

Ethical Standards Concerning the Peer Review for the Presentation of Architectural Transactions and Works

Preface

The Architectural Institute of Japan has been engaged in the provision and expansion of opportunities for its members to present their works, while promoting the publication of the Research Transactions, AIJ Journal of Technology & Design, Journal of Asian Architecture and Building Engineering and New Frontiers in Architecture (hereinafter collectively called the Transactions, and the contents therein as the Paper), as well as Selected Architectural Designs, for the advancement and development of science, technology and art concerning architecture.

In order to continue these activities in an appropriate manner, it is required of all those; for example, authors who contribute Papers to the Transactions, architects who apply for the entry of their works in the Selected Architectural Designs, referees/selection members who judge the Papers and works for publication as well as those who are responsible for their editing and publication, to assume their roles in compliance with ethical standards.

The enactment of ethical standards shall be required to ensure that the level of each Paper and work displays both originality and excellence. Furthermore, the authors/architects shall not infringe others' rights, while the referees/selection members shall not infringe upon the rights of the authors/architects, during the process of submission and selection.

The Institute enacted and made public its "Code of Ethics" in 1999. These Ethical Standards shall now be enacted and made public based upon the Code of Ethics, for the purpose of furthering credibility regarding the presentation/publication of the Paper and work both within and outside the Institute.

CHAPTER 1 TRANSACTIONS

Paragraph 1 Author's Duties

1. 1 Requirements concerning Papers

Contributed Papers shall meet all conditions set forth in the contribution requirements and shall be of a level sufficient to contribute to the advancement and development of science, technology and art. The Paper concerned herein shall be compiled as one complete body of work in which the author was directly involved, even when the study has been carried out as a series of works in which

a number of people participated.

1. 2 Co-Authors

Co-authors shall be all those who have made a significant contribution to the completion of the Paper, and be limited to this extent. The main author whose name stands first on the list shall be the person who is recognized as having made the greatest contribution to the Paper. The main author shall present the final manuscript to the co-author(s) to obtain their consent regarding its contribution. Those who are deceased may be listed as a co-author under the foregoing conditions (with the exception of the matter of consent).

1. 3 Provision of Sufficient Information

The author shall provide sufficient information in the Paper to enable those who study the same field to reproduce, verify and evaluate the study concerned, while showing the process of demonstration. Furthermore, the author shall carry out sufficient review regarding past papers and other information, and indicate their sources when quoting.

1. 4 Precaution when Quoting Others

The author shall when quoting any information from others, ensure that such information is also available to the reader, and pay attention to the existence of copyrights possessed by the others.

1. 5 Prohibition of Fabrication

The contributed Paper shall contain no fabricated information. Fabrication means that one intentionally falsifies one's own data or that of others.

1. 6 Precaution regarding Critical Quotations from Past Papers

It is acceptable for the author to quote from past papers and to criticize based upon scholarly grounds, but it is not acceptable when he or she simply criticizes them without sufficient grounds, not to mention slandering.

1. 7 Protection of the Human Rights of Surveyees/Subjects

The author shall not infringe the human rights or any other rights of citizens who may become the subject of their surveys, conducted as part of studies prior to completion of the Paper, and shall protect the life, health, privacy and dignity of the subject during any experiments.

1. 8 Exclusion of Commercial Intentions

A Paper shall be regarded as inappropriate when it is concluded to have commercial, political and/or religious intentions.

1. 9 Responsibility concerning the infringement of Other's Rights

In the case that the contents of the Paper infringe the rights of others, its author shall be held entirely responsible, and the Institute shall bear no direct responsibility thereof.

Paragraph 2 Duties of the Referee

2. 1 Referee's Awareness of Their Role

As the role of the referee to judge a Paper for acceptance for publication, is extremely important, the referee shall be aware of the seriousness of his/her responsibility, and keep to the deadline while promptly carrying out the refereeing.

2. 2 Declining to Referee

Although it is the duty of an Institute member to accept a request to act as a referee, the member shall decline such request without delay, when he or she has decided that the refereeing concerned is not appropriate due to personal interests with the author or Paper concerned, or due to circumstances such as an inconsistency concerning his or her specialty field.

2. 3 Ensuring Objectivity in Refereeing

The refereeing shall be carried out objectively and logically from a beneficial point of view regarding architectural advancement and development, and shall be free from any non-objective or illogical judgment based on a personal idea or emotional partiality on the part of the referee towards the author or Paper.

