

Instruction for Authors and Reviewers:
(Articles and Reserach Letters)

The Agricultural Economics Society of Japan (AESJ),
Japanese Journal Agricultural Economics, Editorial Board

Version 202510

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Part 1 Registration

1.1 Welcome

- For submission your “Articles” or “Research Letters” manuscript, you must register with our journal submission system, Editorial Manager®. <https://www.editorialmanager.com/nokeikenkyu-jjjae>

1.2 Steps

1. Visit <https://www.editorialmanager.com/nokeikenkyu-jjjae>
2. Registration is available at top and right corner of this page.



Figure 1.1: Registration is Opened at Our Welcome Page

3. At the entrance page: Introduce ORCID or your name and mail address.

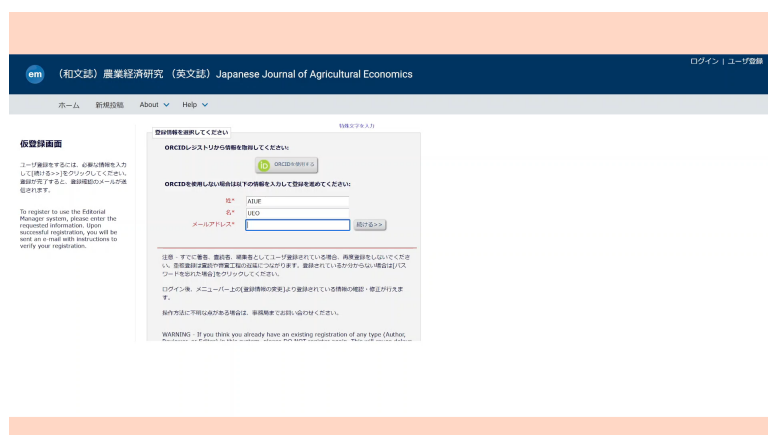


Figure 1.2: Entrance Page for Your Registration

4. Register your name, affiliation, mail address and etc. You can introduce same information about your name for “Secondary Name.”

The screenshot shows the registration page for the Japanese Journal of Agricultural Economics. The page has a header with the journal's name in Japanese and English, and a navigation bar with links like Home, Main Menu, Submit a Manuscript, About, and Help. The main content area is divided into two sections: 'Update My Information' and 'Personal Information'. The 'Update My Information' section includes fields for Username, Password, and Re-type Password. The 'Personal Information' section includes fields for Title, Last Name, Secondary Last Name, Middle Name, First Name, Secondary First Name, Degree, Professional Name, Telephone Number, Secondary Telephone Number, Secondary Place of Birth, Mobile, Home, Work, Admin, Asst, Fax Number, and E-mail Address. A red box highlights the text: 'The same information can be provided in both "Name" and "Secondary Name"'. Below the 'Personal Information' section, there is a section for 'Areas of Interest or Expertise' with a dropdown menu and a 'Select Personal Keywords' button. A red arrow points to the 'Select Personal Keywords' button. To the right of the form, there is a text box that says: 'Regardless of your response to "Available as a Reviewer?", the editorial board may occasionally ask you to review articles. We appreciate your understanding.'

Figure 1.3: Registration

5. You can modify your information at any time if you wish to make changes after registration. (Click “Your Name” part at the top and right corner.)

Part 2 Instruction of Submission

2.1 Cautions

- The “corresponding author” at this system will be automatically assigned the user who processes the submission (the applicant).
- After the submission process will be completed, the system will send a mail to all manuscript authors. **All authors must confirm the submission (their authorship) at the system.** Follow the instructions given over the mail from the system.

2.2 Submission

2.2.1 Before Submission

Please prepare the followings.

- Manuscript

The authors are requested to construct the manuscript according to the instructions.

Check it at https://www.aesjapan.or.jp/postreg_e

- If you upload the Microsoft Word file of manuscript, it would be appreciated. This will allow the Editorial office to quickly verify the length of manuscript.
- The system will convert your submission to the PDF file.

- Proof of Submission Fee Payment (Only for the submission of “Research Letter” article)

The detail will be introduced by an announcement after the annual conference. Visit the AESJ website (<https://www.aesjapan.or.jp/>, <https://www.aesjapan.or.jp/englishtop>).

- (Revised manuscript submission) List of Revision for Articles/Research Letters.

Template is available at https://www.aesjapan.or.jp/postreg_e.

