




ScholarOne Manuscripts®
Author Manual

Also refer to the Instructions to Authors in Circulation Journal web site

ScholarOne Manuscripts™

Instructions & Forms Help

 **Circulation Journal**
Japanese Circulation Society

J-STAGE Powered by SCHOLARONE MANUSCRIPTS™


Log In Reset Password Create An Account

If ID and Password have not been registered yet

- Click [Create Account](#) to create a new account.
- Make sure to register your personal E-mail address. Do not use a shared address.

If you do not know (or have forgotten) your ID or Password

1. Click [Reset Password](#).
2. Enter your E-mail address.
3. Click [Send Reset Link](#). Your ID and temporary password will be sent to the above address in a few minutes.
4. Log in and create a new password. Then you can enter the site.

 **Circulation Journal**

Log In

User ID

Password

[Reset Password](#)

[Log In](#) [Create An Account](#)

navigated to the other page. Enter your E-mail address and click [Send Reset Link](#), and you will receive an email. Then, set your new password by following the instructions in the message.


- If you do not have an account, click on the **Create An Account** link.

If you know your ID and Password

1. Enter your ID and Password.
2. Click [Log In](#).

ScholarOne Manuscripts™

A Author ▾ Instructions & Forms Help Log Out

 **Circulation Journal**
Japanese Circulation Society

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Home Author

Help

Contains numbers of Frequently-Asked-Questions to provide you with solutions to your problems.

Help

- [User Tutorials](#)
- [Journal Home](#)
- [Help / Site Support](#)

Circulation Journal

Welcome to *Circulation Journal* manuscript submission portal! Buttons listed at the top-left corner indicate which "roles" you can currently perform for the journal. Click on a button to start working in the role, such as Author, Reviewer etc. If you see Manage button, just click on it and you will see multiple roles appear.

NOTE: The display time in this system is EST (Eastern Standard Time).

NOTE: If your mail account shows our address of emails, which are sent to you via this system, please send your report to "cj@j-circ.or.jp", with the subject line of your manuscript ID "CJ-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX-XXXX". Your cooperation would be highly appreciated.

Click [Author](#)



Author Dashboard

1 Manuscripts I Have Co-Authored >

Start New Submission >

5 Most Recent E-mails >

Start New Submission

View [Instructions to Authors \(CJ web site\)](#)
 Download [Authorship agreement](#)
 Contact [Circulation Journal Editorial Office \(cj@j-circ.or.jp\)](mailto:cj@j-circ.or.jp)

Traditional submission allows you to upload files that were created from many sources.

Begin Submission

1

2

To submit a new manuscript

1. Click Start New Submission.
 2. Click Begin Submission.
- ※Download to fill out the “Authorship agreement” and send it to the Editorial Office by E-Mail (cj@j-circ.or.jp) with no delay when you receive a Decision Mail of acceptance.
Your manuscript can't have proceeded to publication until we receive the agreements from all authors.

Author Dashboard

This is a list indicating your manuscripts status.
 Click each status to see your past performance in detail.

To continue the submission for manuscripts you already created.

To open the draft/unsubmitted manuscript, click [Unsubmitted](#) and [Manuscripts in Draft](#), and click [Continue](#) on the manuscript.

Step 1: Type, Title, & Abstract

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Details & Comments >
- Step 6: 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."

Notes: Abstract field should be filled within 220 words for Clinical Investigation, Experimental Investigation, 100 words for Rapid Communication.

Review Articles are not an open submission.

Read More ...

* = Required Fields

* Type:

CHOICE	TYPE
<input checked="" type="radio"/>	Clinical Investigation
<input type="radio"/>	Experimental Investigation
<input type="radio"/>	Rapid Communication
<input type="radio"/>	Images in Cardiovascular Medicine
<input type="radio"/>	Review Article (Invited)
<input type="radio"/>	Review Article (Not Invited)
<input type="radio"/>	Editorial (Invited)
<input type="radio"/>	Letter to the Editor
<input type="radio"/>	Author's Reply

* Title

Preview Special Characters 0/50 OF 50 WORDS

* Running Head

Preview Special Characters 0/50 OF 50 CHARACTERS

Abstract (limit 220 words, 100 words for Rapid Communication)

* Background:

* Methods and Results:

* Conclusions:

Save Save & Continue >

Submission Steps

- After completing all the necessary Steps ①~⑤, you can review all the task in Step ⑥.
- Data is saved every time you move to the other steps, even if you stop in the middle of submission process, you can log in again and continue the procedure.

