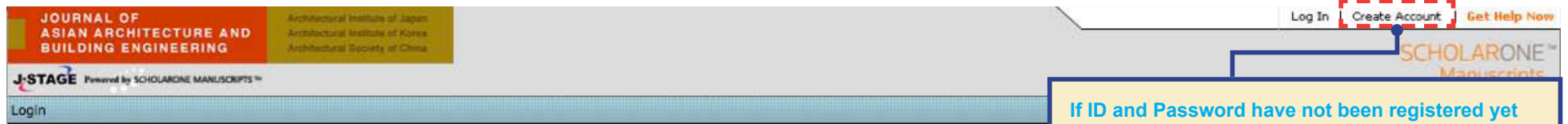


**JOURNAL OF
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**Manuscript Central
Author Manual**

1. Log In

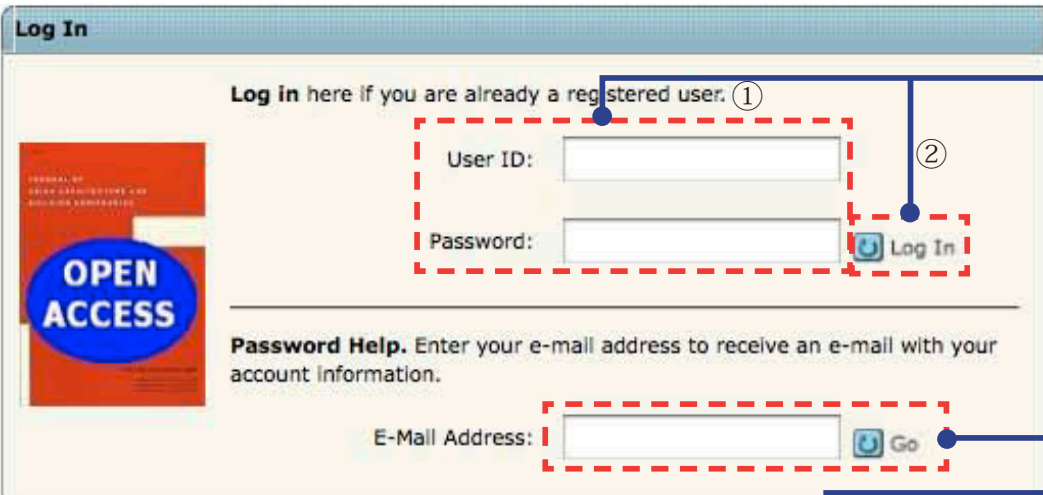


If ID and Password have not been registered yet

- Click "Create Account" to create a new account.
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- If you do not have an account, click [Here](#).



If you know your ID and Password

- ① Enter your ID and Password.
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- Resources**
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 - [User Tutorials](#)
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- Log in and create a new password. Then you can enter the site.

2. Main Menu

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Main Menu

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Welcome

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Click "Author Center" to proceed to manuscript submission.

* Fill in all the required fields in the form to complete submission.

Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

Journal of Asian Architecture and Building Engineering is a refereed international journal serving researchers in academic and research organizations and all practitioners in the building sector. The journal is jointly-edited by the Architectural Institute of Japan (AIJ), the Architectural Institute of Korea (AIK), and the Architectural Society of China (ASC) and published biannually in May and November.

Asian academics and professions have made efforts to find solutions to the themes derived from natural, geographical, socio-economical and cultural conditions in Asia. Their achievements have contributed to the evolution of research in the field of architecture and building engineering.

For instance, achievements in structural engineering have contributed to the world by developing technology to assure safety of buildings in earthquake-prone areas. Asia has the largest share of the world's population with high densities in urban areas. It is a growing and the most energetic region in terms of building activities, which produces valuable empirical knowledge and lessons to architects and building engineers in Asia.

It is quite significant to contribute to global architecture and building engineering by presenting the knowledge and lessons beyond linguistic barriers. The three architectural institutions have decided to publish our achievements in English because we recognize a large number of potential achievements could contribute to the world. By publishing the journal in English, it is expected that Asian wisdom and experience will be disseminated to the world.

In the countries where these institutions are based, building professions can enjoy the collaborative and holistic approach because the three institutions distinctively possess the whole range of expertise relating to architecture and building engineering.

In virtue of these, the scope of the journal involves the aspects of science, technology and art. Namely, the global environment, architectural planning and design, project management, structural engineering, structural mechanics, building materials, environmental engineering, information technology, and other fields related to built environment should be included in this journal. Global and local problems relating to built environment require holistic approach.

The journal aims to contribute to resolve or mitigate these global and local problems by bringing together new ideas and developments from Asian countries as well as European, American and African countries. The editors welcome good quality contributions from all over the world.



3. Author Dashboard

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

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

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- Clicking on the various manuscript status links under "My Manuscripts" will display a list of all the manuscripts in that status at the bottom of the screen.
- To continue a submission already in progress, click the "Continue Submission" link in the "Unsubmitted Manuscripts" list.