2.2.2 Upload Your Manuscript

1. At the main menu, visit “Submit new manuscript”.

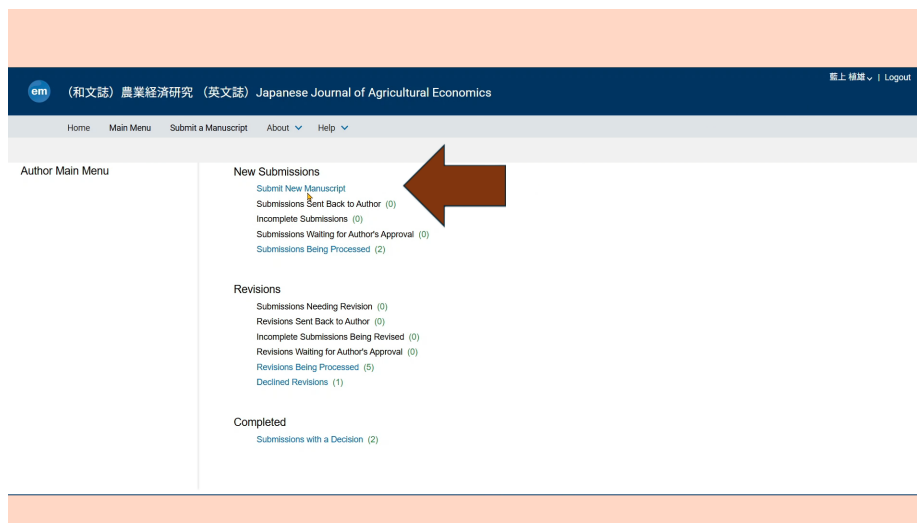


Figure 2.1: Getting Started.

2. Choose your target journal and article type.

(This system also accepts the submission to another AESJ Japanese journal, *NOGYO KEIZAI KENKYU*. The review process is being carried out independently by two journal editorial boards.)

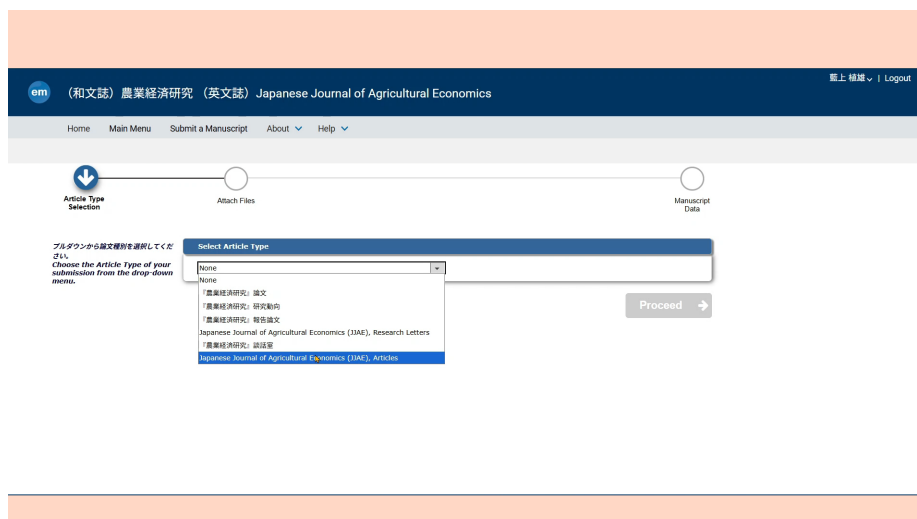


Figure 2.2: Choose Your Target Journal/Article Type

3. Upload your manuscript. “Drag and drop” is available. Or browse your target file.

The screenshot shows the submission interface for the Japanese Journal of Agricultural Economics. The top navigation bar includes the journal name in Japanese and English, and a 'Logout' link. Below the navigation bar is a progress bar with six steps: Article Type Selection, Attach Files, General Information, Additional Information, Comments, and Manuscript Data. The 'Attach Files' step is currently active, indicated by a blue circle and a downward arrow. The main content area contains instructions in Japanese and English, a file upload area with a 'Browse...' button and a 'Drag & Drop Files Here' area, and a 'Proceed' button at the bottom right.

Figure 2.3: Upload Your Manuscript

4. Choose “Manuscript” for the file.

The screenshot shows the submission interface for the Japanese Journal of Agricultural Economics, specifically the 'Specify the File Type' step. The progress bar shows the 'Attach Files' step as completed and the 'Specify the File Type' step as active. The main content area includes a 'Required For Submission' section, a 'Select Item Type' dropdown menu, a 'Description' text field, and a 'Browse...' button. Below this, there is a table listing the items to be submitted, including 'Proof of Submission Fee Payment' and 'Articles_aue_ueo.docx'. The table has columns for 'Order', 'Description', 'File Name', 'Size', 'Last Modified', and 'Actions'. The 'Articles_aue_ueo.docx' file is listed with a size of 75.5 KB and a last modified date of 2025-10-09 11:43:55. The 'Actions' column for this file includes a 'Download' link and a 'Remove' button.

Figure 2.4: Specify the File Type.

