



**Information & Technology  
in Education & Learning**

# **System Manual**

**Ver 1.0**

**Japan Society for Educational Technology  
& Japanese Society for Information Systems in Education**

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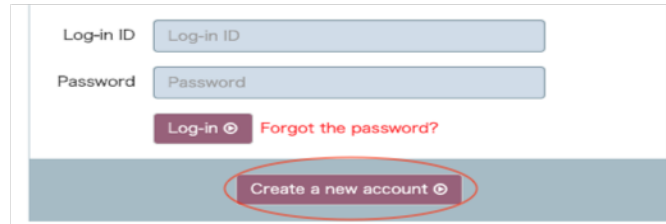
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# 1 Create a new account

1.1 Click the URL below to go the ITEL submission system

[https://iap-jp.org/j-itel/journal\\_e/login](https://iap-jp.org/j-itel/journal_e/login)

1.2 Click “Create a new account”



The screenshot shows a login interface with the following elements:

- Log-in ID:
- Password:
- Log-in button
- Forgot the password? link
- Create a new account button (circled in red)

1.3 Fill in required/optional information, and click “Confirmation”

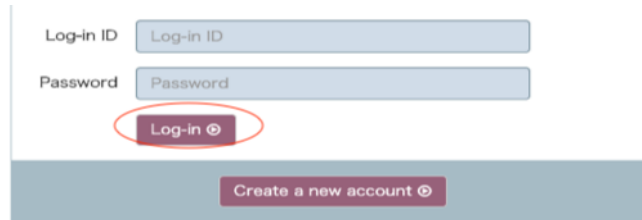
- Contact E-mail (Required)
- Contact E-mail (Confirm) (Required)
- Log-in ID (Required)
- Password (Required)
- Password (Confirm) (Required)
- Membership (Required) (Required)
- Prefix (Required)
- First/Given Name (Required)
- Middle Name
- Last/Family Name (Required)
- CC E-mail Address
- Affiliation (Required)
- Keywords[1] ~ Keywords[3]
- Address
- City
- State/Province
- Postal Code
- Country

## 2 Log-in the system

2.1 Click the URL below to go the ITEL submission system

[https://iap-jp.org/j-itel/journal\\_e/login](https://iap-jp.org/j-itel/journal_e/login)

2.2 Fill in your Log-in ID and Password, and click “Log-in >”

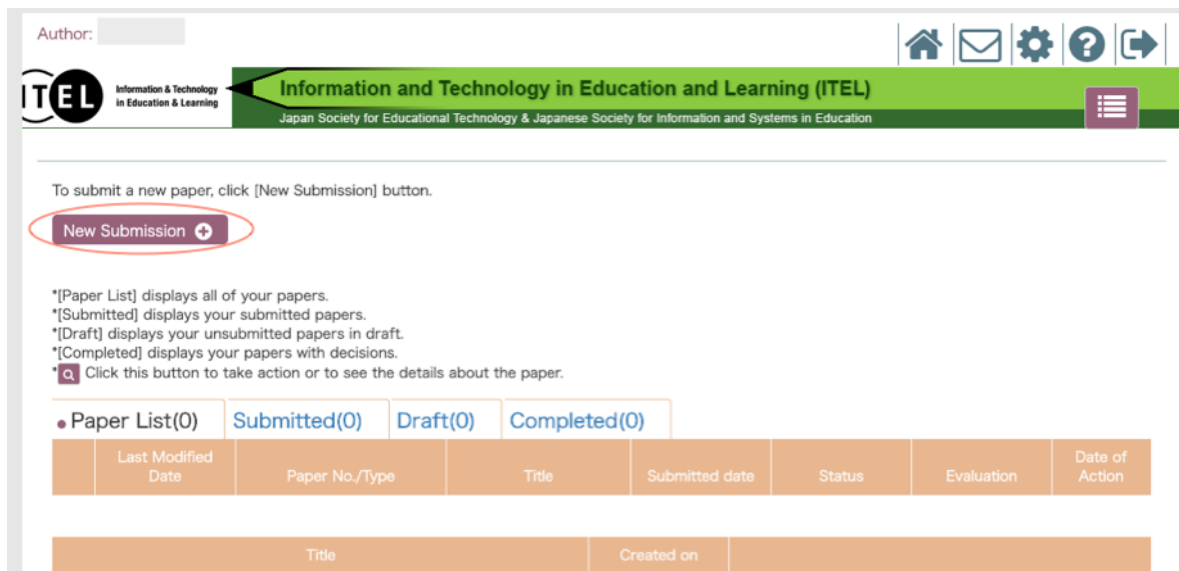


Log-in ID

Password

## 3 Submit your manuscript for publication

3.1 Click “New Submission”



Author:

ITEL Information & Technology in Education & Learning  
Information and Technology in Education and Learning (ITEL)  
Japan Society for Educational Technology & Japanese Society for Information and Systems in Education

To submit a new paper, click [New Submission] button.

