

《Journal of Secondary Education》 Review Guidelines

I. Review Process

The review process of this journal consists of three stages: format review, external review, and editorial board review. For manuscript types such as "Special Interest/Research Paper" and "Teaching Practice Research Papers," a double-blind peer review system is used. For "Sharing of Educational Practice" articles, a single-blind review system is adopted.

First Stage: Format Review

1. Manuscripts that do not meet the journal's mission, formal requirements, or level of rigor will be rejected directly upon confirmation by the Deputy Editor-in-Chief.
2. The editorial department will conduct a preliminary screening of submissions. Those that meet the journal's mission, formal requirements (including word count, format, style, the generative AI use self-disclosure statement etc.), and level of rigor (including the value of the topic, structural integrity and coherence, and precise and fluent writing) will proceed to the next stage of review.
3. The results of the format review will be completed within two weeks of receiving the manuscript.

Second Stage: External Review

1. Initial Review

- (1) For articles that pass the format review, the responsible editor will recommend one to two anonymous reviewers based on the manuscript category. If necessary, the Deputy Editor-in-Chief will recommend reviewers.
- (2) The initial review opinions fall into four categories: **Accept for Publication** (80 points or above), **Revise and Resubmit for Publication** (75-79 points), **Revise and Resubmit for Re-review** (70-74 points), and **Reject** (69 points or below).
- (3) For manuscripts in the "Special Interest/Research Paper" category, the review criteria are as follows:
 1. Rigor of research methodology and inference (20%)
 2. Appropriateness of data acquisition, citation, processing, and interpretation (20%)
 3. Balance of article structure and argumentation levels (20%)
 4. Precision and fluency of writing (20%)
 5. Originality, academic, or applied value (20%)
- (4) For manuscripts in the "Teaching Practice Research Papers" and "Sharing of Educational Practice" categories, the items considered are as follows:
 1. Appropriateness of data acquisition, citation, processing, and interpretation (25%)
 2. Balance of article structure and argumentation levels (25%)

3. Precision and fluency of writing (25%)
4. Applied or reference value (25%)
- (5) If the review opinion is "Accept for Publication" or "Revise and Resubmit for Publication," publication will generally be considered. If the review opinion is "Revise and Resubmit for Re-review," the author must revise the manuscript and submit a statement of revisions and responses, which will then be sent to the original reviewer for re-review. If the review opinion is "Reject," the manuscript will not be published.
- (6) With the exception of "Sharing of Educational Practice" articles, if there is a slight disagreement between the two reviewers during the initial review of other papers, the editorial board will decide on the course of action. However, if the difference in scores between the two reviewers is more than 11 points, and one of them has a score of 72 or higher, the manuscript will be sent to a third reviewer. If the average score is above 75, it will be discussed at the editorial board meeting to decide on acceptance.
- (7) The results of the initial review will be completed and the author notified within four months of receiving the manuscript.
- (8) Reviewers must strictly adhere to the principles of academic confidentiality and ethics. During the review process, it is prohibited to input or upload the entirety or any part of a submitted manuscript (including the abstract, main text, or figures/tables) into any Generative AI platform or tool. This is to safeguard academic intellectual property rights and the privacy and security of unpublished manuscripts.

2. Re-review

- (1) For manuscripts for which reviewers recommend "Revise and Resubmit for Re-review," the journal will request the author to make revisions. The author must complete the revisions within one month and return the revised article along with a "Statement of Revisions and Responses" (the form can be downloaded from the General Affairs section on the website of the SOTE at NTNU). The journal will then send the revised article and the "Statement of Revisions and Responses" to the original reviewer for re-review.
- (2) The re-review criteria and form are the same as the initial review opinion form, but the publication recommendations are limited to three categories: **Accept for Publication** (80 points or above), **Revise and Resubmit for Publication** (75-79 points), and **Reject** (74 points or below).
- (3) If the re-review opinion is "Accept for Publication" or "Revise and Resubmit for Publication," publication will generally be considered. If the re-review opinion is "Reject," the manuscript will not be published.
- (4) The results of the re-review will be completed and the author notified within three months of receiving the revised manuscript.

Third Stage: Editorial Board Review

1. One month before the publication date of each issue, an editorial board meeting will be held to make a final decision on manuscripts with review results of "Accept for Publication," "Revise and Resubmit for Publication," or those with a review score higher than 75 after a third review.
2. The final decision on whether to publish will be made by the editorial board based on factors such as the reviewers' opinions and the number of submissions.

II. Manuscript Revision and Publication

1. For articles that the journal has decided to consider for acceptance, the author must revise the manuscript according to the review opinions and the journal's format requirements and return the revised manuscript and the "Statement of Revisions and Responses" within the specified deadline. Failure to do so may result in the inability to publish.
2. If the returned revised manuscript fails to incorporate the reviewers' suggestions and meet the journal's format requirements, or if an adequate response is not provided, the editorial board may decide to suspend or withdraw the publication.
3. For revised manuscripts that are approved for publication by the editorial board, a "Certificate of Acceptance" will be issued. Upon receiving the "Certificate of Acceptance," the author must return one hard copy of the revised final draft, the electronic file of the manuscript, and the Copyright License Agreement within one week to facilitate publication. Failure to do so may result in the inability to publish.

III. Withdrawal of Manuscript

1. A request for manuscript withdrawal by the author must be submitted in writing (sent by registered mail) or via email.
2. To prevent the waste of editorial resources, if a withdrawal request is made without justifiable reasons during the review process, the author(s) must reimburse the review fees already incurred for the manuscript.

IV. These guidelines are effective upon approval by the editorial board meeting of this journal and will be amended in the same manner.

Amended: 2004/11/1, 2005/1/13, 2005/2/25, 2006/1/12, 2008/2/19, 2008/12/05 Effective:
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