5. For the submission of “Research Letters” article type, Proof of Submission Fee Payment must be uploaded. This will be required at your revised manuscript submission.

2.2.3 Classification

- Author can specify the categories related to your manuscript. This enables the editorial board to identify relevant reviewers.

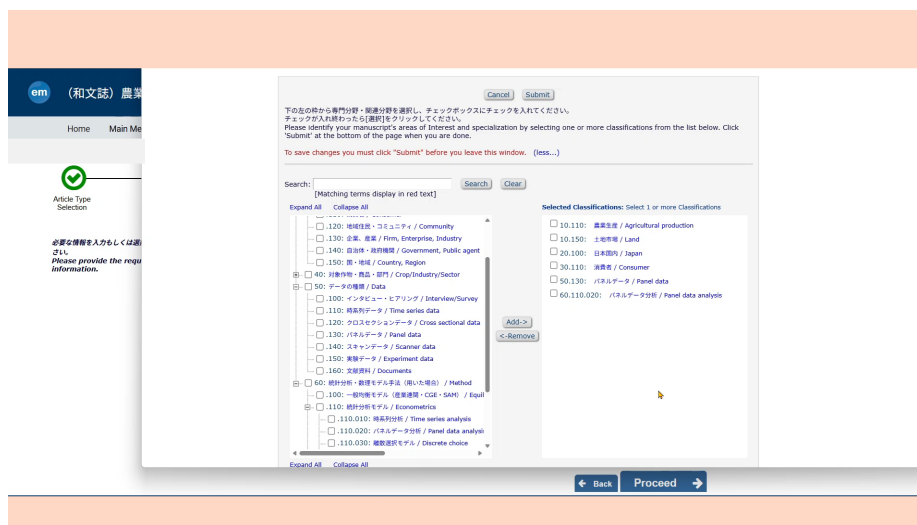


Figure 2.5: Find Related Classification

2.2.4 Information about Your Submission

Confirm the followings;

- Assignment of Copyright
- Duplication Submission Check
- The Instruction/Guidelines of Submission
- Proofreading by Native English Speaker
- Membership of the AESJ

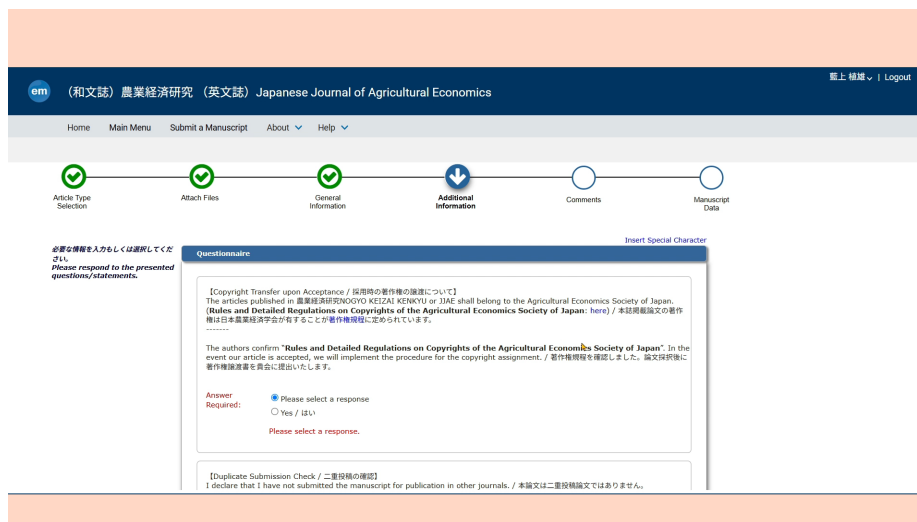


Figure 2.6: Questionnaire

2.2.5 Comments to the Editorial Board

- The system will help you convey your message to the editorial board.

The screenshot displays the submission interface for the Japanese Journal of Agricultural Economics. At the top, a dark blue header contains the journal's name in Japanese, English, and Chinese, along with a 'Logout' link. Below this is a navigation bar with links for Home, Main Menu, Submit a Manuscript, About, and Help. A progress bar indicates the submission steps: Article Type Selection, Attach Files, General Information, Additional Information, Comments (current step), and Manuscript Data. The 'Comments' step is highlighted with a blue circle and a downward arrow. A modal window titled 'Enter Comments' is open, containing a text area for comments and a 'Back' button. The text area has a placeholder message in Japanese and English: 'Please provide the requested information. Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.' Below the text area are 'Back' and 'Proceed' buttons.

Figure 2.7: Comments to the Editorial Board

2.2.6 Information about Your Manuscript

- If the information of your manuscript is not automatically imported, you are requested to provide its title, abstract and keywords.

Figure 2.8: Information about the Manuscript

- The system automatically assigns the first author/corresponding author to the applicant (user who processes the submission).
- The applicant must provide the information of all authors.

