

Review of Analytic Philosophy

Peer-Review Policy

1. Aim

The aim of the review process is to evaluate submitted manuscripts fairly and objectively and to judge whether they are appropriate for publication in *Review of Analytic Philosophy*.

2. Manuscripts to be reviewed

All submitted manuscripts are peer-reviewed.

3. Reviewers

Reviewers for each submitted manuscript are appointed as follows:

First, the Editor-in-Chief (EIC) appoints an Associate Editor (AE) or an Editorial Board Member (EBM) to select reviewers, considering their areas of expertise. Second, the appointed AE or EBM recommends two reviewers suitable for reviewing the manuscript to the Editorial Department (ED). After confirming with EIC, ED requests the two candidate reviewers to review the manuscript. If one or both reviewers decline to review the manuscript, EIC recommends another AE or EBM or other reviewers until two reviewers are secured.

4. Review period

In general, the review period is 30 days after a review request is made. When EIC, AE, or EBM judges that more time will be needed to review the paper because, for example, the paper is longer than usual, the review period may be extended up to 60 days.

5. Review process

The flow of the peer-review process is as follows.

- (1) ED receives a manuscript and reports it to EIC without identifying the author(s).
- (2) EIC appoints AE or EBM, who recommends two reviewers.
- (3) ED sends requests for review to the two candidate reviewers.
- (4) The two reviewers review the manuscript and report the results to ED.
- (4)' The publisher's proofreader checks the English of the manuscript.
- (5) ED reports the results of the review and proofreading to EIC and AE or EBM.
- (6) ED informs the results of the review and proofreading to the authors.

- (7) (A) When the manuscript is “acceptable in its present form”, the manuscript will be accepted for publication. The accepted manuscript will be subject to second proofreading by the publisher.
- (B) When the manuscript is “acceptable after minor revision”, the authors must revise the manuscript taking into consideration the reviewers’ comments and resubmit the revised manuscript. The period of revision is normally 30 days. If the authors need more time for revision, they may request ED to extend the deadline in advance. The revised manuscript will be checked by the appointed AE or EBM or by EIC. Finally, EIC will make a decision on acceptance.
- (C) When the manuscript “requires a second review after major revision”, the authors must revise the manuscript taking into consideration the reviewers’ comments and resubmit the revised manuscript. The period of revision is normally 30 days. If the authors need more time for revision, they may request ED to extend the deadline in advance. The revised manuscript will be re-reviewed by the same reviewers. On the basis of the results of the re-review, the appointed AE or EBM will recommend a decision on acceptance/rejection of the manuscript or the requirement of another review to EIC. Essentially, there is no upper limit to the number of the cycles of review and revision unless there is a special reason. Finally, EIC will make a decision on acceptance.
- (D) When the manuscript is “unacceptable or requires complete rewriting”, the authors must extensively rewrite the manuscript and may ask EIC or the publisher’s proofreader for advice on rewriting if necessary.
- (E) When the manuscript is “outside the scope of the journal”, the manuscript will be rejected.

6. Third reviewer

If the results of the two reviews are completely different (for example, “accept” and “reject”), EIC may assign a third reviewer for the sake of fairness.

7. Review standards and judgement of acceptance

Reviewers should evaluate the manuscript fairly and objectively in accordance with the Evaluation Sheet, considering recent studies in the field relevant to the manuscript. Poor English alone is not a reason for rejection. On the basis of the evaluation by the two reviewers, EIC determines whether or not the manuscript is acceptable. EIC may consult with AEs and/or EBMs who assigned the reviewers if necessary. EIC makes the final decision on the acceptance/rejection of the manuscript.

8. Notification of acceptance/rejection to the authors

All the accepted manuscripts are subjected to second proofreading by the publisher. After the authors revise the English of the accepted manuscript, EIC will check the manuscript. After EIC has confirmed that the quality of the English satisfies journal standards, ED informs the authors of the results at the earliest possible time.