

2015年4月改訂版

2014年10月20日

シュプリンガー・ジャパン株式会社

APC クーポンコード発行について

シュプリンガー・ジャパン株式会社では、2015年 SpringerLink 電子ジャーナル JUSTICE コンソーシアム参加館様向けに APC (Article Processing Charge)※が 10%割引になるクーポンコードを発行致します。

APC クーポンコード適用対象ジャーナル：

SpringerOpen および BioMed Central 社発行の 100%Open Access のジャーナル約 400 誌*1

*1 対象ジャーナルは添付のタイトルリストをご参照ください。

クーポンコード有効期限： 2015年12月31日（木）まで

クーポンコード利用方法：

機関毎に発行するクーポンコード*2を投稿時に入力してご利用ください。詳細は次ページ以降のマニュアルをご参照ください。

*2 クーポンコードは12月中旬頃から順次発行致します。

機関のクーポンコードは所属機関の図書館様へご確認ください。

APC クーポンコード問合せ先： シュプリンガー・ジャパン株式会社 営業部

TEL: 03-6831-7004

Email: support@springer.jp

※APC とは：

雑誌論文掲載料に相当するもの。

Open Access で論文を掲載する場合、APC (article-processing charge)と呼ばれる手数料を投稿者にご負担いただきます。

APC は雑誌によって異なります。 詳細の APC については下記 URL からご確認ください。

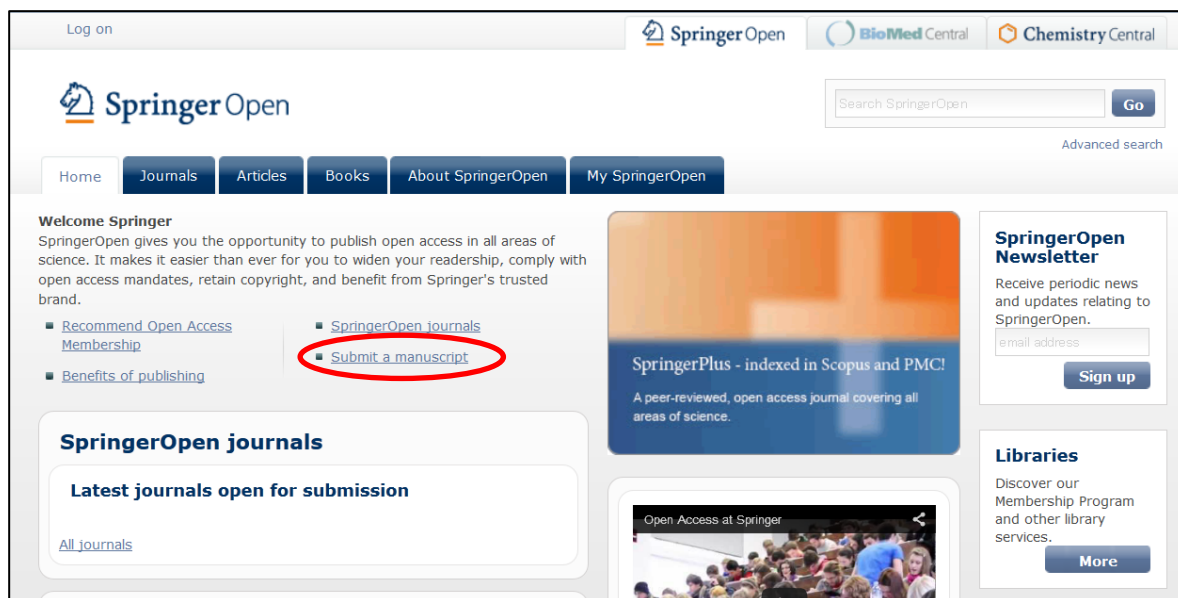
SpringerOpen: <http://www.springeropen.com/about/apcfaq/howmuch>