Figure 2.9: Add Authors

- The applicant can reorder authors according to the authorship of manuscript. The applicant can assign the first author to another author.
- The system assigns the corresponding author to you (the applicant). If you assign the corresponding author to another author, you will no longer be able to continue processing this submission. The corresponding author in the system is the author responsible for the submission procedure. It is

acceptable if the corresponding author in the system is different from the actual corresponding author in the article.

The screenshot shows the submission interface for the Japanese Journal of Agricultural Economics. The 'Authors' section is active, displaying a list of authors: 'TACHI TSUTETO' and 'TACHI TSUTETO'. A red arrow points to the 'Move up or down' button next to the author list. The interface includes a sidebar with navigation links (Title, Abstract, Keywords, Authors, Funding Information) and a main content area with instructions and a 'Next' button.

Figure 2.10: You can Reorder Authors

- The funding information.

The screenshot shows the submission interface for the Japanese Journal of Agricultural Economics. The 'Funding Information' section is active, displaying a list of funding sources. A modal window titled 'Add New Funding Source' is open, showing fields for 'Find a Funder' (AESJ), 'Award Number' (AESJ_R12345), and 'Grant Recipient' (TACHI TSUTETO). The interface includes a sidebar with navigation links (Title, Abstract, Keywords, Authors, Funding Information) and a main content area with instructions and buttons for 'Back', 'Save & Submit Later', and 'Build PDF for Approval'.

Figure 2.11: Funding Information

2.2.7 Approve Your Submission

- Your manuscript is converted to the PDF file. You will find the mail from system.
- Please check the PDF file carefully .

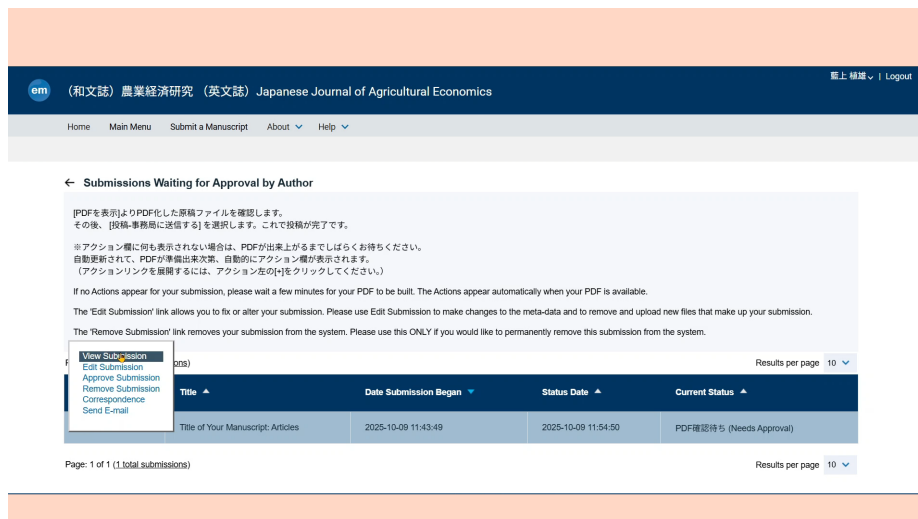


Figure 2.12: Check Your PDF File

- Unfortunately, only Japanese is available at the cover page of PDF file.
- Please refer to the sample below.

(和文誌) 農業経済研究 (英文誌) Japanese Journal of Agricultural Economics

--Manuscript Draft--

受付番号:	Manuscript ID
論文種別:	Article Type
標題:	Title
筆頭著者:	The First Author
全著者:	Authors
責任著者:	The Corresponding Author
抄録:	Abstract
分野:	Classification
キーワード:	Keywords

Figure 2.13: Sample Cover Page of PDF File

- Please approve your submission.

