

Submission Rule of the *Japanese Journal of Risk Analysis*

Enacted by the Executive Board on June 26, 2020

Revised by the Executive Board on March 31, 2022

1. General rules

1.1 Submissions to the *Japanese Journal of Risk Analysis* (hereinafter “the Journal” or “*JJRA*”) shall be made in accordance with these rules.

1.2 If the contributor is not a member of the SRAJ, a submission fee ¥8,000 (incl. tax) shall apply. The contributor shall be the first author or corresponding author. However, this requirement shall not apply to manuscripts requested by the Editorial Committee.

1.3 The acceptance or rejection of a submitted manuscript shall be decided by the Editorial Committee, but the acceptance or rejection of various types of papers shall be decided based on the results of a review by reviewers engaged by the Editorial Committee. The Editorial Committee may request corrections to submitted manuscripts.

1.4 Manuscripts must be prepared in accordance with the objectives and subject matter range of the Journal, in compliance with the Manuscript Preparation Guidelines specified by the SRAJ and in compliance with the Code of Ethics of the Journal.

1.5 A Creative Commons Attribution 4.0 International (CC BY 4.0 license) shall apply for the copyright of articles and other materials published in the Journal. Under this license, authors retain the copyright to their articles, but anyone is free to download, reuse, modify, or distribute copies of articles, provided that the copyright owner is credited.

Example of credit:

Kyoko ONO (2019) Management of Infrastructure from a Perspective of Risk Assessment. *Japanese Journal of Risk Analysis* 29(3): 187–188, doi: 10.11447/sraj.29.187, licensed under Creative Commons Attribution 4.0 International (CC BY 4.0 license).

2. Classification of articles

Submitted manuscripts are classified as follows. In addition to the following categories,

there are other types of manuscripts, such as “**Editorial**,” commissioned by the Editorial Committee. Note that all submitted manuscripts will be reviewed by an Editorial Committee member in charge.

Original Articles (reviewed by 2 reviewers): Original, previously unpublished papers that report the results of theoretical or empirical research relating to risk whose contents contribute to academic, societal, or industrial development

Short Articles (reviewed by 2 reviewers): Papers that conform to any of the following definitions.

- A news report or progress update of ongoing research on risk-related theory or research findings
- A report of important administrative experience or data of material value that contributes to the development of risk research
- A report of a practical operational method, innovation, or business plan proposal, for societal implementation of risk research

Reviews (reviewed by 1 reviewer): Papers designed to offer wide-ranging knowledge in a specific risk-related field or across multiple associated fields.

Topics:

- Topics about risk-related research, assessment, technology, business, or relevant academic societies.
- Reports of the contents of sessions of the Annual Conference of the SRAJ or other risk-related symposium

Letter to Editors: Letters expressing opinions and thoughts relating to risk, comments on papers published in the Journal, or minor additions or corrections to one’s own paper

Book Reviews: Reports about books or publications relating to risk

3. Submitting manuscripts

3.1 Fill out the cover page of the manuscript in accordance with the Manuscript Preparation Guidelines.

3.2 Create the manuscript using word processing software (e.g., MS Word) in accordance with the Manuscript Preparation Guidelines, setting the page size to A4. Include a title, English abstract, main text, figures, tables, references, etc.

3.3 Submit the manuscript using the SRAJ's Online Submission and Review System, after converting the manuscript (in MS Word or other word processing format) into a PDF file, making sure the author/s is/are not identifiable.

3.4 All papers should be submitted using the Online Submission and Review System. When the manuscript has been uploaded via the Online Submission and Review System, it will be checked by the SRAJ Editorial Secretariat. If the paper is received, a receipt notification will be sent to the contributor's email address, including a Submission No. for review. When the Editorial Committee decides to start peer review and determines that the submitted paper is subject to peer review, an Editorial Committee member in charge (editor-in-charge) will be assigned to lead the peer review. Information about the editor in charge for the peer review can be checked using the Online Submission and Review System. The date of manuscript receipt is the date that the manuscript receipt notification was sent. **Note that in the case that a revision of the manuscript is requested after review, if the manuscript is not resubmitted within six months of the review, the manuscript review process will automatically be terminated and the paper will be treated as rejected.** The manuscript acceptance date shall be the date it is accepted for publication.

3.5 For Original Articles up to 10 pages long, Short Articles up to 8 pages long, Reviews up to 12 pages long, Topics up to 8 pages long, Letter to Editors up to 10 pages long, and Book Reviews up to 4 pages long, submission of manuscripts is free of charge. If the length of a manuscript exceeds these limits, a publication fee of ¥5,000 (incl. tax) per page shall apply. Publication charges do not apply to submissions invited by the Editorial Committee.

3.6 All manuscripts must include an English title and English translation of the affiliations of authors. Three types of papers (Original Articles, Short Articles, and Reviews) should be accompanied by an English abstract up to 250 words long.

4. Submitting manuscripts for printing

4.1 When a paper has been accepted for publication, the author/s must send an electronic file (e.g., an MS Word file; note that a PDF file is not acceptable) of the final version of the paper in an A4 page layout as an email attachment to the Editorial Secretariat at the address sraj-edit@kokusaibunken.jp instead of using the Online Submission and Review System. The subject of the email should be “Society for Risk Analysis Japan Paper Submission XXXX (Submission No.)” Whenever you contact the Editorial Secretariat, make sure to quote the applicable Submission No.

4.2 Revisions to manuscript formats and layouts should be made promptly in accordance with the instructions of the Editorial Secretariat. If a manuscript is not submitted for printing by the specified deadline, acceptance of the manuscript will be canceled.