

# **The Database Society of Japan English Journal**

## **Editorial Policy, Submission Guidelines, and Peer-Review Process**

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### **I Editorial Policy and Submission Guidelines**

#### **Name of the Journal**

1. The Database Society of Japan (hereafter, the “Society”) shall publish a journal (The Database Society of Japan English Journal). The English-language name shall be “DBSJ Journal”.

#### **Purpose of publishing the Journal**

2. The aim of the Journal is to promote science and technology concerning databases, media contents, information management, and social computing. It is also a means to achieve the Society’s aims (as outlined in Article 4 of the Society’s Articles of Association): to contribute to academic, cultural, and industrial development.

#### **Categories of paper**

3. The Journal will accept papers that belong to the following specified categories (referred to collectively below as “papers”).

- a. Regular Paper
- b. System Development and Industrial Paper
- c. Survey Paper
- d. Special Contribution

Regular Paper here refers to papers that report recent research results of academic interest in the fields of databases, media contents, information management, and social computing. System Development and Industrial Papers report results of practical system development, operations, and evaluation in the above fields as well as recent industrial research results that are of interest. Survey Papers refer to the results of surveys in matters deemed to be of academic or industrial significance in the above fields. Special Contributions refer to papers that discuss subjects of value to the Society other than those

contained in Regular Papers, System Development and Industrial Papers, and Survey Papers. Papers published in the Journal shall be clearly classified with regard to category.

The editorial board shall peer-review Regular Papers, System Development and Industrial Papers, and Survey Papers, and shall peruse Special Contributions.

#### **Submission rules**

4. Papers are written voluntarily by members and may be submitted freely. Manuscripts whose content is identical to papers already submitted to, accepted for publication, or published in academic journals shall not be accepted. However, papers presented at international conferences or seminars held by the Society or other academic societies shall be viewed as progress reports and not treated as double submissions. In instances where double submission has been confirmed after acceptance, acceptance shall be rescinded. Submissions shall be limited to members of the Society in principle. In cases of multiple contributors, at least one of the contributors must be a member of the Society. Ultimate responsibility for the contents of published papers shall be borne by the author.

#### **Editorial board**

5. The Society shall establish a Database Society of Japan Journal editorial board (“editorial board” hereafter) to publish the Journal. The editorial board shall be responsible for the Japanese-language and English-language Journals and shall be composed of an Editor-in-Chief, no more than two Deputy Editors, no more than two Editorial Secretaries, and an appropriate number of Editorial Board Members.

#### **Appointment of Editor-in-Chief, Deputy Editors, and board members**

6. The President or Vice President responsible shall nominate Editor-in-Chief, Deputy Editor, and Editorial Board Member candidates from among regular members, who shall be appointed by the board of directors. Terms of office shall be for two years, and reappointment is not precluded.

#### **Duties of Editorial Board Members**

7. Editorial Board Members shall perform the duties listed below.

- a. Publish the Journal after seeking submissions from the broad Society membership and conducting peer reviews or perusing the papers.
- b. Publish the Journal after collecting recommended submissions in coordination with events sponsored or cosponsored by the Society (seminars, workshops, symposia, conferences, etc.), and conducting peer reviews or perusing the papers.

#### **Peer review of manuscripts and re-submissions**

8. Decisions to publish papers submitted from the broad Society membership (hereafter, “submitted papers”) shall be subject to peer review in accordance with the process prescribed by the Editorial Board

(outlined in Section II: Peer-Review Process). Authors should bear in mind the following two points when resubmitting papers:

- a. If resubmitting a paper that has previously been rejected, prepare responses to all previous comments when resubmitting.
- b. Non-acceptance does not mean conditional acceptance; that is, addressing all previous comments does not ensure that a paper will be accepted.

#### **Paper copyright etc.**

9. Copyright to papers submitted to the Society belong to the Society upon submission of the final draft to the Society.

10. Authors may publish submitted papers, regardless of whether they are accepted by the Journal or not, on the author's own website or that of the organization to which they belong, at any time. However, Papers published in the Journal shall identify the Journal's name, volume number, beginning and ending page numbers and publication date.

#### **Inclusion in IMT**

11. Regular Papers accepted will be stored in the joint archive (Information and Media Technologies (IMT)) published by the Information and Media Technologies Editorial Board.

#### **Other**

12. The Journal shall be published at least once yearly.

13. The Journal shall be published electronically. Specifically, it shall be stored and published on the Society's website archive.

14. Papers shall employ the format specified by the editorial board and shall be submitted as PDF files. Details to be determined separately.

15. Papers shall be in English. The editorial board may be contacted for enquiries about any points regarding paper composition that are unclear.

16. Papers should be simple and succinct. Individual should be eight pages or fewer in length as a rule. However, this limit does not apply to Survey Papers or Special Contributions.

17. Paper publication fees to be determined separately.

## **II Peer-Review Process**

### **Peer-review process for submitted papers**

1. Manuscripts may be submitted at any time. The Editor-in-Chief shall assign at least three Editorial Board Members as reviewers for each submitted paper following a meeting of the editorial board.
2. Reviewers shall read papers in a timely fashion, evaluate whether or not to accept the paper, and deliver a peer-review report to the Editor-in-Chief.
3. The Editor-in-Chief shall make the final decision on whether to accept a paper based on the results of multiple peer reviews and will report the decision to the editorial board. At this time, questions may be raised with the reviewers as necessary.
4. The Editor-in-Chief shall inform the author of the final decision as approved by the editorial board via a report, with a target of one month from manuscript submission.
5. If there are any objections to the peer-review results, the author may convey these to the editorial board. When there is a complaint, the Editor-in-Chief shall promptly hold an editorial board meeting and work to resolve the issue.

### **Peer-review process for Recommended Papers**

1. For Recommended Papers from conferences sponsored or cosponsored by the Society, the same peer-review process that applies to submitted papers shall apply as a rule.
2. The recommendation method, peer-review period, notification system, and other specific processes shall be determined separately following consultation between the editorial board and the Society.