

SOLA Editorial Regulation and Procedure

Meteorological Society of Japan SOLA Editorial Committee

Updated: 30 June 2014

Article 1. Name:

The name of the Electronic Journal is “SOLA”, which is an abbreviation of “Scientific Online Letters on the Atmosphere.”

Article 2. Purpose:

The purpose of SOLA is to rapidly distribute scientific discoveries, new findings, and advances of the understanding in the atmospheric and related sciences, and also in the interdisciplinary crossover areas. For this purpose, quick review process and wide distributions are the most important features of SOLA. The final decision for the submitted manuscript is aimed at being done within two months from the date of the submission. The goal is to achieve the highest reputation as an international journal in the atmospheric science community.

Article 3. Committees:

In order to issue the Electronic Journal, Meteorological Society of Japan (MSJ) organizes a SOLA Editorial Committee. The Chief Editor shall be nominated by the member of the MSJ Board of Directors. The Chief Editor will appoint or dismiss the Organizing Committee, including the Co-Chief Editor and Secretary, and Editors who comprise the SOLA Editorial Committee. The Organizing Committee have a meeting periodically to operate the journal, and Editors have all rights and responsibilities for the disposition of the manuscripts submitted to SOLA with respect to the reviewers' comments.

Article 4. Editing Procedure:

Reviewing and editing submitted manuscripts is performed on the Internet using the platform of the Electronic Journal System called J-STAGE (Japan Science and Technology Information Aggregator, Electronic) provided by Japan Science and Technology Agency. The final disposition of acceptance or rejection of the manuscript will be decided within two months after the reception of the submitted manuscript.

1) Submission:

The author submits a manuscript, a cover letter to the Chief Editor of SOLA and the Copyright Agreement Form using J-STAGE in conformance with the Submission Regulation of SOLA (refer to the SOLA Web Page). The Copyright Agreement Form can be mailed or faxed in a separate form. The author is required to appoint two appropriate editors and specify, if possible, the names of five possible reviewers.

2) Technical check:

The office of the Chief Editor examines the manuscript whether it is submitted and uploaded on the SOLA review system by J-STAGE in accordance with the SOLA Submission Regulation. The office of the Chief Editor will request the author to make any technical changes in order to follow the SOLA manuscript format.

3) Responsible Editor:

The Chief Editor examines the content and chooses one responsible editor to process the manuscript. The Chief Editor informs the author of the date of receipt, the assigned manuscript number, and the name of the responsible editor.

4) Preliminary evaluation:

The responsible editor has a right to reject the manuscript before the review process if the manuscript does not follow the Submitting Regulations or if the contents and language do not meet the scientific standard of SOLA. The notice of the rejection is reported to both the author and the Chief Editor.

5) Paper review:

The responsible editor examines the content of the manuscript and transfers it to at least two reviewers in the proper area for the review. The reviewer evaluates the paper in reference to the Review Form in order to maintain a common scientific standard for the evaluation. The review process should be completed within two weeks.

6) Revising the manuscript:

The responsible editor transfers the evaluation and review comments to the author, asking for a prompt and adequate revision. The editor's own evaluation and suggestion should accompany the review comments. Revisions must be completed within two weeks.

7) Withdrawal:

The author has a right to withdraw the paper before the final judgments by the editor after reading the review comments. If the revised manuscript has not arrived by the specified deadline, the manuscript is automatically regarded to have been withdrawn from the submission.

8) Final disposition:

The responsible editor decides the final disposition of the acceptance or rejection of the manuscript by the specified deadline (two months from the date of the submission) and sends the notice to the author. The editor reports the decision to the Chief Editor with editorial comments on the scientific evaluation of the contents. When the paper is accepted, the final manuscript is forwarded to the Chief Editor with the editorial report. The name of the responsible editor and his/her editorial comments will be published on-line at the SOLA web site together with the accepted paper as its Supplement.

9) Accepted manuscript:

The Chief Editor sends the accepted manuscript and the editorial comments to the Organizing Committee to assess the fairness of the reviewing procedure. The manuscript is then transferred to the secretary for proof reading and uploading. The secretary requests the paper charge to the author using the Author's Form. Information on the reprints is forwarded to the publisher.

10) Technical editing:

The manuscript is edited for the format of SOLA by the technical editor. The manuscript is then

forwarded to the publisher to make the first draft, which is to be completed within one week.

11) Author's proof:

The draft of the paper is noticed to the author for the author's proof reading, which must be completed within one week.

