

# **KSCE Journal of Civil Engineering Manuscript Submission Regulation and Guidelines**

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## **1. Foreword**

The Editorial Board of 「KSCE *Journal of Civil Engineering*」 (hereinafter referred to as the “Journal”) has developed a set of guidelines, which a prospective author must follow to prepare a manuscript to be submitted to the Journal.

## **2. Classification of Manuscripts**

The manuscripts for the Journal are classified into research papers, technical notes, and discussions and replies.

### **2.1 Research papers**

Research papers are well-organized, full-length papers of value and interest to civil engineers (both academic and practical nature).

### **2.2 Technical notes**

Technical notes contain concisely presented, preliminary or partial results of research that represent new ideas or complement previously published papers.

### **2.3 Discussions and replies**

A discussion presents significant comments or questions about the technical content of a research paper or a technical note that was published earlier in the Journal. The authors of the paper or the note should prepare a reply to address the comments or questions.

## **3. KSCE membership requirement**

At least one-half of the Korean authors should be either a full or a life member of the KSCE. However, there is no such requirement for non-Korean authors.

## **4. Length of a manuscript**

Research papers should not exceed eight printed pages (about 8,000 words). Technical notes and discussions and replies should not exceed four printed pages (about 4,000 words). Manuscripts exceeding these limits can still be published if an approval is obtained from the Editorial Board plus by paying an extra publication fee for extra pages. However, the total number of extra pages must not exceed 50% of the above length limits.

## **5. Writing a manuscript**

### **5.1 Language and font type**

Manuscripts must be written in English using the Times New Roman font.

### **5.2 Paper type and word-processor software**

Manuscripts should be written using Microsoft Word. They should be double-spaced, with appropriate margins on A4 or letter-size paper (a minimum of 2.5 cm [top, bottom,

left and right]) to make reading easy.

### **5.3 Unit**

The SI unit should be used.

## **6. Submitting a manuscript**

### **6.1 Deadline for submission**

Research papers and technical notes can be submitted any time. A discussion should be submitted within six months from the date of the publication of the paper or note that is being discussed. A reply should be submitted within three months from the date of the Editorial Board's request to the author(s) for such a reply. If needed, a request for extending the deadline could be made to the Editorial Board for its approval. A discussion on a research paper or a technical note and its corresponding reply will be published together whenever possible.

### **6.2 Electronic submission**

A prepared manuscript, including figures, tables, graphs, and photographs, with a cover letter should be submitted electronically at [www.editorialmanager.com/ksce](http://www.editorialmanager.com/ksce).

## **7. Guidelines for preparing a research paper**

### **7.1 Legal requirements**

Submission of a manuscript implies that: 1) all co-authors have significantly contributed to the research or project and manuscript preparation; 2) the submitted material is original; 3) it does not infringe upon the copyright of any third party; 4) its publication has been approved by all co-authors; and 5) no part of the manuscript was published in print or online, or is under consideration for publication elsewhere.

### **7.2 Composition of a manuscript**

A manuscript should be composed of the following items:

- ① Area of specialization
- ② Title
- ③ Name(s) of the author(s)
- ④ Abstract and keywords
- ⑤ Main body of text
- ⑥ Acknowledgments (if needed)
- ⑦ Nomenclature (if needed)
- ⑧ ORCID (if available)
- ⑨ References
- ⑩ Appendices (if needed)

### 7.3 Areas of specialization

The area of specialization in which the manuscript is prepared for should be shown at the upper left corner of the first page. The following is a list of areas of specialization:

- ① Coastal and Harbor Engineering
- ② Construction Management
- ③ Environmental Engineering
- ④ Geotechnical Engineering
- ⑤ Highway Engineering
- ⑥ Hydraulic Engineering
- ⑦ Information Technology
- ⑧ Nuclear Power Engineering
- ⑨ Railroad Engineering
- ⑩ Structural Engineering
- ⑪ Surveying and Geo-Spatial Information Engineering
- ⑫ Transportation Engineering
- ⑬ Tunnel Engineering
- ⑭ Water Resources and Hydrologic Engineering

### 7.4 Title

The title should accurately and concisely describe the contents of a manuscript in no more than 100 characters including spaces between words. The first letter of the title and the first letter of each word in the title should be capitalized except for articles, prepositions, and conjunctions.

“Example”

An ANN to Predict Ground Condition Ahead of Tunnel Face Using TBM

### 7.5 Name(s) of the author(s)

The names of authors should be listed according to the level of their contributions made to the manuscript, starting from the highest to the lowest. Each author’s name should be shown in the order of his/her first, middle, and last name. The information on each author’s KSCE membership grade (for Korean authors only), position, affiliation, mailing address including postal code, and e-mail address are required on the first page for credibility of authors contributing to the manuscript. The corresponding author should be indicated as such.

