

# **CYCU Guidelines for the Establishment of “Journal of Design Science” Publication and Editorial Review Committee of the School of Design**

Passed by the College Administrative Meeting on December 18, 2006

Passed by the College Administrative Meeting on May 20, 2009

Amended the name of the Committee and the correspondent text per the letter Yuan-Mi-Zi No.

0990000878 dated March 30, 2010

- I. The Guidelines have been formulated to ensure that the publication of “Journal of Design Science” (hereinafter referred to as the Journal), a publication of the School of Design of Chung Yuan Christian University (hereinafter referred to as the School) can proceed smoothly. The Guidelines were revised from the regulations established in 1999 governing the publication of “Chung Yuan Journal of Design,” which was renamed “Chung Yuan Christian University Journal of Design Science” in 2003.
- II. The Journal is an academic journal with rigorous editorial standards published by the School of Design and registered with an International Standard Serial Number (ISSN) through the National Central Library. It is distributed to academic institutions nationwide and sold at a fixed price upon publication, which occurs twice a year.
- III. The content of the Journal focuses on the fields of humanities and social sciences, encompassing papers on culture, philosophy, sociology, psychology, art, and design, as well as discussions on the creation of one’s design works. Additionally, innovative technology reports may also be included in the Journal.
- IV. An Editorial Committee shall be established comprising the members of the Publication and Editorial Review Committee for the Journal, with the Dean of the School serving as the Editor-in-Chief. The Editorial Committee shall be composed of the heads of departments and degree programs within the School, as well as scholars holding the title of assistant professor or higher at an external academic institute, who shall constitute at least half of the members of the Committee. External Committee members shall be appointed by the Dean upon the recommendations of the Committee members from the School. The Committee enhances the development process of the Journal by providing implementation and consulting services, drawing on its members’ experience and ideas for academic publications. Additionally, the Committee retains the President to serve as the publisher of the Journal.

- V. Members of the Editorial Committee from within the University shall comprise the Editor-in-Chief as the chairperson as well as several members whose terms shall be the same as that of the Editor-in-Chief. External members shall be appointed by the Dean upon the recommendation of members from within the School. External members shall serve a three-year term, which may be extended upon reappointment at the conclusion of their term. Members of the Editorial Committee shall be responsible for assessing the execution of editorial reviews, formulating publishing contracts, recommending reviewers, and reviewing manuscripts of submitted papers. Members of the editorial task team, such as the executive editors and editorial assistants, shall be appointed by the Editor-in-Chief. The Editor-in-Chief shall be responsible for overseeing editorial reviews, enhancing the standards and circulation of the Journal, convening regular editorial review meetings, securing funds, and ensuring adherence to the established publication schedule.
- VI. An Executive Editorial Committee shall be established for the Journal, with the Editor-in-Chief serving as the chairperson. The Editor-in-Chief shall appoint four to five members for a one-year term to execute the editorial affairs of the Journal.
- VII. The composition of the Executive Editorial Committee shall maintain as much continuity as possible. The chairperson shall therefore re-appoint at least half of the original members upon the conclusion of their term.
- VIII. The Executive Editorial Committee shall convene regular working meetings to undertake tasks such as handling manuscripts and developing content. Members of the Committee shall recuse themselves from handling articles they submitted.
- IX. The editorial review meeting shall be held at least once each year, which may take the form of meetings or conducted through written conveyance. The Editor-in-Chief shall provide updated information on the editorial review process annually to ensure a smooth review.
- X. The publication funds for the Journal are sourced from the University and School funds or government subsidies obtained through application.
- XI. The Guidelines have been announced and implemented upon approval by the College Administrative Meeting. The same procedure shall apply to all subsequent amendments.