Manuscript Type

Select from the list.

Title

Within 50 words

Running Head

Within 50 characters (including spaces)

Abstract

Within 220 words. Whether to be required or not depend on Manuscript Type

Required

- Clinical Investigation
- Experimental Investigation
- Rapid Communication (100 word以内)

Optional

- Review Article

Not Required

- Images in Cardiovascular Medicine
- Letter to the Editor
- Author's Reply

Save & Continue

Fill in all the required fields in each step and click **Save & Continue** to proceed to the next step.

Step 2: File Upload

Upload as many files as needed for your manuscript in groups of five or fewer. These files will be combined into a single PDF document for the peer review process.

Please include the title page and abstract in the main document file in conformity with "Instructions To Authors". Supplementary Files are required to be written "Supplementary File" at the beginning of the data.

If you are submitting a revision, please include only the latest set of files. If you have updated a file, please delete the original version and upload the revised file.

To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save & Continue." > [Read More ...](#)

* = Required Fields

Files

0.00 OUT OF 40.00 MB

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

Update Order

File Upload

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

Upload the manuscript File

1. Click **SELECTION** and select your manuscript file.
2. Select the **File Designation** from the dropdown list.
3. Click **Upload Selected Files**.

- You can upload up to 5 files at a time. When there are more than 6 files, repeat the procedure.
- For Supplementary Files, You can upload up to 3 files (up to 2 files for "Images in Cardiovascular Medicine") per 1 manuscript.
- Upload the manuscript file in the following order.
Main Document > Tables > Figures > Supplementary Files
- You can not upload compressed files.
- For movie files, upload them as Supplementary Files.

How to create a manuscript file

For the filename, use English letters and numbers. (It may be garbled if you use Japanese letters and symbols.)

E.g. Maintext.doc, Table1.xls etc.

Main Document

- This file must include "Title" "Abstract" "Author" "Keyword" etc. that you have registered in the screen.

Table, Figure

- Create 1 file for each single image. This also applies to table file. (Please do not include multiple worksheets in a file like excel or power point format)

Supplementary Files

- Please indicate as "Supplementary Figures/Tables" at the top of the manuscript.
- Maximum file size of Supplementary files is 5 MB.

Available file formats





- **Main Document / Tables:** doc(x)/ xls(x)/ ppt(x)
- **Figures:** doc(x)/ xls(x)/ ppt(x)/ pdf / Other image file formats in general (jpeg / eps / tiff etc.)
- **Supplementary Files:** Figures file format and general movie file formats (MP4 / WMV / AVI etc.)

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Step 5: File Upload②

Filling in the fields on this page is optional.

File Upload

SELECTION	FILE DESIGNATION
 Maindocument2.doc ✕Remove	Main Document
 Figure.gif ✕Remove	Figure
	Caption / Legend: ? Ω Special Characters
	<input type="text"/>
	Link text ?
	<input type="text"/>
	Choose File Designation ...
	
	

Caption/Legend

Paste the description(s) of Figure/Table Legends.
✕Please describe the same in the main document.

Link text

Type in the word in the main document that must be linked to this image file.
For example, if you enter "Fig.1" here, clicking "Fig.1" in the main document will display this image file when reading a manuscript with HTML proof.




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Step 5: File Upload③

When you complete upload, a list of the uploaded files will appear.

Files

0.20 OUT OF 40.00 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select: 	Maindocument2.doc 130 KB	Main Document	12-Sep-2018	A Author
2	Select: 	Figure.gif 9 KB Caption : Link text :	Figure		
3	Select: 	table1.xls 62 KB Caption : Link text :	Table	12-Sep-2018	A Author

Delete Files

Select [Remove](#) from the drop-down menu if you need to delete the uploaded file.

