

Journal of Infection and Chemotherapy

オンライン投稿システムの操作方法について



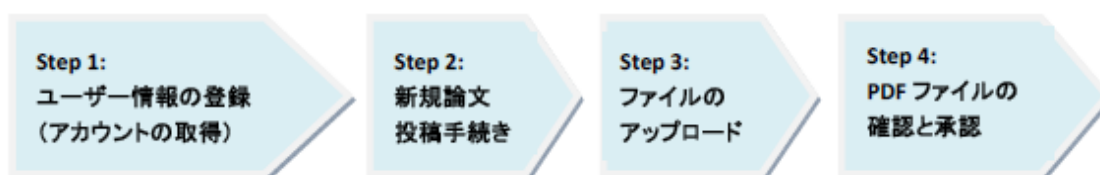
Journal of Infection and Chemotherapy 誌への論文投稿は、オンライン投稿システム Elsevier Editorial System™ よりご投稿いただけます。こちらの URL にアクセスをお願いいたします。

<http://ees.elsevier.com/jic/>

論文投稿の準備に際しては、[Guide for Authors](#) をよくお読みになった上でシステムをご利用ください。

<投稿手続きの流れ>

論文投稿の手続きは、Step 1～4 をすべて行わないと完了しません。必ず手順をご確認ください。



Step 1: ユーザー情報の登録 (アカウントの取得)	p. 2
Step 2: 新規論文投稿の手続き	p. 6
Step 3: 論文ファイルのアップロード	p. 13
Step 4: PDF ファイルの確認と承認	p. 15

Elsevier Editorial System (EES) に関するお問い合わせ：

エルゼビア・カスタマーサポート

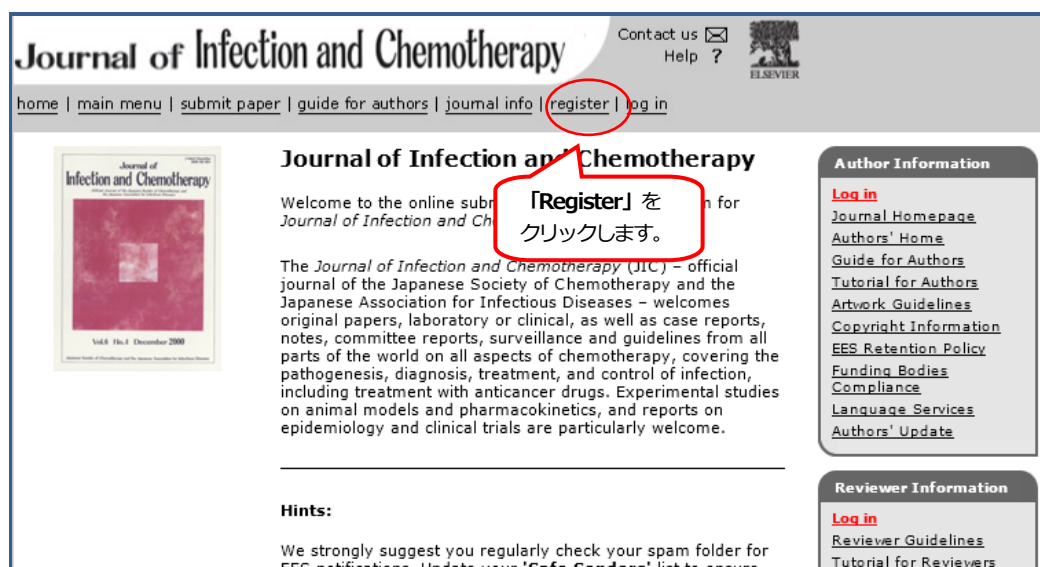
E-mail: support@elsevier.com

Tel: 03-5561-5032 ※ 日本語でのサポート対応は、土日祝日を除く 9:30～17:30 となります。

Step 1: ユーザー情報の登録（アカウントの取得）

① 以下のサイトにアクセスし、ユーザー情報を入力します。

<http://ees.elsevier.com/jic/>



Journal of Infection and Chemotherapy

home | main menu | submit paper | guide for authors | journal info | register | log in

Login

[Guide to logging in](#)

Please Enter the Following

Username:

Password:

[Insert Special Character](#)

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

[Forgotten Username/Password](#) [Register Now](#) [Login Help](#)

[Forgot your part of a Consolidated User Profile?](#)

Email address is your username.
case-sensitive.

