



論文投稿手続きのご案内

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【必読】

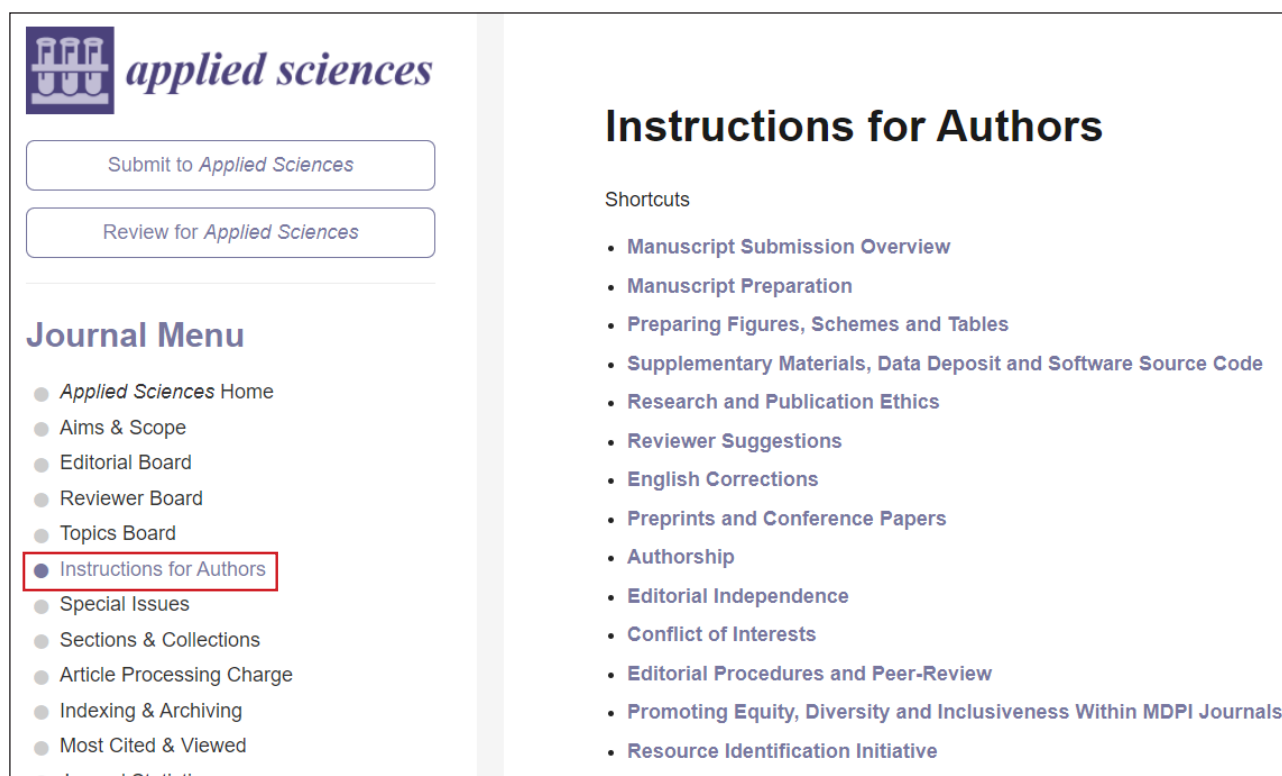
本案内書のご利用について

- (1) 「論文投稿手続きのご案内」(以下、本案内書)は、下記(2)-(4)項をご理解の上、ご利用いただきますようお願いいたします。
- (2) 本案内書は、弊社が提供するSubmission System(SuSy)を利用した論文投稿手続きに関しての、和文参考資料として作成したものです。
実際のご利用に際しては、各雑誌のホームページにあります「Aims&Scopes」と「Instructions for Authors」をご熟読いただいたうえでご利用ください。
- (3) 実際のご投稿手続きに際しては、各雑誌のEditorial Office(編集部)からのご案内を優先していただきますようお願いいたします。
- (4) SuSyは、改良変更が逐次行われております。バージョン変更には可能な限り対応するよう努めておりますが、新バージョンの内容の反映に時間がかかる場合がございます。予めご了承ください。

1. 投稿準備

1) 投稿規定の確認

各雑誌のウェブサイトにあります「Instructions for Authors」をご確認ください。



The screenshot shows the Applied Sciences journal website. On the left, there is a 'Journal Menu' with a list of links. The link 'Instructions for Authors' is highlighted with a red box. On the right, the 'Instructions for Authors' page is displayed, featuring a list of shortcuts. The link 'Instructions for Authors' is also highlighted with a red box in the shortcuts list.