My Manuscripts

- 0 [Unsubmitted Manuscripts](#)
- 0 [Resubmitted Manuscripts in Draft](#)
- 0 [Revised Manuscripts in Draft](#)
- 0 [Submitted Manuscripts](#)
- 0 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
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Author Resources

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This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.

Click "here" to submit a new manuscript.

Unsubmitted Manuscripts

Manuscript Title	Date Created	Continue Submission	Delete
You have no unsubmitted manuscripts.			

Submitted manuscript(s) will be stored here.

4. Step 1: Manuscript Type, Title & Abstract

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1 **Type, Title, & Abstract**

2 **Attributes**

3 **Authors & Institutions**

4 **Reviewers & Editors**

5 **Details & Comments**

6 **File Upload**

7 **Review & Submit**

[Save and Continue](#)

Manuscript Type

Manuscript Type:

Title (Limit 200 characters) [Preview](#) [Special Characters](#)

Press Control-V (or Cmd-V) to Paste

Abstract (Limit 200 words) [Special Characters](#)

Press Control-V (or Cmd-V) to Paste

[Save and Continue](#)

After completing all the necessary Steps ① ~ ⑥ , you can review all the entry in Step ⑦ .

- Fill in all the required fields in each step and click "Save and Continue" to proceed to the next step.
- 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 pulldown menu.
1)Architectural History and Theory, 2)Architectural/Urban Planning and Design, 3)Building Structures and Materials, 4)Environmental Engineering

Title
Should be not more than 200 characters long including spaces.

Abstract
Must not exceed 200 words and must precis the paper giving clear conclusions.

5. Step 2: Attributes

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Author Center
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Enter your manuscript keywords and select your category. When you are finished, click "Save and Continue."

- 1 [Type, Title, & Abstract](#)
- 2 [Attributes](#)**
- 3 [Authors & Institutions](#)
- 4 [Reviewers & Editors](#)
- 5 [Details & Comments](#)
- 6 [File Upload](#)
- 7 [Review & Submit](#)

Save and Go Back Save and Continue

Keywords (up to 5) Special Characters

req

Keywords
Enter the keywords of up to five words listed in your manuscript.

Save and Go Back Save and Continue

6. Step 3: Authors & Institutions

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Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue."

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers & Editors
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

Save and Go Back Save and Continue

My Co-Authors					
Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Kenchiku, Taro <i>Corresponding Author</i>	Architectural Institution, Department of Architecture Chiyoda-ku, Tokyo, Japan	taro@kenchiku.co.jp		
		AAA Engineering, Department of Building Research Chiyoda, Tokyo, Japan	mhulanze6@yahoo.com		

Add a New Co-Author

Special Characters

E-Mail: Find Sal. First (Given) Name: Middle Name: Last (Family) Name:

Institution: **Department:**

Country:

State/Province: **City:**

This person is the formal Corresponding Author as denoted on the title page of the manuscript

If you have multiple Institutions and Departments for this author, click [here](#).

Add To My Authors Clear

Save and Go Back Save and Continue

If the Co-author has already been registered in the system, you can ease this task. Type in **E-mail address** of the Co-author and click **Find**. When this person is found, his/her information will be automatically entered.

Type in all Co-author's required information in the text box and click "**Add to My Authors**".

7. Step 4: Reviewers & Editors

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Author Center Submit a Manuscript

To indicate your preferred and non-preferred reviewers, enter the reviewer's information into the textboxes below and click the appropriate designation button, although such suggestions will not be always accepted by the Editors. When you are finished, click "Save and Continue."

You can skip this page (do NOT need to enter the information).

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers & Editors
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

Save and Go Back Save and Continue

My Reviewers						
Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete
No Reviewers Entered						

Add A Reviewer

req First (Given) Name: req Last (Family) Name: req Email:

Institution: Department: Phone:

Designate as Preferred Reviewer Designate as Non-Preferred Reviewer

Save and Go Back Save and Continue

You can skip this page (do NOT need to enter the information).

- Supply the names and E-mail addresses of preferred and non-preferred reviewers, although such suggestions will not be always accepted by the Editors.
- Enter the reviewer's information into the textboxes and click the appropriate designation button.

8. Step 5: Details & Comments - ①

Author Center Submit a Manuscript

Answer the questions below appropriately. When you are finished, click "Save and Continue."

- 1 Type, Title, & Abstract
- 2 Attributes
- ✓ 3 Authors & Institutions
- ✓ 4 Reviewers & Editors
- 5 Details & Comments
- ✓ 6 File Upload

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7/8 pages: (1st author=Member) 85,000 yen/ (1st author=Non-Member) 125,000 yen

5/6 pages: (1st author=Member) 75,000 yen/ (1st author=Non-Member) 115,000 yen

1-4 pages: (1st author=Member) 65,000 yen/ (1st author=Non-Member) 105,000 yen

9. Step 5: Details & Comments - ②

NEW AUTHOR

- Type the First author's full name and select affiliated organization and input the Membership ID number based on the following examples:
AIJ Member : AIJ-1234567
AIK Member : AIK-0000000
ASC Member : ASC-0000000
Others : (Leave blank)

1st Author Information
Note: If contributors do not give the membership ID number of the first author when submitting a paper, he/she will be treated as non-member.

req Name

req Affiliated Organization
Select...

