

Operational Guidelines of the Japanese Society of Agricultural Informatics Editorial Committee

(Purpose)

Article 1

The operations of the Editorial Committee (hereinafter referred to as “Committee”) regulated under Article 8 of the Detailed Regulations on Operations of the Japanese Society of Agricultural Informatics shall be subject to these Guidelines.

(Structure and Role of the Editorial Executive Board)

Article 2

1. Under the control of the Editor-in-chief under Article 8 of the Detailed Regulations on Operations of the Japanese Society of Agricultural Informatics, the Editorial Executive Board shall comprise one Vice Editor-in-chief, one Editorial Executive head, several Editorial Executive members, and field representative Editorial Committee members (one person per field).

2. At Editorial Executive Board, discussion shall take place regarding practical business necessary for the editing and issuance of Agricultural Information Research, an academic journal of the Japanese Society of Agricultural Informatics, and required paper publication (hereinafter referred to as “Research Paper Publication(s), etc.”). The results of the same shall be reported to the executive board of the Society. The Editorial Executive Board meeting shall be held 4 times or more per year.

3. A Vice Editor-in-chief, Editorial Executive head, Editorial Executive members, and field representative Editorial Committee members shall be recommended by the Editor-in-chief to the executive board of the Society, and they shall be determined based on a resolution of the council of the Society.

4. Proposals of the Editorial Executive Board concerning Research Paper Publications, etc., may be made to the executive board of the Society.

(Structure and Role of the Editorial Committee)

Article 3

1. The Editorial Committee shall comprise members of the Editorial Executive Board and Editorial Committee members (Editors).

2. The Editorial Committee shall undertake discussion concerning policies for editing and issuing of Research Paper Publications, etc., and shall report the results thereof to the

executive board of the Society. An Editorial Committee meeting shall be held once or more per year.

3. Editor(s) shall be recommended based on the Editorial Executive Board and shall be determined based on a resolution of the council of the Society.

4. The Editorial Committee shall make proposals to the executive board of the Society concerning Research Paper Publications, etc.

(Term of Office)

Article 4

1. The term of office for a Vice Editor-in-chief, Editorial Executive head, Editorial Executive members, field representative Editorial Committee members, and Editors shall be of the same length as that of the officers of the Japanese Society of Agricultural Informatics.

2. When vacant positions exist, the Editor-in-chief shall appoint successors. The term of office thereof shall be the remaining period of the term of the relevant predecessors.

(Review Process)

Article 5

1. From among the manuscripts submitted to the Editorial Committee subject to the Instructions for Authors on Agricultural Information Research, for the manuscripts that require peer review, the Editorial Executive Board shall determine the field of peer review and shall consign peer review to one editor (hereinafter referred to as a "Responsible Editor"), and a final decision concerning the advisability of submission shall be made based on a report of the Responsible Editor.

2. The Responsible Editor shall report to the Editorial Executive Board regarding the advisability of acceptance. In the case of acceptance, the Responsible Editor shall appoint several reviewers, and request that they undertake such peer review. In addition, the Responsible Editor may be included among the reviewers.

3. The Responsible Editor shall report to the Editorial Executive Board regarding the advisability of submission of manuscripts based on the results reached by the reviewers.

4. Advisability concerning submission of manuscripts that do not require peer review process shall be determined based on the only judgment of the Editorial Executive Board

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(Editorial Office)

Article 6

1. An editorial office of the Japanese Society of Agricultural Informatics (hereinafter referred

to as the “Editorial Office”) shall be established within the Nakanishi Printing Company.
2. The Editorial Office shall conduct editing-related clerical affairs, etc., in response to requests from the Editorial Committee.

(Amendment and Abolishment of Operation Guidelines)

Article 7

Amendment and abolishment of these Operation Guidelines must be conducted based on the consensual decision making of the Editorial Executive Board, and the results thereof must be reported to the council of the Society.

Established on August 8, 2002

Amended on May 21, 2009