Journal Menu

- [Applied Sciences Home](#)
- [Aims & Scope](#)
- [Editorial Board](#)
- [Reviewer Board](#)
- [Topics Board](#)
- [Instructions for Authors](#)
- [Special Issues](#)
- [Sections & Collections](#)
- [Article Processing Charge](#)
- [Indexing & Archiving](#)
- [Most Cited & Viewed](#)
- [Journal Statistics](#)

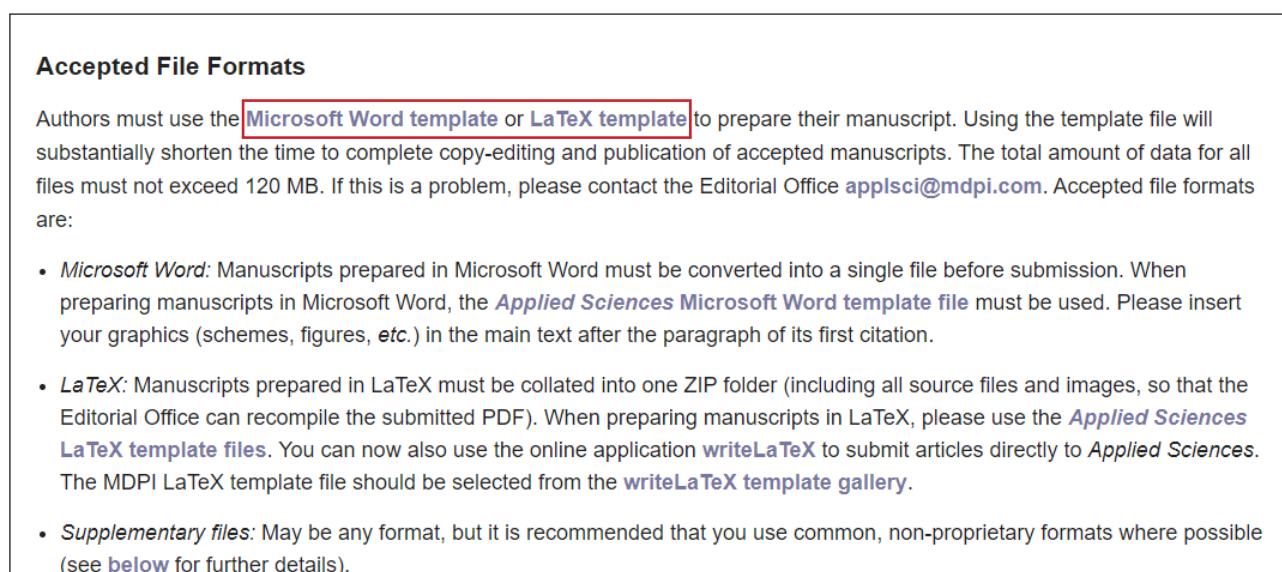
Instructions for Authors

Shortcuts

- [Manuscript Submission Overview](#)
- [Manuscript Preparation](#)
- [Preparing Figures, Schemes and Tables](#)
- [Supplementary Materials, Data Deposit and Software Source Code](#)
- [Research and Publication Ethics](#)
- [Reviewer Suggestions](#)
- [English Corrections](#)
- [Preprints and Conference Papers](#)
- [Authorship](#)
- [Editorial Independence](#)
- [Conflict of Interests](#)
- [Editorial Procedures and Peer-Review](#)
- [Promoting Equity, Diversity and Inclusiveness Within MDPI Journals](#)
- [Resource Identification Initiative](#)

2) テンプレートの入手

論文の作成の際には、弊社のテンプレートをご使用ください。テンプレートは、WordファイルとLaTeXファイルがあります。各雑誌の「Instructions for Authors」より、ダウンロードしていただけます。



The screenshot shows the 'Accepted File Formats' section of the Instructions for Authors page. It contains a paragraph explaining the requirements for manuscript submission and a list of accepted file formats. The text 'Microsoft Word template or LaTeX template' is highlighted with a red box.