Software Copyright © 2013 Aries Systems Corporation.

既に登録済みで、username, passwordを忘れてしまった場合は、こちらをクリックしてください。

新規登録は、**Register Now**からお進みください。

Journal of Infection and Chemotherapy Contact us Help ? > Can't complete consolidation

home | main menu | submit paper | guide for authors | journal info | register | log in

Pre-registration Page

[Guide to registering](#)

To register to use the Elsevier Editorial System, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Please only use letters **a-z** and numerals **1-9** when selecting your username.

We strongly suggest you regularly check your spam folder for EES notifications. Update your **'Safe Senders'** list to ensure that e-mails from

Please Enter The Following

First Name*

Last Name*

E-mail Address*

Confirm E-mail Address*

[Insert Special Character](#)

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, **please DO NOT register again**. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgotten Username/Password?' button.

If you want to change your current information, you must login and click **'change details'** on the menu bar. For help on this, see the [Tutorial for Authors](#).

各項目を入力します。
* (アスタリスク) は必須項目を意味します。

Continue をクリックして先に進みます。

Registration Page

To register to use the Elsevier Editorial System, please enter the requested information. Required fields have a * next to the label.

Login Information

Username * (Primary E-mail Address)

Password * (Must be at least 5 characters) [Password Guidelines](#)

Re-type Password *

[Insert Special Character](#)

Username は Primary Email Address になります。
パスワードをご入力下さい。
*大文字・小文字・数字を含む5文字以上
詳しくは「Password Guidelines」をご確認ください。

Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Personal Information

Title * Please choose a title

First Name *

Middle Name

Last Name *

Degree (Ph.D., M.D., Jr., etc.)

Preferred Name (nickname)

Primary Phone * (including country code, example: +440116764564647)

Secondary Phone (including country code, example: +440116764564647)

Secondary Phone is for ☐ Mobile ☐ Beeper ☐ Home ☐ Work ☐ Admin. Asst.

Fax Number (including country code, example: +440116764564647)

Secondary E-mail Address(es) Multiple e-mail addresses should be separated by a semicolon. A maximum of 191 characters is allowed.

Personal Information を入力します。
* (アスタリスク) は必須項目を意味します。

Institution Related Information [Insert Special Character](#)

Position

Institution

Department

Street Address *

City *

State or Province

Zip or Postal Code (no spaces)

Country * Please choose a country

Address is for * Work ☒ Home ☐ Other ☐



Areas of Interest or Expertise

Please indicate your areas of expertise by clicking the button(s) below and entering the requested information on the following screen.

Personal Classifications (None Selected)

[Select Personal Classifications](#)

Available as a Reviewer? Yes ☐ No ☒

Once you have filled in the required information, click the button below.

[Continue >>](#)

Continue をクリックして先に進みます。

② ご入力いただいた情報をご確認下さい。

Journal of Infection and Chemotherapy Contact us ☒ Help ? >> Can't complete consolidation

[home](#) | [main menu](#) | [submit paper](#) | [guide for authors](#) | [journal info](#) | [register](#) | [log in](#)

Confirm Registration

Please confirm the following very important information:

First Name:

Last Name:

E-mail Address:

Country:

Privacy Policy

Our staff at Elsevier B.V. and its affiliated companies worldwide as well as societies whose journals we publish, if applicable, will be contacting you concerning the publishing of your article and occasionally for marketing purposes.

☐ We respect your privacy. Please tick the box if you do not wish to receive news, promotions and special offers about our products and services.

☒ I have read and understand the [Registered User Agreement](#) and agree to be bound by all of its terms.

[<< Previous Page](#) [Continue >>](#)

出版社より関連する雑誌の情報をお届けすることがあります。受信を希望されない場合は、チェックボックスにチェックをお願いします。

Registered User Agreement をお読みいただき、チェックボックスに✓をお願いします。

Continue をクリックして先に進みます。

③ ユーザー登録完了後、ご登録メールアドレスに登録完了の通知メールが届きます。

Dear

You have received this email to confirm that an account has been created for you in the Elsevier Editorial System (EES) - the online submission and peer review tracking system for Jo

At the same time, a consolidated user profile has been created. This is a 'parent' account which contains your contact and log-in information. When you register for another Elsevier journal, you can link the new journal to this consolidated profile. This will automatically copy the contact and log-in information to your new account. This means that you will be able to log in to all of your Elsevier journals using the same username and password.