BioMed Central 社ジャーナル: <http://www.biomedcentral.com/about/apcfaq/howmuch>

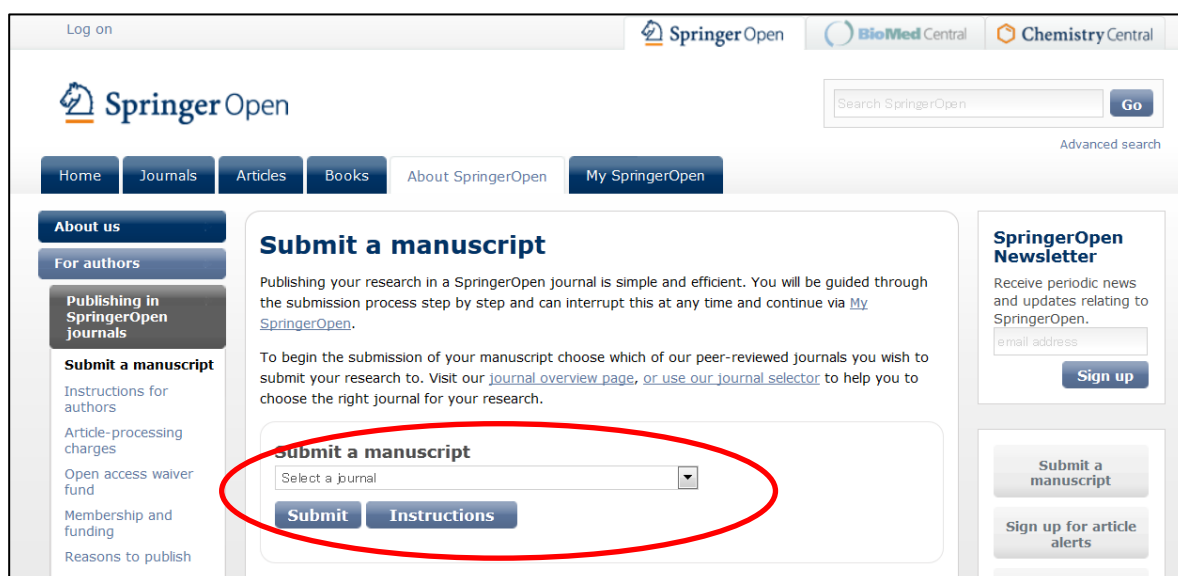
APC クーポンコードのご利用方法

A. SpringerOpen (<http://www.springeropen.com/>) の場合。

1. 上記 URL から SpringerOpen トップページに入る。
2. 下記赤線囲み部分の Submit a manuscript をクリック



3. 投稿する雑誌をプルダウンメニューから選択し、Submit ボタンをクリック



4. Submission Checklist を読んだら、画面下段の Continue ボタンをクリック

The screenshot shows the SpringerOpen submission checklist page. At the top, there is a navigation bar with 'Log on', 'SpringerOpen', and 'Journals'. Below this is the journal title 'Advances in Difference Equations' with an 'IMPACT FACTOR 0.63' badge. A search bar is present with the text 'this journal' and a 'Go' button. A secondary navigation bar includes 'Home', 'Articles', 'Authors', 'Reviewers', 'About this journal', and 'My Advances in Difference Equations'. The main content area features a progress bar with steps: 'checklist', 'contact details', 'manuscript details', 'cover letter', 'author details', 'payment', 'upload', and 'done'. The 'checklist' step is highlighted. The main heading is 'Submission checklist'. Below it, a thank-you message is followed by instructions to read the checklist before submission. Two numbered sections are visible: '1. Email addresses' and '2. Instructions for Authors'. At the bottom of the checklist section, there is a note: 'If you are planning to submit a TeX file, please submit your TeX file as the main manuscript file and your bib/bbl file as a dependent'.

This screenshot shows the '6. Conditions of submission and SpringerOpen Copyright and License Agreement' section. It contains several paragraphs of text regarding submission requirements, VAT charges, and copyright considerations. At the bottom of the page, there is a confirmation statement: 'Yes, I accept the conditions of submission and the SpringerOpen Copyright and License Agreement - take me to the next step.' Below this statement is a 'Continue' button, which is circled in red in the original image.

