

The Harris Science Review of Doshisha University: Submission Guidelines

Editorial Committee of the Harris Science Review of Doshisha University

1. Submission

1.1. Submission qualifications and manuscript types

All manuscripts for submission should have one or more authors who are members of this institute (the inclusion of nonmembers is also possible). Manuscripts are categorized as “Paper,” “Review,” and “Letter.” The manuscript type should be specified in the designated form at the time of submission. For the style guide and formats, see the Harris Science Review Submission Policies and the relevant template.

1.2. Submission requirements

Manuscripts for submission should satisfy the requirements specified in Sections 1.2.1–1.2.3 and the content should adhere to the Doshisha University Code of Research Ethics.

1.2.1. Paper

They should contribute to academic or technological insights and satisfy all the following requirements.

- (1) The content should not contain basic errors.
- (2) It should properly address the protection of human rights and observe any and all relevant legislation (incl. the Copyright Act).
- (3) The content should not have been submitted to or published in any open-access publications prior to submission to the Harris Science Review. However, as exceptions, those satisfying the following criteria should be reviewed as new articles.
 - (a) Articles containing content that has been presented at conferences sponsored or cosponsored by the Doshisha University Harris Science Research Institute or at any similar meetings prior to submission and those that do not infringe upon any copyright law
 - (b) Articles that expand upon the content of a “Letter” published in the Harris Science Review as brief papers
 - (c) Articles that have been submitted to preprint servers, such as arXiv

1.2.2. Review

They should satisfy the criteria specified in Section 1.2.1 and fall under any of the following categories:

- (1) Systemic arrangement of conventional theories

- (2) Comprehensive reporting of items that are particularly noteworthy
- (3) Content that is recognized as contributing to societal well-being

1.2.3. Letter

They should satisfy the criteria specified in Section 1.2.1 and fall under any of the following categories:

- (1) Brief papers wherein the content contributes to academic or technological insights
- (2) Notes related to various testing, investigation, and analytic or calculation results, the contents of which are recognized as contributing to societal well-being

1.3. Submission of a manuscript

Any manuscript for submission should be delivered to the Office of the Harris Science Research Institute (Science Building (Rikagakukan), 1F) along with the designated form and all the necessary items filled out. The manuscript should comprise a hard copy and the corresponding electronic data. The electronic data should be submitted in a USB flash drive or via email (jt-riko@mail.doshisha.ac.jp). Note that the submitted manuscript will not be returned. Thus, authors should maintain their own copy.

2. Screening

- (1) The Secretariat will check the manuscript for plagiarism, appropriation, etc., and report the results to its author. If the reviewer or the Editorial Committee determines that it is necessary to revise the manuscript, the author should make the necessary changes and resubmit the manuscript. It is also possible that the manuscript may be rejected, depending on the screening results.
- (2) Each manuscript for submission will be reviewed by one reviewer appointed by the Editorial Committee. Upon submission, authors are encouraged to mention the names of reviewer candidates who they believe are qualified to conduct a review based on the content of the submitted manuscript. Although the candidates proposed by the author are taken into consideration by the Editorial Committee, the Editorial Committee has the final say in deciding the reviewer.
- (3) The reviewer will conduct a review based on the following screening criteria, and the Editorial Committee will determine whether the manuscript should be published based on the feedback of the reviewer.

Grade A: Can be published as is

Grade B: Needs minor corrections but can be published after being appropriately revised by the author

Grade C: Needs clarifications by the author before the possibility of publication can be determined (re-review)

Grade D: Cannot be published

- (4) Following the review, the Secretariat will report the matters of inquiry by the reviewer (review comments) to the author. The author should then respond to the inquiries in writing and make the necessary revisions to the manuscript. The written response should include the inquiry by the reviewer, the corresponding reply, and the revised contents. The revised contents of the revised manuscript should be indicated in a red font or highlighted for ease of recognition.
- (5) If the author does not submit their written response and revised manuscript within 90 days of the inquiry, the manuscript will be considered to have been rescinded by the author.
- (6) When the manuscript has been approved for publication, the author will be informed.
- (7) When the manuscript has been rejected for publication, the author will be informed with an explanation of the reasons for rejection. If the author finds those reasons unacceptable, they can object in writing.

3. Other

For information regarding the steps from submission to repository publication, see the Attachment.

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