▌▌Peer Review Process for the *Japanese Journal of Human Geography* ▌▌
(Revised on 19 December, 2020)

1. This explains the peer review process performed by the Editorial Board of the Human Geographical Society of Japan (hereafter the Editorial Board). In general, Articles, Reviews, Research Notes, and Focuses are all to be peer reviewed. However, the Editorial Board may also solicit members or non-members of the Society to contribute papers (Reviews, Focuses, or as special contributions) by mutual agreement. These solicited papers may be accepted for publication after minor modifications based on a formality check by the Editorial board.

2. Contributors are requested to submit their manuscripts to the Editorial Board. Manuscripts must arrive no later than 24 days prior to an editorial conference concerned. The editorial conference is to be held six times a year (normally January, March, May, July, September, and November). The exact date of the conference will be announced in every first issue of the *Japanese Journal of Human Geography* and on the website of the Human Geographical Society of Japan.

3. Upon submission of a manuscript to be peer reviewed, the Editor-in-Chief and Vice Editor-in-Chief deliberately choose two referees (a chief referee and an assistant referee) based on their area of expertise from all members of the Society. However, chief referees are to be selected exclusively from the Editorial Board members.

4. The two referees evaluate the manuscript fairly in accordance with the "Notes for Contributors of English Papers."

5. After evaluation, the two referees will submit separate peer review reports to the Editorial Board. In the evaluation stage, referees must not discuss their evaluation results with each other. Results are graded on a scale of Grade S, Grade A, Grade B, Grade C, or Grade D. The meaning of these grades is explained in the "Guidelines of Peer Review Results."

6. The Editorial Board finally determine peer review results at the editorial conference. Contributors will be notified of the results immediately after the conference.

7. The Editorial Board will repeat the above process until a manuscript is accepted or rejected. Contributors must inform the Editorial Board immediately when they wish to withdraw their manuscripts after submission.

8. Contributors of solicited papers may be requested to modify their manuscripts based on a formality check by the Editorial Board.

9. The date of reception refers to the day when a new manuscript arrives at the Editorial Board. The date of acceptance refers to the day when the manuscript is approved with Grade S or Grade A at the editorial conference. These dates will be indicated on the first page of the published paper.