When you log in to EES, you can update your password and other personal information by selecting the "change details" option on the menu bar at the top of the page. On this Change Details screen you can also provide journal-specific information, such as personal keywords and classifications, or opt out of receiving marketing mail.

Any updates you make to your contact and log-in information will be reflected in all journals that are linked to your consolidated user profile.

If you have received this message and did not register in Journal of Arrhythmia, please contact our support department at support@elsevier.com.

Kind regards,

Elsevier Editorial System

Step 2: 新規論文の投稿手続き

- ① 初期画面からログインをします。 <http://ees.elsevier.com/jic/>

The screenshot shows a login page with the heading "Please Enter the Following". It includes input fields for "Username:" and "Password:". Below these fields are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". The "Author Login" button is circled in red. A callout bubble points to it with the text "Author Login をクリックします。". At the bottom, there are links for "Forgotten Username/Password", "Register Now", and "Login Help". A copyright notice "Software Copyright © 2013 Aries Systems Corporation." is at the very bottom.

- ② 新規投稿を開始します。

The screenshot shows the "Author Main Menu" on the left and a main content area on the right. The main content area has three sections: "New Submissions", "Revisions", and "Completed". In the "New Submissions" section, the "Submit New Manuscript" link is circled in red. A callout bubble points to it with the text "新規投稿は、Submit New Manuscript をクリックします。". The "Revisions" section lists various submission statuses with counts in parentheses. The "Completed" section shows "Submissions with a Decision (0)".

- ③ 新規投稿画面より、論文の種類（必須）を選びます。

The screenshot shows the "New Submission" page. On the left, there is a sidebar with a "Select Article Type" button circled in red. The main content area has a heading "Please Select an Article Type" and a red error message: "Selecting an Article Type is Required for Submission." Below this, there is a paragraph of text explaining the submission process. At the bottom, there is a "Choose Article Type" dropdown menu with "None" selected. A callout bubble points to the dropdown arrow with the text "メニューの中から論文のタイプを選びます。". Below the dropdown menu is a "Next" button circled in red. A callout bubble points to it with the text "Next をクリックして先に進みます。".

論文の Full Title (必須) を入力します。

New Submission

Frequently Asked Questions

✓ Select Article Type

➡ **Enter Title**

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.

Please enter only the title of your manuscript below. Additional comments may be entered at a later step.

Full Title

Previous **Next**

Next をクリックして先に進みます。

④ 共著者 (Co- Author) を登録します。

New Submission

Frequently Asked Questions

✓ Select Article Type

✓ Enter Title

➡ **Add/Edit/Remove Authors**

Submit Abstract

Enter Keywords

Select Classifications

Additional Information

Enter Comments

Suggest Reviewers

Oppose Reviewers

Attach File

Please Enter the Following

Please enter the details of all authors (other than you) who contributed to the work reported in your manuscript. After entering each author's details, click [More]

You may view the [interactive tutorial](#) explaining this step.

By beginning the manuscript submission process, **YOU** are automatically designated as the Corresponding Author.

You may view the [interactive tutorial](#) explaining how to change the Author of your manuscript.

First Name* Middle Initial Last Name* Academic Degree(s) Affiliation E-mail Address

Please select if this is the corresponding author ☐

Add Author

共著者の情報を入力します。

Add Author をクリックして、共著者の情報を追加します。

投稿手続きをしている著者の名前が Corresponding Author として表示されます。
Corresponding Author を変更する場合は、共著者登録画面より、著者を追加し、[Please Select if this is the corresponding author] に✓を入れてください。

◇ 共著者がリストアップされます。削除、変更は、Remove、Edit をクリックします。

		First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address	
First Author	↓	Teruyo		Ishikawa			T.Ishikawa@elsevier.com	
Corresponding Author	↑	Nozomi		Nagafusa				Remove Edit

入力後の削除 (Remove), 変更 (Edit) が可能です。

◇ 全著者情報の入力・確認後、Next をクリックして、先に進みます。

Please select if this is the corresponding author ☐

Add Author

Previous **Next**

⑤ Section/Category を選択します。

Original Article, Case Report, Note の場合は Section/Category の入力が必要です。

New Submission

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Select Section/Category**
- Submit Abstract
- Enter Keywords
- Select Classifications

Please Select Section/Category

Selecting a Section/Category is Required for Submission.

