

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.***