

## Guidelines for Submission to Journal of Rural Problems

### 1. Qualification for Submission

Regular members of the Association for Regional Agricultural and Forestry Economics (ARAFE) qualify for submission to the Journal of Rural Problems. Non-members can be co-authors, but they cannot be first authors and/or corresponding authors. Authors of submissions requested by the editorial board of ARAFE do not need to be members.

### 2. Manuscript types

(1) The following types of manuscripts can be considered for publication in the Journal of Rural Problems: research article (full-length paper), short paper, research material, book review, etc. They range over the social science fields, focusing on food, agriculture, forestry, and fishery and, rural, mountain, and fishing areas both in Japan and abroad. Book reviews and other papers are requested by the editorial board of ARAFE. Submitted manuscripts must not have been published previously. However, dissertations published in the institutional repositories in accordance with academic policies are regarded as unpublished works. The permanent editorial board of ARAFE determines whether works can be treated as unpublished or not. The permanent editorial board of ARAFE can change the type of manuscript with the contributors' consent.

(2) Refer to the notes for short paper submission in the ARAFE annual meeting when submitting manuscripts as short papers.

### 3. Manuscripts

Manuscripts that are made using the template file on the ARAFE website should be prepared in accordance with sections 4 and 5. If a manuscript has been made without using the template file or the manuscript format is clearly invalid, it will not be accepted for consideration.

### 4. Preparation of Manuscripts

(1) The text of manuscripts should be written horizontally. In Japanese manuscripts, except for specialized terminology, the modern kana usage and Chinese characters for daily use should be used. Chinese characters and kana characters should be written in double-byte characters. Alphanumeric characters and symbols should be written in single-byte characters. Manuscripts should be as concise as possible and include as few figures, tables, and equations as possible.

(2) The maximum number of pages for research articles, research materials, and other papers that are written using the template file are 12 pages, 10 pages, and 6 pages, respectively. The standard number of pages for research articles, research materials, and other papers that are written using the template file are 8 pages, 6 pages, and 2 pages, respectively. Authors can attach an online appendix equal to or less than 4 pages with their manuscript for consideration as a research article.

(3) In Japanese manuscripts, the title, authors' names, and affiliations in both Japanese and English should be written in the designated locations in the template file. When submitting a manuscript as a research article, an abstract in English (approximately 200 words) and 4 to 6 keywords in Japanese should also be written in the designated location in the template file. In English manuscripts, the title, authors' names, and affiliations in English should be written in the designated locations in the template file. When submitting a manuscript as a research article, an abstract in English

(approximately 200 words) and 4 to 6 keywords in English should also be written in the designated location in the template file.

(4) The article structure, punctuation marks, units, notes, citations, and reference list should be prepared in accordance with the technical guidelines for submission to the Journal of Rural Problems.

#### 5. Preparation of Figures and Tables

Figures and tables that are consecutively numbered through manuscripts should be described as follows: Fig. 1, Table 1. Figures and tables should be pasted in the required locations in the manuscripts. Figures that have explanations and symbols appended should be accurate and clear. To ensure readability, do not excessively reduce the sizes of figures and tables.

#### 6. Submission of Manuscripts

In accordance with the procedure mentioned in the ARAFE website, contributors should submit the following electronic files to the editorial board of ARAFE: (1) a PDF file and a Word file of the manuscript and (2) a PDF file of the article most closely related to manuscript (if needed).

#### 7. Reception of Manuscripts

The reception date is the date when the manuscript is submitted to the editorial board of ARAFE.

#### 8. Review and Resubmission of Manuscripts

(1) The final decision on whether to accept a manuscript is made by the permanent editorial board of ARAFE. Contributors will be notified of the decision within four months. A manuscript submitted as a research article will be reviewed by two or more referees. A manuscript will be reviewed up to three times in principle. The manuscript that is not accepted by the third review will be rejected.

(2) If a manuscript needs to be revised, contributors should resubmit the revised manuscript as soon as possible. After notification, when the resubmission takes more than thirty days, the revised manuscript will be processed as a new submission.

#### 9. Acceptance of Manuscripts

The acceptance date is the date when the permanent editorial board of ARAFE decides to accept the manuscript. The permanent editorial board of ARAFE can request revisions of accepted manuscripts in accordance with the guidelines. If contributors make unrequested revisions, they need to obtain approval from the permanent editorial board of ARAFE. Accepted manuscripts are not returned to contributors. The publication order of accepted manuscripts is decided by the permanent editorial board of ARAFE.

#### 10. Author's Proofreading

The author's proofreading is performed once, and authors can correct printing mistakes. However, the following are not allowed: correction of words and phrases unrelated to printing mistakes, addition of new words and phrases, and correction of figures and tables.

#### 11. Publication Fees

(1) Contributors whose accepted manuscripts are published do not need to pay publication fees if their

manuscripts are within the standard number of pages shown in section 4(2). Publication fees for manuscripts requested by the editorial board of ARAFE are equal to those for contributed manuscripts.

(2) When the total number of pages of the printed manuscript exceeds the standard number of pages shown in section 4(2), contributors must pay the following additional publication fees: 1 page: ¥5,000, 2 pages: ¥10,000, 3 pages: ¥15,000, and 4 pages: 20,000. An excess of up to 4 pages is allowed.

(3) There is a publication fee of ¥5,000 per page for the online appendix of research article.

## 12. Ownership and Use of Copyright

Based on the copyright policy of ARAFE, authors must transfer the copyrights of their published articles to the ARAFE. The transfer of copyrights includes assignment of rights to reproduce, distribute, display, and store the published articles in both print and electronic forms.

## 13. Revision of Guidelines

The guidelines shall be revised by the editorial board of ARAFE. The revision must be approved by the permanent council of ARAFE.

Last revised: September 22, 2018.