Select the **Section** or **Category** related to your manuscript from the drop-down menu below.

Please Choose

None

Previous Next

Next をクリックして先に進みます。

⑥ Abstract (必須) を入力します。

New Submission

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract**
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the **Abstract** of your manuscript into the text box below.

If you edit your Abstract in the text box (e.g. to make it shorter), please copy and paste this version of your Abstract into your manuscript file.

The Abstract may be copied and pasted from a word processing program; however, some of the formatting will be lost.

Abstract を入力します。
250 文字までしか入力できません。
250 文字を超える場合は、編集事務局までご連絡ください。

Previous Next

Next をクリックして先に進みます。

⑦ Keywords (必須) を入力します。

New Submission

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords**
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Please Enter Keywords

Entering one or more Keywords is Required for Submission.

You may enter your own **Keywords** in the text box below. Entering keywords will help Editors choose appropriate referees to review your submission.

Keywords should be separated by semicolons, e.g. moulds; yeasts; pathogenesis.

NOTE Keywords should also be present within the manuscript text file for typesetting purposes.

Limit 5 Keywords

Keywords を入力します (3 つ以上 6 以下)。
Keywords はセミコロン(;)で区切ります。
(例) moulds; yeasts; pathogenesis

Previous Next

Next をクリックして先に進みます。

⑧ ご投稿論文の Classification (論文の研究領域) (必須) を選択します。6 件まで選択可。

New Submission

[Frequently Asked Questions](#)

- ☒ [Select Article Type](#)
- ☒ [Enter Title](#)
- ☒ [Add/Edit/Remove Authors](#)
- ☒ [Submit Abstract](#)
- ☒ [Enter Keywords](#)
- ☒ [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)
- [Oppose Reviewers](#)
- [Attach Files](#)

Please Select Classifications

Selecting a Classification is Required for Submission.

Selecting classifications will help Editors choose appropriate referees to review your submission.

Click "Select Manuscript Classifications" to open a window containing a list of the Classifications. [More](#)

You may view the [interactive tutorial](#) explaining this step.

Selected Classifications Limit 6 Classifications

(None Selected)

[Select Classifications](#)

[Previous](#) [Next](#)

Select Classification をクリックします。
6 件まで選択可。

Select Submission Classifications

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below, bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window.

Search: [Search](#) [Clear](#)

[Matching terms display in red text]

[Expand All](#) [Collapse All](#)

10: Infectious Disease

- ☐ .01: Respiratory Tract Infection
- ☐ .02: Urinary Tract Infection
- ☒ .03: Gastrointestinal Infection
- ☐ .04: Central Nervous System Infection
- ☐ .05: Infection in hematological disorders
- ☒ .06: Surgical Infection
- ☐ .07: Pediatric Infection
- ☐ .08: Skin and Soft Tissue Infection
- ☐ .09: Orthopedic Infection
- ☐ .10: Ear, Nose, Throat Infections
- ☐ .11: Obstetrics and Gynecological Infection
- ☐ .12: Eye Infection
- ☐ .13: Dental/Oral Surgery Infection
- ☐ .14: Emergency Department Infection

20: Specialty

- ☐ .01: Infectious Disease Clinics
- ☐ .02: Infection Control

Selected Classifications: Limit 6 Classifications

[Select->](#) [<-Remove](#)

Classification をチェックし、
Select をクリックします。
6 件まで選択可。

Search: [Search](#) [Clear](#)

[Matching terms display in red text]

[Expand All](#) [Collapse All](#)

