

# **NTUT Journal of Intellectual Property Law and Management**

## **Review Guidelines**

中華民國 106 年 6 月 13 日 學術及創作審議委員會議通過

In order to maintain the high quality of the NTUT Journal of Intellectual Property Law and Management, published by the Institute of Intellectual Property, National Taipei University of Technology (hereinafter “the Institute”), all manuscripts submitted shall be reviewed in accordance with the guidelines described herein.

1. The editorial board, including the editor-in-chief, executive editor, and eleven members, shall administer the reviews.
2. The editor-in-chief shall be the director of the Institute and the executive editor shall be elected from among and by the Institute’s full-time faculty members.
3. If an Institute’s full-time faculty member will submit a manuscript to the Journal, he/she would not be the executive editor. Submitters of the Journal shall not be the same with the executive editor.
4. The editorial board shall invite qualified instructors with appropriate expertise to conduct reviews, which must be anonymously.
5. Journal articles and conference papers shall be reviewed by at least one reviewer. In principle, for each manuscript one reviewer would be a faculty member from the Institute or other universities.
6. Manuscripts shall be reviewed no more than four weeks.
7. Manuscripts which are not in line with this Journal’s orientation shall be directly referred to the editorial board by the editors for a decision of refusal.
8. To the extent possible, all notes of a manuscript shall first be checked by a graduate student, and results shall be sent to the reviewer(s) together with the manuscript.
9. Reviewers should categorize a manuscript as “accepted for publication,” “not suitable for publication,” “accepted for publication only after revision,” or “re-reviewed after revision.” The editorial board should decide whether to publish a manuscript in terms of reviewer(s)’ comments.
10. If manuscripts accepted for publication exceed the page limit of an issue, the editor shall, upon his discretion, make selections based on balance of fields and urgency.
11. Proof of publication or acceptance for publication, if requested, can be issued by the editor accordingly, but only upon the satisfactory completion of the review process.

The guidelines herein take effect upon the ratification by the Institute's Faculty Meeting.