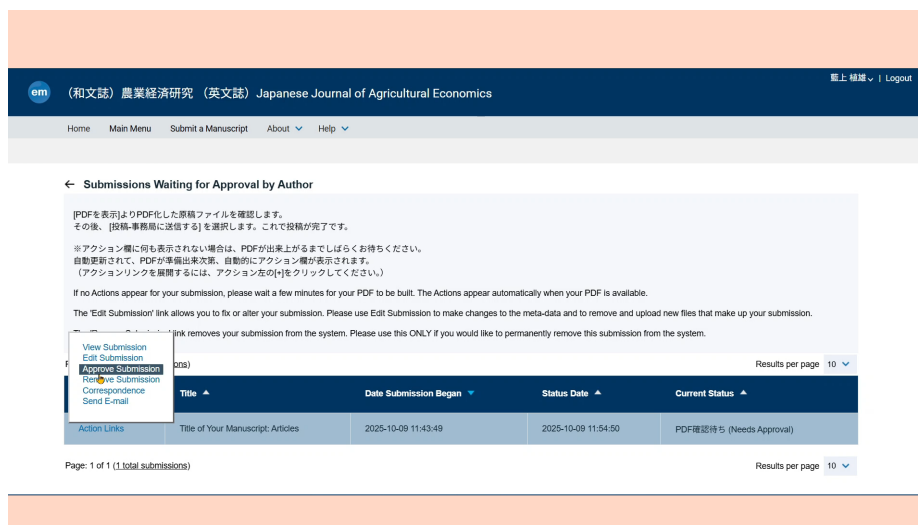


Figure 2.14: Thank You for Your Submission

2.2.8 After Your Submission

- The system will send a mail to other authors. Please access the system by the guidance over the mail.
- **Authors must respond the questions at the system.**

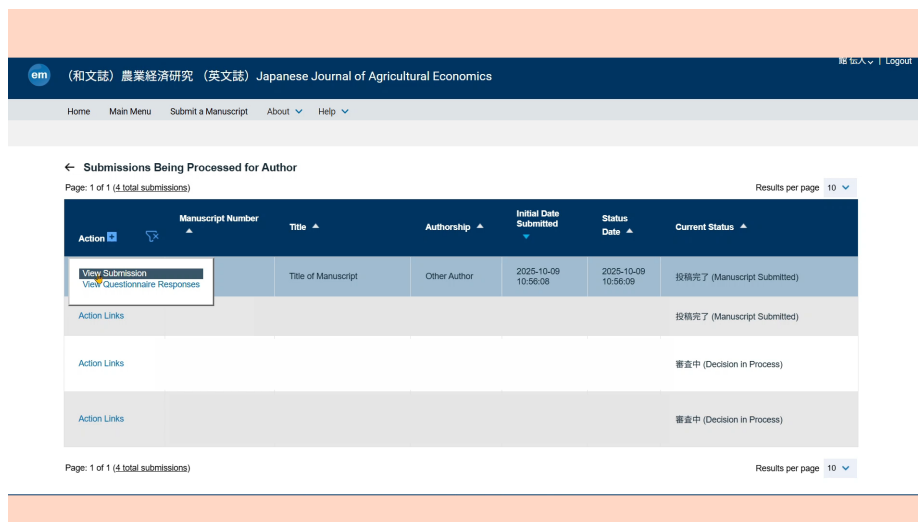


Figure 2.15: Verify Your Contribution

- The review status of your manuscript can be tracked at the system.

