

Taiwan Journal of Anthropology

Detailed Procedures for Peer Review

Adopted at the 17th Meeting of the Editorial Committee, May 8, 2006

Amended at the 31st Meeting of the Editorial Committee, September 3, 2008

- I. The Detailed Procedures for Peer Review for the Taiwan Journal of Anthropology (hereafter “the Journal”) are hereby laid down as follows:
- II. Peer Review
 1. Each and every manuscript shall, in the first instance, undergo preliminary review by the editors, who will take first look and recommend suitable reviewers based on the content and style of the manuscript to the Associate Editor-in-Chief, who in turn is responsible for determining the order of the invited reviewers. Thereafter the manuscript shall undergo substantive review in accordance with the “Guidelines for Peer Review Procedures”.
 2. For a manuscript that is recommended to be “accepted after revision”, the author should make proper revision, taking into account the comments from the two anonymous reviewers. For purpose of quality control, the revision, including its content and extent, should be reviewed by one of the editors working in approximate fields and appointed by the Associate Editor-in-Chief, before committing the manuscript to editing and printing. Such an appointed editor shall report the findings and suggestions to the Editorial Committee, so as to ensure that appropriate revision has indeed been satisfactorily completed.
 3. For a manuscript that does not receive unanimous recommendation for acceptance during the review process, in principle the matter should be decided by the Editorial Committee after thorough deliberation. If necessary and depending on the category of the manuscript, the Associate Editor-in-Chief should assign an editor who is familiar with the field to assist the author in the revision of the manuscript, so as to facilitate the subsequent processing of the procedure. The final decision on whether to publish the manuscript rests with the Editor-in-Chief.
 4. Manuscripts that have successfully completed the peer review and necessary revision procedures shall be recommended for publication to the Editor-in-Chief by the Editorial Committee. The final decision on whether to publish the manuscript rests with the Editor-in-Chief. In case

that the Editor-in-Chief agrees with the recommendation, the manuscripts will proceed to the follow-up editing and printing process; in case that the Editor-in-Chief has different opinions on a particular piece, the manuscript in question should be returned to the Editorial Committee, which shall process the piece in accordance with the Editor-in-Chief's instructions.

5. The results of the review process should be firstly viewed by the Associate Editor-in-Chief, before handed over to the Editorial Committee for review or confirmation.
6. A manuscript that has not passed the review process will be discussed at the next Editorial Committee meeting for confirmation of rejection.
7. For all remaining matters and circumstances relating to manuscript collection and review that are under contention, the matters should be discussed between the Associated Editor-in-Chief and the Editor-in-Chief. The final decision rests with the Editor-in-Chief.

III. The Reviewers

1. The Associated Editor-in-Chief is responsible for selecting the suitable reviewers from the candidates recommended by the Editorial Committee, and, after acquiring confirmation from the Committee, for inviting the reviewer in appropriate order.
2. In conducting the review process, the manuscript authors and reviewers should be kept mutually anonymous.

IV. Appeal

An appeal against a rejection decision should be issued by the author to the Editorial Committee within one month of the receipt of the returned manuscript. The decision on whether to accept a resubmission shall be made by the Associate Editor-in-Chief after consultation with the Editorial Committee.

V. Amendment

The amendment of the above detailed rules shall be made by the Associate Editor-in-Chief after consultation with the Editorial Committee. The amendment of the detailed rules shall be reported to the General Fellow Meeting of the Institute of Ethnology, Academia Sinica.