2. 4 Instructiveness of the Paper

The instructiveness of the Paper means that it contains a feature which further enhances long accumulated scientific, technological and artistic knowledge concerning architecture. However, even when it differs from the existing accumulated knowledge in terms of its direction, such instructiveness shall not be rejected as long as its appropriateness is proved or judged to be worthy of discussion.

2. 5 Consideration for the Author

The results of refereeing shall be described in a style which is both logical and understandable to the author. The referee shall perform the refereeing while paying full respect to the author's personality and intellectual independence, and shall not make any statement which may imply that he or she underrates the foregoing.

2.6 Confidentiality

The referee shall not disclose to any other person the fact that he or she has been requested to referee, nor reveal the contents, in all or part, of the Paper which is being refereed.

2.7 Prohibition of Use of Papers

The referee shall not use any part of the Paper for his or her own interests until the said Paper is published.

2.8 Notification to the Editorial Committee on Research Transactions etc.

The referee shall notify without delay the Editorial Committee on Research Transactions, Editorial Committee on AIJ Journal of Technology & Design, Editorial Committee on Journal of Asian Architecture and Building Engineering and Editorial Committee on New Frontiers in Architecture (hereinafter collectively called the Editorial Committees), when he or she finds the content of a Paper to be the same or suspects it to be the same as another paper which has already been published. The referee shall also notify without delay the Editorial Committees when he or she finds any content of a Paper to be a fabrication or suspects it to be so.

Paragraph 3 Duties of the Editorial Committees

3.1 Fair Operation of the Editorial Committees

The Editorial Committees shall strive to operate fairly in order to achieve the objectives mentioned in the Preface of these Standards.

3.2 Selection of Referees

The Editorial Committees shall select the most suitable referee while taking into consideration his or her specialty, among candidates consisting of the Institute's members who have been designated in advance for the refereeing of the Paper concerned. In the case that it is necessary to do so, a referee from the Institute's members other than those selected as candidates, or non-Institute members may be selected. The selection of the referee shall be carried out in a fair manner.

3.3 Confidentiality Obligation of the Committee Members

Members of the Editorial Committees shall not disclose any information regarding the refereeing process to any other person.

3.4 Objections

In the case that the author whose Paper was not accepted raises an objection,

the Editorial Committees shall promptly study the appropriateness of such objection. The study results shall be informed under the name of the Committee concerned, and the Committee shall take adequate measures when the said objection has been regarded as justified.

CHAPTER 2 Selected Architectural Designs

Paragraph 1 Duties of the Architect

1. 1 Requirements concerning the Works

Submitted works shall meet all conditions set forth in the submission requirements and shall be of a level sufficient to contribute to the advancement and development of science, technology and art.

1. 2 Joint-Architect

Joint-architects shall be all those who have made a significant contribution to the completion of the work concerned, and be limited to this extent. The main architect whose name stands first on the list shall be the person who is recognized as having made the greatest contribution to the work. The main architect shall present the final work to the joint-architect(s) to obtain their consent for its submission. Those who are deceased may be listed as a joint-architect under the foregoing conditions (with the exception of the matter of consent).

1. 3 Responsibility concerning Infringement of Other's Rights

In the case that the contents of the work infringe the rights of others, its architect shall be held entirely responsible, and the Institute shall bear no direct responsibility thereof.

Paragraph 2 Duties of Selection Committee Members

2. 1 Selection Committee Member's Awareness of Their Role

As the role of a Selection Committee Member to judge work for acceptance for publication is extremely important, the Selection Committee Member shall promptly carry out the selection, while being aware of the seriousness of his/her responsibility.

2. 2 Declining to Judge

The Selection Committee Member shall decline their role as judge, when he or she has decided that it is not appropriate for them to perform the role of judging

the work concerned due to their personal relationship with the architect, or when the same decision is made by the Selection Committee.

2.3 Confidentiality

The Selection Committee Member shall not disclose information regarding the selection to any other person until the selection results are made public.

Paragraph 3 Duties of the Editorial Committee on Selected Architectural Designs

3.1 Fair Operation of the Editorial Committee

The Editorial Committees on Selected Architectural Designs shall strive to operate fairly in order to achieve the objectives mentioned in the Preface of these Standards.

Rider: These Standards shall come into force on July 17th, 2002.

Note 1: These Standards have been prepared with reference to the Ethical Standards for Publication of ASCE Journals.

Note 2: The "Peer Review" in the title means fair evaluation made by members who share the same specialty.

Decided at the Meeting of the Board of Directors on July 17, 2002