

# Manuscript Review Regulations of the Imaging Society of Japan

(Enacted on April 1, 2010)

Revised on October 1, 2024

## (General Provisions)

Article 1. These Regulations shall govern the editing of the Journal of the Imaging Society of Japan for the review of manuscripts of the Imaging Society of Japan; in addition to the rules for submission to the Journal of the Imaging Society of Japan, the Code of Ethics of the Imaging Society of Japan, and the Rules of Operation of the Editorial Board of the Imaging Society of Japan.

## (Definition)

Article 2. The term “Editorial Board,” as used in these Regulations, shall mean the Editorial Board of the Imaging Society of Japan. “Editorial Board Member” means a member of the Editorial Board of the Imaging Society of Japan. “Manuscripts” means manuscripts submitted to the Journal of the Imaging Society of Japan (hereinafter referred to as “the Journal”), including papers, commentaries, reviews, materials, and members' columns, as described in the Submission Rules of the Journal.

## (Acceptance or Rejection of Submitted Manuscripts)

Article 3. The Editorial Board shall decide whether to accept or reject all submitted manuscripts for publication in the Journal.

## (Acceptance of Submitted Manuscripts)

Article 4. The secretary of the Editorial Board (hereinafter referred to as “Editorial Secretary”) shall receive the submitted manuscript and ensure all necessary documents are included. The Editorial Secretary will forward the manuscript to the reviewers if all the required documents are included. If any documents still need to be included, the Editorial Secretary will contact the author to request them. After the author has made the necessary corrections, the revised manuscript will be forwarded to the reviewers via the Editorial Board Member in charge. The date of receipt of the manuscript will be when it arrives.

## (Appointment of Reviewer)

Article 5. Manuscripts submitted for publication shall be reviewed for acceptance or rejection by reviewers familiar with the academic and technical fields of the manuscripts. The reviewers shall be selected by the Editor-in-Chief or the Editorial Board Members appointed by the Editor-in-Chief based on recommendations from the Editorial Board Members. However, no person with an interest, such as someone who belongs to the same organization as the author, shall be appointed. Reviewers may also be appointed from outside the Editorial Board and will be recommended by the Editorial Board and appointed by the Editor-in-Chief.

## (Peer Review)

Article 6. Manuscripts will be rigorously and concretely reviewed for logic, the validity of basic concepts and theories, the accuracy of descriptions, suspicion of double submissions, and so on. Manuscripts will also be

explicitly evaluated for their appearance and conformity to the writing guidelines of the Journal of the Imaging Society of Japan.

(Peer Review Fee)

Article 7. Reviewers appointed by the Editorial Board shall be paid a review fee, which will be determined separately.

(Duration of Peer Review)

Article 8. The appointed reviewers shall promptly review the submitted manuscripts and report the decision of acceptance or rejection (Acceptable for publication, Acceptable after revision, Re-review after revision, Rejection, Return to the Editorial Board) to the Editor-in-Chief or the Editorial Board Members appointed by the Editor-in-Chief. The Editor-in-Chief or an Editorial Board Member appointed by the Editor-in-Chief will notify the author of the acceptance or rejection decision within five weeks of receipt of the manuscript.

(Revision After Publication and Re-Reviewed After Revision)

Article 9. The reviewers may request “Acceptable for publication after revision” or “Re-review after revision” of the submitted manuscripts with conditions necessary for acceptance and may set a deadline for submission of the revised manuscripts.

(Re-Review Period)

Article 10. Suppose the manuscript is judged to be “Acceptable for publication after revision” or “Re-review after revision.” In that case, the manuscript shall be accepted unless the revised manuscript is submitted within six months from the date of receipt of the manuscript. However, if a new manuscript with the same contents is resubmitted after six months, the manuscript will be reviewed again.

(Acceptance or Rejection of Manuscripts)

Article 11. The Editorial Board shall decide on the acceptance or rejection of a submitted manuscript based on the reviewer's report of the review results, and the Editor-in-Chief shall notify the author of the acceptance or rejection and the reasons thereof. The reviewers and the Editorial Board will handle any objections to the review opinions. The Editor-in-Chief will notify the author of the acceptance or rejection of the manuscript and the reasons thereof. The Editor-in-Chief must publish the accepted manuscript in the most recent issue of the Journal for prompt disclosure.

(Conflict of Interest)

Article 12. The reviewers shall not be involved in reviewing, accepting, or rejecting manuscripts for which they are the author.

(Prohibition of Information Leakage and Use)

Article 13. Editorial Board Members and reviewers shall not divulge information obtained through the review of submitted manuscripts or deliberation of acceptance or rejection of manuscripts outside the Editorial Board, nor shall they take any action using such information.

(Revised and Repealed)

Article 14. The revision or abolition of these Regulations shall be made by the approval of the Board of Directors of the Imaging Society of Japan based on the deliberations of the Editorial Committee of the Journal of the Imaging Society of Japan.

#### Supplementary Provisions

These Rules shall come into effect on the registration date as a general incorporated association.

#### Revision History

Revised on October 1, 2024, Consistent with the Submission Rules of the Imaging Society of Japan.