

Submission Guidelines for JCA Journal

Article 1: Purpose

The Journal of the JCA aims to publish original research that contributes to the advancement of the study of communication, and by doing so, provide scholars and educators with opportunities to publish their achievements in communication research and education.

Article 2: Title

The Journal is titled *Japanese Journal of Communication Studies*, with its Japanese title, *Nihon Komyunikeishon Kenkyu*.

Article 3: Qualification

For a single-author manuscript, the author must be a member of JCA. For a multiple-author manuscript, the first author must be a member of JCA, and half or more of the authors are to be JCA members. Exception will be made for the author(s) of invited articles authorized by the editorial board, as well as for manuscripts with a student member as its first author. To submit a manuscript, all membership fees including the year in which the manuscript is submitted must be paid in full by all author(s) with JCA membership.

Article 4: Research Ethics Compliance

A submitted manuscript must be an original work that has not been published previously and is not currently being considered for publication elsewhere. The research described in the manuscript must be carried out without any misconduct such as fabrication, falsification, plagiarism, multiple submission, and inappropriate authorship. (Cf. “Guidelines for Responding to Misconduct in Research” by Ministry of Education, Culture, Sports, Science and Technology)

Article 5: Writing a Manuscript

When writing a manuscript, please refer to “Instructions for Authors” detailed elsewhere.

Article 6: Manuscript Submission

The manuscript should be received by the due date. The method of submission is subject to further specification by the Association and the Director of Journal.

- (1) At the time of manuscript submission, a précis (either in Japanese or English, in accordance with the language used in the manuscript) of not more than 2 pages (36-38 lines with 11-point font on A-4size paper and, for English manuscripts, double spaced) should also be submitted with the manuscript.
- (2) Neither the name of the author(s) nor any acknowledgement should appear in the manuscript nor the précis. A cover sheet with the title of the article (and acknowledgement, if necessary), the name, affiliation, telephone number (both home and office), and e-mail address of the author(s) should be sent via a separate file.
- (3) When submitting the manuscript of a research involving human participants, the research must be approved by the research ethics committee of the researcher’s first author’s affiliate institution, and the author must note of its approval in the accompanying file (stated in (2) above) or in the manuscript itself. Should such committee not exist in the researcher’s first author’s affiliate institution, the researcher author must obtain a written permission from the research participants, and make a note of it in the accompanying file or the manuscript. The author(s) must also state, in the accompanying file or the manuscript, that there is no conflict

of interest between the researcher author(s) and the participants, nor between the author(s) and the organization(s) which supported the research (if any), and that the research has been conducted with careful consideration for participants' human rights. When there is a conflict of interest, it must be clearly stated in the manuscript itself.

Article 7: Publication Frequency

- (1) In principle, JCA publishes one volume annually.
- (2) A single volume of the journal could be issued in the form of two separate biannual publications, with November 30 as the date of publication for the first issue of the volume; May 31 for its second issue.

Article 8: Submission Deadline

The submission deadline for the upcoming volume of the journal is to be announced elsewhere.

Article 9: Review Process

Each submission will be reviewed by the Board of Manuscript Reviewers composed of JCA members appointed by the Director of Journals and approved by the Board of Directors. The editorial decision will eventually be made by the Editorial Committee consisting of members of the Board of Directors based on reviewers' evaluations, comments and suggestions. The Director of Journals will notify each submitter of the evaluation and final decision in due time. Once the decision is made final, neither the Board of Manuscript Reviewers nor the Director of Journals will be expected to communicate with individual submitters for details or further clarifications regarding the manuscript review. All manuscripts that have been reviewed and rejected for publication in the Journal can be submitted elsewhere once official notice is given. Manuscripts which fail to meet the "Instructions for Author" will not be accepted for review.

- (1) The term of appointment to the Board of Manuscript Reviewers and to the Editorial Committee is two years, with a possibility of re-appointment and double-appointment.
- (2) Upon suggestion by members of the Board of Manuscript Reviewers or of the Editorial Committee, manuscripts can be reviewed by "guest reviewers," i.e., erudite individuals within and outside the JCA, appointed by the Director of Journals.
- (3) Members of the Board of Manuscript Reviewers are allowed to submit their work to the JCA journals during their term of appointment. For the issue in which they wish to submit a manuscript, they are exempted from exercising their role assigned to and by the Board of Manuscript Reviewers, i.e., reviewing and evaluating submissions.
- (4) As the Editor-in-Chief, the Director of Journals oversees the editorial process and procedure of the JCA journals in its entirety. Upon the Editorial Committee's recommendation, the Director of Journals can also entrust part of his or her editorial duty to one or more JCA members as "special editors."

Article 10: Changes and Amendments

Changes and amendments to these regulations can be made when the Editor-in-Chief submits a formal application to the Board of Directors for such changes after the approval of the Editorial Board. Final decisions will rest with the approval of the JCA Board of Directors with over half of its members present in the decision.

Article 11: Return of a Manuscript

In principle, no copies of the manuscript or of other submitted materials, whether accepted or not, will be returned to the author. If the author wishes to withdraw a submission prior to the final editorial decision, the author should make a formal request to the Editor-in-Chief in writing.

Article 12: Payment

In principle, there is no payment for manuscripts published in Journals.

Article 13: Publication Fee

Manuscripts within the length requirement will be published without charges. Manuscripts that exceed the length requirement and/or include extra modifications or additions other than correcting typographical errors at the stage of galley proofs will be published at additional cost to the author.

Article 14: Special Cost

If, due to graphics, color printing, or other special requirements, there are cost overruns for a manuscript, the author will be charged for any additional costs incurred.

Article 15: Copyright

The copyright of all articles that appear in *JJCS* belongs to JCA. The author(s) are to allow JCA or its contractor(s) to publish the articles in any necessary format. If the author(s) wish(es) a published article to appear elsewhere, a written request to the Editor-in-Chief is required. The author(s) are not to exercise their moral rights.

Article 16: Miscellaneous

- (1) The editorial committee, when necessary, may advise or request the author to change the style and content of the manuscript. The author, whose article is conditionally accepted for publication, is obliged to follow the reviewers' advice or request for the change in contents.
- (2) The author whose article was accepted for the journals maybe asked to pay a certain portion of the publication cost. The amount of payment will be determined and communicated to the author by the Editorial Board, judging from the financial situation of the JCA, the publication cost, and the number of articles included in the journals.

Supplementary Provisions

1. Approved: 21 December, 2013. Effective: 21 December, 2013.
2. Approved: 15 December, 2019. Effective: 15 December, 2019.
3. Approved: 31 May, 2020. Effective: 31 May, 2020.
4. Approved: 16 October, 2021. Effective: 16 October, 2021.
5. Approved: 20 March, 2022. Effective: 20 March, 2022.
6. Be sure to consult the latest Submission Guidelines.