

Submission Rules for the *Journal of Southeast Asian Archaeology*

Section 1: Purpose of the Journal

The *Journal of Southeast Asian Archaeology* shall be published once a year, mainly for the purpose of presenting research results by members of the Japan Society of Southeast Asian Archaeology and providing information related to Southeast Asian archaeology.

Section 2: Submission Qualifications

In principle, submissions must be from members of the Japan Society of Southeast Asian Archaeology. Members may freely submit contributions, but contributions by members who have not paid their dues will not be accepted. The Editorial Board may request contributions from members or non-members. No payment or publication fees will be collected for contributions.

Section 3: Type of Manuscripts

Manuscripts to be published should contribute to the development of Southeast Asian archaeology. Types of manuscripts are as follows, Article and Research Note will be peer-reviewed for publication. Special features that bring together each manuscript category according to a specific theme are also possible, but should be discussed with the Editorial Board prior to submission entry.

- a. **Article** (presentation of research results)
- b. **Research Note** (exploratory studies, reports, etc.)
- c. **Research Material** (introduction of historical documents and materials, etc.)
- d. **Perspective** (outlooks on trends in the research field or in the academic community as a whole)
- e. **Prompt Report** (preliminary reports on excavations, etc.)
- f. **Book Reviews or Introductions** (introduction of new books, materials, research activities, etc.)
- g. **News** (member reports on research and social trends in Southeast Asia)

Section 4: Page Limit of Manuscripts

A4 with space both side in 20mm (45 words x 40 in a page), and the number of pages should be within the following limits (including title, abstract, figures, tables, notes, and bibliography). Page limits by manuscript type are as follows.

- **Article and Research Note**: 18 pages
- **Research Material, Perspective and Prompt Report**: 8 pages
- **Book Review and News**: 4 pages

Section 5: Manuscript Preparation

As a rule, the languages used should be Japanese and English. If you wish to submit manuscripts in languages other than Japanese or English, or manuscripts with special characters, please contact the Editorial Board before submission. For details of manuscripts, including formatting, please refer to the "**Authors Instruction of *Journal of Southeast Asian Archaeology***" separately stipulate.

Section 6: About Submission

1. After submitting an entry for submission each year, submit a completed manuscript to the Editorial Board of the Society in accordance with the guidelines. Manuscripts should be submitted by e-mail or postal mail. For information on where and how to send manuscripts, please contact the Editorial Board of the *Journal of the Southeast Asian Archaeology* (contact information below). Manuscripts should be submitted to the following address. If submitting by postal mail, please contact the Editorial Board before submission.
The Editorial Board of the *Journal of Southeast Asian Archaeology*: editors.jssaa@gmail.co.jp
2. Manuscripts should be prepared using a word processor or personal computer. When submitting manuscripts by postal mail, please enclose a printout of the manuscript as well as the file on a USB memory stick or DVD. Please e-mail the Editorial Board for postal addresses. In principle, manuscripts and files (including illustrations, photographs, recording media, etc.) will not be returned after submission.
3. When sending manuscripts, attach a file or paper with the type of manuscript, title, author's name, affiliation, and representative contact information (e-mail address, postal address, telephone or fax numbers).
4. The manuscript deadline for each year will be determined by the editorial board members. As a rule of thumb, the submission entry begins in May, the entry closes in June, and the manuscripts submission are due at the end

of July or August. Manuscripts submitted after the deadline will be reviewed and published in the following year's issue. For requested manuscripts, a separate deadline will be set upon agreement between the Editorial Board and the author(s).

5. Special feature must be discussed and approved by the Steering Committee after contacting the Editorial Board in advance.
6. All Articles and Research Notes, whether submitted or requested, will be reviewed by two reviewers (referees) in principle, and the Editorial Board will make the final decision on the acceptance or rejection of the manuscript and the type of manuscript, based on the “**Peer Review Rules**” separately stipulate. The Editorial Board may require revisions of the manuscript as a condition for acceptance.
7. In principle, proofreading by the author(s) should be done only once. Since the review is based on the completed manuscript, changes other than typographical errors or addition of acknowledgments will not be accepted. If any changes are made to the manuscript other than typographical errors, the manuscript will, in principle, be withdrawn from publication in the following year, and a new peer review will be conducted in the following year. This does not apply to manuscripts that have been requested to be revised as a result of the peer review process, and the revised manuscript has been accepted.
8. For manuscripts accepted for publication as Article, Research Note, Research Material, Perspective, and Prompt Report, the authors will receive a PDF (final version) of the black-and-white version of the manuscript and two copies of the journal in which the manuscript appeared. For a fee, authors may also receive a PDF (final version) of the color version of the manuscript or an excerpt of the manuscript. In the case of co-authored manuscripts, only the representative will receive the PDF and the journal.
9. All submitted manuscript data (including illustrations and photographs) and personal information or equivalent information obtained by Japan Society of Southeast Asian Archaeology in the process of submission will be promptly discarded and disposed of upon publication of the journal to which the manuscript is submitted, regardless of whether or not the manuscript is accepted for publication.

(The above are the submission rules.)

Revision History of Submission Rules

2008 First edition enacted and enforced.

2012 Revision of the 2nd edition

2017 Revision of the 3rd edition

2020 Revision of the 4th edition

2023 Revision of the 5th edition