

# General Policy and Administration of Bulletin of the Society of Photography and Imaging of Japan

Society of Photography and Imaging of Japan  
Established, Feb., 20th, 2014

## Article 1: Objective

Bulletin of the Society of Photography and Imaging of Japan (“Bulletin” hereinafter) is published by the Society of Photography and Imaging of Japan (“Society” hereinafter) as an e-journal intended to provide necessary and useful information to the world by publishing papers written in English concerning the subjects of photography and imaging.

## Article 2: Editorial Board

1. The Editorial Board shall be formed to publish the Journal.
2. The membership of the Editorial Board shall consist of the Editor and a finite number of Editorial Board members in specialized fields related to photography and imaging, to be named by the Editor. The Editor shall chair the Editorial Board.
3. The secretariat of the Editorial Board shall be established within the secretariat of the Society.

## Article 3: Types of articles and their content

1. The Journal shall publish papers accepted by the Editorial Board in order to publish their content for broad dissemination, including conclusions and facts of scholarly or technical value regarding photography and imaging.

Article types shall be in the following

categories:

- 1) Original papers; 2) Letters; 3) Review articles; 4) Technical reports
2. Guidelines on submission of papers, instructions for authors, and related matters shall be established separately.

## Article 4: Copyright

Copyright and reproduction rights to papers published in the Journal shall belong to the Society. Procedures for transfer of copyright and rights of the original authors after transfer shall be established separately.

## Article 5: Peer Review

1. Submitted papers shall be peer reviewed by the Editorial Board to determine if they are suitable for publication.
2. Peer reviewing shall be conducted by at least two referees named by the Editor. The Editor shall make decisions on publication based on the written opinions of all referees.
3. The Editor must publish accepted manuscripts promptly, in the edition of the Journal to be published soonest.
4. The Editor must retain the written opinions from peer review of all manuscripts for two years.
5. The Editor shall prepare materials on candidates for prizes for papers based on written opinions on screening for prizes, submitted by all referees.

Article 6: Publication of the Journal

In principle, the Journal shall publish two issues per year.

Article 7: Revision or repeal of these Rules

The Society's Board of Directors shall

deliberate on revision or repeal of these Policy and Administration.