10: Infectious Disease

- ☐ .01: Respiratory Tract Infection
- ☐ .02: Urinary Tract Infection
- ☐ .03: Gastrointestinal Infection
- ☐ .04: Central Nervous System Infection
- ☐ .05: Infection in hematological disorders
- ☐ .06: Surgical Infection
- ☐ .07: Pediatric Infection
- ☐ .08: Skin and Soft Tissue Infection

Selected Classifications: Limit 6 Classifications

- ☒ 10.03: Gastrointestinal Infection
- ☒ 10.06: Surgical Infection

[Select->](#)

選択した Classification が右側に表示
されます。6 件まで選択可。

◇ 確定した Classification をご確認ください。

New Submission

[Frequently Asked Questions](#)

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- ⇒ [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)
- [Oppose Reviewers](#)
- [Attach Files](#)

Please Select Classifications

Selecting a Classification is Required for Submission.

Selecting classifications will help Editors choose appropriate referees to review your submission.

Click "Select Manuscript Classifications" to open a window containing a list of the Classifications.

For further help with this submission step, please visit our [online support site](#).

Limit 6 Classifications

Selected Classifications

10.03: [Gastrointestinal Infection](#)

10.06: [Surgical Infection](#)

[Select Classifications](#)
[Previous](#) [Next](#)

確定した Classification が表示されます。

Next をクリックして先に進みます。

⑨ ご投稿論文の追加情報（必須）を入力します。

New Submission

[Frequently Asked Questions](#)

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Select Classifications](#)
- ⇒ [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)
- [Oppose Reviewers](#)
- [Attach Files](#)

Please Enter The Following

Additional Information is Required for Submission.

Please **respond** to the questions/statements below.

Have you prepared your manuscript following rules listed below?

- **Typing of Gene, Oncogenes, and Proteins:**
 - Human genes, upper case italic or underline, e.g. PHP, CA1, P53;
 - Bacterial genes, lower case italic or underline, e.g. pbpA1, lacAtt;
 - Oncogenes, lower-case italic or underline with prefixes in ordinary case, e.g. c-abl, H-ras-1;
 - Proteins, products of human genes; not italicized, e.g. P53
- **Drugs and Products:**
 - Use generic (not proprietary) drug names or chemical names. Products mentioned should not be the company name, city, and country of manufacture.

Answer Required: ☒ Please select a response ☐ Yes ☐ No

Expedited review of manuscript
If you wish to have an expedited review, please note that **there is a charge** for this option.

Answer Required: ☒ Please select a response ☐ No - Default ☐ Yes - Expedite

If you indicated "Yes," please state the details of the conflict of interest in the "Conflict of interest" section of the submitted manuscript.

Character Count: 0

Please ensure to read [Prerequisites for publication](#). As the corresponding author of the submitting manuscript, would you declare the following:
I certify on behalf of all co-authors of the manuscript that the work submitted herewith is in full accordance with the editorial policy and ethical considerations set forth in the "Prerequisites for Publication" in the Journal of Infection and Chemotherapy.

Answer Required: ☒ Please select a response ☐ Yes ☐ No

Does the subject matter of this article involve any conflict of interest for you?
 If you check "YES", please be sure to disclose details in the "Conflict of interest" section in the submitted manuscript. If you check "NO", then "None" should be stated in the section.

Answer Required: ☒ Please select a response ☐ Yes ☐ No

Conflict of Interest について :
 YES/NO いずれの場合でも、本文中に Conflict of Interest セクションが必須となります。本文の一番最後に記入してください。

[Previous](#) [Next](#)

⑩ Editor 宛、特記事項があれば、英文 でご入力ください。

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments**
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Please Enter Comments

Please enter any comments you would like to send to the Journal Office.

Limit 200 words

特記事項がありましたら、英文でご入力下さい。
特に無ければ、入力不要です。

Previous **Next**

Next をクリックして先に進みます。

⑪ Suggest Reviewers、Oppose Reviewer を入力します。
Suggest Reviewers 3 名の入力必須です。
Oppose Reviewers に該当がない場合は、未記入のまま Next をクリックして、先に進みます。

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers**
- Oppose Reviewers
- Attach Files

Suggest Reviewers

[Insert Special Character](#)

Suggesting 3 reviewer(s) is Required for Submission.

Please suggest potential Reviewers for this submission.

A * indicates a required field.

For further help with this submission step, please visit our [online support site](#).

