

## **Waseda Institute for Advanced Study Editorial Committee Operating Guidelines**

(Establishment of the Editorial Committee)

**Article 1.** An Editorial Committee (hereinafter referred to as the “Committee”) shall be established within the Waseda Institute for Advanced Study (hereinafter referred to as the “Institute”).

(Committee Composition)

**Article 2.** The Committee shall comprise the following members.

- (1) Institute Director
- (2) Institute Associate Director
- (3) A small number of Institute researchers designated by the Institute Director

2. The Committee may request the attendance at meetings of people other than members as deemed necessary.

(Committee Chairperson)

**Article 3.** The Committee shall appoint one (1) Chairperson from amongst the Committee Members prescribed in Item 1 (1) of the previous article.

(Term of Membership)

**Article 4.** The term of membership of the Committee Members prescribed in Article 2 Item 1 (3) shall be one (1) year. Such members may, however, be reappointed.

(Committee Functions)

**Article 5.** The Committee shall perform the following functions.

- (1) Items related to the editing and publication of the Waseda Institute for Advanced Study Bulletin (hereinafter referred to as the “Bulletin”)
- (2) Items related to the editing and publication of the Waseda Institute for Advanced Study Discussion Paper (hereinafter referred to as the “DP”)
- (3) Items related to the editing and publication of other Institute publications

(Duties of Committee Members)

**Article 6.** Committee Members shall perform the following duties.

- (1) Notification of calls for Bulletin manuscripts
- (2) Compilation of Bulletin manuscripts
- (3) Selection of referees and requesting of referee review
- (4) Final checking of Bulletin manuscripts
- (5) Checking of DP contents and format
- (6) Others

Supplementary Provision

These bylaws shall go into effect on April 1, 2009.