5. 既にユーザー登録されている場合は、Email Address と Password を入力して、Log On ボタンをクリック。BioMed Central でユーザー登録が済んでいる方は、そちらの Email Address、Password をご記入ください。

Welcome Springer Log on SpringerOpen Journals

Advances in Difference Equations a SpringerOpen Journal IMPACT FACTOR 0.63

Search this journal for Go Advanced search

Home Articles Authors Reviewers About this journal My Advances in Difference Equations

checklist contact details manuscript details cover letter author details payment upload done

Contact details

Thank you for deciding to submit your paper to *Advances in Difference Equations*. You need to log on or register, so that access to the manuscript submission pages is restricted to you.

Existing users: If you have previously registered as a SpringerOpen or *Advances in Difference Equations* user, you should just log on with your e-mail address and password.

New users: Alternatively, if you have not previously registered at SpringerOpen or *Advances in Difference Equations*, then you should complete the short registration form at the bottom of the page.

Email address

Password

[Forgotten your password?](#)

Remember me

Log on

まだユーザー登録が済んでいない場合は、必要事項を記入の上、Register & continue をクリック。

New users please supply contact details Fields marked * are required

Title Select

Your job type Select

First name

Department

Last name

Organization

Country Select

Place of work Select

Principal field Select

Article alerts

Advances in Difference Equations can send you article alerts to keep you informed. Please choose which types of email, if any, you would like to receive.

Advances in Difference Equations

Format: plain text format

Frequency: Every time an article is published

Updates

SpringerOpen Periodic news and updates relating to SpringerOpen.

Special offers Product information and special offers from SpringerOpen and its partners.

Register & continue

6. Manuscript details のページで、必要事項を選択、記入後、画面下の Continue ボタンをクリック。

checklist > contact details > **manuscript details** > cover letter > author details > payment > upload > done

Manuscript details

You are now ready to submit your manuscript. The form below lets you provide the basic details about your manuscript. Don't worry if you aren't sure about something - you will be able to go back and change this information later, by clicking on the 'Manuscript details' button at the top. To update these details in the future, go to the [My Advances in Difference Equations](#) section of the site.

Which section are you submitting to?
Please choose the section you want to submit to.
Choose section...

Which subject areas are relevant?
Please choose a subject area to which your manuscript is primarily relevant.
Choose...
Please choose up to two other subject areas from which a link to your paper would also be relevant.

Which subject areas are relevant?
Please choose a subject area to which your manuscript is primarily relevant.
Choose...
Please choose up to two other subject areas from which a link to your paper would also be relevant.
None None

Manuscript details

Type of article	Choose... Explanation of types
Title	Replace this text with your title. Please replace accented characters with the nearest plain text equivalent, and spell out Greek characters (i.e. alpha, beta)
Abstract	Replace this text with your abstract. Please replace accented characters with the nearest plain text equivalent, and spell out Greek characters (i.e. alpha, beta). Please note the abstract should be formatted as described in the Instructions for Authors. For a quick reference, click the link below. Instructions for Authors
Number of submitting authors	1
Number of figures	0
Number of additional material files	0

> Continue

7. Cover Letters and peer reviewers のページで必要事項を記入し、Continue ボタンをクリック。

checklist > contact details > manuscript details > **cover letter** > author details > payment > upload > done

test title (Manuscript ID 7862181541453661)

Cover letter and peer reviewers

Covering letter concerning your manuscript

Please paste or type in your cover letter explaining why we should publish your manuscript and elaborating on any issues relating to our editorial policies detailed in the instructions for authors, and declaring any potential competing interests.

Alternatively, upload a file containing your cover letter:

ファイルが選択されていません。

Accepted file formats: DOC, DOCX, PDF or RTF format

Suggested peer reviewers

We welcome suggestions of potential peer reviewers who are qualified to review your manuscript. Please do not suggest recent collaborators or colleagues who work in the same institution as yourselves. Intentionally falsifying information, for example, suggesting reviewers with a false name or email address, will result in the manuscript being rejected. You need to provide the names, e-mail addresses, and affiliations of at least five potential referees for your article. Please include at least one potential reviewer who is outside your own country. Suggestions from a number of different countries would be appreciated.

