

Peer Review Rules for the *Journal of Southeast Asian Archaeology*

Section 1: Subject of Peer Review

The peer-reviewed papers are those that are submitted or contributed as Articles or Research Notes.

Section 2: Reviewer (referee)

In principle, the Editorial Board will select two reviewers (referees) per eligible manuscript and request them to review the manuscript. The names of the reviewers will not be published.

Section 3: Peer Review Process

The reviewers will evaluate, judge, and make a decision on the publication category on the points specified in the peer review section. If the reviewers request revisions to the manuscript, they must provide specific comments on the points that need to be revised. The reviewers must report these results to the Editorial Board within a set deadline. The review date will be decided promptly by the Editorial Board after the manuscript deadline, and the reviewers and the submitter will be notified.

Section 4: Peer Review Criteria

The reviewers will evaluate, judge, and determine the publication category for the following items.

A. Evaluation of Contents

1. Does the manuscript contribute to scholarly research on the archaeology of Southeast Asia?
2. Is the content accurate?
3. Is the development of the argument appropriate?
4. Are the materials and references handled appropriately?
5. Are the abstract and key words appropriate to the content?

B. Evaluation of Expression and Format

1. Is the title appropriate to the contents covered?
2. Are the expressions in the text clear and easy to read?
3. Are the overall structure and headings appropriate?
4. Are the illustrations and tables appropriate?
5. Are references appropriately listed?

C. Judgment of Acceptance

1. Acceptable (the manuscript can be published as is.)
2. Acceptable for publication with revision (only minor technical corrections are required. Re-review may be omitted.)
3. Re-review is required after revision (when rewrite is necessary to some extent or more. Re-review is required).
4. Reject (the reviewer must provide evidence of the reason in the evaluation and comments).

Section 5: Adoption of Manuscripts

The Editorial Board will decide on the acceptance of the manuscript after careful consideration of the review results and will promptly notify the submitter of the result of the review. The date of acceptance of the manuscript will be the date of receipt of the manuscript, and a letter of acceptance will be issued in the name of the Editorial Board if the contributor so requests.

Section 6: Revision of manuscript

If revisions to the manuscript are requested by the reviewers, the submitter must send the revised manuscript to the Editorial Board by the established deadline. If the Editorial Board determines that the manuscript is "Acceptable for publication with revision conditions," the Editorial Board will decide on the acceptance of the manuscript after confirming that the manuscript has been properly revised according to the judgment, and if the judgment is "Re-review after revision," the Editorial

Board will ask the reviewers to review the manuscript again.

(Peer review rules are above.)

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