

## Information for Contributors (For English papers)

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1. “Japanese Journal of Evaluation Studies” is the publication for reviews, articles, research notes, and reports relating to evaluation.
2. “Japanese Journal of Evaluation Studies” is primarily published to provide opportunities for members of the Japan Evaluation Society (hereinafter referred to as “members”) to exchange findings, and to contribute to further development of the study of evaluation both domestically and internationally. As a principle, this journal publishes the contributions submitted by the members. With the exception of requested papers, the first author must be a member. A submission (as the first author) is limited to one manuscript that has not been published or submitted in any form for another journal of academic association etcetera.
3. Adoption judgments of the manuscript are made at the discretion of the editorial board. Comments from two referee readers who are appointed for every manuscript are referred to in the screening process (the editorial board requests referee readers without notifying the author of manuscript).
4. Payment for the manuscript is not provided.
5. Papers published in “Japanese Journal of Evaluation Studies” are released on the Internet at homepage of this academic society.
6. Regarding submission, manuscripts must be identified as one of the following categories: 1) article, 2) review, 3) research note, 4) report, and 5) others. However, the final decision of the category is made by the editorial board.

“Article” is considered as a significant academic contribution to the theoretical development of evaluation or understanding of evaluation practice.

“Review” is a paper which provides an overview of evaluation theory or practice.

“Research note” is a discussion equivalent to the intermediate outputs of a theoretical or empirical study in the process of producing an “article”.

“Report” is the study report related to a practical evaluation project or evaluation.

“Others” are manuscripts for special editions requested by the editing committee.
7. Manuscript Submission
  - (1) Manuscripts may be written in either Japanese or English.
  - (2) Correction by the author is only for the first correction.
  - (3) English manuscripts should be submitted only after the English has been checked by a native speaker.
  - (4) Submit manuscripts via email. Contact information including mailing address, telephone number, fax number, and e-mail address, and the category of the manuscript should be clearly stated.

For approved manuscripts, after necessary rewriting, the author needs to submit the final paper via email. Original figures, charts, and maps should be provided.
  - (5) Total printed pages should not exceed 14 pages. Any cost incurred by printing more than 14 pages must be covered by the author.
  - (6) The layout for English papers should be 30 mm of margin at left and right side, 10pt for font size, 43 lines on A4 paper (about 500 words per page). An abstract of 150 words should be attached to the front. 14 pages are equivalent to 7,000 words but the body should not exceed 6,000 words to allow for the title, header, figure, chart, footnotes, and references. Please note

that the number of pages may be more than expected depending on the number of figures included.

8. E-mail: [journal@evaluationjp.org](mailto:journal@evaluationjp.org)