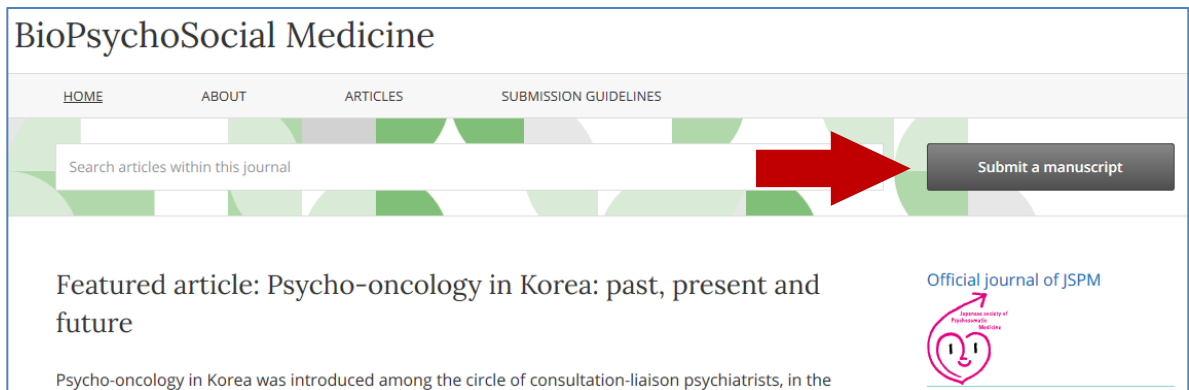


■ BioPsychoSocial Medicine (BPSM) への投稿手順

① アクセス

BPSMのジャーナルウェブページ <https://bpsmedicine.biomedcentral.com/> にアクセスし、**Submit a manuscript** ボタンをクリック。



② Editorial Manager にログイン

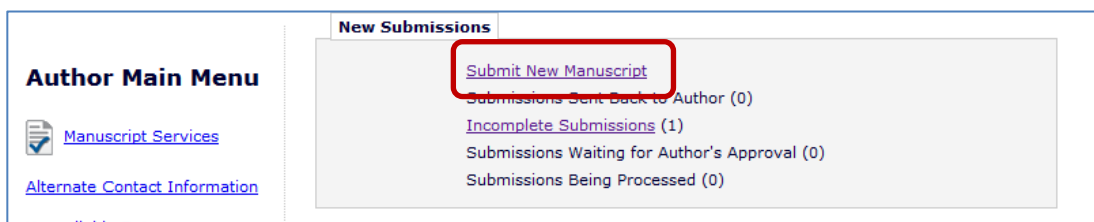
Editorial Manager 経由で初めて論文投稿を行う際には、[Register Now] のリンクよりユーザー登録を行う。

すでに Editorial Manager 用の Username と Password を取得している場合には、それらを入力し[Author Login]をクリック。



③ 論文投稿手続き開始

Author Main Menu の[Submit New Manuscript]をクリックし、論文投稿を開始。



④ Article Type の選択

プルダウンメニューより Article Type を選択し[Next]をクリック。

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

- Research article
- None
- Case report
- Research article
- Review
- Short report

⑤ 論文タイトルの入力

論文タイトルを入力し[Next]をクリック。

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.

Enter the title of your submission. You cannot enter a submission without a title.

Full Title

The test submission.

Previous Next

⑥ 著者情報の入力

Add Another Author ボタンより Enter Author Details を開いて、共著者の情報を入力し[Next]をクリック。

Please Add, Edit, or Remove Authors

Enter the authors of your manuscript by clicking 'Add author'. Please see our [Editorial Policies](#) for information on authorship criteria. The order of the authors may be changed by clicking the arrows. 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 labelled 'Please select if this is the corresponding author'.

A * indicates the field is required.

Current Author List

+ Add Another Author

Enter Author Details

Open Special Character Palette

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Middle Name

Family/Last Name*

Academic Degree(s)

Affiliation *

E-mail Address*

Country* Please choose a country

This is the corresponding author

⑦ Funding Information の入力

必要に応じて、Funding Information を入力し[Next]をクリック。

Funding Information

Funding Information is Required for Submission.

Please provide your funder name, grant number and the grant recipient.

