Peer Review Procedures for *Foreign Language Studies*

The journal employs a rigorous three-stage review system: Formality Check (Pre-review), Preliminary Review, and External Review.

Stage 1: Formality Check (Pre-review)

(1) All submitted manuscripts undergo a formality check by the Editorial Board to ensure compliance with the journal's formatting requirements and the completeness of online submission data. Contributors whose manuscripts do not meet these standards will be requested to revise their work and provide the required information.

(2) Only manuscripts that pass this formality check will proceed to the preliminary review stage.

Stage 2: Preliminary Review

(1) At this stage, the Editor-in-Chief and the Editorial Board evaluate whether the manuscript shall be considered for further review, based on its alignment with the journal's aims, scope and focus.

(2) Manuscripts that do not meet these criteria will be rejected following a discussion and confirmation by the Editorial Board.

Stage 3: External Review

(1) Manuscripts that pass the preliminary review are assigned by the Editorial Board to reviewers selected from a pool of internal and external experts.

(2) The assistant then sends formal invitations to two selected reviewers.

(3) Possible outcomes of the external review are as follows:

① Recommended for publication

② Publication after revision, including:

a. Publication after revision (no further review required)

b. Revision and resubmission for re-review

③ Not recommended for publication

(4) External review decision matrix

Foreign Language Studies External Review Criteria		Reviewer 2			
		Recommended for publication	Publication after revision (no re-review)	Revision and resubmission for re-review	Not recommended for publication
Reviewer 1	Recommended for publication	Accepted	Accepted	Revised and returned to original reviewer for re-review	Sent to a third reviewer
	Publication after revision (no re-review)	Accepted	Accepted	Revised and returned to original reviewer for re-review	Sent to a third reviewer
	Revision and resubmission for re-review	Revised and returned to original reviewer for re-review	Revised and returned to original reviewer for re-review	Revised and returned to both original reviewers for re-review	Rejected
	Not recommended for publication	Sent to a third reviewer	Sent to a third reviewer	Rejected	Rejected

(5) Third Review

If the combined opinions of the two reviewers indicate the need for a third review, in accordance with the decision matrix, the assistant will notify the contributor and provide the two initial review reports. The contributor may choose whether to revise the manuscript before it is sent for a third review. If the contributor decides to revise, a deadline of 30 days will be granted; otherwise, the manuscript will be forwarded directly to a third reviewer for anonymous evaluation.

Possible outcomes of the third review are as follows:

① Accepted: Recommended for publication / Publication after revision (no re-review).

② Rejected: Revision and resubmission for re-review / Not recommended for publication.

(6) Re-review

If the combined review opinions are ‘Revision and resubmission for re-review,’ the assistant will notify the contributor and provide the relevant review reports. The contributor is required to revise and resubmit the manuscript within 30 days. Upon submission of the revised manuscript, it will be returned to the original reviewer(s) for re-evaluation. Possible outcomes of the re-review are strictly “Accepted” or “Rejected.”

➢ Case 1: One Re-reviewer

① Accepted: Accepted for publication.

② Rejected: The manuscript is referred to the Editorial Board for discussion regarding final acceptance or the possibility of a third review.

➢ Case 2: Two Re-reviewers (both requested re-review)

① Accepted + Accepted: Accepted for publication.

② Accepted + Rejected: Rejected.

③ Rejected + Rejected: Rejected.