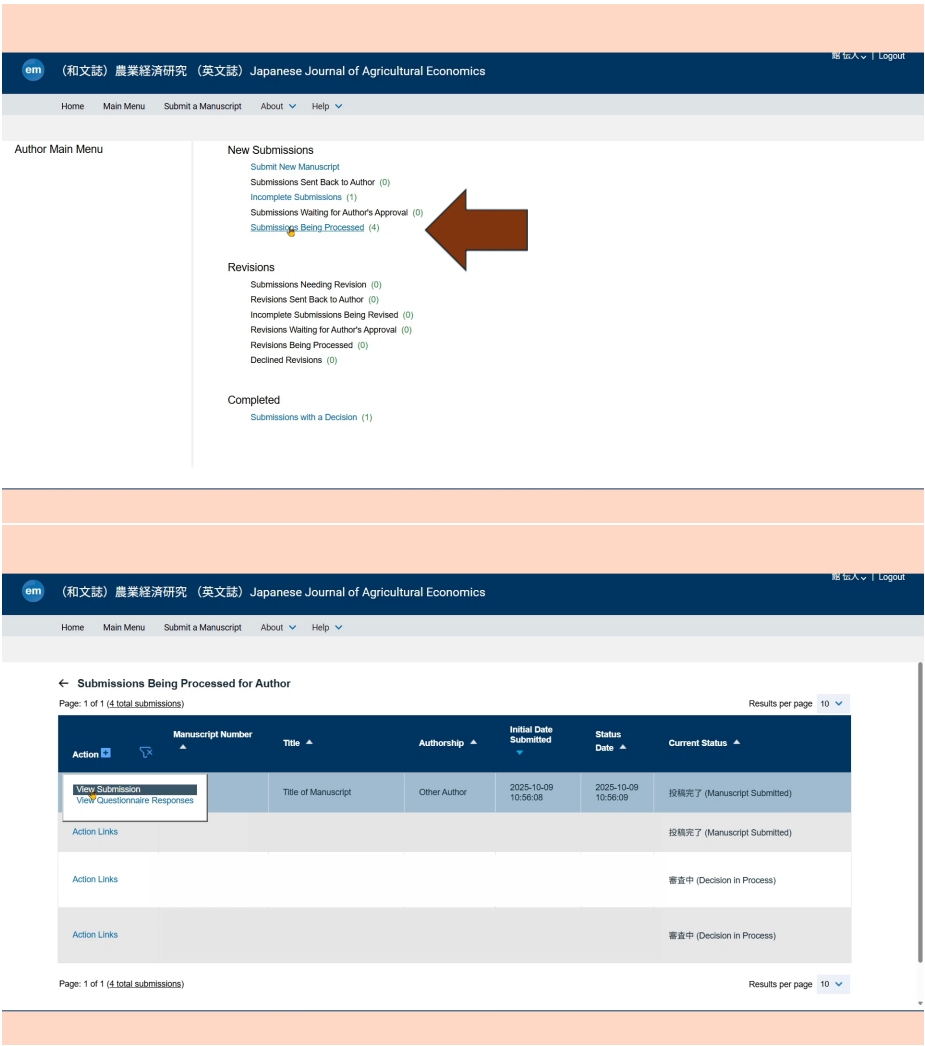


Figure 2.16: Other Authors Can Confirm the Submission.

Part 3 Instruction for Reviewers

3.1 You May Receive a Mail from the Editorial Board

1. You will receive a mail asking to confirm your availability to review an article. The mail introduces the abstract of submitted manuscript.
2. Please show your decision of acceptance/rejection at the system. **Please specify your “role” in the system. You can change your status (author/reviewer) at the top and right corner.**
3. If you accept to review it, you can read the submitted manuscript.

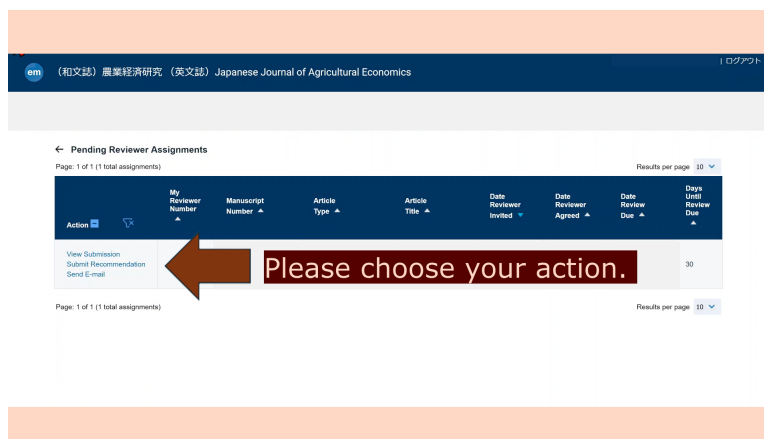


Figure 3.1: The Reviewer's Action

3.1.1 Review Report

1. You can refer to the instructions of review at the recommendation page. This instruction is also available at the AESJ website (<https://www.aesjapan.or.jp/postreg>).

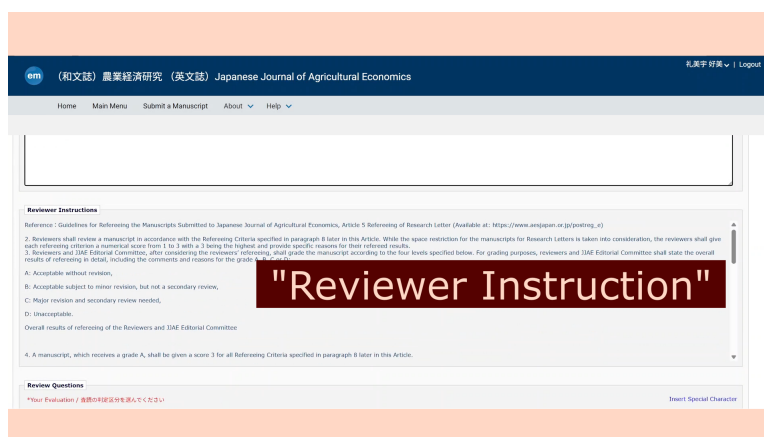


Figure 3.2: Review Instructions

2. As the “recommendation” at the top of this page, please choose “please select a decision.” Your actual decision will be asked later.

The screenshot shows the review interface for the Japanese Journal of Agricultural Economics. The 'Recommendation' dropdown menu is open, showing 'No Recommendation' and 'Please select a decision from below'. A red arrow points to the second option. A dark red box with white text says 'Choose "Please select a decision from below". Provide your decision below.'

Figure 3.3: Recommendation: “Please select a decision from below”

3. You can provides your comments to the authors and the editorial board, separately.

The screenshot shows the review interface for the Japanese Journal of Agricultural Economics. The 'Recommendation' dropdown menu is open, showing 'Please select a decision from below'. A red arrow points to the dropdown. A dark red box with white text says 'Introduce your general comments here.'

