

Manuscript Central®  
Drug Metabolism and Pharmacokinetics

# Associate Editor マニュアル

- ①…………… Log In
- ②～⑤……… Reviewerの選定
- ⑥～⑦……… Decisionの確定
- ⑧～⑩……… Manuscript Informationについて

P1

# Log In

Log In

Welcome to the *Drug Metabolism and Pharmacokinetics* manuscript submission site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section to the right. If you do not have an account, click on the "Create Account" link above.

**Log In**

User ID:

Password:

**Password Help**

Enter your e-mail address to receive an e-mail with your account information.

**Resources**

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

ID/パスワードをご存知の場合

- ① IDとPasswordをご入力ください。
- ② 入力後、Log Inをクリックしてください。

ID/パスワードがわからない(忘れてしまった)場合、

- ・ E-mailアドレスを入力してください。
- ・ Goをクリックすると、2~3分でご入力いただいたE-mailアドレスにIDと仮Passwordが発行され送られてきます。
- ・ Log inして、新パスワードを設定し直すと画面に入れます。  
アカウントが登録されていない場合は、上の「Create Account」をクリックし、アカウントを新規に作成してください。  
登録の際のE-mailアドレスは、ご本人のものをご使用下さい。

P2

# Associate Editor Center

Welcome to the *Drug Metabolism and Pharmacokinetics* site. The center links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in Manuscript Central. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

Resources

- Instructions & Forms
- User Tutorials
- System Requirements
- Home Page

Author Center | Reviewer Center | **Associate Editor Center**

① 「Associate Editor Center」をクリックし、次に進みます。

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現在サイト内のどこにいるかを確認出来ます。クリックすることで移動できます。(ブラウザの「戻る」ボタンは使用しないで下さい)

Dashboard You can access manuscripts in each peer review status by clicking on the status queue title. The number next to each status queue title indicates the number of manuscripts in that status. You may search for specific manuscripts with the Quick Manuscript Search form or conduct an "Advanced Search" by clicking the link below the advanced search form will display at the bottom of the screen. For tips on conducting searches, click the following link: [Read More ...](#)

Associate Editor Lists

Quick Search - Show Advanced Search

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

You may conduct a wildcard search by adding an asterisk (\*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro\*" in the Title field and click "Search."

Saved Search: Select... Edit

Manuscript ID:

Manuscript Title:

1 Awaiting Reviewer Selection

0 Awaiting Reviewer Invitation

0 Awaiting Reviewer Comment

0 Awaiting Reviewer Scores

0 Overdue Reviewer Scores

0 Awaiting

② 「Awaiting Reviewer Selection」をクリックし、次に進みます。

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Main Menu → Associate Editor Dashboard → Awaiting Reviewer Selection

View Manuscripts To take action on a manuscript or view the full manuscript record, click the "Take Action" button. To read the manuscript, click the "View Manuscript" link. [Read More ...](#)

Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
DMPK-06-RG-028.R1	P450 phenotyping of the metabolism of selegiline to desmethylselegiline and methamphetamine [View Submission]	29-Oct-2006	AE: Ozawa, Shogo EIC: Chiba, Kan ADM: Sato, Naoko	<input checked="" type="checkbox"/>

\* Select Reviewers  
I active selections; 0 inactive selections; 0 declined; 0 agreed; 0 declined

③ 「Take Action」ボタンを押し、次に進みます。

## 論文の確認

## Manuscript Information

この論文についての情報を確認したい時はこちらをクリック。

Manuscript Information

Submitted: 29-Oct-2006; Last Updated: 29-Oct-2006; 0 days, 6 hours in review

DMPK-  
P450 phenotypic metabolism of selegiline to desmethylselegiline and methamphetamine  
Benet, L. (contact); Fang, Che; Yang, Yan-ou; Alok, Ramya; Year, Mei; Lin, Chin-Chung; Yeh, Li-Tain

Select Reviewers  
1 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

Select Reviewers

HTML PDF Original Files Abstract External Searches

論文の内容を確認します。

- ・HTML/PDF/Original Files/Abstractのボタンがあります。通常はPDFをご覧ください。
- ・「External Search」では、この論文に関する情報を外部のサイトで検索することができます。

## Audit Trail

この論文の投稿されてからの履歴を確認したいときはこちらをクリック。

Audit Trail

## Reviewer List

Order	Name	Status	History
1	Ozawa, Shogo (R0)	Not Sent	Selected: 29 Oct view full history

Save

## Preferred / Non-Preferred Reviewers

Name, Keywords, Institution, Roles

Current / Past 12 Months	Days Since Last Review	Avg. R-Score	Add
No people entered.			

