

# J-INSTITUTE

Northeast Asian Studies Journal Institute

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## Regulations of Article Editing

### Chapter 1 General Rules

#### Article 1 (Purpose)

These regulations aim on laying down regulations on Article Editing of journals the Northeast Asian Studies Journal Institute 「J-INSTITUTE」 publishes.

### Chapter 2 Composition and role of an editorial board

#### Article 2 (Qualifications of editors and the standard of selection)

Editors must be mainly composed of those with a doctor's degree. If a person is evaluation necessary for the board, appointing the person can be possible.

#### Article 3 (The role of the editorial board)

1. Call for papers.
2. Allocate evaluation for contributed papers.
3. Review contributed papers.

#### Article 4 (Editorial board meeting)

1. Give overall considerations of contributed papers.
2. Recommend Reviewer for contributed papers.
3. Confirm the publication of contributed papers.

#### Article 5 (Editorial decision making)

The decision making of the editorial board is made by attendance of the majority of members and agreement of the majority of the attendees.

## Chapter 3 Peer Review Progress

### Article 6 (Peer Review Progress)

The Peer Review of the Editorial board follows the following procedure.

1. Editorial Review
2. Double Blind Peer Review
3. Review-Form Reflection Review
4. Manuscript Editing Review
5. Open & Hybrid Review

### Article 7 (Editorial Review)

1. Determine whether the academic domain of the submitted paper is included in this journal.
2. It is a review of whether the submitted manuscript has been edited based on 「Paper Contribution」, 「Article Editing」.
3. The checks the plagiarism rate of submitted manuscripts using the Plagiarism Program and allows only accepted manuscripts to proceed with Step 2. “Double Blind Peer Review”.
4. If there is a complaint by the author, the review of the Editor in Chief shall be followed.
5. Structure
  - 1) This paper consists of approximately 10 to 12 Pages.
  - 2) The Abstract was divided into the Purpose, Method, Result, and Conclusion of the study and was written in about 20 lines.
  - 3) The paper should include structured Tables, Figures, and titles.
  - 4) This paper’s References have included more than 30 journal articles cited.
  - 5) This paper References the proportion of Non-citable articles less than 10%.
6. Format
  - 1) The paper contains 5 keywords, with the first letter of the word capitalized.
  - 2) The large table of contents is capitalized with the first letter of the word, and the small table of contents is capitalized only for the first letter of the sentence.
  - 3) The first letters of all words in the bibliography are capitalized.
  - 4) The journal name is written in full name rather than an abbreviated notation in the reference list.
  - 5) The references, journal article the DOI Address are accurately written at the bottom of the citation data.

### **Article 8 (Double Blind Peer Review)**

1. The Editor-in-Chief selects reviewers for submitted papers in consultation with the Executive Editor, and the assigned reviewers must be evaluated objectively according to the following criteria.
2. Published if the average of the two reviewers is calculated and the score is 85/100. However, after going through a Review-Form Reflection Review reflecting the opinions of the reviewers and a Manuscript Editing Review reflecting the editing regulations, the final publication goes through the procedures of Open & Hybrid Review.
3. Creativity.
  - 1) The paper has original value as a theme that can be accepted internationally.
  - 2) The paper must state proper previous studies and explain the differentiation between them.
4. Methodology.
  - 1) The paper uses a methodology suitable for the purpose of the research.
  - 2) The paper has reliability, and validity according to the methodology.
5. Logical.
  - 1) This paper has a logical author's argument and the results are concrete and clear.
  - 2) This paper is faithful in English grammar, expression, and legibility.
6. Practical.
  - 1) This paper is utilization value and practical.
  - 2) This paper stimulates further additional research.

### **Article 9 (Review-Form Reflection Review)**

1. The evaluation of whether the content of the Double Blind Peer Review is accurately reflected in the final revision.
2. If the content pointed out in the Double Blind Peer Review is not properly reflected, the author will be notified by e-mail, and follow-up actions will be taken. However, if there is no special contact, proceed to the next screening step.

### **Article 10 (Manuscript Editing Review)**

1. Manuscript professional edit manager conduct proofreading and editing.
2. We have a full-time editorial team (manuscript proofreading) to maintain the scientific and thorough editorial status of the entire journal, and we have organized it to maintain the international top-level status in editing.

### **Article 11 (Open & Hybrid Review)**

1. The manuscript is sent to J-INSTITUTE All Members as well as the author to check whether there is a problem with the published paper. At this time, members can communicate their opinions on the quality of the paper to the editor-in-chief.
2. Open & Hybrid Review is sent to the registered e-mail of all members 15 days before publication.

### **Article 12 (Objections)**

1. In the case of any objections on the decision of the results of the paper, Re-review contributed papers can be requested.
2. Objections cannot be made again on the review results of Re-review through objection.

## **Chapter 4 Publication**

### **Article 13 (Adoption)**

The writer of the paper that is planned on being published must make a payment on all fees regarding publication.

### **Article 14 (Printing)**

1. Paper printing is based upon the principle of electronic printing.
2. The published manuscript should be sent to the writer in e-mail.
3. The paper can be published in the next issue according to the publishing schedule of the editorial board.

## Addendum

### Article 1 (Enforcement Date)

These regulations come into force on June 23, 2015.

These regulations come into force on October 1, 2020.

These regulations come into force on June 30, 2021.

These regulations come into force on May 7, 2022.

These regulations come into force on January 1, 2023.

**January 1, 2023**

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