continue with the submission process.

Order	Description	File Name	Size
1	Author's comments to the reviewers	Comment.docx	11 KB
2	Manuscript	ms.doc	138 KB
3	Table	table1.pdf	24 KB
<input type="text" value="4"/>	Figure 1	fig1.png	93 KB
<input type="text" value="5"/>	Figure 2	fig2.png	25 KB
<input type="text" value="6"/>	Figure 3	fig3.png	4 MB

Update File Order

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- (9) After confirming that all the revised files have been correctly uploaded, click on the “Build PDF for my Approval” button.

Revised Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Submit Abstract
- ✓ Enter Comments
- ➔ Attach Files

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *.

	Online	Offline		Online	Offline
Cover Letter for Editor in Chief	0	0	* Author's comments to the reviewers	1	0
* Manuscript	1	0	Table	1	0
Figure	3	0	Supplementary Material	0	0

[Previous](#)
[Build PDF for my Approval](#)

- (10) Click on the “Revisions Waiting for Author’s Approval” link to open the screen to check the generated manuscript PDF and approve it.

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the Journal office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Revisions Waiting for Author's Approval](#) page, [Click](#) to the PDF will appear after it has been built. You must view the PDF and approve the submission. Please read the instructions below.

On the [Revisions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the Journal office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Revisions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

[Revisions Waiting for Author's Approval](#)
[Back to Main Menu](#)

- (11) Click on the “View Revision” link to check and confirm the revised manuscript PDF. When the PDF confirmation is completed, click on the “Edit Revision” link if you need to make any changes. When you are satisfied, click on the “Approve Revision” link to complete the revised submission.

Action	Manuscript Number	Title	Date Revision Began	Date Revision Due	Status Date	Current Status
View Revision Edit Revision View Attachments Approve Revision Decline to Revise Correspondence Send E-mail	000			23 Sep 2014	26 Aug 2014	Revision Needs Approval

Click “View Revision” to check the manuscript PDF, and click “Approve Revision” to complete the revised submission.

- (12) A confirmation window will be displayed. Clicking on the “OK” button will resubmit your manuscript.
- (13) A screen will be displayed indicating that the manuscript has been successfully resubmitted. Thank you for your revised submission.

Author's Decision

Thank you for approving the revised version of "Test Manuscript 0001".

[Main Menu](#)

5. Checking the Status of a Submitted Manuscript

- (1) To check the review status of any submitted manuscript, open the Author Main Menu page and click on the “Submissions Being Processed” link. (Click on the “Revisions Being Processed” link for a revised manuscript.)

Author Main Menu

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

[Submissions Being Processed \(1\)](#)

Revisions

Submissions Needing Revision (0)

Revisions Sent Back to Author (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

Revisions Being Processed (0)

Declined Revisions (0)

Click here to check revised manuscript status

- (2) All relevant manuscripts will be displayed. The review status of each manuscript is displayed in the “Current Status” column on the right side of the screen. To look at the manuscript PDF, click on the “View Submission” link in the Action column.

Submissions Being Processed for Author * PEPS OFFICE2

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Correspondence Send E-mail		title	25 Aug 2014	25 Aug 2014	New Submission

This column shows the review status.

◆ Submissions requiring more operations ◆

If the Author Main Menu shows any manuscripts in the three categories listed below, these manuscripts require additional work. If the author has any questions about such manuscripts, please contact the [SpringerOpen Editorial Office](mailto:editorial@progearthplanetsci.com) at <editorial@progearthplanetsci.com> or [PEPS Office](mailto:peps_edit@jpgu.org) at <peps_edit@jpgu.org>.