Change the file order

Change the numbers of [ORDER](#), and click [Update Order](#). Order should be

Main Document



Table(s)



Figure(s)



Supplementary Files

 Update Order

Step 2: Attributes

Enter **Keywords** and **Category**.

Select from the list and click "Add" button in the center. Then, selected word(s) are listed at the bottom.

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**

Ω Special Characters

[+ Show Full List](#)

REQUIRED 3. MAX 5

KEYWORDS

* **Category**

Biochemistry/Metabolism/Endocrine/Arteriosclerosis
 Cardiac performance/Heart failure/Cardiovascular physiology/Hemodynamics
 Cardiomyopathy/Myocarditis/Pericarditis
 Cardiovascular drug
 Cardiovascular surgery
 Congenital heart disease/Child cardiovascular disease
 Diagnostic imaging/Nuclear medicine

REQUIRED 1. MAX 5

CATEGORY

Keywords : 3 up to 5

- Click [Show Full List](#), and select the keywords of your manuscripts.
- You can type in your own keywords if desired word can't be found.

Category : 1 up to 5

This helps us select reviewers.

[← Previous Step](#)

Step 3: Authors & Institutions

Submission

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

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.

Download:  [Authorship agreement](#)

* = Required Fields

Authorship agreement

Download [Authorship agreement](#) here

Authors

* Selected Author

ORDER

↑
Drag 1 ↓

Add Author

Find using Author's email address

AuthorsEmail@example.com

Q Search

Enter your co-authors

- Enter your co-author's [E-mail address](#) and click [Search](#)
- If the search result is returned, click [Add Author](#) to add the person on the Author list.
- If the search result is not returned, a message will appear above "Find using Author's email address". Click [create a new co-author](#) in the message and enter your co-author's information on the popup screen.
- Then, click [Add Created Author](#) to add the person on the Author list.

Missing co-authors cannot be accepted. Please include all co-authors in complete full names.

< Previous Step

Save

Save & Continue >

Submission

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

Step 5: 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, and click "Attach File" button. Answer any remaining questions appropriately. When you are finished, click "Save & Continue."

Download: [Authorship agreement](#)
 * = Required Fields

Cover Letter

- Provide cover letter in the text box if needed.
- If you attach a file, click 1. **Select File** button to select the file and click 2. **Attach File** button.

Cover Letter

Write Cover Letter

0 OUT OF 32768 CHARACTERS

Upload Cover Letter

Manuscript Information

TIPS: figures/tables 1-a and 1-b are counted as 1 figure in total.

***It is highly recommended for all figures to be in full-colors; the publication in colors are cost-f**

* Number of Figures:	<input style="width: 90%;" type="text"/>
* Number of Tables:	<input style="width: 90%;" type="text"/>

Number of Figures
Enter the number of Figures.

Number of Tables
Enter the number of Tables.





Step 4: Details & Comments ②

* Has this manuscript been submitted to any journals previously?

Yes

No

If yes, please list the journal name(s), manuscript ID(s) and the final decision(s) you have received.

Confirm the following:

* Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

* Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

* Confirm that all the materials in the manuscript are original or reproduced with permission of the publishers.

* Select the appropriate option below:

This manuscript reports on experiments on human subjects.
=> Indicate in the manuscript whether the procedures followed were in accordance with the "Declaration of Helsinki" and the ethical standards of the responsible committee on human experimentation (institutional or regional).

This manuscript reports on experiments on animals.
=> Indicate in the manuscript whether institutional or national guidelines for the care and use of laboratory animals were followed.

None of the above applies to this manuscript.

* Supplementary Files (up to 3 files)
Please do not upload Authorship Agreement or any unnecessary data.

* Number of Supplementary Files

IRB Information
The information entered below must be included in "IRB information" on the title page of your manuscript. If a study has been granted an exemption from requiring ethics approval, this should be detailed in the manuscript, including the name of ethics committee that granted the exemption.

