

Provisions for the Refereeing of Articles

(Amended on December 15, 2018)

1. Submission

In accordance with the Provisions for Submission, members should send an electronic file of their manuscripts (including abstracts in both Japanese and English language) via e-mail to the Editorial Committee at the following address:

Editorial Committee, Japan Association for Migration Policy Studies

E-mail: migration-policy-review@iminseisaku.org.

2. Evaluation

- (1) The Editorial Committee, using a prescribed form, shall make a request for the evaluation of each submitted article.
- (2) Evaluation shall be conducted by two appointed referees, and the results shall be graded according to the following classification. Incidentally, in some cases, it may be evaluated by the three referees. Depending on the specialisation of the submitted article, refereeing may be entrusted to non-members.
 - A – Accepted
 - B – Accepted upon the condition of partial revision
 - C – Acceptance contingent upon substantial revision
 - D – Rejected
 - E – Theme and subject matter inappropriate for publication in *Migration Policy Review*
- (3) The names of authors and referees shall be withheld from each other. Individual privacy must be protected throughout the editing and refereeing process.
- (4) The Editorial Committee may change referees where a referee fails to submit the results of his/her evaluation, despite having been issued with the requisite number of reminders.
- (5) Where two referees evaluate an article with a “D” or “E” classification, the author will be notified that the manuscript has been rejected.

3. Notification of Results

- (1) After articles have been refereed, the Editorial Committee shall notify authors of the results, referees’ comments, and permissible period for revision.
- (2) Articles that, following revision, are once again assigned a “C” classification may be rejected.

4. Revised Manuscripts

- (1) In principle, revised versions of manuscripts having been classified as “B” or “C” shall be re-evaluated by the same referees. However, in the case of “B”, where the referees specifically determine that a re-evaluation is unnecessary, a second refereeing will not be conducted.
- (2) The Editorial Committee shall examine the revised versions of manuscripts that have been classified as “A”.
- (3) Following the examination of the Editorial Committee, authors shall be notified of the results according to the preceding articles.

Supplementary Provisions

1. These provisions have come into effect with *Migration Policy Review*, Volume 12.