

Korea Journal Publication Guidelines

Chapter 1. General Provisions

Article 1. (Purpose) The purpose of these Guidelines is to determine matters concerning the publication of the periodical, *Korea Journal* (*KJ* hereafter), in accordance with Item 1, Article 2 of the Rules on the Publication of Printed Materials of the Academy of Korean Studies (the *AKS* hereafter).

Article 2. (Definition) The terms used in the Guidelines are defined as follows:

1. The “paper” means a writing produced to theoretically validate the author’s scholarly arguments or hypotheses based on appropriate procedures and form, or to verify them with replicable experimental results and statistical analysis.
2. The “book review” means a writing which introduces a book of academic value to the reader and presents the critique of the book author.
3. The “Managing Editor” refers to the staff member who is responsible for who oversees editorial and other matters with regard to the publication of *KJ*.

Article 3. (Scope of Application) The Guidelines can be applied to matters that are not addressed dealt with in various rules of the *AKS* in regards with the publication of *KJ*. If it is specifically necessary, it may be effectuated on approval of the “Publisher” after consideration by the Editorial Board. Here the “Publisher” is regarded as the “President of the Academy of Korean Studies” (the President hereafter).

Article 4. (Publication Interval and Dates) *KJ* is published, in principle, four

times a year on the last days of March, June, September and December.

Article 5. (Composition of *KJ*) ① Research outputs published in *KJ* are creative writings in the field of Korean Studies in the following categories:

1. Papers

2. Book reviews

② Papers referred to in No. 1, Item 1, are divided into unsolicited ones which are submitted voluntarily by authors and published after review, and solicited ones whose writing is invited by the Editorial Board after determining the topics and authors.

③ Book reviews referred to in No. 2, Item 1 are divided into unsolicited ones which are published on the voluntary submission by the author, and solicited ones whose writing is invited by the Editorial Board after determining scholarly books to be reviewed and the author(s).

Article 6. (Copyrights) The copyrights of papers and book reviews published in *KJ* belong to the Academy.

Chapter 2. The Editorial Board

Article 7. (Composition of the Editorial Board and Others) ① The Editorial Board is established in accordance with Article 15 of the Rules on the Publication of Printed Materials, in order to determine matters of importance with regard to the editing of *KJ*.

② The Editorial Board consists of ten to twenty members, including an Editor-in-Chief and a Deputy Editor-in-Chief.

③ The Editor-in-Chief is appointed by the President from reputed scholars in the field of Korean Studies who have experiences in the editing of international academic journals.

④ The Deputy Editor-in Chief is appointed by the President from reputed scholars who have demonstrated outstanding academic activities in Korean Studies.

⑤ Other Editorial Board members are appointed by the President from Korean and international scholars who have demonstrated outstanding academic activities in Korean Studies on recommendation by the Editor-in-Chief, the Deputy Editor-in-Chief, or the Managing Editor.

⑥ If the Editor-in-Chief is unable to perform his/her duties for unavoidable reasons, the Deputy Editor-in-Chief acts as the delegate. If the Deputy Editor-in-Chief is unable to act as Editor-in-Chief, an Editorial Board member who is designated by the President acts as the delegate.

⑦ The Editor-in-Chief, the Deputy Editor-in-Chief, and other Editorial Board members serve for a term of two years and may continue to serve in their capacity upon the completion of the first term.

⑧ The Editorial Board should meet at least once every year.

⑨ The Editor-in-Chief and the Deputy Editor-in-Chief may be paid an activity allowance within the scope of budget, and the amount is determined separately by the President.

Article 8 (Editor-in-Chief's Duty) The Editor-in-Chief performs the following duties:

1. Conduct prior reviews of papers and recommend and select paper reviewers
2. Perform the final review of papers and book reviews to decide on their publication
3. Determine special edition topics and their authors
4. Write or solicit the editor's note for each edition

5. Decide on the rejection of unsolicited papers suspected of misconduct in research
6. Call and preside Editorial Board meetings

Article 9 (Deputy Editor-in-Chief's Duty) The Deputy Editor-in-Chief performs the following duties:

1. Conduct the prior review of papers and recommend paper reviewers
2. Propose and consider special edition topics and recommend their authors
3. Recommend scholarly books for book review and their reviewers
4. Other matters entrusted by the Editor-in-Chief

