

Editing Rules for the Journal of Japan Association for Earthquake Engineering

Established on December 7, 2012

Revised on October 10, 2019

1. Objective

These rules shall apply to the editing/publication of the Journal that is provided by Article 4, Paragraph 1, Item 3 in the articles of the Japan Association for Earthquake Engineering (JAEE).

2. Editing/Publication of the Journal of JAEE

- (1) In JAEE Journal Editorial Committee (hereinafter called “Editorial Committee”), the Chair of the Editorial Committee (hereinafter called “Chief Editor”) shall edit and publish journals in cooperation with the members of the Editorial Committee (hereinafter called “Editors”).
- (2) The Editorial Committee and its members, Chief Editor and Editors must fulfill their own responsibilities in Article 3 of the Ethics Code for the Journal of JAEE.

3. Acceptance of Manuscripts

- (1) The Editorial Committee shall receive manuscripts submitted in accordance with the Submission Rules for the Journal of JAEE (hereinafter called “manuscripts”).
- (2) The manuscript reception date shall be the “Received Date,” and the date on which acceptance was decided shall be the “Accepted Date.”
- (3) If the submitted manuscript appears to be in significant violation of the Submission Rules for the Journal of JAEE and peer review is thought to be difficult, the Chief Editor may advise the author(s) to format the manuscript and to resubmit it.

4. Review of Manuscripts

- (1) The Chief Editor shall review manuscripts based on Submission Rules and Review Rules for the Journal of JAEE.
- (2) If the content of the manuscript is judged to be inappropriate for publication in the Journal of JAEE, the Chief Editor may discuss it at the Editorial Committee, and reject its publication.
- (3) The Chief Editor shall choose three reviewers based on discussion with the Editors.
- (4) The reviewers shall review manuscripts according to the Submission Rules and Review Rules for the Journal of JAEE, and report the review result to the Editorial Committee.
- (5) The reviewers must fulfill their own responsibility in Article 2 of the Ethics Code for the Journal of JAEE.

5. Decision on Whether or Not to Publish Manuscripts

- (1) Based on the results of the first or second peer review, the Chief Editor shall hold an Editorial Committee discussion, and decide whether or not to accept the manuscript for publication.
- (2) If a submitted manuscript was sent back to the author(s) with the results of the peer review and a revised manuscript has not been returned within six months, the Chief Editor may make a judgment that the submitted manuscript has been withdrawn.
- (3) Regarding submitted manuscripts that are categorized in “Discussions” for review, the Chief Editor may hold an Editorial Committee discussion, and decide whether or not to accept the manuscript for publication.

6. Revision of Manuscripts

- (1) The Chief Editor may request the author(s) to make changes in expressions, wording, figures and tables in the submitted manuscript.
- (2) The Chief Editor may make corrections to parts of the submitted manuscript that violate the Submission Rules for the Journal of JAEE, without the consent of the author(s).

7. Request of Manuscripts

The Chief Editor may issue requests for manuscripts such as Technical Reports, based on the decision of the Editorial Committee.

8. Appeals

In case the author(s) of a submitted manuscript raises an appeal against rejection, the Chief Editor shall discuss the validity of the appeal at the Editorial Committee, notify the discussion result to the author(s), and act accordingly if the appeal is justified.

Supplementary Rules

- 1) These rules shall be effective upon approval of JAEE as a public interest incorporated association by the Prime Minister.
- 2) The approval date is May 1, 2013.
- 3) Revisions approved by the Board on October 10, 2019 shall be effective starting November 1, 2019.