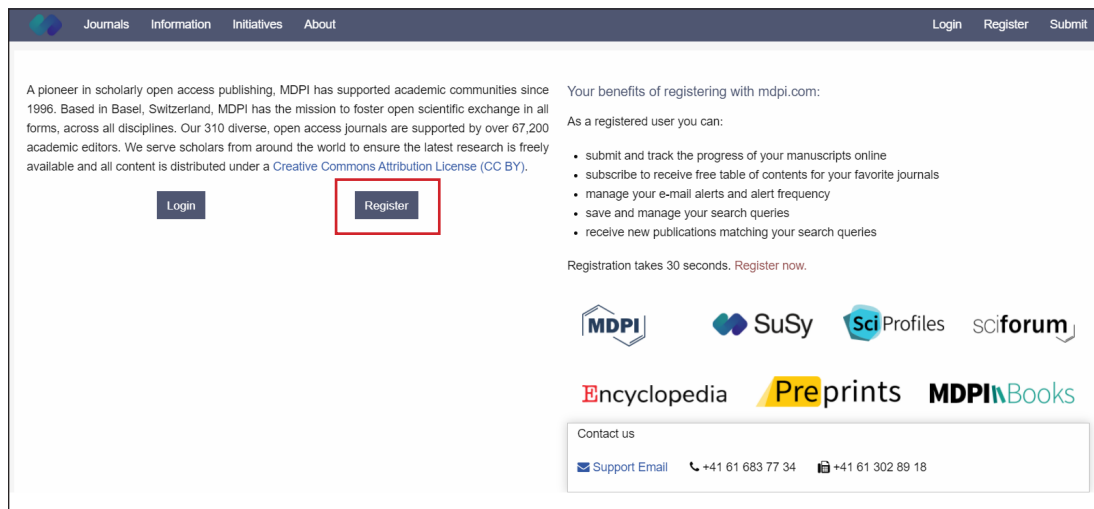
Accepted File Formats

Authors must use the [Microsoft Word template or LaTeX template](#) to prepare their manuscript. Using the template file will substantially shorten the time to complete copy-editing and publication of accepted manuscripts. The total amount of data for all files must not exceed 120 MB. If this is a problem, please contact the Editorial Office appls@mdpi.com. Accepted file formats are:

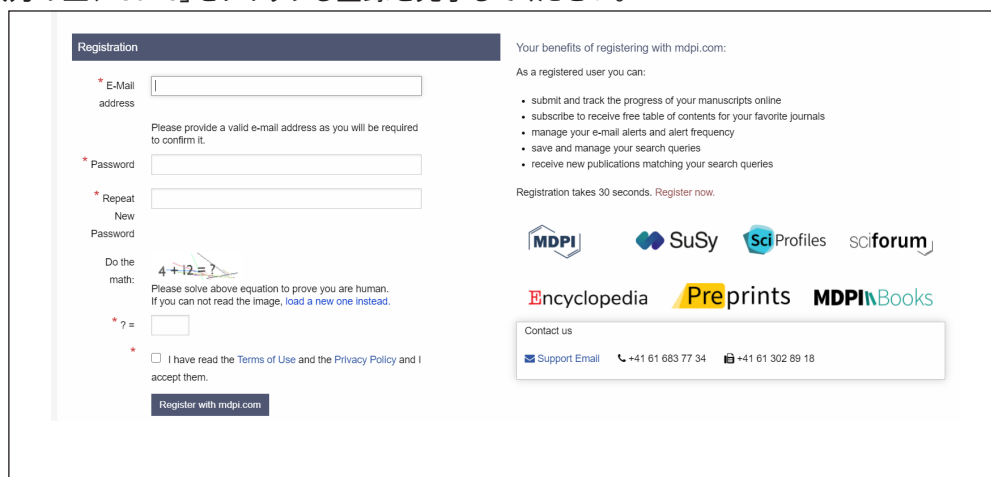
- **Microsoft Word:** Manuscripts prepared in Microsoft Word must be converted into a single file before submission. When preparing manuscripts in Microsoft Word, the [Applied Sciences Microsoft Word template file](#) must be used. Please insert your graphics (schemes, figures, *etc.*) in the main text after the paragraph of its first citation.
- **LaTeX:** Manuscripts prepared in LaTeX must be collated into one ZIP folder (including all source files and images, so that the Editorial Office can recompile the submitted PDF). When preparing manuscripts in LaTeX, please use the [Applied Sciences LaTeX template files](#). You can now also use the online application [writeLaTeX](#) to submit articles directly to *Applied Sciences*. The MDPI LaTeX template file should be selected from the [writeLaTeX template gallery](#).
- **Supplementary files:** May be any format, but it is recommended that you use common, non-proprietary formats where possible (see [below](#) for further details).