12) Uploading to J-STAGE:

The Chief Editor examines the uploaded draft paper at J-STAGE and gives the final approval to open the paper to the public. If corrections are needed, the Chief Editor has a responsibility to make the corrections before the final approval.

13) Publication in a paper media:

The electronic journal SOLA is printed in a paper media by the publisher for the archival purpose as well as for reprints when requested.

14) SOLA Award

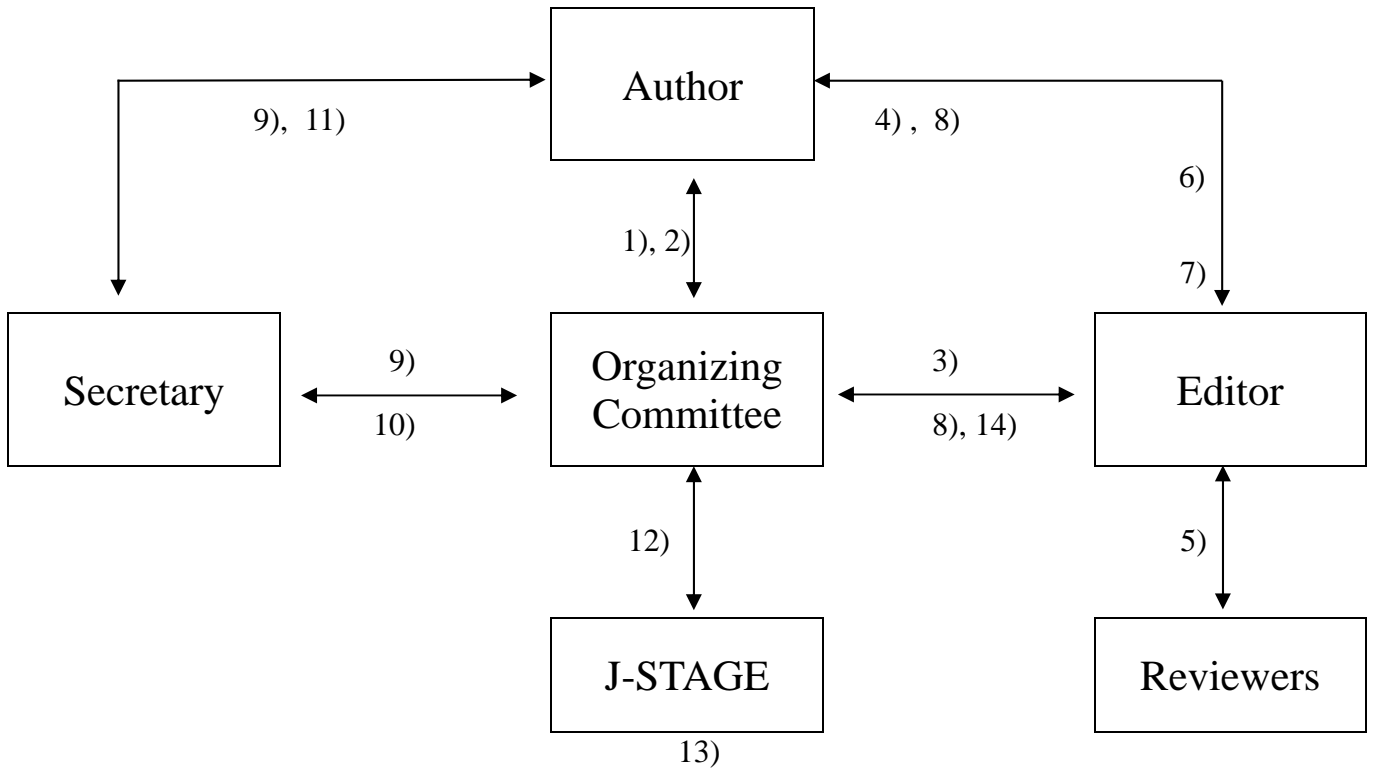
The SOLA Award is given every year to the excellent paper(s) among all the published papers in one year. A responsible editor should recommend an accepted paper whether it is deserved to be a candidate for the SOLA Award. The Organizing Committee decide the SOLA Award paper(s) published in one year by the end of January in the next year.

Article 5. Amendment of the Editorial Regulation:

Any changes of the Editorial Regulation must be discussed and agreed upon by the Organizing Committee and must be approved by the Chief Editor of SOLA.

SOLA Editorial Committee

< Editorial Procedures >



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