To do so, please click on the '+' icon and type in the funder name. After the first three letters, the system will offer a selectable list of best matches for the funder name. Entering more letters further refines the list. Please make sure to select the funder name from the list, when provided. This will ensure correct funding data.

If a funder name is not applicable for your manuscript, please select the corresponding checkbox.

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 applicable / No funding was received

Current Funding Sources List + Add a Funding Source

There are currently no Funding Sources in the list

+ Add a Funding Source

Previous Next

⑧ Abstract の入力

Abstract を入力し[Next]をクリック。

Please Enter Abstract [Insert Special Character](#)

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.

This is a test submission.

Previous Next

⑨ Classifications の選択

[Select Classifications]をクリック(必須)。

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Selecting a Classification is Required for Submission.

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Selected Classifications *Select 1 or more Classifications*

(None Selected)

Select Classifications Previous Next

別ウィンドウで Select Submission Classifications の画面が表示される。専門分野をチェックし[Add]をクリック。右枠の Selected Classifications 欄に追加されたものを確認し[Submit]をクリック。(一度 Add したものを削除する場合は Selected Classifications 欄の該当分野をチェックし[Remove]をクリック)。

Select Submission Classifications

Cancel Submit

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

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

Search: [] Search Clear

[Matching terms display in red text]

Expand All Collapse All

10: Alexithymia
20: Alternative/ Complementary medicine
30: Autoimmune diseases
40: Cardiovascular disorders
50: Cerebrovascular diseases
60: Chronic fatigue
70: Consultation-liaison psychiatry
80: Dermatological disorders
90: Eating disorders
100: Endocrinological and Metabolic disorders
110: Epidemiology
120: Ethical issues
130: Fibromyalgia and musculoskeletal disorders
140: Gastrointestinal disorders
150: Health promotion and preventing
160: Neurological disorders
170: Oriental medicine
180: Others
190: Pain

Add-> <-Remove

Selected Classifications: Select 1 or more Classifications

10: Alexithymia

Expand All Collapse All

Cancel Submit

選択した専門分野を確認し[Next]をクリック。

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Selected Classifications *Select 1 or more Classifications*

10: Alexithymia

Select Classifications

Previous Next

⑩ Additional Information の入力-1

Cover Letter を入力。

また、ヒトまたは動物に関する研究データを含むか、ヒトを対象とする医学研究であるかの質問に答え、該当する場合には必要な情報を入力。

[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

Cover Letter を入力 (必須)

Does your manuscript report data collected from humans or animals?

Answer Required: Please select a response

ヒトまたは動物に関する研究データを含むか (回答必須)

Is this a study involving human participants and reporting health related outcomes ?

Answer Required: Please select a response

ヒトを対象とする医学研究であるか (回答必須)

⑪ Additional Information の入力-2

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申請事項がない場合には、
ここを選択（回答必須）

⑫ Additional Information の入力-3

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BioMed Central のコピー
ライتراイセンスに同意
し[Next]をクリック
(回答必須)