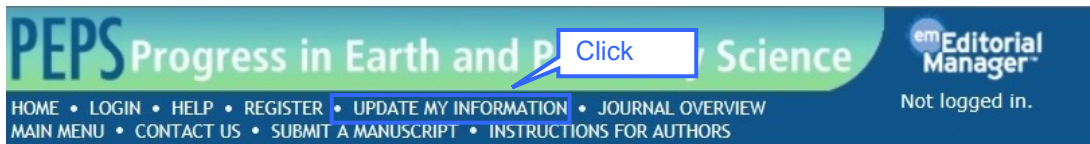
- **Submissions Sent Back to Author:** Some information related to the submission is missing. After preparing all the required files, submit them by clicking on the “Edit Submission” link in the Action column.
- **Incomplete Submissions:** The submission procedure has not been completed. Complete the submission by clicking on “Edit Submission” link in the Action column.
- **Submissions Waiting for Author's Approval:** The submission has not been completed. The manuscript PDF has been already built from the files uploaded to the system. Click on the “View Submission” link in the Action column to confirm that the PDF has no garbled characters and every figure and table is correctly displayed. After confirmation, click on the “Approve Submission” link.

6. Changing User Registration Information

If you want to register additional e-mail addresses, or need to change any of your currently registered information this can be done as described below.

Information fields marked with asterisks (*) cannot be left empty.

- (1) Open the Editorial Manager® [PEPS Website](#) and click on the “UPDATE MY INFORMATION” link at the top of the page.



- (2) If you wish to change your password enter the new password in the Login Information password box. Otherwise your existing password will remain unchanged.

Update My Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

Login Information

Update your password if necessary

Username

Springer

Password *

••••••••

Re-type Password *

••••••••

Insert Special Character

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Passwords must satisfy the following three criteria:

- Must contain at least 6 characters including a number and an alphabetic character
- Must not be the same as the Username
- Must not be the same as the First/Last Name

- (3) Update your personal Information as necessary. Be sure to fill in the fields for Title, Name and contact information.

Personal Information

Title *

Dr.

First Name *

Rebecca

Middle Name

Last Name *

Reviewer

Degree

M.D., Ph.D.

(Ph.D., M.D., Jr., etc.)

Preferred Name

(nickname)

Primary Phone

(including country code)

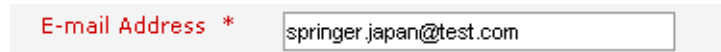
Secondary Phone

(including country code)

Insert Special Character

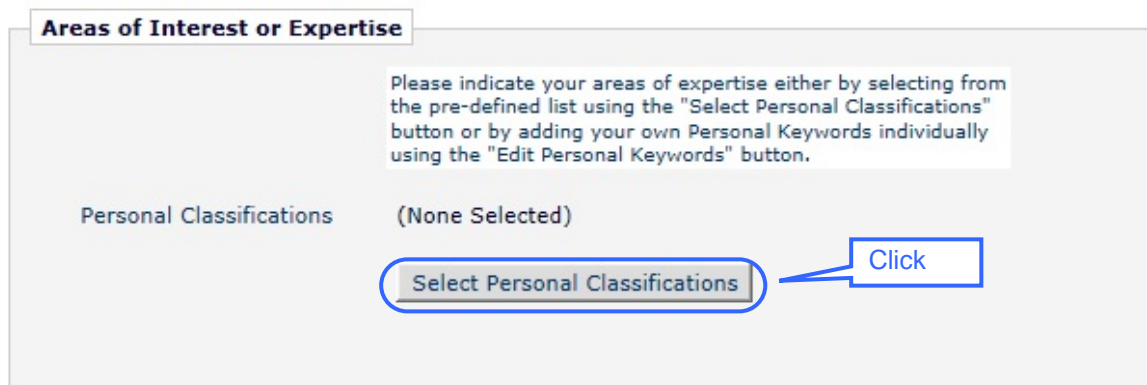
Dr., Prof., Mr. Ms., etc.

- (4) To register two or more e-mail addresses, separate them with a semicolon (for example springer.japan@test.com; assistant@test.com).



E-mail Address *

- (5) To update your Areas of Interest or Expertise, click on the “Select Personal Classifications” button and then select applicable Areas of Expertise from the menu displayed.



Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications (None Selected)

Select Personal Classifications Click

- (6) When all changes have been made, click on the “Submit” button at the bottom of the screen.



Click

- (7) A screen will appear indicating that the registration has been completed. If an error message is displayed, make changes as described in the message to resolve the problem.

Information Update Complete

Information Update Complete.

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