First Name*

Middle Initial

Last Name*

Academic Degree(s)

Position

Department

Institution

E-mail Address*

Reason

Add Reviewer

Previous **Next**

Next をクリックして先に進みます。

Reviewer を 1 名ずつ入力し、Add Reviewer で Reviewer を追加入力します。

Suggesting Reviewer を入力します。
* (アスタリスク) は必須項目を意味します。

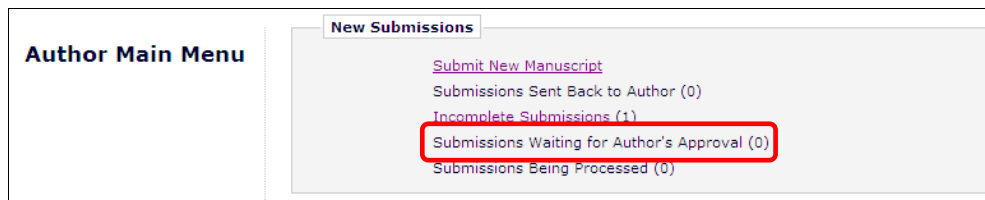
◆入力を途中で終えて保存する場合

これまでに進めた投稿手続きを保存しておいて、改めて再開することが可能です。

保存 ⇒ 手続きを途中で終えたい画面で「Next」をクリックし、次の画面に進めたうえで終了します。

再開 ⇒ システムにログインし (Author Login), 「Incomplete Submissions」より、該当論文を選択します。

論文投稿を再開するには、「Edit Submission」をクリックします。



Page: 1 of 1 (1 total submissions)		Display 10 results per page.		
Action	Title	Date Submission Began	Status Date	Current Status
Action	ce of oral hygiene products	Mar 15, 2012	Mar 15, 2012	Incomplete
: 1 of 1 (1 total submissions)		Display 10 results per page.		

Step 3: 論文ファイルをアップロードします

① 投稿論文ファイルをシステムにアップロードします。

◇ Figure および Table は Manuscript とは別ファイルとしてシステムにアップロードして下さい。

New Submission

[Frequently Asked Questions](#)

- ✓ [Select Article Type](#)
- ✓ [Enter Title](#)
- [Add/Edit/Remove Authors](#)
- [Submit Abstract](#)
- [Enter Keywords](#)
- [Select Classifications](#)
- [Additional Information](#)
- [Enter Comments](#)
- [Suggest Reviewers](#)
- [Oppose Reviewers](#)
- [Attach Files](#)

[Insert Special Character](#)

Please Attach Files

For each item you wish to submit, scroll down and:

1. Select the appropriate **Item** from the drop-down list. Mandatory items are marked with an asterisk (*).
2. Enter a Description in the text box.
3. Click Browse.
4. In the opened window, select the file on your computer (original or a PDF) and click Open. 'File Name' is filled now.
5. Click Attach This File.

Repeat steps 1-5 to attach the next file. When all files are attached, click Next at the bottom.

Further information is available

- [General Requirements >](#)
- [Guidelines for Preparing Artwork/Figures](#)
- [Guidelines for LaTeX](#)
- View the [guide](#) explaining this step

Item: *Manuscript

Description: Manuscript

File Name: 参照... ファイルが選択されていません。

[Attach This File](#)

アップロードの方法:

1. [\[参照\]](#) をクリックし、アップロードするファイルを指定してください
プルダウンメニューから **Item** を選択します。
2. [\[Attach This File\]](#) をクリックします。

Figure や Table 作成時の
注意点を確認できます。

アップロードが完了すると、下のような画面が現れます。ファイルは下記の順番で並べてください。

1. Cover Letter (もしあれば)
Item は、Manuscript としてアップロードしてください。Description には Cover Letter と直接入力してください。
2. Manuscript (必須)
3. Figure (s)
4. Table (s)

