

Publication Policy of the Japanese Journal of Evaluation Studies

Last revised on 15th February 2005

The Purpose and the Name

1. The Japan Evaluation Society (hereinafter referred to as “evaluation society”) publishes “The Japan Journal of Evaluation Studies (hereinafter referred to as “evaluation study”) in order to widely release evaluation studies and outputs of practical activities to domestic and international academic societies, interested individual and institutions, and contribute to the advancement and prevalence of evaluation practice.

Editorial Board

2. The editorial board administrates editing of evaluation study based on the editorial policy stated below.
3. The editorial board is formed with less than 20 members of the evaluation society who are assigned by the board of directors. Terms of editors are two years but can be extended.
4. The editorial board assigns one editor-in-chief, two vice-editors-in-chief, and a certain number of standing editors among the members.
5. The editorial board may hold at least one meeting to discuss the editing policy, plans of editorial board, and others.
6. The editorial board reports activities to the board of directors as needed and receives approval. Also it is required to report the progress of the past year and an activity plan for the following year at the annual conference.
7. The editor-in-chief, the vice-editors-in-chief and the standing editors organize the standing committee and administrate editing on a regular basis.

Editorial Policy

8. The evaluation study, as a principle, is published twice a year.
9. The evaluation study is printed on B5 paper, and either in Japanese or English.
10. Papers published in the evaluation study are categorized as five types;
 - 10.1. Review
 - 10.2. Article
 - 10.3. Research note
 - 10.4. Report
 - 10.5. Others
11. The qualified contributors are members of the evaluation society (hereinafter referred to as “members”) and persons whose contribution is requested by the standing editors. Joint submission of members and joint submission of non-members with a member as the first author are accepted. Submission by the editors is accepted.
12. Submitted manuscripts are treated as the above categories, however, the standing editors will decide based on the application of the contributors and the following guidelines;
 - 12.1. “Review” is a paper, which provides an overview of evaluation theory or practice. The editorial board will make the decision regarding publication.
 - 12.2. “Article” is considered as a significant academic contribution to the theoretical development of evaluation or understanding of evaluation practice. The standing editors committee makes adoption judgments following the referee-reading process described in the next section.
 - 12.3. “Research note” is a discussion equivalent to the intermediate outputs of a theoretical or empirical enquiry. The standing editors committee makes adoption judgments following the referee-reading process described in the next section.

- 12.4. "Report" is the study report related to a practical evaluation project or evaluation. The standing editors committee makes adoption judgments following the referee-reading process described in the next section.
- 12.5. "Others" includes requested papers for special editions organized by the editorial board and announcements from editorial board to members regarding publication.
13. The editorial board selects two referee readers. For the "article", the editorial board makes adoption judgments referring to the results from referee readings and comments provided by one editor assigned by the editorial board. For "review", "research note", "report" and "others", the editorial board makes adoption judgments referring to the results from referee readings.
14. When editors submit a manuscript, the editors are not allowed to attend any of the standing editors committee meetings or editorial board meetings regarding the manuscript.
15. The standing editors have alternative of approval or not-approval for adoption judgment of manuscripts submitted to any categories. However exception is permitted if the editorial board approves the publication after minor rewrite. Even if the manuscripts are considered insufficient as an "article", standing editors can decide whether the manuscripts are published as a "research note" or "report" if the authors wish to publish.

Formulation and Release of Submission Procedure

16. The editorial board formulates the submission procedure based on the editorial policy described above and release after approval from the board of directors.

Distribution

17. The evaluation study is distributed to all members for free and distributed to non-members for a charge.

Distribution of the Printed Manuscript

18. 30 copies of the respective paper are reprinted and distributed to the authors. The authors must cover any costs incurred by author's requests for printing more than 30 copies.

Release on the Internet

19. The papers published in the evaluation study are released on the internet with approval from the authors.

Copyright

20. Copyright of papers which appear in the evaluation study is attributed to the respective authors. Editorial right is attributed to the evaluation society.

Office

21. The office is in charge of administrative works for editing, distribution, and accounting.