Editing Procedures for the Ming Chuan Journal

Article 1 The Ming Chuan Journal was established raise the standard of

academic research at Ming Chuan University. This documents

outlines the editing procedures for this publication.

Article 2 A Journal Editorial Committee has been organized to edit the

Ming Chuan Journal. The members are appointed by the

president who are Ministry of Education-recognized Associate

Professor or above approved by the Ministry of Education and

possess an excellent academic record. The vice president

serves as Editor-in-chief, and the Executive Editor is appointed

by the president.

Article 3 The Committee may be divided into several groups, each of

which takes responsibility for reviewing submitted manuscripts in

various research areas. One leader, who is recommended by

the Editor-in-chief and appointed by the resend, leads each

review group.

Article 4 Submitted manuscripts will be reviewed by the appropriate

review group. Each group can decide to accept or reject each

manuscript or have manuscript sent to an off-campus reviewer.

Final decisions are confirmed by the Editor-in-chief.

Article 5 At lease five Ministry of Education-recognized Associate

Professors should be recommended by the review group and

two of them will be chosen by the Editor-in-chief. The Editor-in-

chief may also personally select other qualified reviewers.

Article 6 The editing regulations and manuscript review process are

included in the Journal.

Article 7 Review group members should avoid reviewing their own manuscripts.

Article 8 The names involved in and the meeting for the review group and

committee meetings are highly confidential.

Article 9 Upon being approved by the president, these procedures were

 announced and implemented. Any revision must follow the same

procedure.

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*