2. Submission system(Susy)へのユーザー登録、変更

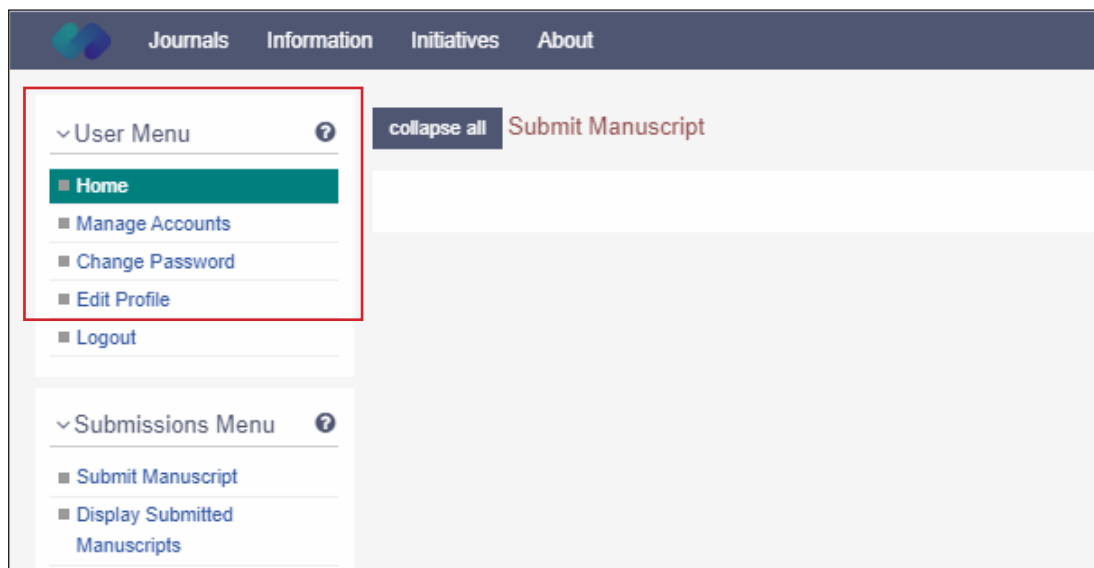
1) MDPIのSubmission System(<https://susy.mdpi.com/>)にアクセスし、「Register」をクリックしてください。



2) 情報を入力し、ご利用規約とプライバシーポリシーをご確認の上、下の「Register with mdpi.com」をクリックしてください。自動確認メールがご入力いただいたアドレスに送信されます。届いたメールに記載されているリンクをクリックし、SuSyアカウントを有効化してください。その後、ログインページよりSuSyにログインしてください。初めてログインされた際、プロフィールの編集画面が表示されますので、必須事項をご入力の上、「Save」をクリックし登録を完了してください。

