

# Guidelines for Notes and Correspondence, JMSJ

Feb. 13, 2019

## Description

In addition to Articles, JMSJ publishes Notes and Correspondence, which are shorter articles that deserve rapid publication. They report novel scientific discoveries or technical developments that clearly advance understanding in meteorology and related sciences.

Notes and Correspondence describe original findings in up to 4,500 words (approximately 15 pages when formatted using the JMSJ word template) and are published as either an “Express Note” or a “Comment and Reply”. Comments on papers published in JMSJ, and any responses from the authors of those papers, are included in the latter subtype. Notes and Correspondence are intended to be published rapidly, with a full but expedited peer review process in which the final editorial decision on their suitability for publication will be made within 4 months of submission.

## Review Process

JMSJ aims to complete the peer review process of Notes and Correspondence from submission to final decision within 4 months. As such, authors are offered one opportunity to revise the manuscript after the initial reviewers’ comments, and revised manuscripts are not generally sent for re-review. Instead, the editor makes an assessment and proposes a decision to the Editorial Committee, which makes the final decision to accept or reject.

The full review process is as follows: First, the editor makes an initial assessment of the manuscript and decides whether it should be sent to reviewers. If the editor decides to send the manuscript out for peer review, two or more reviewers are invited and asked to return their reviews within 3 weeks. The editor then assesses the reviews and the manuscript, and makes a first decision: accept, reject or revision.

When authors are invited to revise their manuscript, the editor outlines the major items needing revision and includes the reviews as sent by the reviewers. Unless otherwise agreed, revisions must be received from authors within 3 weeks or the manuscript will be rejected.

Given the nature of Notes and Correspondence, the journal generally allows authors to revise the manuscript only once. When revised manuscripts are received, the editor assesses whether the reviewers’ comments have been addressed appropriately and proposes a decision to the Editorial Committee, which makes the final decision to accept or reject the manuscript. Revised manuscripts are rarely sent for re-review. In some cases, the editor may make queries or request further minor modifications to revised manuscripts.

If the required revisions are deemed to be time-consuming and major, but there is some prospect of the manuscript becoming suitable for publication in JMSJ, the editor may invite the author to convert the manuscript to an Article and continue the review process. If authors resubmit a manuscript, the authors must respond to the reviewers' comments when re-submitting. Where possible, the editor will invite the original reviewers to re-review the revised manuscript.

#### **To Authors:**

Authors of Notes and Correspondence must clearly and concisely describe the novel scientific discoveries or important technical developments. In particular, it is vital to clearly state what is novel or important. Manuscript that are ambiguous or unclear in this regard are rarely accepted. Given the nature of Notes and Correspondence, the journal generally allows authors to revise the manuscript only once. Revised manuscripts are not sent for re-review but rather are assessed by the editor.

#### **To Reviewers:**

The journal requests that reviewers assess the manuscript in light of the main purpose of Notes and Correspondence, which is to present truly novel scientific discoveries or technical developments. As such, it is undesirable to require the author to add more work than necessary. Instead, reviewers should assess the novelty and importance of the work presented. In principle, the manuscript for Notes and Correspondence can be revised only once by the author, and the revised manuscripts are not sent for re-review. If this manuscript needs second review, it might be moved to the normal "Article" category.

#### **To Editors:**

The journal aims to complete the peer review process from submission to final decision within 4 months. The editor is responsible for undertaking the review process of Notes and Correspondence within this time. JMSJ asks editors to inform the reviewers that when assessing manuscripts, they should pay particular attention to the main purpose of Notes and Correspondence, which is to present truly novel scientific discoveries or technical developments. The editor is also requested to inform the authors that revisions can generally be made only once, and that the editor will make a decision on the revised manuscript without sending it for further review.