アップロードしたファイルを取り消すには、**Remove** をクリックします。

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Manuscript	Cover Letter	Test_Cover Letter.docx	12.6 KB	Jan 15, 2014	Download Remove
2	*Manuscript	Manuscript	Test_Main Text.docx	12.6 KB	Jan 15, 2014	Download Remove
3	Figure	Figure 1	Test_Figure.jpg	548.1 KB	Jan 15, 2014	Download Remove
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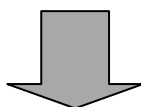
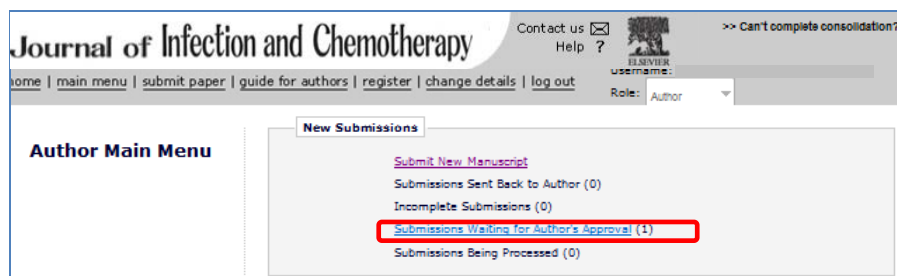
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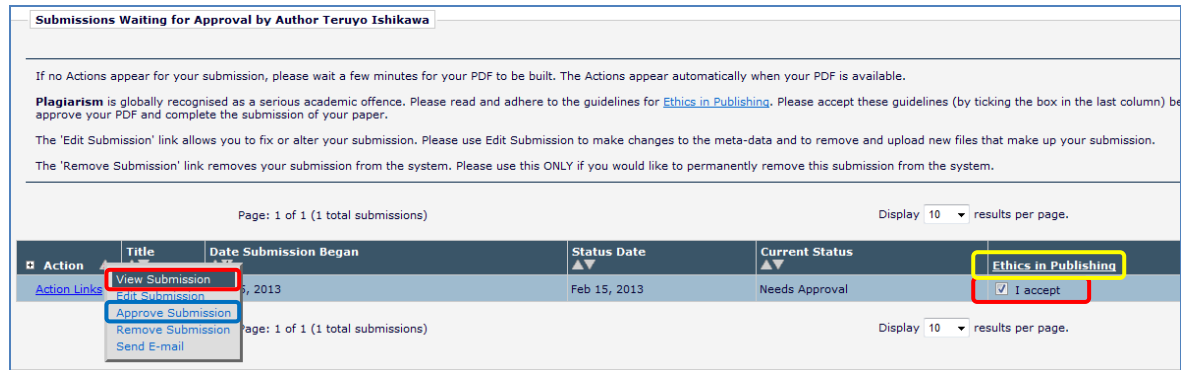


