

Bylaw of the Editorial Board of the Biophysics and Physicobiology (BPPB)

by

Editorial Committee of the Biophysical Society of Japan (BSJ)
for its official English journal, the Biophysics and Physicobiology (BPPB)

The Editorial Board of the Biophysics and Physicobiology (BPPB) consists of the Editorial Board members, the Associate Editors, and the Advisory Board members.

Article 1. Editorial Board members

All the Editorial Committee members of the BSJ for the BPPB are in the service of publishing articles in the BPPB as Editorial Board members. They are appointed for at least four years and these terms are renewable. Among the Editorial Committee members, the Editor-in-Chief and the three Vice Editors-in-Chief are decided by the Committee members of the BSJ.

Several other Editorial Board members, in particular from foreign countries, are additionally nominated by the Editorial Committee of the BSJ for the BPPB. After approval of the Committee members of the BSJ, these Editorial Board members are appointed for at least four years and are renewable.

1.1 The Editorial Board members are expected:

- (i) to work as the Editor-in-Charge,
- (ii) to propose invited articles and authors,
- (iii) to propose Special Issues,
- (iv) to provide any critical comments to promote the BPPB,
- (v) to select articles for the Editors' Choice Awards, and
- (vi) to decide the cover picture for each volume,

1.2 Every year, the Editorial Board members meeting is held on-line, and several issues are discussed to maintain and promote the publication of the BPPB. Additional mail-based meetings are also held irregularly when rapid handling is required.

Article 2. Associate Editors

The Associate Editors are nominated by the Editorial Committee of the BSJ for the BPPB, and after approval of the Committee members of the BSJ, the Associate Editors are appointed for at least four years and this term is renewable.

2.1 The Associate Editors are expected:

- (i) to propose invited articles and authors,
- (ii) to propose Special Issues,
- (iii) to provide any critical comments to promote the BPPB, and
- (iv) to work as the Editor-in-Charge for the articles, when the above (i) and/or (ii) are proposed by the Associate Editor.

2.2 Every year, the Editor-in-Chief shall make some opportunities to hear proposals and critical comments from the Associated Editors.

Article 3. Advisory Board members

The Advisory Board members are nominated by the Editorial Committee of the BSJ for the BPPB. After approval of the Committee members of the BSJ, the Advisory Board members are appointed for at least four years and are renewable.

3.1 Advisory Board members are expected:

- (i) to propose invited articles and authors,
- (ii) to propose Special Issues, and
- (iii) to provide any critical comments to promote the BPPB.

3.2 Every year, the Editor-in-Chief shall make opportunities to hear proposals and critical comments from the Advisory Board members.

Article 4. Editor-in-Chief

The Editorial Committee Chief of the BSJ for the BPPB works as the Editor-in-Chief of the BPPB. When a paper is submitted to the BPPB, the Editor-in-Chief assigns one of the Editorial Board members to work as the Editor-in-Charge for the article, considering his or her specialty. The assigned Editor-in-Charge must not be the author of the submitted paper. The actual job of the Editor-in-Charge is described in the following Article 5.

When the Editor-in-Chief is one of the Authors of the submitted article, the job of the Editor-in-Chief is replaced by one of the Vice Editors-in-Chief.

Article 5. Editor-in-Charge

The Editor-in-Charge is responsible for handling the peer-views of submitted manuscripts. The actual role of the Editor-in-Charge is to contact appropriate Reviewers, usually at least two Reviewers, for the article, and to make a decision whether to accept, revise or reject it after hearing the Reviewers' conclusions.