Figure 3.4: Comment Box

4. Please choose your evaluation.

4. 原稿が「A. 修正なしで受理」の判定を受けるためには、第8項に定める審査項目のすべてが「3」でなければならない。

5. 原稿が「B. 軽微な修正後に受理（再査読の必要なし）」または「C. 大層な修正後に再査読」の判定を受けるためには、第8項に示す審査項目のうち、「13）審査継続のための条件」に該当する項目のすべてが「2」以上でなければならない。英文誌編集委員会は、判定結果、査読者の総合評価、英文誌編集委員会の総合評価を記載した審査結果報告書を作成し、投稿者に通知して原稿の修正を求める。

6. 原稿が「B. 軽微な修正後に受理（再査読の必要なし）」または「C. 大層な修正後に再査読」の判定を受けた場合、投稿者は英文誌編集委員会が作成した審査結果報告書に基づいて修正した原稿と修正対応表を編集部に提出し、英文誌編集委員会に審査を求めることである。修正原稿と修正対応表の提出期限は、審査結果報告書の発行日から起算して1か月を原則とする。また、再査読を求める投稿者を受け下げる場合は、査読（電子メールでも可）でその旨を編集部に通知しなければならない。通知期限は、審査結果報告書の発行日から起算して1か月とする。

7. 再査読において、査読者は修正原稿が拒絶事項に該当するかどうかを判断する。再査読の判定では、「C. 大層な修正後に再査読」を選択することはできない。

Review Questions

*Your Evaluation / 査読の判定区分を選んでください

Please select a response

Please select a response

A. Acceptable without revision / 修正なしで受理

B. Acceptable subject to minor revision / 軽微な修正後に受理（再査読の必要なし）

*13） C. Major revision and secondary review needed / 大層な修正後に再査読

D. Unacceptable / 拒絶不可

Please select a response

Please explain your answer above. / 上記回答の判定理由を入力してください。（Unit 1 to 20000 Characters）

Figure 3.5: Your Evaluation

5. Please introduce your scores and comments on refereeing criteria

4. 原稿が「A. 修正なしで受理」の判定を受けるためには、第8項に定める審査項目のすべてが「3」でなければならない。

5. 原稿が「B. 軽微な修正後に受理（再査読の必要なし）」または「C. 大層な修正後に再査読」の判定を受けるためには、第8項に示す審査項目のうち、「13）審査継続のための条件」に該当する項目のすべてが「2」以上でなければならない。英文誌編集委員会は、判定結果、査読者の総合評価、英文誌編集委員会の総合評価を記載した審査結果報告書を作成し、投稿者に通知して原稿の修正を求める。

6. 原稿が「B. 軽微な修正後に受理（再査読の必要なし）」または「C. 大層な修正後に再査読」の判定を受けた場合、投稿者は英文誌編集委員会が作成した審査結果報告書に基づいて修正した原稿と修正対応表を編集部に提出し、英文誌編集委員会に審査を求めることである。修正原稿と修正対応表の提出期限は、審査結果報告書の発行日から起算して1か月を原則とする。また、再査読を求める投稿者を受け下げる場合は、査読（電子メールでも可）でその旨を編集部に通知しなければならない。通知期限は、審査結果報告書の発行日から起算して1か月とする。

7. 再査読において、査読者は修正原稿が拒絶事項に該当するかどうかを判断する。再査読の判定では、「C. 大層な修正後に再査読」を選択することはできない。

Review Questions

*Your Evaluation / 査読の判定区分を選んでください

C. Major revision and secondary review needed / 大層な修正後に再査読

*13） Conditions for Revisions / 審査継続のための条件

Please select a response

Please select a response

3

2

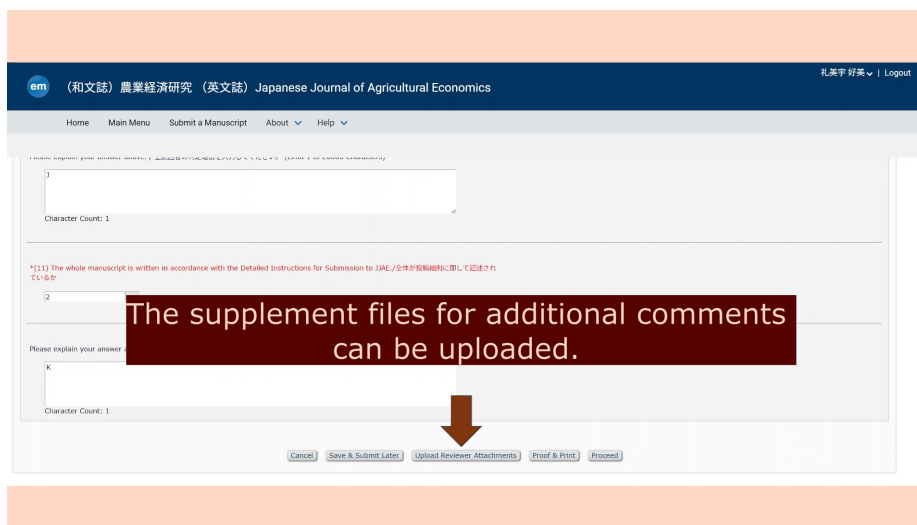
1

Please explain your answer above. / 上記回答の判定理由を入力してください。（Unit 1 to 20000 Characters）

