

SUVANNABHUMI

Multi-disciplinary Journal of Southeast Asian Studies

Editorial Policy and Guidelines

Enacted February 27, 2009

Amended June 7, 2010

Amended August 23, 2013

Chapter 1. Aims and Scope

SUVANNABHUMI is an international, peer-reviewed journal committed to the publication of scholarship in Southeast Asian Studies. Its overarching mission is to revisit and reconstruct Southeast Asian Studies from multi-/inter-disciplinary and cross-/inter-regional perspectives. In this regard, it aims to offer a scholarly platform for original works drawn from research findings, theoretical thought, reflection, and/or reinterpretation of long-held viewpoints, ideas, or methodologies.

The scope covers in particular, but not exclusively, the following fields of discussion: cultural studies, the arts, language and linguistics, history, archaeology and prehistory, anthropology, sociology, religion, literature, tourism, socio-economic issues, and politics.

Chapter 2. Publication

Article 1. This journal shall be published biannually on the last day(30th or 31st) of June and December (in January and July from 2019 onwards).

Article 2. In addition to regular Issues, SUVANNABHUMI also publishes Special Issues focusing on particular themes or regions.

Article 3. SUVANNABHUMI is an open access journal. The contents of this Journal will be available in open access formats (PDF). Users are allowed to download, distribute, print, or link to the full texts of the articles in this Journal without asking prior permission from the Publisher or the Author(s). This is in accordance with the Budapest Open Access Initiative (BOAI) definition of open access.

Article 4. There is no submission charge or Article Processing Charge(APC).

Chapter 3. Editorial Board

Article 5. The editorial board consists of no more than 30 editors, including the editor-in-chief.

Article 6. Editors shall be considered and selected on the basis of their region and expertise.

Article 7. The term of the position of editor-in-chief shall be set at two years, and may be extended afterwards.

Article 8. Editorial membership term shall last two years, and may be extended afterwards.

Article 9. Once each year an editorial board meeting shall be convened to discuss various points related to the publication of journal and the operation of editorial committees.

Article 10. Editors may recommend experts for the review of submitted articles.

Article 11. Editors may form the planned topics for the publication of special issues.

Article 12. Editors may perform emergency article review.

Chapter 4. Review process

Article 13. All submitted manuscripts will initially undergo a “Desk Review” process, a preliminary editor screening, to determine relevance in light of the Journal’s aims and scope, appeal to an international audience, and conformity to the house style of this Journal.

Article 14. Manuscripts evaluated as “potentially relevant” will go through a “Double-Blind Peer Review” process, typically by a minimum of two to a maximum of three reviewers.

Article 15. The peer-review process may be lengthy. In cases where it takes time, contributors would be updated on developments. For instance, if the manuscript requires more than two peer reviewers, or if its sensitive issues need careful discernment, among others.

Article 16. If the manuscript is recommended for revision and resubmission, it will normally be reviewed by the same reviewers. However, there is no guarantee that the revised manuscript will be accepted. Submissions recommended for revision and resubmission may only be resubmitted once.

Article 17. Declined manuscripts will not be re-reviewed by this Journal. Book reviews and research reports are not peer reviewed.

Chapter 5. Selection Criteria

Article 18. Reviewers for submitted manuscripts shall be recruited within two weeks of submission. In extenuating circumstances, this process recruitment may become delayed, and in such a case the author shall be informed of the state of progress via email.

Article 19. As a rule, two reviewers shall be enlisted for each manuscript submitted.

Article 20. Each submitted manuscript shall be reviewed based on the qualitative criteria below:

Contribution	To what extent does the manuscript contribute towards the extension of knowledge in any particular area of Southeast Asian studies?
Substance	If the manuscript is theoretical or exploratory, is the literature cited up-to-date and relevant?
	If the manuscript is empirical, how well designed, executed, and analyzed is the research?
	If the manuscript is practitioner/policy orientated, is it useful and widely applicable?
Logical Structure	Is the manuscript logically constructed, clearly written and suitably referenced?
Integrity	Are the conclusions sufficiently derived from the analysis?
Format	Does this manuscript conform to the Text and Manuscript Guidelines of SUVANNABHUMI?

Article 21. Overall, the Peer Reviewers will make any of the following decisions:

Accept	With minor editorial or technical amendments.
Accept (with Minor Revision)	Subject to revision specified by the Peer Reviewers to improve the manuscript for publication suitability.
Revise and Resubmit	Only subject to substantial changes being made by the Author(s) before the manuscript can be re-considered and without any guarantee or undertaking as to its future acceptance. Peer Reviewers should explain the suggested changes in detail.
Decline	It should be rejected for the reasons given by the Peer Reviewers’.

Article 22. Editors can submit his/her own manuscript through the same procedure. However, in this case, the editor concerned shall not participate in the selection of reviewers and the final decision about the manuscript.

Article 23. As a matter of sole discretion, the Editor will make the final decision about the manuscript in light of the Peer Reviews.

Chapter 6. Copyright Policy

Article 24. The Author(s) will be asked to sign a “*Copyright Transfer Form & Warranties*”. In signing the Agreement, it is assumed that the Author(s) grants KIAS/BUFS, as the exclusive Publisher of the Contribution, with the rights, conditions, and terms as detailed in the Agreement.

Article 25. The Agreement will ensure the widest possible dissemination of information. The Author(s) must agree to the terms and conditions outlined in the Agreement and return the Agreement (in PDF format) to KIAS/BUFS(chiefeditor@bufs.ac.kr). Manuscripts cannot be published until a signed form has been received.

Chapter 7. Disclaimer

The Editors of SUVANNABHUMI and the Publisher make every effort to ensure the accuracy of all the information (the "Content") contained in our publications. However, Editors of SUVANNABHUMI and the Publisher make no representations or warranties whatsoever as to the accuracy, completeness, or suitability for any purpose of the Content. Any opinions and views expressed in this publication are solely the opinions and views of the Author(s), and are not the views of or endorsed by Editors of SUVANNABHUMI and the Publisher. The accuracy of the Content should not be relied upon and should be independently verified with primary sources of information. The Editors of SUVANNABHUMI and the Publisher shall not be liable for any claims arising from the use of the Content.

These regulations shall be enforced upon its enactment and amendments.