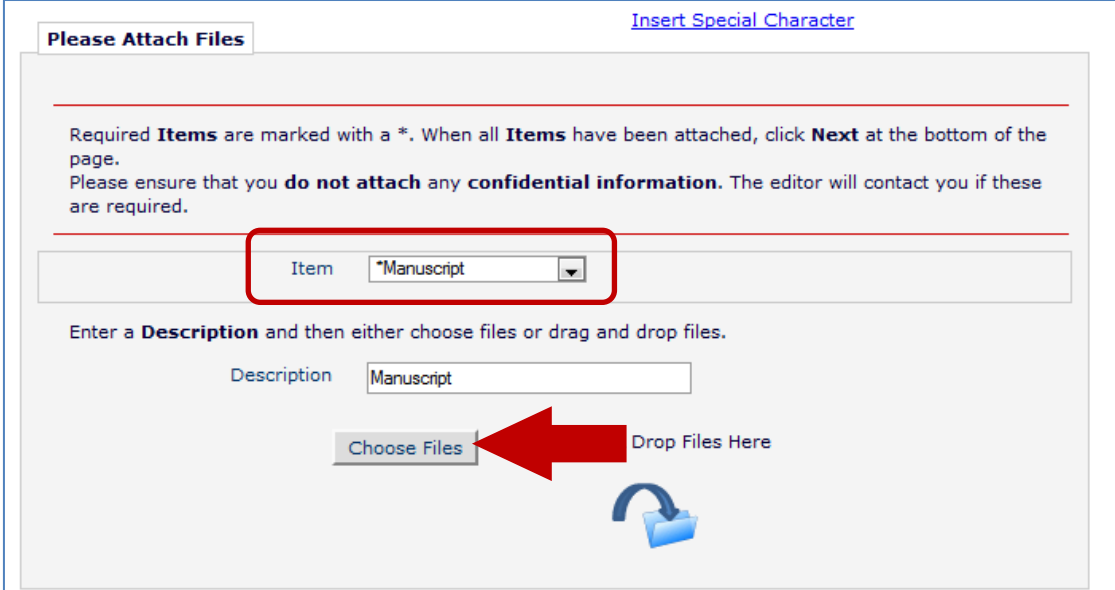
Previous Next

⑬ Opposed Reviewer の登録

Opposed Reviewer がいる場合にはここで登録。

⑭ 論文原稿ファイルの Upload

論文原稿ファイルの Upload を行う。Item よりファイルの種類 (Manuscript, Table, Figure, Additional Material) を選択し[Choose Files]よりファイルを Upload (ドラッグ&ドロップでの Upload も可能)。



Please Attach Files [Insert Special Character](#)

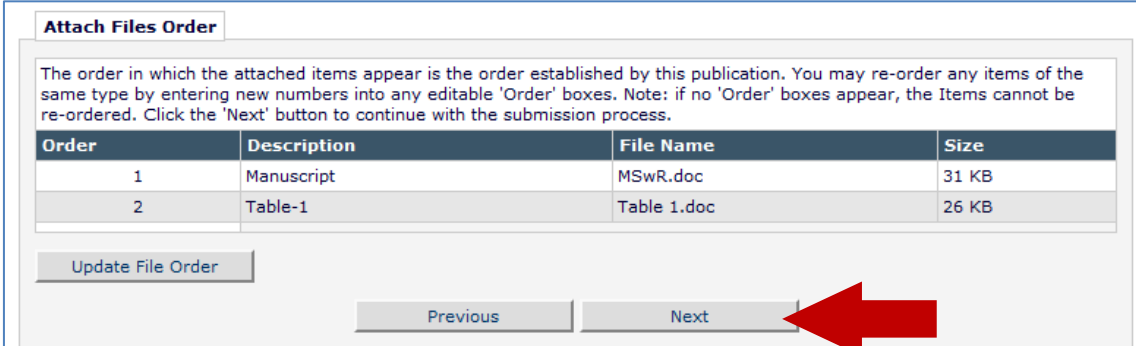
Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.
Please ensure that you **do not attach** any **confidential information**. The editor will contact you if these are required.

Item

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

Description

Upload 完了後は [Next] をクリックし、ファイル一覧 (Summary following Attach Files) ページへ。



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	Manuscript	MSwR.doc	31 KB
2	Table-1	Table 1.doc	26 KB

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 indicated by an asterisk.

	Online	Offline	
*Manuscript	1		Table
Figure	0		Supplementary Material
			0

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筆頭著者が日本心身医学会学会員の場合には下記手順で手続きを行い、APC に学会員割引を適用。最後に[Confirm] をクリック。

APC Agreement

Title: test
Journal: BioPsychoSocial Medicine
Type: case report
Author: @ Customer Services

You, the corresponding author, are required to arrange payment of a processing charge of [redacted] if your article is accepted for publication. Since you are based in United Kingdom, you will be charged the GBP price of [redacted]; fee helps to cover the cost of managing peer review, data conversion, and permanent online hosting (see [more information](#) about BioMed Central's processing charges).

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選択

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アカウントナンバー
をここに入力

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注意：APC の金額は毎年変更になるため、下図はサンプルとしてご覧ください。

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←

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←

⑰ 投稿論文の確認・承認手続き

APCに関する手続き完了後、投稿論文の確認および承認を行う。

本ページ内の Submissions Waiting for Author's Approval リンクをクリックするか、Main Menu に戻り Submissions Waiting for Author's Approval をクリックし、投稿論文の原稿の確認を行う。

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

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