Article 10. (Other Editorial Board Members' Duty) Other members of the Editorial Board members perform the following duties:

1. Recommend paper reviewers
2. Review papers
3. Propose special edition topics and recommend their authors
4. Recommend scholarly books for book review and their reviewers
5. Other matters delegated by the Editor-in-Chief concerning the prior review

Article 11. (Suspension of Service of Duty and Dismissal of Editorial Board Members) If any of the following is applicable to the Editor-in-Chief, the Deputy Editor-in-Chief, or other members of the Editorial Board, the President can suspend their service of duty or dismiss them:

1. Voluntary request of withdrawal
2. Insincerity in the performance of duty
3. Indictment and declaration of a sentence in a penal case
4. Tarnishment of the dignity of the Editorial Board or *KJ*

Chapter 3. Review of Papers and Book Reviews

Article 12 (Unsolicited Submission and Receipt of Papers) ① One who wants to submit an unsolicited paper or a book review to *KJ* needs to submit a manuscript and a curriculum vita describing one's research achievement and career for which there is no fixed form.

② The number of unsolicited writings submitted by an author (the first author, if there are more than one author) cannot exceed one paper or two book reviews per year.

③ Resubmission of a paper or a book review which has already been decided as "Reject" in the review is restricted.

Article 13. (Manuscript Requirements and Form) ① If the manuscript has previously been presented in various types of academic events such as seminars and forums or on the Internet, the author should inform in the manuscript the event name or the Internet site, the organizing institution or organization, and the date and place.

② All manuscripts should be written using the Microsoft Word program.

③ The length of the manuscript is limited to 7,000-9,000 English words for a paper, and 2,000-3,000 English words for a book review.

④ A paper should have a title, an abstract, keywords, the author's affiliation, the main text, footnotes, and references. A book review should have the title of the book under review, its author, the publisher, the publishing year, and the main text.

⑤ English transcription of Korean follows, in principle, the Romanization system of the National Institution of Korean Language.

⑥ For co-authored papers having more than one author, the first author is responsible for paper submission, representing his/her co-author

(s).

⑦ The first author mentioned in Item 6, same Article, is regarded as the one whose name precedes that (those) of the other author(s), while the co-authors can designate and specify the corresponding author based on a mutual agreement.

⑧ If an unsolicited paper or book review does not meet the Manuscript Requirements and Form in Items 1 to 7, same Article, the Managing Editor can revise, withhold, or return the manuscript before the initiation of prior review.

Article 14. (Review Principles) ① The Editor-in-Chief decides on the publication of papers through the process of prior review, the first round of review, and the second round of review. For a book review, a reviewer who is recommended by the Editorial Board submits review comments, based on which the Editor-in-Chief makes the final decision on its publication.

② The review of submitted papers is made using blind review, concealing the author's personal identification information and financial support for the research. For a solicited paper and solicited book review, however, the author's name may be open to the reviewer.

③ Persons who are or were involved in the review process should maintain the confidentiality of the author's and reviewer's personal identification information and the review results.

Article 15. (Review Criteria) ① The review of papers employ the following criteria:

1. Creativity and persuasiveness of verification
2. Propriety in structure and content (clear description of sources and appropriate provision of the abstract, tables and figures, references, and

Romanization)

3. Understanding of prior researches and academic contribution of research outcomes
4. Readability of English sentences (logical, clear sentences and accurate command of style and grammar)

② There are no separate review criteria for book reviews.

Article 16. (Review Procedure) ① The prior review is carried out as the following:

1. The Editor-in-Chief performs the prior review of unsolicited papers submitted based on the criteria in Article 15 and decides for each paper whether to “Continue the review process,” to “Suspend the review process,” or to “Return the manuscript to the author(s).”
2. Papers determined to “Suspend the review process” in the prior review are returned to the author(s) for revision based on prior review comments, and may be resubmitted for the second last round of prior review.

② The first round of review proceeds as the following:

1. For each paper decided “to Continue the review process” in the prior review, the Editor-in-Chief selects two or more reviewers to form a Paper Review Committee, taking into consideration the author’s alma mater and current affiliation.
2. The Managing Editor sends the papers concerned to reviewers who have been selected in accordance with No. 1, same Item, to request the review. The reviewers complete the First-Round Paper Review Form (Form No. 1) including review opinions and submit it to the Editor-in-Chief within a month from the date of receiving the request. If a reviewer does not submit the Paper Review Form within

a month from the date of receiving the request for no special reasons, the Editor-in-Chief can select another reviewer to ask for review.

