Flowchart of publishing process

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1	Applicant (author/represe ntative)	Prepares and submits the "Publication Proposal" form
	Chief editor	Confirms the submitted proposal and relevant materials
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2	Editorial board	Examines the proposal
		•The board reviews the "Publication Proposal" form and other relevant materials
		 Proposals are comprehensively reviewed by taking into account the outline of the contents, number of pages, sales prospects, etc.
3	Chief editor	Notifies the applicant (author) of the result of the examination
4	Applicant (author/represe ntative)	After receiving approval, the applicant completes and submits the manuscript
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5	Editorial board	Assembles a peer review panel
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6	Peer review panel	Reviews the submitted manuscript
		•The quality of the contents is examined from the viewpoints of both experts and general readers.
		Once the committee members finish their review, they will prepare a "Peer Review Report" and submit it to the University Press
\bigcirc	Editorial board	Inspects the peer review results
		 Based on the "Peer Review Report", the board deliberates upon the contents of the manuscript
8	Chief editor	Compiles the matters pointed out during the peer review and the board inspection processes into a report for the applicant (author)

(9) Chief editor Notifies the applicant (author) of the compiled report



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Applicant (author/represe ntative) Revises the manuscript in accordance with the comments in the compiled report, and resubmits the revised manuscript	
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ſ	1	Editorial board	Makes the final decision for publication after reviewing the revised manuscript
			•The peer review panel examines the revised manuscript.
			•The final decision is given according to the peer review results.
			(If further revisions are detemined to be required, the board will notify the applicant (author) of the results.)

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12	Chief editor	Notifies the applicant (author/representative) of the final result



Applicant (author/represe ntative) After receiving approval for print, the author makes final revisions and prepares the manuscript data required for printing.	
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(14)	Submission of final manuscript	Applicant and the University Press staff (chief editor and administrative staff) meet with the publishing company representatives to confirm the following matters.
		 Confirming contents and data of the manuscript, the publishing schedule, and other specifications for printing

(15)	Printing	Applicant mainly contributes to the following tasks.
		Checking print samples, proofreading (first, second, third proof), confirming the design of covers, creating a draft of catchphrases, etc.