	First name	Initial(s)	Last name	E-mail address	Affiliation (Department, Institution)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Excluded peer reviewers

We are prepared to consider excluding a maximum of three referees, particularly if they are direct competitors. Please provide details of anyone in this category below.

	First name	Initial(s)	Last name	E-mail address	Affiliation (Department, Institution)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your cover letter will be uploaded once you click 'Continue'

8. Author details ページで、著者情報を入力し、Continue ボタンをクリック。

checklist > contact details > manuscript details > cover letter > **author details** > payment > upload > done

test title (Manuscript ID 4683695641453667)

Author details

Please supply a list of the authors of this paper, in the order they appear on the manuscript. This list should include you, using the email address you are currently logged in with: yosuke.kojima@springer.com. If this is not the email address you wish to use, please update your email address [here](#). You must specify which of the authors will be the primary contact for the manuscript during the submission, peer review and production process. Only this "contact" author will be able to view the status of the manuscript in their "My manuscripts" page and upload any revisions that may be requested. You must specify which of the authors will be the primary contact for the manuscript.

Author details

	Contact author?	First name	Middle initials	Last name	Suffix	Email address
Author 1	<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add another author..."/>						

9. Payment ページで APC クーポンコードを入力。

checklist > contact details > manuscript details > cover letter > author details > **payment** > upload > done

test title (Manuscript ID 4683695641453667)

Payment

You, the submitting author, are required to arrange payment of a processing charge of £465/US\$795/€590* if your article is accepted for publication. Since you are based in Japan, you will be charged the USD price of US\$795. 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 at 20.0%. If you choose to pay by a method other than by credit card, there is a

発行されたクーポンコードを 3A の Box に記入し、Select Institution から該当機関を選択し、Continue ボタンをクリック。

Payment options

1. I accept responsibility for paying the £465/US\$795/€590 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.

OR

2. I would like to request a waiver of the 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.**

You should also use this box to enter any promotional code for a discount on the article-processing charge.

Reason

OR

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

Choose one of the options below:

A If you have been issued with a **SpringerOpen membership account number** by your institution/scientific society/group, enter your account number here

クーポンコード xxxxxx

B If you work at an **institution which is a SpringerOpen member or supporter member**, please choose from the drop-down box below or state the name of the institution in the free text field below.

Athens users: Sorry - your institution is not a member of SpringerOpen.

SELECT INSTITUTION

Any information you supply here will be passed on to the administrator of your membership.
Eligibility for institutional payment via SpringerOpen membership is based on the date of submission of an article. If your institution ceases to have an active membership prior to completion of the article submission process, your article will not be eligible for institutional payment.

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

> Continue

10. Upload files のページで、論文ファイル、Figures 等を選択し、Upload Files ボタンをクリックし、終了。

Upload files

This is where you upload your manuscript and any associated files. You have two options for file upload:

- 1. Upload all in one go**
Click on all the 'Browse...' buttons below in turn to select all the files you want to submit, and then click the 'Upload files' button at the bottom of the page to upload all the files as a batch. Depending on the size of your files this process may take some time. Feel free to go away and use other features of your computer while we are uploading your files. When the upload process completes, the 'Submit' button will appear, and if you are satisfied that the submission should be sent on to the Editors, press 'Submit'.
- 2. Upload file by file**
Alternatively, you may want to upload files one (or a few) at a time. To do this, use the 'Browse...' buttons to select one or more of the files you wish to upload. Then click the 'Upload files' button. When the upload of these files is complete, you will automatically be taken to the page to submit further files. Once you have successfully submitted all the files for your

Main manuscript

Please read the 'File Formats' section of the IForA [help](#)

Filename	Status
<input type="button" value="参照..."/> ファイルが選択されていません。	Not yet uploaded

Figures

Please read the 'File Formats' section of the IForA [help](#)

Filename	Status	Web figure	<input type="button" value="Remove"/>
Figure 1 <input type="button" value="参照..."/> ファイルが選択されていません。	Not yet uploaded	<input type="checkbox"/>	