Save

## Quick Search

First or Last Name: 

Sort Order

Primary Sort: Name (Last, First)  Ascending Secondary Sort: Number of Current Assignments  Descending 

## Create Reviewer Account

Salutation:

---

req First Name:

req Last Name:

req E-Mail Address:

Provide more account info

## 査読者の選定

Manuscript Information

**DMPK-06-RG-028.R1** Submitted: 29-Oct-2006; Last Updated: 29-Oct-2006; 0 days, 6 hours in review

- P450 phenotyping of the metabolism of selegiline to desmethylselegiline and methamphetamine
- Benetton, Saletto (contact); Fang, Che; Yang, Yan-ou; Alok, Ramya; Year, Mey; Lin, Chin-Chung; Yeh, Li-Tain
- Select Reviewers  
1 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

AE: Ozawa, Shogo (proxy)  
EIC: Chiba, Kan (proxy)  
ADM: Sato, Naoko (proxy)

HTML PDF Original Files Abstract External Searches

Trail

Quick Search

First or Last Name:

Sort Order

Primary Sort: Name (Last, First) Ascending

Secondary Sort: Number of Current Assignments Descending

Search

Progress

# reviews required to make decision	2
# active selections	1
	0
	0
	0
	0

Save

Create Reviewer Account

Salutation: ---

req First Name:

req Last Name:

req E-Mail Address:

Provide more account info

Author's Preferred

Name, Keywords, In... les

Fast 12 Months Last Review Score

No people entered.

Status History Remove

Not Sent Selected: 29 Oct 2006 view full

- ① 「Quick Search」内の「First or Last Name」にFirst NameまたはLast Nameを入力し「Search」をクリックしてください。
- ② 検索結果の中から適切な査読者を選び、Addボタンを押して、Reviewer List (P5)に加えてください。

③ 「Quick Search」の検索結果に該当者が存在しない場合は、アカウントを新たに作成して下さい。必ず、①のSearchで氏名がなかったことを確認してから処理願います。  
(2重のアカウントが作成されてしまいます。)

## 査読候補者の決定

Submitted: 29-Oct-2006; Last Updated: 29-Oct-2006; 0 days, 6 hours in

**DMPK-06-RG-028.R1**

P450 phenotyping of the metabolism of selegiline to desmethylselegiline and methamp  
 Benetton, Salette (contact); Fang, Che; Yang, Yan-ou; Alok, Ramya; Year, Mey; Lin, C  
 Select Reviewers  
 1 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

HTML PDF Original Files Abstract External Searches

**Reviewer List**

Order	Name	Status	History	Remove
1	Ozawa, Shogo (R0) proxy	Not Sent	Selected: 29 Oct 2006 view full history	<input type="checkbox"/>

Save Send List

Author's Preferred / Non-Preferred Review

Progress

# reviews required to make decision	1
# active selections	1
# invited	0
# agreed	0
# declined	0
# returned	0

Save

Reviewer Account

Name:

Name:

Address:

Search Provide more account info

この論文の査読者数を変更できます。通常は 2 ですが、再投稿で2人の査読が必要無いと判断されたときは、1に変更することにより、1人の査読が完了することで、ワークフローを次のステップへ進ませることができます。

- 前ページの①～③の操作をするとReviewer Listに候補者の名前が追加されます。2名（可能であれば3名以上）の候補者をリストに挙げてください。
  - 左のOrderで候補順を入れ換えることができます。
  - 再投稿の場合、前回の査読者が再度査読を希望した場合は、すでにリストに名前が挙げられています。
- Send List**を押すと候補者が確定され、Admin（編集局）へ自動的に連絡され作業完了となります。  
**Save**を押すと現在のリストが保存されます。（この場合、作業は完了していません。）
- 査読者への依頼はAdminにて行います。