Character Count: 0

Figure 3.6: Scores and Comments Are Provided to Refereeing Criteria

6. Submission of the supplement file with comments is accepted.



em (和文誌) 農業経済研究 (英文誌) Japanese Journal of Agricultural Economics 礼英字 好英 v | Logout

Home Main Menu Submit a Manuscript About Help

Character Count: 1

*[11] The whole manuscript is written in accordance with the Detailed Instructions for Submission to JJAPE./全体が投稿細則に即して記述されているか

2

Please explain your answer

K

Character Count: 1

The supplement files for additional comments can be uploaded.

Cancel Save & Submit Later Upload Reviewer Attachments Proof & Print Proceed

Figure 3.7: Upload Your Supplement Comment Files.

7. Approve your submission.



em (和文誌) 農業経済研究 (英文誌) Japanese Journal of Agricultural Economics 礼英字 好英 v | Logout

Home Main Menu Submit a Manuscript About Help

(3) The value of the research is not significantly reduced by presumptions or limitations imposed on the analysis. The manuscript clearly explains these points, and the analysis is derived from the application of an appropriate theory/分析結果は前提仮定などに陥らず、適切な理論の適用を通じて、社会科学として一般性を有した分析結果が導出されているか
Please explain your answer above./上記回答の判定理由を入力してください

(6) The analytical methodologies and/or the findings of analysis are found to be novel./分析方法、分析結果の取方、またはいずれかに新規性が認められるか
Please explain your answer above./上記回答の判定理由を入力してください

(7) The analysis goes beyond the mere introduction of new example cases. The results of the analysis, which is general in nature from the standpoint of the social sciences, are derived from the application of an appropriate theory/分析内容は新例の事例紹介などに留まらず、適切な理論の適用を通じて、社会科学として一般性を有した分析結果が導出されているか
Please explain your answer above./上記回答の判定理由を入力してください

(8) The terms necessary to understand the contents of the manuscript are sufficiently explained, and tables and figures are appropriately used./内容の理解に必要な用語が適切に説明されるとともに、図表が適切に活用されているか
Please explain your answer above./上記回答の判定理由を入力してください

2) Conditions for Acceptance

(9) Titles and headings used in the manuscript and sections thereof are appropriate./論文のタイトル、ならびに節や章の見出しは適切か
Please explain your answer above./上記回答の判定理由を入力してください

(10) The executive summary precisely summarizes the contents, and key words have been adequately selected./要約には内容が生来に要約されており、キーワードは適切に選択されているか
Please explain your answer above./上記回答の判定理由を入力してください

(11) The whole manuscript is written in accordance with the Detailed Instructions for Submission to JJAPE./全体が投稿細則に即して記述されているか
Please explain your answer above./上記回答の判定理由を入力してください

Attachments:

Action	Description	File Name	Size	Last Modified
Download	Reviewer's comments	BOOKENDENKYO JJAPE-D-25-00032_reviewer.pdf	2 KB	2025-10-10 00:56:02

Submit

Back Edit Review Print Submit review to Editorial Office

Figure 3.8: Thank You for Your Cooperation.

3.2 Review of the Revised Manuscript

3.2.1 As the First Review

- The system will send a mail about the secondary review of the revised manuscript. You can check the revised manuscript and replies from author(s) by “Action” of assigned article.
- Please proceed using the same procedure as the first review.

3.2.2 At the Secondary Review of “Research Letters” Article

- In the secondary review process, reviewers determine whether the revised manuscript addresses issues already pointed out.

em (和文誌) 農業経済研究 (英文誌) Japanese Journal of Agricultural Economics 礼英字 研英 v | Logout

Home Main Menu Submit a Manuscript About Help

Review Questions

*Your Evaluation / 査読の判定区分を選んでください

Please select a response

Please select a response

This revised manuscript is acceptable as it is / 査読箇所はすべて修正されている

This revised manuscript has not been satisfactorily revised (explain the reason below) / 改訂は不十分です（具体的な理由を教えてください）（限1 to 20000 Characters）

Character Count: 0

Cancel Save & Submit Later Upload Reviewer Attachments Proof & Print Proceed

Figure 3.9: Please Choose One of the Two (The Secondary Review of “Research Letters” Article).