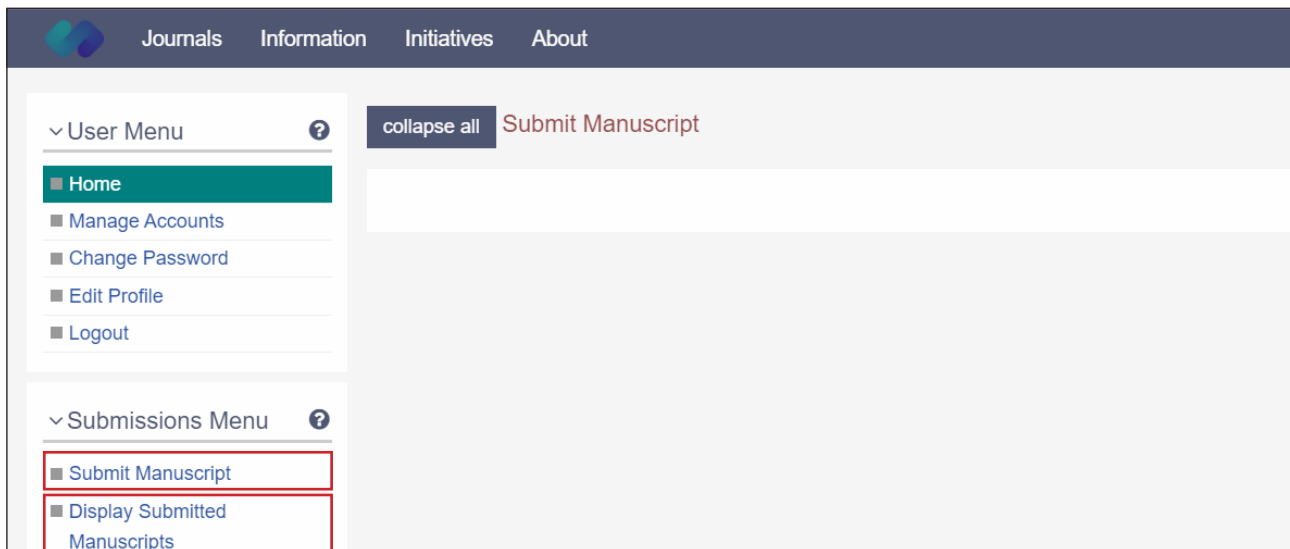


3) 登録後のユーザー情報の修正は、左側の「User Menu」から行ってください。



3. 投稿手続き

1) MDPIのSubmission System(<https://login.mdpi.com/>)にログインし、左の「Submit Manuscript」を選択します。なお途中まで登録した論文は自動保存されていますので、「Display Submitted Manuscript」の「Incomplete submissions」を選択し、投稿手続きを続けたい論文を選択してください。



2) 「Manuscript」に投稿論文のWord file(Wordで作成した場合)あるいはZip file(LaTeXで作成した場合)をアップロードし、「Proceed」をクリックしてください。

3) Step1: Manuscript Information(論文情報の入力)

下記に従って論文情報を入力し、最後に「Proceed to the next step」をクリックしてください。

Manuscript Information

Author Information

Suggest and Exclude Reviewers

Upload Manuscript

Confirm and Send to Editors

Input manuscript details ...

①

* Choose Journal

Applied Sciences

②

Section

all

③

Research Topics

all

You can search Special Issue, Topic, Collection in 'Research Topics'. If you cannot find the Section or Research Topic you wish to submit to, please select "all" and indicate your choice in the coverletter. The editor will add these details after you have completed the submission process.

④

* Choose Article Type

Article

⑤

* Title

How to Submit the Manuscript

⑥

* Abstract

Abstract

Keywords Example:

hedging; transaction costs; dynamic programming; risk management; post-decision state variable

⑦

Keywords

submission × manuscript × article ×

We recommend you to create your own entries using these keywords as the entry title on Encyclopedia. (<https://encyclopedia.pub/user/revision/basic>).

Classification

Add classifications

⑧

Number of Pages

10

⑨

* Number of Authors

2

⑩

☒

I have read and prepared my manuscript according to the [Instructions for Authors](#), and I agree that my article will be published under an [open access license](#).

If you are interested in having your paper edited by our English editing service before submission, please click [here](#).

Proceed to the next step

① Choose Journal: 投稿を予定している雑誌を選択してください。

② Section, ③ Research Topics: 投稿を予定しているセクションや特集号があれば、選択してください。なければ、「all」を選択してください。

④ Choose Article Type: 論文の種類(Article, Review等)を選択してください。

⑤ Title: 論文名を入力してください(注:原稿上の題名と一致するようにしてください。)

⑥ Abstract: Abstract(要約)を入力してください(注:原稿上の要約と一致するようにしてください。)

⑦ Keyword: Keywordを入力してください。Keywordの間は「;(セミコロン)」を入力してください。(注:原稿上のKeywordと一致するようにしてください。)

⑧ Number of Pages: 原稿のページ数を入力してください。

⑨ Number of Authors: 著者数を入力してください。

⑩ Instructions of Authorsを一読いただき、Open Accessでの出版に同意いただいた場合は、チェックを入れてください。

4) Step2: Author Information(著者情報の入力)

4)-1: 下記に従って著者情報を一人ずつ入力してください。著者名の右にある「[+]」をクリックし「[-]」にすると、入力画面が開きます。また著者を削除する場合は、「×」をクリックしてください。

Author 1 (Taro Tokyo)		[-]	×
①	* Institutional E-Mail Address Tokyo1@mdpi.com <small>Please provide your institutional E-Mail address. If you do not have an institutional E-Mail address, please fill in your frequently used public E-Mail address.</small>		
②	* Name Taro Tokyo ORCID		
③	* Contributor Roles Conceptualization × Formal analysis ×		
④	* Corresponding Author <input checked="" type="radio"/> Yes <input type="radio"/> No		
⑤	* Submitting Author <input checked="" type="radio"/> Yes <input type="radio"/> No		
⑥	* Title Prof. Dr.		
⑦	* Country / Territory Japan		
⑧	* Affiliation / Institution MDPI Japan × MDPI Japan		
⑨	* Personal Homepage https://www.mdpi.com/offices/japan <small>If you don't currently have an official website, please feel free to use SciProfiles. We will try our best to promote as many articles as possible. To make this easier and more efficient, you are invited to consider adding the related information below.</small>		
	Link of Scopus Profile https://xxx.xxx <small>We will check scopus indexing and all information of the paper is listed correctly in your profile. If there is anything wrong, we will keep you updated. You are also encouraged to check the indexing.</small>		
	Twitter @ <small>We will include @Twittername when we promote the paper on Twitter.</small>		
⑩	* Publish Biography <input type="radio"/> Yes <input checked="" type="radio"/> No Biography (within 100 words)		