Additional material files

Filename	Status	<input type="button" value="Remove"/>
Additional file 1 <input type="button" value="参照..."/> ファイルが選択されていません。	Not yet uploaded	<input type="checkbox"/>

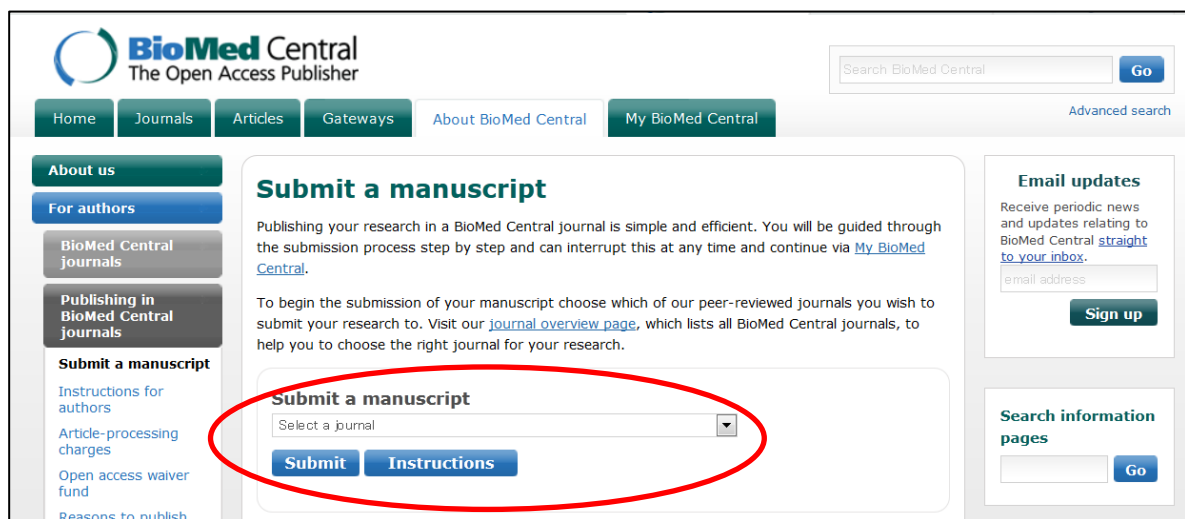
論文が採択された時点で、APC に対するディスカウントが適用された請求書が著者宛に送信されます。

B. BioMed Central (<http://www.biomedcentral.com/>) の場合。

1. 上記 URL から BioMed Central トップページに入る。
2. 下記赤線囲み部分の Submit a manuscript をクリック



3. 投稿する雑誌をプルダウンメニューから選択し、Submit ボタンをクリック



4. Submission Checklist を読んだら、画面下段の Continue ボタンをクリック

checklist contact details manuscript details cover letter author details payment upload done

Submission checklist

Thank you for deciding to submit your paper to *Acta Neuropathologica Communications*.

Please make sure you have satisfied the points on the following checklist before submitting your manuscript. If you have any questions about the submission process, please contact info@biomedcentral.com. If you are submitting a manuscript to a particular Special Issue, please refer to its specific name in your covering letter.

1. Email addresses
Do you have a list of the email addresses for all the co-authors of the manuscript? You will need to provide these so that we can inform the co-authors when the manuscript has been received and when it is published.

2. Instructions for Authors
Have you read the detailed [Instructions for Authors](#) for *Acta Neuropathologica Communications*? You may also like to read *Acta Neuropathologica Communications*'s [peer review policy](#).

For more information, see our [article processing charge](#) FAQ. Find out how to recommend that your institution become a [member](#).

6. Are you one of the authors of this article?
If not, you cannot submit the article on behalf of the authors.

As part of the submission process you will assign a contact author for the article, and this can be yourself or a co-author where they are registered. Once the manuscript is submitted the contact author takes responsibility so only they will be able to access the manuscript online in the 'My manuscripts' section of the website and receive correspondence sent throughout the peer review and production process.

