

# *Journal of Economic Research (JER)*

## **Bylaws of Editorial Process**

Enacted on May 1, 1996

Amended on May 1, 1999

Amended on October 28, 2006

Amended on March 7, 2013

1. All submissions are forwarded to the Editor-in-Chief. The receipt shall be sent to the author electronically or via mail within a week upon the receipt of submission.
2. Each manuscript is numbered for future reference. A copy of the manuscript is kept permanently.
3. The Editor-in-Chief converses with an Editor whose research fields are closely related to the manuscript so as to decide at least two referees from the Editorial Board.
4. The Editorial Board member designated as a referee by the Editor-in-Chief either referees the assigned manuscript by himself or designates an alternative outside referee. Referees names should not be revealed in any instances.
5. The Editor-in-Chief should send to each referee a package including (a) the manuscript number and the due date clearly specified, (b) the Referee Checklist and (c) a copy of the manuscript. Referees should make efforts to complete a written report and send it back to the JER Office within three months. The JER Office should contact referees in case there is a delay and encourage a prompt response.
6. The manuscript with the REJECT OUTRIGHT recommendation or the REJECT TENTATIVELY recommendation from all referees is rejected automatically. On the other hand, the manuscript with the ACCEPT OUTRIGHT recommendation from all referees is accepted for publication automatically. For other cases, the manuscripts should be revised according to the referees reports before sending back to the Editor-in-Chief for a final editorial decision. When submitted manuscripts are returned to the authors for further revision, the authors should re-submit the revised manuscript within a specified deadline.
7. In order to solicit quality papers, Editor-in-Chief and Co-Editors can invite occasionally the papers from the established authors in the field. In this case, the final decision for publication can be based upon a single referee from the Editorial Board.

8. Authors who strongly object to any editorial decision may file a written complaint to the Editor-in-Chief, who will then consult with Editors to take any necessary actions including re-evaluation.
9. The Editor-in-Chief should call for an Editorial Board Meeting at least twice a year so as to report past editorial decisions and discuss any pending issues related to the journal.