

KSCE Journal of Civil Engineering Manuscript Refereeing Rules

1. Purpose

Following rules are set to provide procedures and criteria to referee research papers, technical notes, discussions and replies that are submitted for publication in the *KSCE Journal of Civil Engineering* (referred to as the "Journal" hereafter).

2. Refereeing Procedures

Once the submitted manuscript passes the technical check by the Managing Editor of the Journal Editorial Office, it is sent to the Editorial Board for initial screening and preliminary review to ensure the quality and aim and scope of the paper. Unsuitable manuscript may be declined without peer review at the Editorial Board's discretion. If the manuscript is qualified, it is sent to an appropriate Associate Editor for peer review. The refereeing procedures proceed in the following steps:

- 2.1 Selection of reviewers and request for refereeing (within two weeks from the receipt of manuscript)
- 2.2 First round refereeing (within one month from the request for refereeing)
- 2.3 Request for the revision of manuscript (immediately after the initial refereeing)
- 2.4 Submission of revised manuscript (within one month from the request for revision)
- 2.5 Request for second round refereeing of revised manuscript (within two weeks from the submission of revised manuscript)
- 2.6 Second round refereeing (within one month from the request for re-refereeing)
- 2.7 In the case of third round refereeing, a full authority to make the third round refereeing decision is given to the Associate Editor.
- 2.8 Final decision by the Editorial Board

Note that subsections (2.3), (2.4), (2.5), (2.6) and (2.7) are conducted only if applicable.

Details of the above subsections are as follows.

3. Refereeing Members

Refereeing members who have sufficient expertise in relation to the subject selected by the authors are selected in the Journal's reviewer pool, and referee research paper, technical notes, discussions and replies.

- 3.1 Research papers and technical notes: The refereeing members for research paper or technical note consist of three reviewers.
- 3.2 Discussions and replies: One reviewer referees the discussions and replies for each manuscript.
- 3.3 Special care is taken in selecting refereeing members considering conflicts of interest, diversity(particularly location) and a number of manuscripts the refereeing members are reviewing.

4. Refereeing Criteria

(Enacted on February 6, 2002)

Refereeing members are evaluating research papers or technical notes objectively and carefully to determine whether such papers or notes are appropriate for publication in the Journal. They also consider the following academic contributions and characteristics in determining the quality of manuscript.

4.1 Academic contributions

- Originality of contents
- Significance of contents
- Validity of hypothesis and analyses
- Quality of data
- Logic in interpretation

4.2 Quality of the manuscript

- Overall organization
- Appropriate manuscript length
- Correct English grammar and usage
- Appropriateness of the title to reflect the content of the manuscript
- Outline conciseness
- Correct selection of keywords
- Comprehensive conclusion
- Thorough review of existing literature
- Clear and comprehensible figures and tables

- Conformity to the formatting rules

5. Decision by Refereeing Results and Revision

After completing the refereeing of submitted manuscript in strict accordance with the Refereeing Criteria of Article 4, refereeing members determine the level of manuscript quality for publication in the Journal, and make a decision listed in 5.1.

5.1 Decision

- Accept in present form: The manuscript is published in the Journal in its original form.
- Minor revision required: The manuscript is either published in the Journal or reconsidered in subsequent round refereeing once author(s) has made some small corrections.
- Major revision required: The manuscript needs to make considerable changes or significant alterations suggested by the reviewers. The revised manuscript needs to be reconsidered in subsequent round refereeing.
- Decline: The manuscript is not published or reconsidered in the Journal.

5.2 Revision

- The author(s) who is requested to revise the manuscript needs to submit a point-by-point response document for each reviewer's comments. If the author(s) fails to respond with a reviewer's comments, or the Editorial Board feels that the author(s) has ignored a reviewer's comments, the Editorial Board may reject the manuscript.
- Changes in the author byline are only permitted in case the decision is made by a "Major revision required". Author(s) fills in and submit the "Change in Author Byline Request Form" along with the revised manuscript to the Journal Editorial Office for review of the Editorial Board.
- In case the author(s) fails to submit the revised manuscript for subsequent round refereeing within six months from the date requested for revision, the manuscript may be rejected. The author(s) who wants to extend the deadline of the submission needs to ask a possible extension to the Journal Editorial Office.

6. Refereeing Time Limit

Refereeing members need to be, in principle, reporting the refereeing results within one month from the initial date of refereeing request. If the refereeing members need more time for review they may request for a deadline extension in advance. If, however, they fail to meet the deadline without prior notice, the Associate Editor may, in principle, cancel the request for refereeing and replace refereeing members.

7. Disagreement with the Editor's decision

In case the author(s) disagrees with the Editor's decision, the author(s) may appeal it to the Managing Editor by e-mail or to the Editorial Board in written documentation, providing details why the author(s) disagree with the decision, evidence that reviewer(s) has made technical errors and any new data that the Journal should take into consideration. After receiving the appeal, the Editorial Board including the Editor-in-Chief and the Associate Editors make a decision.

Partially revised on April 11, 2008
Partially revised on December 1, 2010
Partially revised on June 21, 2013
Partially revised on July 17, 2020