

Peer Review Process of the Japanese Journal of Human Geography

(Revised on 14 November, 2015)

1. This explains the peer review process of the editorial board of the Human Geographical Society of Japan. Every member of the Society has a right to contribute a paper (article, review, research note, or focus) written in English. The editorial board may solicit a member of the Society, by mutual agreement, to contribute a paper (only a part of focus, annual review of research trends, and a part of papers written in English). A solicited paper is essentially accepted for publication after minor checks by the editorial board.
2. The chairperson of editorial board chooses two referees (a principal referee and a second referee) based on their area of expertise from among the members of the editorial board. The chairperson can request a commissioner or representative of the Society to review a paper (but only as a second referee), only when they are considered suitable based on the area of their expertise.
3. The two referees will evaluate the paper in accordance with the “Note for Contributions of English Papers.”
4. After evaluation, the two referees submit separate reports of peer review to the editorial board. In the evaluation stage, referees must not discuss or tell their evaluation results. Results are graded on a scale of S, A, B, C, or D. The guideline for these grades is explained under the “Guidelines of Peer Review Results.”
5. The editorial board notifies the contributor of the result of peer review immediately after the deliberation of committee meeting based on the reports of peer review.
6. The editorial board repeats the above process until a paper is accepted or rejected for publication.
7. Contributors are requested to send manuscripts to the office of the Human Geographical Society of Japan. Manuscripts must arrive at the office no later than 25 days ahead of an editorial conference to be considered. The conference is held six times a year. The schedule of conferences is published on the homepage of the Human Geographical Society of Japan.
8. Contributors of a solicited paper (a part of focus, annual review of research trends, or a part of papers written in English) may be requested to modify their paper after the deliberation of the committee.
9. The date of acceptance refers to the day the paper is approved with a grade of A or S at the editorial conference. This date is recorded at the end of the published article.