3. The review opinions referred to in No. 2, same Item, have the following categories:

- i) Accept: When the paper is evaluated as publishable without revision as it meets the requirements of a paper in content and form;
- ii) Minor Revision: When the paper is reasonable in its development of matters of point in content and form, but requires reconsideration or revision in some parts;
- iii) Major Revision: When the paper is not reasonable in its basic direction and development of matters of point and requires fundamental reconsideration or revision; and
- iv) Reject: When the paper is, obviously, not up to the basic standard of a scholarly paper in content and form, or does not correspond to *KJ's* editorial guidelines.

③ The Editor-in-Chief consolidates review opinions of the Paper Review Committee and makes a final decision on the review result using the table below. The Managing Editor informs the author of the final review result of the paper.

Reviewer 1	Reviewer 2	Review Result	Conduct the Second Round of Review by:
Accept	Accept	Accept	-
Accept	Minor Revision		-
Accept	Major Revision	Minor Revision	Reviewer 2
Minor Revision	Minor Revision		Reviewer 1 or Reviewer 2
Accept	Reject	Major Revision	Invite Reviewer 3
Minor Revision	Reject		
Minor Revision	Major Revision		Reviewer 2
Major Revision	Major Revision		Reviewer 1 or Reviewer 2
Major Revision	Reject	Reject	-
Reject	Reject		-

④ Papers assessed as “Minor Revision” or “Major Revision” in the first-round review as per Item 3, same Article, can have the second round of review as follows:

1. The author whose paper is determined as “Minor Revision” or “Major Revision” should submit a revised paper and a revision summary within thirty days from the date of receiving the first-round review result in order to have reconsideration or the second-round review. If the author does not submit them within the due date, it is considered as his/her withdrawal of the intent to publish the paper.
2. The second-round review of a paper that is evaluated as “Minor Revision” or “Major Revision” is made by one of the two first-round reviewers or the third reviewer. If neither is able to do the second-round review, an Editorial Board member may review the revised paper and the revision summary to determine “Accept” or “Reject” and then complete and submit the Second-Round Paper Review Form (Form No. 2) to the Editor-in-Chief.

Article 17. (Decision on Paper Publication) ① The Editor-in-Chief consolidates the reviewers’ review opinions on unsolicited papers and decides on their publication.

② If any of the following conditions is found to be applicable to a paper which has been assessed as “Accept” according to the review procedure, the Editor-in-Chief decides to “Reject” it.

1. If an unsolicited paper is factually confirmed to dissatisfy the review criteria in Article 15;
2. If a misconduct of research is identified in an unsolicited paper; or

3. If the author does not fulfill the duties specified in Article 19.

Article 18. (Review Fee) A review fee is paid to reviewers who have completed review in accordance with the Guidelines on the Execution and Management of the Expenditure Budget.

Article 19. (Author's Duty and Others) ① The author is responsible for the content of the paper and the accuracy of materials, citations and sources used.

② The author should fulfill the requests of the Managing Editor in the process of editing and proof-reading for each of the following:

1. Revision and complementation of paper content or its readability;
2. Identification/confirmation of and clear description on sources, citations, tables, figures, photographs and copyrights; and
3. Description on presentation or publication of the paper in a prior occasion(s) and obtainment of research fund for paper writing.

Chapter 4. Special Topics

Article 20. (Topic Selection for Special Editions) Topics for *KJ* Special Editions are selected from issues relating to Korean Studies and are decided through consideration by the Editorial Board.

Article 21. (Guest Editor) ① For the publication of a Special Topic edition, a Guest Editor is appointed by the Editor-in-Chief from Korean and international scholars, on the recommendation by the proponent of the Special Topic or the Editorial Board.

② The tasks of the Guest Editor include: submit a proposal on the Special Topic Edition; select manuscripts and authors; receive and collate manuscripts; write *On This Topic*; recommend reviewers of manuscripts for the Special Topic Edition; and review the manuscripts.

③ After the publication of the Special Topic Edition, a fee may be paid to the Guest Editor in accordance with the Guidelines on the Execution and Management of the Expenditure Budget.

Article 22. (Review of Papers for the Special Topic Edition) Papers for Special Topic Editions undergo the same review procedure as unsolicited papers as specified in Article 16 (Review Procedure).