“Example”

Gil Dong Hong<sup>a</sup>, Joon Heo<sup>b</sup>, and Michael Fender<sup>c</sup>

<sup>a</sup> Member, Professor, Dept. of Civil Engineering, University, Seoul 12345, Korea (E-mail: 11@xx.xx.xx)

<sup>b</sup> Ph.D. Student, Dept. of Civil and Environmental Engineering, University, Busan 67890, Korea (E-mail: 00@xx.xx.xx)

<sup>c</sup> Associate Professor, Dept. of Civil Engineering, University, Newark, DE 45678, USA (E-mail: abc@xx.xx.xx)

CORRESPONDENCE Joon Heo 00@xx.xx.xx Dept. of Civil Engineering, University, Busan 67890, Korea

## 7.6 Abstract and keywords

An abstract should be written in one paragraph, with fewer than 200 words including a brief outline and key conclusions. The abstract should not include any tables, equations, or references. In addition, five to seven keywords, which can be used for indexing purposes, should be provided.

## 7.7 Main body of text

### 7.7.1 Composition of the main body of text

The main body of text typically consists of introduction, main sections, and conclusions. The main sections could be divided into subsections. An example of a typical layout of these sections and subsections with headings and subheadings is shown below.

“Example”

1. Introduction
2. Mathematical Formulation (a main section)
  - 2.1 Governing Equation and Boundary Conditions
    - 2.1.1 Governing Equation
      - 2.1.1.1 Conservation of Mass
3. Simulation Results and Sensitivity Analysis (a main section)
4. Conclusions

### 7.7.2 Introduction

The introduction should contain the background, purpose, and objectives of the research project described in the research paper or technical note. The readers should be able to understand by reading the introduction why this project was initiated and conducted and how significant research results are.

### 7.7.3 Main sections

In the main sections, main ideas, including basic theories and hypotheses, should be presented along with theoretical and/or experimental methodologies used. It should also contain results of theoretical analyses and/or experiments along with relevant discussion on the results.

### 7.7.4 Conclusions

This section should contain highlights of the research results found and conclusions drawn from the results along with their significance to research and practicing communities.

### 7.7.5 Figures and photographs

Each figure should be presented on a separate piece of paper. A number and a

title should be written below each figure. When printed, the maximum width of a figure will be 8.5cm (1 column). Therefore, line thickness and legend sizes should be chosen such that they will be legible when printed. Photographs should be prepared in 3"×4" or larger. Chroma printing of a figure is available at the author's expense. Additional information on resolution is as follows:

- Image: 400~600 dpi (grayscale)
- Line drawings (graphs): 600~900 dpi (bitmap)

Each figure and photograph should be numbered sequentially in the order in which they appear in the text.

### 7.7.6 Tables

Each table should be prepared on a separate piece of paper. Each table should be numbered sequentially in the order in which they appear in the text. A table number along with a title of the table should be shown above the table.

### 7.7.7 Numbering figures and tables

Figures and tables should be numbered using separate numbering systems: one for figures and the other for tables. In addition, whole numbers should be used for numbering, where "Fig. 3" is acceptable while "Table 2.1" is not.

When placing more than one table or figure under one title, assign a subtitle, such as (a), (b), or (c), to each table or figure. An example for a figure is shown below:

"Example"

Fig. 2. Results of Deterministic Analysis: (a) Natural Frequency,  
(b) Maximum Acceleration

### 7.7.8 Equations

Equations should be written in separate lines and be sequentially numbered in the order in which they appear in the text with a single numbering system throughout the text. The numbers should be shown on the right-hand side of the equations. All the symbols used in the equations and also in the text should be in italics. Bold letters may be used to distinguish matrices and vectors. The following is an example.

"Example"

$$\frac{f_{cc}}{f_{co}} = 0.7 + 3.7 \left( \frac{f_l}{f_{xo}} \right) \quad (2)$$

### 7.7.9 In-text citations of figures, tables, and equations

Figures, tables, and equations should be cited in the text as shown in the following example.

“Example”

Fig. 2, Fig. 3(a), Figs. 3 and 4  
Table 5, Tables 3(a) and 3(b)  
Eq. (2), Eqs. (1) and (2)

### 7.7.10 In-text citations of references

A reference, listed in the reference section, should be cited in the text with the last name(s) of the author(s) and publication year in a parenthesis. Examples are “Kim (2015)” for a single author, “Holly and Preissmann (2001)” for two authors, and “Wood et al. (1998)” for three or more authors. For multiple references with the same author(s), they should be listed in the chronological order of the publication year. For references with the same authors published in the same year, lowercase alphabets can be added after the year to distinguish them, e.g., “Modeot (2018a) and Modeot (2018b).” The following are examples in which the citations are used in full sentences:

“Example”

Chini and Wolde-Tinsae (1998) further investigated the effect of prestressing on elastic arches.

Restoring force is provided by rubber springs (Kawamura et al., 1988) or other special devices in bridge applications (Constantinou et al., 1986; Buckle et al., 1990; Modeot, 2018a; Modeot, 2018b).

## 7.8 Acknowledgments

The author(s) may wish to express his or her appreciation for financial and/or technical support provided by individuals and/or institutions for this work.