P6

# Associate Editor Preliminary Decision

P2の要領でDashboard画面からAwaiting Reviewer Scoresを選び、お進み下さい。

The screenshot shows the 'Make AE Preliminary Decision' interface. The top section, 'Manuscript Information', displays the manuscript ID 'DMPK-06-RG-028.R1', submission date '29-Oct-2006', and last update '31-Oct-2006'. It also lists the title 'P450 phenotyping of the metabolism of selegiline to desmethylselegiline and methamphetamine' and the Associate Editor 'Ozawa, Shogo'. Below this, there are links for 'HTML', 'PDF', 'Original Files', 'Abstract', and 'External Searches'. The 'Audit Trail' section on the left shows the current step 'R1'. The main area is divided into three sections: 'AE Prelim Decision' (Make a Decision), 'Reviews', and 'Version History'. The 'Make a Decision' section has radio buttons for 'Accept', 'Minor Revision', 'Major Revision', 'Reject & Resubmit', and 'Reject'. The 'Reviews' section shows one review by 'Ozawa, Shogo' with options to 'Accept', 'view review', or 'rescind'. The 'Preliminary Decision Comments' section has a text area for entering comments. A red dashed box highlights the 'Reviews' and 'Make a Decision' sections. A red arrow points from the 'Next' button at the bottom to the 'Make a Decision' section.

**Review結果を確認します。**

**Make a Decision**  
該当となるDecisionを選択します。

**Preliminary Decision Comments**  
コメントを入力します。(EICに伝達されます。著者への連絡はP7のE-mailをお使い下さい。)

次へ

P7

# Associate Editor Preliminary Decision

Manuscript Information

- DMPK-06-RG-028.R1 Submitted: 29-Oct-2006
- P450 phenotyping of the metabolism of selegiline to desmethylselegiline
- Benetton, Saletto (contact); Fang, Che; Yang, Yan-ou; Alok, Anand
- Make AE Preliminary Decision

HTML PDF Original Files Abstract External Search

Audit Trail

**AE Prelim Decision**

Make a Decision

Accept

Minor Revision

Decision Comments:

Save  Send for Approval

Version History

- ▶ DMPK-06-RG-028.R1
  - Submitted on 29-Oct-2006
- DMPK-06-RG-028
  - Submitted on 26-Sep-2006
  - View Review Details

Notes - (add note)

Note Title	Updated By	Updated On	Edit	Delete
This document has no notes.				

**Edit E-Mail (DMPK-06-RG-028.R1)** Select Alternate Template: RW - Associate Editor Accept

From: sozawa@nihs.go.jp

To: sabenetton@valeant.com, lyeh@valeant.com

Cc:

Bcc:

Subject: Drug Metabolism and Pharmacokinetics - Decision on Manuscript

Body:

Sincerely,  
Dr. Shogo Ozawa  
Associate Editor, Drug Metabolism and Pharmacokinetics  
sozawa@nihs.go.jp, CXN02036@nifty.ne.jp

Reviewer(s)' Comments to Author:

Reviewer: 1  
Comments to the Author  
Dear Authors,  
The reviewer admits that the authors have well revised the manuscript.  
He also understands the importance and the authors' opinion about their correlation studies now.  
Therefore, he finally has decided that the manuscript may be recommended for publication in DMPK.

Attach a file to this e-mail:  
or select a manuscript file to attach:  
Select a file

Files attached

File Name	Unattach
No Files Attached	

Save  Cancel and Close Window

① クリックするとメールウィンドウが開きます。

② メール内の文章を確認し、適宜修正します。  
③ Saveボタンを押すと保存され、ウィンドウが閉じます。

④ Send for Approvalをクリックすると、DecisionがEICに送信されます。



# Manuscript Informationについて①

Manuscript Informationにはその論文についての様々な情報が掲載されています。  
どのステイタスでも同様に確認することが出来ます。

Make AE Preliminary Decision

Submitted: 29-Oct-2006; Last Updated: 31-Oct-2006; 1 day, 12 hours in review

P450 phenotyping of the metabolism of selegiline to desmethylselegiline and methamphetamine

Benetton, Saletto (contact); Fang, Che; Yang, Yan-ou; Alok, Ramya; Year, Mey; Lin, Chin-Chung; Yeh, Li-Tain

Make AE Preliminary Decision

AE: Ozawa, Shogo  
EIC: Chiba, Kan  
ADM: Sato, Naoko

HTML PDF Original Files Abstract External Searches

Scroll To...