Chapter 5. The Research Ethics Committee

Article 23. (Operation) Matters concerning the establishment and operation of the Research Ethics Committee are determined by the President in separate clause. In regards with the ethics of research writing of *KJ*, that of the *Review of Korean Studies (RKS)* hereafter), an English-language journal published by the Academy, is applied, which is included in the Guidelines for the *RKS* Editorial Board (Attachment 2).

Supplementary Provision

The Guidelines go into effect from the date that it is made public.

[Form No. 1] The First-Round Paper Review Form

Korea Journal
Peer Review Form

Registration No.			
Manuscript Title			
Reviewer (Affiliation/Position)			
Due Date for Review		Submission Date	

1. BASIC CRITERIA (Please underline or check the applicable box.)

1	Originality/Persuasiveness of Argument and Evidence				
	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
2	Appropriateness of Structure and Content (Proper attribution; Suitability of Abstract, Tables or Figures, and References; South Korean Romanization)				
	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
3	Grasp of Existing Research and Contribution to Subject Area				
	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
4	Readability of the Prose (Clear and Articulate; Precise Diction and Grammar)				
	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E

*** A: Very strong; B: Strong; C: Average; D: Weak; E: Very weak**

2. OVERALL RECOMMENDATION (Please underline or check the applicable box.)

<input type="checkbox"/> Accept	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Major Revision	<input type="checkbox"/> Reject
----------------------------------------	------------------------------------------------	------------------------------------------------	----------------------------------------

- **Accept:** The manuscript can be published without any revision or further consideration. All the required conditions for publication are met.
- **Minor Revision*:** The manuscript has no major problems in terms of its overall argument, evidence, and structure. But it does require some revisions before it can be published.
- **Major Revision*:** The manuscript has some serious problems in terms of its overall argument, evidence, and structure. These problems must be addressed. If/when the revised manuscript is resubmitted, a comprehensive re-evaluation is required.
- **Reject:** The manuscript does not meet the basic criteria of an academic paper in terms of argument, evidence, or structure, or does not comply with the editorial policy of KJ.

* When the author submits a revised manuscript, one of the peer reviewers who evaluated the manuscript, or a third reviewer, shall determine whether to accept or reject the revised manuscript.

3. REVIEWER'S OPINION (Please state your opinion in at least 300 words.)

Please address the following questions: What is the main problematic, and is it interesting? How compelling is the argument and evidence? Will the manuscript make a significant contribution to the field/subject area? Is the paper well written? Do you have specific suggestions as to how the author might correct flaws and strengthen the argument?

4. COMMENTS TO THE EDITOR-IN-CHIEF (if needed) [These comments will not be delivered to the author(s).]

[Form No. 2] The Second-Round Paper Review Form

Korea Journal
Second Review Form

Registration No.			
Manuscript Title			
Reviewer (Affiliation/Position)			
Due Date for Review		Submission Date	

1. BASIC CRITERIA (Please underline or check the applicable box.)

1	Originality/Persuasiveness of Argument and Evidence				
	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
2	Appropriateness of Structure and Content (Proper attribution; Suitability of Abstract, Tables or Figures, and References; South Korean Romanization)				
	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
3	Grasp of Existing Research and Contribution to Subject Area				
	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
4	Readability of the Prose (Clear and Articulate; Precise Diction and Grammar)				
	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E

*** A: Very strong; B: Strong; C: Average; D: Weak; E: Very weak**

2. OVERALL RECOMMENDATION (Please underline or check the applicable box.)

Accept <input type="checkbox"/>	Reject <input type="checkbox"/>
----------------------------------------	----------------------------------------

- **Accept:** The manuscript can be published without any revision or further consideration. All the required conditions for publication are met.

- **Reject:** The revised manuscript still does not meet the basic criteria of an academic paper in terms of argument, evidence, or structure, or does not comply with the editorial policy of KJ.

3. REVIEWER'S OPINION (Please state your opinion in at least 300 words.)

Please address the following questions: Has the author sufficiently addressed the concerns and suggestions in the first review? Is the revised manuscript suitable for publication in terms of argument, evidence, structure, content, and readability? Will it make a significant contribution to the field/subject area?

4. COMMENTS TO THE EDITOR-IN-CHIEF (if needed) [These comments will not be delivered to the author(s).]