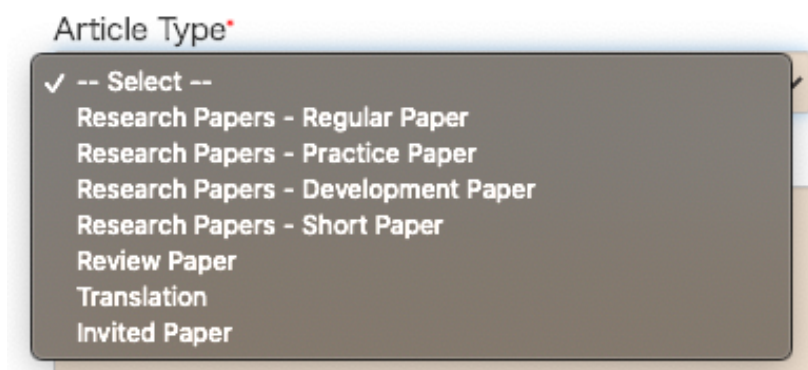
\*[Paper List] displays all of your papers.  
\*[Submitted] displays your submitted papers.  
\*[Draft] displays your unsubmitted papers in draft.  
\*[Completed] displays your papers with decisions.  
\* Click this button to take action or to see the details about the paper.

● Paper List(0) Submitted(0) Draft(0) Completed(0)

Last Modified Date	Paper No./Type	Title	Submitted date	Status	Evaluation	Date of Action
		Title	Created on			

3.2 Fill in required/optional information, and click “Next” at the bottom of page

- Article Type (Required)



Article Type\*

✓ -- Select --

- Research Papers - Regular Paper
- Research Papers - Practice Paper
- Research Papers - Development Paper
- Research Papers - Short Paper
- Review Paper
- Translation
- Invited Paper

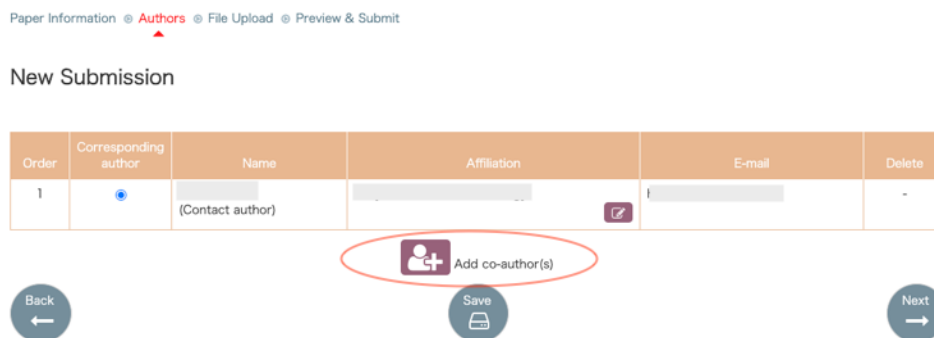
- Title (Limit 60 words) **(Required)**
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Select a few keywords that apply to your manuscript.
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### 3.3 Add co-author(s) or Click “Next”

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- If your co-author(s) already has their account in the system, you can search for them by name, affiliation, e-mail address, or keywords
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**Add Co-author**

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If already registered, please press "Add +" button from the displayed list to select it.

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Affiliation:

E-mail address:

Keywords:

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If it is not registered, please press the "new regist +" button and proceed with registration.

Search for your co-author or register a new account

**Add New Co-author**

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E-mail(Confirm)\*

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Middle Name

Last/Family Name\*

Affiliation \*

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### 3.5 Upload your manuscript and supplementary file(s)

- Click “Main Text Submit” to upload your manuscript file
- Click “Supplementary File Submit” to upload your supplementary file(s)

Paper Information ● Authors ● **File Upload** ● Preview & Submit

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Upload Files  
Submittable files are files with the following extensions.  
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And the maximum file size is 20 MB.

**Main Text**

File Name	File Update Date	Download	Delete
sample main text.pdf	2020-05-31 12:13:29		

**Supplementary File**

File Name	File Update Date	Download	Delete
sample main text.docx	2020-05-31 12:13:39		

**Main Text Submit**

**Supplementary File Submit**

Back Save Next

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3.6 Click “Preview” to check all the information you entered including your manuscript files, and click “Submit” to complete your submission

3.7 Check if your submission has been added to “Submitted”

To submit a new paper, click [New Submission] button.

**New Submission**

\*[Paper List] displays all of your papers.  
\*[Submitted] displays your submitted papers.  
\*[Draft] displays your unsubmitted papers in draft.  
\*[Completed] displays your papers with decisions.  
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**Paper List(1)** ● **Submitted(1)** Draft(0) Completed(0)

	Last Modified Date	Paper No./Type	Title	Submitted date	Status	Evaluation	Date of Action
	29-Mar-2020	20-015-R1 Research Papers - Regular Paper	test	29-Mar-2020	Submitted		