

The Regulations of the Essay Committee

(Object)

Article 1 The essay committee shall publish an essay journal.

(Organization)

Article 2 The essay committee shall be constituted by a chairperson, a vice-chairperson and committee members.

Article 3 The tenure of a chairperson is one year, while re-appointment is not prohibited.

Article 4 The tenure of a vice-chairperson is one year, while re-appointment is not prohibited.

Article 5 The vice-chairperson shall assist the chairperson.

(Operations)

Article 6 The essay committee performs following operations.

- (1) The essay committee shall ask for posted essays and operate assessments. Assessing operation implies selecting assessors, administering the process of assessments, examining and deciding acceptance or rejection of the essays.
- (2) The essay committee shall select the theme for the feature articles and request contributions.

(Essay Assessment)

Article 7 The essay assessment shall be done by the following process.

- (1) The day of reception is the day the essay committee receives the posted essay.
- (2) The essay committee determines two assessors (the first assessor and the second assessor). At least one of the two assessors must be from

outside Tokyo Tech. In accordance with Article 8(2), the involvement of one member of the editorial committee as a third assessor shall not be precluded during the third assessing process.

- (3) Assessors and authors shall remain anonymous. The assessing term shall generally be one month. (A shorter period may be acceptable in special circumstances.)
- (4) The essay committee administers the process of assessments and urges overdue assessors. When the said assessor does not respond accordingly, the committee shall select another assessor.
- (5) As needed, the essay committee may request the author to revise the paper. Only one round of revisions shall be allowed. The revision period shall generally be one month. If there is no response after the deadline or if a request is made by the author, the submission shall be withdrawn.
- (6) If revisions to the paper are made based on the result of assessment, the essay committee will request the two assessors to conduct a re-assessment. The deadline for the re-assessment shall generally be one month. Reminders shall be sent to assessors who exceed the deadline. If there is no response to the reminders, the essay committee will make the final decision.

(Decision of Acceptance-Rejection)

Article 8 The acceptance or rejection shall be decided by the following procedure.

- (1) The chairperson owes the responsibility for the decision of acceptance or rejection.
- (2) The essay committee checks the report from the assessor. When no problems are found, the committee decides whether the essay is accepted or rejected according to the following rules.

- (2-1) If both of the two assessors give an A-grade (either as is or after minor language revisions), the paper will be accepted for publication.
- (2-2) If one assessor gives a D-grade (not suitable for publication), the paper will not be accepted.
- (2-3) If one assessor gives an A-grade and the other assessor gives a B-grade (suitable for publication after minor revisions) or a C-grade (requires significant revisions in content or structure), or if both assessors give B-grade or C-grade, the author will be asked to resubmit the paper. Upon resubmission, the paper will undergo another round of assessment. In this case, the final decision will be either an A-grade or a D-grade. The paper will only be accepted for publication if both assessors give an A-grade.

(Supplemental Provisions)

1. When any query ensues on these regulations, it must be promptly referred to the conference of the Future of Humanity Research Center, and the decisions must be obeyed.
2. These regulations come into effect on Apr. 1, 2024.
3. Any modification on these regulations must be done by a resolution of the conference of the Future of Humanity Research Center.