7. Conditions of submission and BioMed Central Copyright and License Agreement
Do you confirm that all the 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](#)? Do you confirm that readily reproducible materials described in the manuscript will be freely available to any scientist wishing to use them for non-commercial purposes, and that you have ethical approval for any human or animal experimentation (for more information see our [Instructions for Authors](#))? Do you confirm that the manuscript is original, has not already been published in a journal and is not currently under consideration by another journal? By clicking the button below, you are confirming these points and agreeing to these and all other terms of the [BioMed Central Copyright and License Agreement](#) and [Open Data policy](#), 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) BioMed Central can accommodate nonstandard copyright lines. If this applies to you, Please [contact us](#) and provide details of your situation.

Yes, I am the submitting author of this article and I accept the conditions of submission and the BioMed Central Copyright and License Agreement. [Take me to the next step.](#)

5. 既にユーザー登録されている場合は、Email Address と Password を入力して、Log On ボタンをクリック。SpringerOpen でユーザー登録が済んでいる方は、そちらの Email Address、Password をご記入ください。

Contact details

Thank you for deciding to submit your paper to *Acta Neuropathologica Communications*. You need to logon or register, so that access to the manuscript submission pages is restricted to you.

Existing users: If you have previously registered as a BioMed Central or *Acta Neuropathologica Communications* user, you should just log on with your e-mail address and password.

New users: Alternatively, if you have not previously registered at BioMed Central or *Acta Neuropathologica Communications*, then you should complete the short registration form at the bottom of the page.

Email address

Password

[Forgotten your password?](#)

Remember me [?](#)

Log on

まだユーザー登録が済んでいない場合は、必要事項を記入の上、Register & continue をクリック。

New users please supply contact details

Title
Select

Your job type
Select

First name

Department

Last name

Organization

Country
Select

Place of work
Select

Principal field
Select

Specify your email and password

Your password will be valid for [BioMed Central and associated sites](#).

Email address*

Confirm email address*

Password*
 Use 6 or more characters or numbers

Confirm password*

Remember me [?](#)

Article alerts

Acta Neuropathologica Communications can send you article alerts to keep you informed. Please choose which types of email, if any, you would like to receive.

Acta Neuropathologica Communications

Format:

Frequency:

Updates

Acta Neuropathologica Communications
 Receive periodic news and updates relating to this journal.

BioMed Central
 Periodic news and updates relating to BioMed Central.

Special offers
 Product information and special offers from BioMed Central and its partners.

Register & continue

6. Manuscript details のページで、必要事項を選択、記入後、画面下の Continue ボタンをクリック。

Manuscript details

You are now ready to submit your manuscript. The form below lets you provide the basic details about your manuscript. Don't worry if you aren't sure about something - you will be able to go back and change this information later, by clicking on the 'Manuscript details' button at the top. To update these details in the future, go to the [My Acta Neuropathologica Communications](#) section of the site.

Which subject areas are relevant?

Please choose a subject area to which your manuscript is primarily relevant.

Neuroscience

If published your article will also be linked from [BMC Neuroscience](#). Please choose up to two other subject areas from which a link to your paper would also be relevant.

None None

Manuscript details

Type of article [Explanation of types](#)

Title

Manuscript details

Type of article [Explanation of types](#)

Title

Abstract

[Instructions for Authors](#)

Number of submitting authors

Number of figures

Number of additional material files

Continue

7. Cover Letters and peer reviewers のページで必要事項を記入し、Continue ボタンをクリック。

Cover letter and peer reviewers

Please paste or type in your cover letter explaining why we should publish your manuscript and elaborating on any issues relating to our editorial policies detailed in the instructions for authors, and declaring any potential competing interests.

Alternatively, upload a file containing your cover letter:

ファイルが選択されていません。

Accepted file formats: DOC, DOCX, PDF or RTF format

Please do not include embedded images in your cover letter.

Excluded peer reviewers

We are prepared to consider excluding a maximum of three referees, particularly if they are direct competitors. Please provide details of anyone in this category below.