- ① Institutional E-mail address: Emailアドレス(注:大学や研究機関のアドレスをご使用ください)。
- ② Name: 著者名を入力してください(注:原稿上の氏名・著者順と一致するようにしてください)。
- ③ Contributor Rules (著者が2名以上の場合のみ): 以下の選択肢より、各著者の役割を選択してください (Conceptualization; Data curation; Formal analysis; Funding acquisition; Investigation; Methodology; Project administration; Resources; Software; Supervision; Validation; Visualization; Writing—Original draft, Writing—review & editing)。
- ④ Corresponding Author, ⑤ Submitting Author: 責任著者、投稿著者の方は選択してください。
Submitting Authorの方にはEditorial Officeからご連絡が優先的に送られます。予めご了承ください。
- ⑥ Title: 以下の選択肢より、著者の敬称を選択してください(Dr.; Mr.; Mrs.; Ms.; Mx.; Prof.; Prof. Dr.)。
- ⑦ Country / Territory: 所属機関の所在国を選択してください。
- ⑧ Affiliation / Institution: 所属機関名(大学名、研究機関名、社名など)を入力してください。
- ⑨ Personal Homepage: Corresponding Authorの方は必須です。
可能であれば、現在の所属と経歴が掲載されているホームページをご使用ください。
- ⑩ Biography: Biographyをご入力いただき、論文とともに公開を希望される場合は、「Publish Biography」をYesにしてください。

4)-2: 新たに著者を追加する場合は、「Add another author」をクリックしてください。
すべての著者を入力し終わったら、各確認内容を一読していただき、同意いただいた場合はチェックをいれ、「I confirm that the names are correct」をクリックしてください。

↑ ↓ Author 1 (Taro Tokyo) [+] ✕

↑ ↓ Author 2 (Hanako Tokyo) [+] ✕

Add another author

Please note that based on your input the author names will appear as follows when your paper is published (with last names underlined):
Taro Tokyo; Hanako Tokyo

Please add the following content in "Author Contributions" section in your manuscript:
Author Contributions Conceptualization, Taro Tokyo; Formal analysis, Taro Tokyo; Investigation, Hanako Tokyo.

All authors will be informed about each step of manuscript processing including submission, revision, revision reminder, etc. via emails from our system or assigned Assistant Editor.

* ☒ All listed authors meet the ICMJE criteria and all who meet the four criteria are identified as authors. We attest that all authors contributed significantly to the creation of this manuscript, each having fulfilled criteria as established by the ICMJE.

* ☒ We confirm that the manuscript has been read and approved by all named authors.

* ☒ We confirm that the order of authors listed in the manuscript has been approved by all named authors.

I confirm that the names are correct Back

5) Step3: Suggest and Exclude Reviewers (査読者情報の入力)

5)-1: (必須) 査読の依頼を希望される研究者 (最低3名) の情報を入力してください。

編集部で査読者としての適格性を確認した後に査読を依頼します。

なお査読者を指定する場合は、以下の条件をご確認ください。

- ・ 著者と利益相反がないこと
- ・ PhDの学位を取得していること
- ・ 最近、この分野において論文を投稿していること

Step 1 Manuscript Information Step 2 Author Information Step 3 Suggest and Exclude Reviewers Step 4 Upload Manuscript Step 5 Confirm and Send to Editors

Input reviewer details ...

Open Peer-Review

This journal offers open peer review, meaning that you have the option for review reports to be published alongside the final article. Reviewers have the option to sign their reports, however their identity will not be revealed to authors before final publication. The managing editor will confirm your choice shortly before publication, however you may indicate a preference in your coverletter.

The standards of reviewers

- That they hold no conflicts of interest with the authors, including if they have published together in the last five years;
- That they hold a PhD (exceptions are made in some fields, e.g. medicine);
- They must have recent publications in the field of the submitted paper.

Suggest peer reviewers

Please suggest three referees, you may consider editors from the [journal's editorial board](#) or [reviewer board](#).

