

## THE COSTUME CULTURE ASSOCIATION

### Code for reviewing papers submitted to *The Research Journal of Costume Culture*

(Revised on June 23, 2011)

1. This code regulates matters regarding the reviewing of papers submitted to *The Research Journal of the Costume Culture*.
2. Each paper submitted to *The Research Journal of the Costume Culture* is evaluated by a minimum of 3 reviewers. Publication is prohibited for papers 'rejected' by 2 or more reviewers.
3. The criteria for selecting reviewers are as follows: Members of *The Research Journal of the Costume Culture* that are prominent scholars in the field of clothing and textiles and are serving either as an assistant professor or a higher position at a university or as a researcher director in a research institution are selected by the editing committee or the director of the editing committee. Reviewers are selected in consideration of the relation between their area of specialty and the submitted paper, as well as their research achievements and position. Reviewers are appointed by the president. However, special reviewers can be appointed for consultation on certain fields related to clothing or textiles. Reviewers will be paid a specified fee for their duties.
4. The criteria for reviewing submitted papers are as follows: 1) creativity of thesis topic; 2) credibility and accuracy of data; 3) validity of research method; 4) thesis composition and coherence of description; 5) academic contribution; 6) appropriateness of reference/English abstract form.
5. Manuscripts can be 'accepted', 'denied', or evaluated as 'publishable after revision' by reviewers. The results are reported to the director of the editing committee.
  - 1) Manuscripts 'accepted' or evaluated as 'publishable after revision' by reviewers must be revised and complemented by the authors and are published after being verified by the editing committee.
  - 2) Manuscripts that are 'to be reconsidered after revision' must be revised according to the reviewers' comments and orders. The revised paper must be submitted with the 'Thesis revision report' and re-evaluated by reviewers.
  - 3) If a paper is 'denied' by one of the reviewers, a fourth reviewer is selected for a secondary review process.
  - 4) Papers 'denied' by 2 or more reviewers in the first and secondary review processes cannot be published or re-submitted under the same title and content.
  - 5) Submitted papers 'accepted' by reviewers can be 'denied' by the editing committee regardless of the results of the review, as publication may be denied for other reasons, such as violation of research ethics.
  - 6) If an author fails to revise or complement a paper within 6 months after revision orders are given without a valid reason, the publication of the paper can be decided by the editing committee.
6. Reviewers must provide specific reasons to support their evaluation of manuscripts. The results of the review, along with the manuscript, must be returned to the association within 20 days. Reviewers that fail to return the results and the manuscript to the association within 30 days can be replaced.
7. The entire review process, from paper submission to publication, must be carried out anonymously. Reviewers must not disclose or misuse any information gained during the review process.
8. Any disagreements regarding the results of the review are resolved by the editing committee.
9. Decisions regarding paper publication are made by the editing committee in consideration of the application order of reviewed manuscripts.

※ Issues unspecified in this code are subject to decisions by the editing committee.