* Name of the ethics committee:

* Reference number:

Conflict of Interest Disclosure: Please read [the journal policy](#) carefully and state your COI accordingly, if applicable. (Please refer to the current currency exchange rate for Japanese yen at [X-Rates website](#))

*The COI Disclosure form below must be completed and the information entered here needs to appear also in the "Disclosures" section on the title page of your manuscript. If you have any other COI to disclose than ones listed here, it must be mentioned in your manuscript as well.

Type	Applicable or Related COI	If Yes, list the name(s) of company or organization "example"
1. Consultancy Annual income from a single company or organization, as an officer or consultant, which exceeds an annual total of 1,000,000 yen	* Author	
	<input type="radio"/> No	
	<input type="radio"/> Yes	
	* Spouse etc.	

Has this manuscript been submitted to any journals previously?
Select "Yes" if your manuscript has been submitted to other Journals previously, list the journal name(s), manuscript ID(s) and the final decision(s) you have received.

Confirm the following
If there is no problem, check the box.

Supplementary Files
Enter the number of Supplementary Files.

Authorship Agreement
Download to fill out the "Authorship agreement" and send it to the Editorial Office by E-Mail (cj@j-circ.or.jp) with no delay when you receive a Decision Mail of acceptance. Your manuscript can't have proceeded to publication until we receive the agreements from all authors.

COI
If there should be any issues with conflict of interest, select Yes and describe the details. Describe the same statement(s) at the Disclosure section in the Main Document.

Publication(reprints) fee
Confirm the Publication(reprints) fee form and tick Yes if you agree.

Step 6: Review & Submit

Submission

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

Step 6: Review & Submit

Review the information below for correctness and make changes as needed.
After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.

* = Required Fields

* Verify Step Information

✓ Step 1: Type, Title, & Abstract

FIELD	RESPONSE
mstype	Clinical Investigation
Title	aaa
Running Head	aaa

Abstract (limit 220 words, 100 words for Rapid Communication)

* Background:

Checkmark
 A check mark indicates a correct registration. When you find "X", go back to that step and make a modification.

* View Proof

You must view the PDF proof before you can submit

View HTML Proof 1

Submit your manuscripts

1. Click **View PDF Proof** and confirm your manuscript
2. Click **Submit** to complete the submission.
 - You will receive an e-mail which notifies that the manuscript has been submitted. However this does not mean the manuscript has been received properly.)

2

Manuscript Transfer

If you are suggested by the editors to transfer your manuscript to Circulation Journal's online-only sister journal, Circulation Reports (CR), you can submit the manuscript to CR by the below steps.

Response to the transfer suggestion

1. Click the [approve / reject link](#) on the decision letter.
2. The screen for confirming the response pops up. Confirm your response and click [I Confirm This Response](#).

28-Sep-2018

Dear Author:

I write you in regards to manuscript # CJ-18-0007 entitled "test" which you submitted to Circulation Journal.

In view of the criticisms of the reviewer(s) found at the bottom of this letter, your manuscript has been denied publication in Circulation Journal.

We do, however, feel that your submission is better suited to another publication, Circulation Reports, and are requesting your approval to transfer your manuscript to Circulation Reports. If you have any questions about this transfer please contact Editorial Office at cr@j-circ.or.jp.

You will also need to approve or reject the request to transfer your manuscript either by using the links below or by logging into your Author Center and approving the request in the Manuscript Awaiting Approval to Transfer queue.

Approve the request to transfer your manuscript :

*** PLEASE NOTE: This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm. ***

https://mc-impl.manuscriptcentral.com/test-c?URL_MASK=16a2191c030546028a241fcb5e1e8ed4

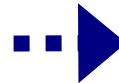
1

Reject the request to transfer your manuscript :

*** PLEASE NOTE: This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm. ***

https://mc-impl.manuscriptcentral.com/test-c?URL_MASK=ed622c8c88824a5ca972eeaa834074a

1



Please Confirm Your Response

To update the site's records, you must confirm your response from the email. To change your response, click the Cancel button and choose another link from the email, if one is available.

Your Response: Agree to Transfer Manuscript

Cancel

[I Confirm This Response](#)

2

If you approve the request, your manuscript is transferred to CR S1M site and is checked by the CR Editorial Office.

After the check is completed, you will receive the email notification from the Editorial Office.