Membership ID No.

10. Step 6: File Upload - ①

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Upload as many files as needed for your manuscript in groups of three or fewer.

Please submit your manuscripts, which include text, and tables and figures with captions following the order indicated in [Manuscript Format Guidelines](#).

Following TWO files should be submitted:

1) PDF ---- excluding authors' information for REVIEW*

2) WORD ---- including authors' information for PUBLICATION

*"Double Blind" referee process; The referees' name will remain anonymous while the authors' name of the paper will remain anonymous to referees.

PDF manuscript is for the peer review process and needs your check before submission. Please view and confirm the uploaded PDF manuscript by clicking on "PDF" button.

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. When you are finished, click "Save and Continue." [Read More ...](#)

1 Type, Title, & Abstract
 2 Attributes
 3 Authors & Institutions
 4 Reviewers & Editors
 5 Details & Comments
 6 File Upload
 7 Review & Submit

Save and Go Back Save and Continue

Order	File Name	File Designation req	Date	Edit Details	Delete
No files have been uploaded.					

File Upload

Upload new files:

req [PDF]File for REVIEW

req [Word]File for PUBLICATION

File Designation:

Save and Go Back Save and Continue

- Submitted files will be stored and updated here.

- Upload the manuscript data here.
 - See Manuscript format guidelines, manuscript samples and instructions above.

- Select a manuscript to upload from browse button with correct file designation written on the right part and click "Upload Files".

11. Step 6: File Upload - ②

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

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers & Editors
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

[Save and Go Back](#) [Save and Continue](#)

My Files (Uploaded files cannot exceed 20000K)

Order	File Name	File Designation <small>REQ</small>	Date	Edit Details	Delete
1	manuscript_for_review.pdf (10K)	[PDF]File for REVIEW	18-Mar-2011		
2	manuscript.docx (23K)	[Word]File for PUBLICATION	18-Mar-2011		

Save File Order

File Upload

Upload new files:

REQ [PDF]File for REVIEW

REQ [Word]File for PUBLICATION

File Designation:

Upload Files

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Click "Delete" to delete uploaded files.

You SHOULD confirm if PDF manuscript for REVIEW was uploaded correctly by clicking PDF button.

Repeat the procedure described in the previous page to upload new files.

12. Step 7: Review & Submit - ①

Author Center Submit a Manuscript

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.**

1 Type, Title, & Abstract
2 Attributes
3 Authors & Institutions
4 Reviewers & Editors
5 Details & Comments
6 File Upload
7 Review & Submit

Save and Go Back Submit

My Manuscript Information

✓ **Step 1: Type, Title, & Abstract** [Edit](#)

Manuscript Type: Architectural History and Theory
Title: Manuscript Submission
Abstract: An abstract should be included on the title page. The abstract must not exceed 200 words and must precis the paper giving clear conclusions.

✓ **Step 2: Attributes** [Edit](#)

Keywords (up to 10): architecture, theory, building, history, engineering
Categories: AH: History of Architecture/City/Urban Planning

✓ **Step 3: Authors & Institutions** [Edit](#)

1. Kenchiku, Taro; Architectural Institution, Department of Architecture; AAA Engineering, Department of Building Research

✓ **Step 4: Reviewers & Editors** [Edit](#)

My Reviewers: No Reviewers Entered

✓ **Step 5: Details & Comments** [Edit](#)

A check mark indicates a correct registration. When you find "X", click "Edit" and make a modification.

Click "Edit" to make a modification.

13. Step 7: Review & Submit - ②

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req I/we have the manuscript which is within the 8-page limitation including tables and figures.

req I/we agree to pay publication fee, if the manuscript is accepted for publication.

I/we have already confirmed the publication fees and payment method:
<http://www.aij.or.jp/eng/jaabe/online/order.pdf>
7/8 pages: (1st author=Member) 85,000 yen/ (1st author=Non-Member) 125,000 yen
5/6 pages: (1st author=Member) 75,000 yen/ (1st author=Non-Member) 115,000 yen
1-4 pages: (1st author=Member) 65,000 yen/ (1st author=Non-Member) 105,000 yen

1st Author Information
Note: If contributors do not give the membership ID number of the first author when submitting a paper, he/she will be treated as non-member.

req Name
Taro Kenchiku

req Affiliated Organization
AIJ Member

Membership ID No.
AIJ - 100001

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Click **“PDF”** to review/confirm uploaded PDF file for REVIEW, before clicking **“Submit”** button.

Step 6: File Upload Edit

1. manuscript_for_review.pdf
2. manuscript.docx

Step 7: Review & Submit

HTML PDF View MedLine Format

14. Submission Confirmation

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Manuscript ID: JAABE1103012AH
Title: Manuscript Submission
Authors: Kenchiku, Taro
Date Submitted: 17-Mar-2011

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