	First name	Initial(s)	Last name	E-mail address	Affiliation (Department, Institution)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your cover letter will be uploaded once you click 'Continue'

8. Author details ページで、著者情報を入力し、Continue ボタンをクリック。

> checklist> contact details> manuscript details> cover letter> **author details**> payment> upload> done

test (Manuscript ID 6975668201453983)

Author details

Please supply a list of the authors of this paper, in the order they appear on the manuscript. This list should include you, using the email address you are currently logged in with: [yosuke.kojima@springer.com](#). If this is not the email address you wish to use, please update your email address [here](#). You must specify which of the authors will be the primary contact for the manuscript during the submission, peer review and production process. Only this "contact" author will be able to view the status of the manuscript in their "My manuscripts" page and upload any revisions that may be requested. This list should include yourself.

Author details	Contact author?	First name	Middle initials	Last name	Suffix	Email address
Author 1	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Payment ページで APC クーポンコードを入力。

checklist > contact details > manuscript details > cover letter > author details > **payment** > upload > done

test (Manuscript ID 6975668201453983)

Payment

You, the submitting author, are required to arrange payment of a processing charge of £825/US\$1,405/€1,045* if your article is accepted for publication. Since you are based in Japan, you will be charged the USD price of US\$1,405. This 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).

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

発行されたクーポンコードを 3A の Box に記入し、Select Institution から該当機関を選択し、Continue ボタンをクリック。

Payment options

1. I accept responsibility for paying the £825/US\$1,405/€1,045 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.

OR

2. I would like to request a waiver of the 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.**

You should also use this box to enter any promotional code for a discount on the article-processing charge.

Reason

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

Choose one of the options below:

A If you have been issued with a **BioMed Central membership account number** by your institution/scientific society/group, enter your account number here

B If you work at an **institution which is a BioMed Central member or supporter member**, please choose from the drop-down box below or state the name of the institution in the free text field below.

Athens users: Sorry - your institution is not a member of BioMed Central.

SELECT INSTITUTION

Any information you supply here will be passed on to the administrator of your membership.
Eligibility for institutional payment via BioMed Central membership is based on the date of submission of an article. If your institution ceases to have an active membership prior to completion of the article submission process, your article will not be eligible for institutional payment.

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

10. Upload files のページで、論文ファイル、Figures 等を選択し、Upload Files ボタンをクリックし、終了。

Upload files

This is where you upload your manuscript and any associated files. You have two options for file upload:

- 1. Upload all in one go**

Click on all the 'Browse...' buttons below in turn to select all the files you want to submit, and then click the 'Upload files' button at the bottom of the page to upload all the files as a batch. Depending on the size of your files this process may take some time. Feel free to go away and use other features of your computer while we are uploading your files. When the upload process completes, the 'Submit' button will appear, and if you are satisfied that the submission should be sent on to the Editors, press 'Submit'.
- 2. Upload file by file**

Alternatively, you may want to upload files one (or a few) at a time. To do this, use the 'Browse...' buttons to select one or more of the files you wish to upload. Then click the 'Upload files' button. When the upload of these files is complete, you will automatically be returned to this page, to submit further files. Once you have successfully submitted all the files for your manuscript, the 'Submit' button will appear, and if you are satisfied that the submission should be sent on to the Editors, press 'Submit'.

Remember, you may break off from the manuscript submission process at any time, i.e. after each completed upload. To begin again where you left off, just go to [My Manuscripts](#) and log in with your e-mail address and password.

Main manuscript

Please read the 'File Formats' section of the IForA [help](#)

Filename	Status
<input type="button" value="参照..."/> ファイルが選択されていません。	Not yet uploaded

Figures

Please read the 'File Formats' section of the IForA [help](#)

Filename	Status	Web figure	<input type="button" value="Remove"/>
Figure 1 <input type="button" value="参照..."/> ファイルが選択されていません。	Not yet uploaded	<input type="checkbox"/>	

Additional material files

Filename	Status	<input type="button" value="Remove"/>
Additional file 1 <input type="button" value="参照..."/> ファイルが選択されていません。	Not yet uploaded	<input type="checkbox"/>

論文が採択された時点で、APC に対するディスカウントが適用された請求書が著者宛に送信されます。