**Peer Review Milestones**

Date Submitted:	29-Oct-2006	Date to Admin:	29-Oct-2006
Admin:	Sato, Naoko <a href="#">AU REV ADM PROD</a>	Date to Editor-in-Chief:	29-Oct-2006
Editor-in-Chief:	Chiba, Kan <a href="#">AU REV AE EIC ADM</a>	Date to Admin:	29-Oct-2006
Admin:	<a href="#">Admin</a>	Date to Associate Editor:	31-Oct-2006
Associate Editor:	Ozawa, Shogo <a href="#">AU REV AE</a>		

top

**Version History**

	Manuscript ID	Manuscript Title	Date Submitted	Decision Letter & Response	Switch Details
you are viewing	DMPK-06-RG-028.R1	P450 phenotyping of the metabolism of selegiline to desmethylselegiline and methamphetamine	29-Oct-2006		
	DMPK-06-RG-028	P450 phenotyping of the metabolism of selegiline to desmethylselegiline and methamphetamine	26-Sep-2006	view decision letter View Author's Response	

top


## Peer Review Milestones














- 論文の投稿日
- 各担当のアサインされた日を確認できます。


## Version History

Revisedの場合、Switch Detailsのボタンを押すことで、前回の論文へアクセスすることが出来ます。

# Manuscript Information(について②)



Author-Supplied Data	
mstype:	Regular Article
Manuscript Title:	P450 phenotyping of the metabolism of selegiline to desmethylselegiline and methamphetamine
Manuscript ID:	DMPK-06-RG-028.R1
Submitting Author:	 Benetton, Salete <ul style="list-style-type: none"> <li>Valeant Research &amp; Development - Drug Development</li> <li>3300 Hyland Avenue Costa Mesa California 92626</li> <li>T: 714 545 0100 F: 714 641 7201</li> </ul>
Authors & Institutions:	 Benetton, Salete <ul style="list-style-type: none"> <li>Valeant Research &amp; Development - Drug Development</li> </ul>  Fang, Che <ul style="list-style-type: none"> <li>Valeant Research &amp; Development - Drug Development</li> </ul>  Yang, Yan-ou <ul style="list-style-type: none"> <li>Valeant Research &amp; Development - Drug Development</li> </ul>  Alok, Ramya <ul style="list-style-type: none"> <li>Valeant Research &amp; Development - Drug Development</li> </ul>  Year, Mey <ul style="list-style-type: none"> <li>Valeant Research &amp; Development - Drug Development</li> </ul>  Lin, Chin-Chung <ul style="list-style-type: none"> <li>Valeant Research &amp; Development - Drug Development</li> </ul>  Yeh, Li-Tain <ul style="list-style-type: none"> <li>Valeant Research &amp; Development - Drug Development</li> </ul>
Running Head:	P450 phenotyping of the metabolism of selegiline
Keywords:	selegiline  , desmethylselegiline  , methamphetamine  , P450 phenotyping  , Parkinson病 disease 
Author Preferred Reviewers:	
Author Non-Preferred Reviewers:	
Author's Cover Letter:	<p>To Ms. Naoko Sato</p> <p>Dear Ms Sato,</p> <p>Please find attached the Copyright transfer form.</p> <p>Thank you for your attention.</p> <p>Sincerely,</p> <p>Salete Benetton</p> <p>DMP cover letter.doc <a href="#">PDF</a> <a href="#">HTML</a>            copyrights JSSX sign.pdf <a href="#">PDF</a></p>
Custom Questions:	Show



**Author-Supplied Data**

- ・ 著者が投稿時に登録した書誌情報を確認することができます。

R1

 top

# Manuscript Informationについて③



**Reviewer List**

Order	Name	Status	History	Remove
1	Ozawa, Shogo (R0)	Accept View Review rescind	Invited: 31 Oct 2006 Agreed: 31 Oct 2006 Due Date: 14 Nov 2006 Review Returned: 31 Oct 2006 Time in Review: 1 Days. <a href="#">view full history</a>	✕

Save

**Assign to Issue**

Assign To:
 

- Volume 21 - Issue 6
- Volume 21 - Issue 6
- Volume 21 - Issue 5
- Volume 21 - Issue 5

Assign

**Companion Papers**

Manuscript ID	Manuscript Title	Author	Status	Delete
search for a companion paper				

**Notes - (add note)**

Note Title	Updated By	Updated On	Edit	Delete
This document has no notes.				

**Reviewer List**

- ・ 査読者の情報
- ・ 査読結果                   を確認できます。

**Progress**

- ・ 査読者数の変更が出来ます。

**Assign to Issue**

- ・ この論文の掲載号を指定できます。(通常は使用しません。)

**Companion Papers**

- ・ 本ジャーナルに投稿された論文とこの論文を関連づけることができます。(通常は使用しません。)

**Notes**

- ・ 特記事項がある場合に記述することが出来ます。