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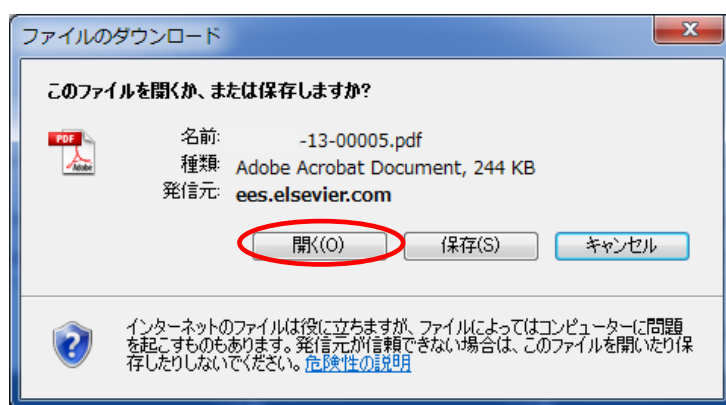
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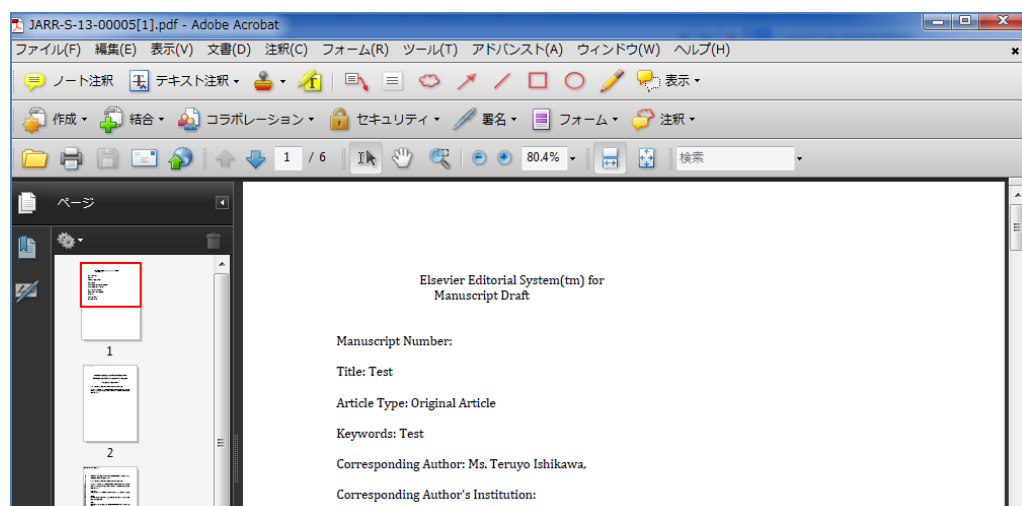
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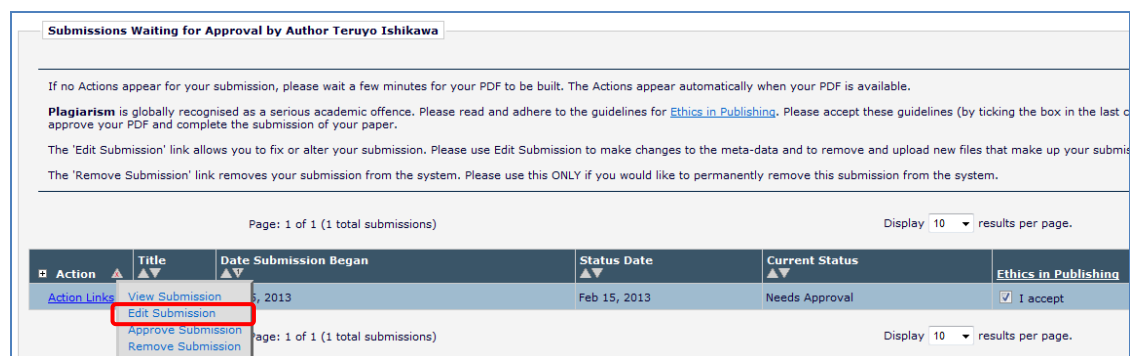
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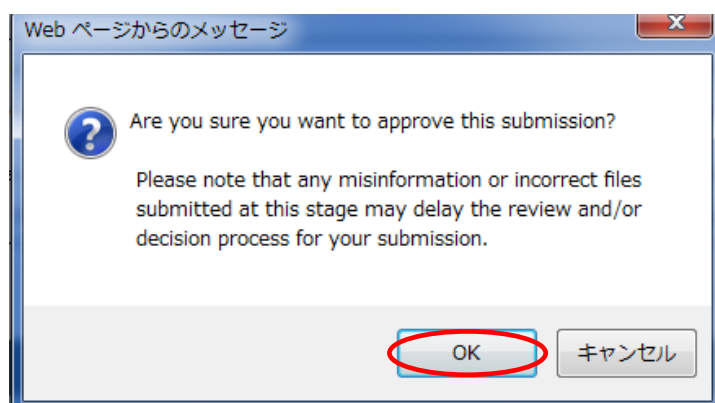
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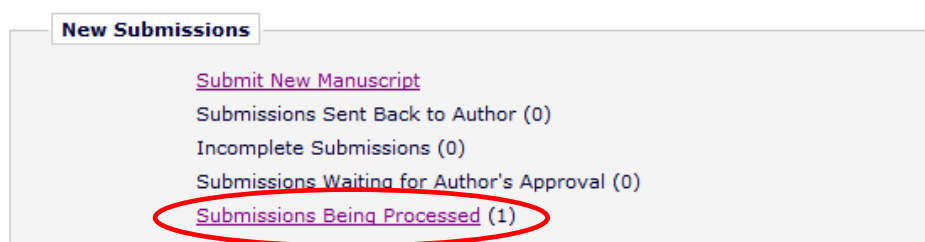
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