	E-mail address	Firstname	Lastname
* Reviewer 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Affiliation	<input type="text"/>		
* Reviewer 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Affiliation	<input type="text"/>		
* Reviewer 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Affiliation	<input type="text"/>		

Add another reviewer

5) Step3: Suggest and Exclude Reviewers (査読者情報の入力)

5)-2: (必要な方のみ) 投稿論文に関連がある参考論文のDOI linkを入力してください。

また、査読者候補の対象外にしたい研究者の情報を入力してください。

入力し終わったら、「Proceed to the next step」をクリックしてください。

Suggest related articles

You can optionally recommend three articles related to your manuscript that may help to find reviewers.
Please provide the DOI link of the Articles, for example, <https://doi.org/10.3390/su11010296>

Article 1

Article 2

Article 3

Excluded peer reviewers

You can optionally provide the names of three reviewers you would prefer us not to contact for review of your manuscript.

	E-mail address	Firstname	Lastname	
Reviewer 1	<div></div>	<div></div>	<div></div>	✖
Affiliation	<div></div>			
Reviewer 2	<div></div>	<div></div>	<div></div>	✖
Affiliation	<div></div>			
Reviewer 3	<div></div>	<div></div>	<div></div>	✖
Affiliation	<div></div>			

Proceed to the next step

Back

6) Step4: Upload Manuscript (原稿のアップロード)

6)-1: 下記に従い、各書類をアップロードしてください。

Step 1 Manuscript Information	Step 2 Author Information	Step 3 Suggest and Exclude Reviewers	Step 4 Upload Manuscript	Step 5 Confirm and Send to Editors
Upload manuscript ...				
<p>Upload your manuscript:</p> <ul style="list-style-type: none">If you are submitting several files (supplementary materials, LaTeX files etc.) please compress these into a single .zip archive.You may read the Instructions for Authors for further details. Template files are available for download in Microsoft Word or LaTeX format.The total amount of data for all files must not exceed 200 MB. If this is a problem, please contact the editorial office applscli@mdpi.com.				
① * Manuscript (Word/ZIP)	Change File	Last version: manuscript.v1.doc		
② Manuscript (PDF Version)	Change File	How to Submit the Manuscript.pdf Clear		
③ Graphical Abstract	Choose File	Clear		
Authors are encouraged to provide a self-explanatory graphical abstract of the paper (to be published on the website along with the abstract on the table of contents and search results). More information: https://www.mdpi.com/journal/applscli/instructions#preparation				
Video Abstract	<input type="checkbox"/>	I would like to submit a video abstract at a later stage A video abstract is the video equivalent of a written abstract. Up to 5 minutes long, it should give an overview of the background, scope, and results of your paper.		
Non-published Material (Word/ZIP/PDF)	Choose File	Clear		
Note: Non-published material file should contain any supporting documents not intended for publication, for example unpublished material cited by the work. If you have multiple files, please put them together in a single archive, e.g. a zip file.				
④ Coverletter (PDF)	Change File	Cover Letter.pdf Clear		
⑤ Coverletter	A cover letter must be included with each manuscript submission. It should be concise and explain why the content of the paper is significant, placing the findings in the context of existing work and why it fits the scope of the journal. Confirm that neither the manuscript nor any parts of its content are currently under consideration or published in another journal. Any prior submissions of the manuscript to MDPI journals must be acknowledged. The names of proposed and excluded reviewers should be provided in the submission system, not in the cover letter.			

① Manuscript (Word / ZIP): 原稿のWord file (Wordで作成) あるいはZip file (LaTeXで作成) をアップロードしてください。

② Manuscript (PDF): 原稿のPDFバージョンをアップロードしてください。

③ Graphical Abstrcut: (必要な方のみ) Graphical Abstrcut (論文の要点まとめた図) をアップロードしてください。

④⑤ Cover letter(PDF): Cover letterのPDFバージョンを④にアップロードし、⑤に同内容を入力してください。

6)-2: 下記に従い、各書類をアップロードしてください。

①

* Copyright Permission Files (ZIP/PDF)

☒ Upload here ☐ No copyrights issues

Choose File

Clear

Authors should obtain permission to reproduce any published material (figures, schemes, tables, or any extract of a text) that does not fall into the public domain, or for which they do not hold the copyright. Permission should be requested by the authors from the copyright holder. Please refer to <https://www.mdpi.com/authors/rights> for more details. If you have obtained permission, please upload related files in the below frame; if the manuscript does not involve copyright issues, please choose "no copyrights issues".

Do you need to upload supplementary files? (Click to expand)

②

Supplementary File(s)

Choose File

Clear

Note: Please create a single compressed file (*.zip) for all supplementary files. If the file exceeds 200 MB, we suggest you upload it to [Zenodo](#). Please fill in the DOI number, link and caption for the supplementary file. You are also able to skip this step during the submission process, and then inform the editorial office that the file has been uploaded to [Zenodo](#). The supplementary files will then be reviewed along with the manuscript.

DOI

e.g. 10.5281/zenodo.1234567

Link

e.g. <https://zenodo.org/record/1234567>

Supplementary caption

Supplementary caption

I have another external supplementary to add

Does your manuscript contain figures or schemes? (Click to expand)

Figures, Graphics, Images

Choose File

Clear

Figures, graphics or images should be inserted into the main text of your manuscript and additionally, uploaded in a separate compressed file (*.zip). Preferred formats are TIFF, PNG, EPS or PDF. Please ensure files are sufficiently high resolution (minimum 1100 pixels width, 300 dpi). For further details, please refer to the [Instructions for Authors](#).

① Copyright Permission Files: 他の論文、出版物からの図表の引用・転載等、著作権の許可が必要な場合は、こちらに転載許可承諾書を添付してください。

② Supplementary File (s): Supplementary Fileをアップロードしてください。

なお、ファイルサイズが200MBを超える場合は、案内に従いZenodoにアップロードし、そのDOI番号あるいはLinkを貼付してください。なおアップロードがうまくいかない場合は、編集部あるいはアシスタントエディターが割り当てられた後にアシスタントエディターにご連絡ください。

6)-3: 必要事項を入力後、「Proceed to the final step」をクリックしてください。

①

* Funding information

I have received funding: ☒ Yes ☐ No

Funding data is used by funders to track result from research grants. MDPI can contribute to improve information for funders by depositing metadata through [Crossref](#).

Start typing the name of your funder then select from the list of results.

Funder keywords

Funder: Japan Science and Technology Corporation

Grant Number: Save

If your funder is not listed, type the name in the box below:

Funder:

Grant Number: Save

②

* Recruiting Reviewers

☒ Yes ☐ No

Your manuscript information (Title, abstract and keywords) will be public to the journal reviewer board members who could apply for reviewing your submission.

③

* Potential conflict of interest exists

☒ Yes ☐ No

We wish to draw the attention of the Editor to the following facts, which may be considered as potential conflicts of interest, and to significant financial contributions to this work.

④

* Published Materials

Have the results/data/figures in this manuscript been published or are they under consideration for publication elsewhere? Please include details of conference papers, preprints, and theses in this section:

☒ Yes ☐ No

Please identify results/data/figures taken from other published/pending manuscripts in the textbox below and explain why this does not constitute dual publication:

⑤

* Open peer review

☒ Yes ☐ No

Open peer review is a process in which the journal will publish the review reports and your responses along with the paper, if it is accepted.

Note that if you select "No" at this stage, you cannot change your decision later as the reviewer needs to be informed in advance whether his/her report will be published.

Proceed to the final step Back

- ① Funding Information: 研究や論文作成に関して資金提供を受けている場合は、記入してください。
- ② Recruiting Reviewers: [Yes]を選択すると、題目、要約、キーワードが、投稿雑誌のReview board memberに開示されます。Review board memberの研究者が査読を希望する場合は、編集部にその通知が送られ、編集部で査読者としての適格性を確認した後に査読を依頼します。
- ③ Potential conflict of interest exists: 利益相反がある場合は、記入してください。
- ④ Published Materials: 投稿論文の結果、図表などが他で既に発表されている場合、または公開準備中である場合は、こちらに詳細をご記入ください。
- ⑤ Open peer review: [Yes]を選択すると、論文出版後、査読過程（査読者のコメントや判定、それに対する著者の返答）がすべて公開され、どなたでも閲覧できるようになります。

7) Step5: Final Step (最終確認、論文処理費用の割引の選択など)

7) -1: 必要事項を一読していただき、同意いただいた場合はチェックを入れてください。

最後に、「Send submission to editors」を選択してください。

論文投稿が完了しましたら、著者全員に自動メールが送信されますので、内容をご確認ください。

Step 1 Manuscript Information	Step 2 Author Information	Step 3 Suggest and Exclude Reviewers	Step 4 Upload Manuscript	Step 5 Confirm and Send to Editors
----------------------------------	------------------------------	---	-----------------------------	---------------------------------------

Confirm your submission...

Your manuscript has been successfully uploaded. Please confirm your submission by sending it to the journal editors.

[Preview](#)

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