## 7.9 Nomenclature

Symbols used in the manuscript should be listed in the order of Roman and Greek alphabets and explained (List capital letters first). Greek alphabet should begin after the last letter of the Roman Alphabet. Here is an example.

“Example”

$F_y$  = Yield force  
 $n$  = Strain hardening exponent  
 $\theta$  = Arc angle  
 $\phi_p$  = Plastic moment curvature of the composite section



## 7.10 ORCID

Open Researcher and Contributor ID (ORCID) of the authors, if applicable, should be listed. Here is an example.

“Example”

Gil Dong Hong <http://orcid.org/0000-0000-0000-0000>

## 7.11 References

All references cited in the text should be listed in this section. Those references that are not cited in the text should not be included here or anywhere else in the paper or note.

### 7.11.1. Listing references

References should be listed alphabetically based on the last names of first authors. If two papers have first authors with the same last name, the last names of the second authors should be used (the reference with no second author is listed first). The same rule applies to those references with three or more authors.

For multiple references with the same author(s), they are listed in the order of the year of publication. If the publication year is the same, the rule applies to the titles of the references, and lowercase alphabets are added to publication years to distinguish the references, e.g., 2017a, 2017b, etc.

### 7.11.2. Formatting references

References should be listed in the following format:

- Those published in journals:

Lee SW, Jin YM, Woo SK, Shin DH (2013) Approximate cost estimating model of eco-type trade for river facility construction using case-based reasoning and genetic algorithms. *KSCE Journal of Civil Engineering* 17(2):292-300, DOI: [10.1007/s12205-013-1638-5](https://doi.org/10.1007/s12205-013-1638-5)

Ravi S, Choi Y, Choe JK (2019) Novel phenyl-phosphate-based porous organic polymers for removal of pharmaceutical contaminants in water. *Chemical Engineering Journal* 379:122290, DOI: [10.1006/j.cej.2019.122290](https://doi.org/10.1006/j.cej.2019.122290)

Lee C, Jung J, An J, Kim JY, Choi Y (2016) Establishment of resilient infrastructures for the mitigation of an urban water problem: 1. Robustness assessment of structural alternatives for the problem of urban floods. *Ecology and Resilient Infrastructure* 3(2):117-125, DOI:10.17820/eri.2016.3.2.117 (in Korean)

- Those published in proceedings:

Webster WC, Trudell RW (1981) Statistics of local motions of a ship. Proceedings of the conference on directional wave spectra applications, August 21-24, Englewood Cliffs, NJ, USA

Hsu GJ (1980) On the correction of oceanographic applications. Proceedings of 17th international conference on coastal engineering, March 23-28, Sydney, NSW, Australia

- Those published as part of a book:

Lewellen WS (1977) Use of invariant modeling. In: Frost W (ed) Handbook of turbulence. Plenum Press, New York, NY, USA, 237-280

Gerba CP, Pepper IL (2009) Wastewater treatment and biosolids reuse. In: Maier RM, Pepper IL, Gerba CP (eds) Environmental microbiology, 2nd edition. Academic Press, Burlington, MA, USA, 503-529

- Books:

Norris CH, Wilbur JB (1960) Elementary structural analysis. McGraw-Hill, New York, NY, USA, 332-380

Schwarzenbach RP, Gschwend PM, Imboden DM (2003a) Environmental organic chemistry – Part 1, 2nd edition. John Wiley & Sons, Inc., Hoboken, NJ, USA, 57-83

Schwarzenbach RP, Gschwend PM, Imboden DM, Holmen BA (2003b) Environmental organic chemistry – Part 2, 2nd edition. John Wiley & Sons, Inc., Hoboken, NJ, USA, 57-83

- Theses and dissertations:

Beltaos S (1974) Turbulent impinging jets. PhD Thesis, University of Alberta, Edmonton, AB, Canada

Li Y (2004) Two-dimensional VIV model and experimental research for long-span bridge. MSc Thesis, Tongji University, Shanghai, China (in Chinese)

- Reports:

Edinger JE, Brady DK, Geyer JC (1974) Heat exchange and transport in the environment. EPRI Publication No. 74-049-00-3, Electric Power Research Institute, Palo Alto, CA, USA

US EPA (2012) Guidelines for using passive samplers to monitor organic contaminants at Superfund sediment sites. OSWER Directive 9200.1-110 FS, Office of Research and Development, U.S. Environmental Protection Agency (US EPA), Washington DC, USA

- Web resources:

Jung DM (2018) Harmful chemicals found in Daegu's tap water. The Korea Times, Retrieved September 30, 2018, [https://www.koreatimes.co.kr/www/tech/2018/06/694\\_251234.html](https://www.koreatimes.co.kr/www/tech/2018/06/694_251234.html)

UN (2019) Sustainable development goals knowledge platform. United Nations (UN), Retrieved September 9, 2019, <https://www.sustainabledevelopment.un.org>

The following rules also apply.

- Except for the first line of each reference listing, the rest of the lines should be indented to right by three spaces as shown in the above examples.
- Providing an issue number of a journal (recognized as the number in the parentheses right after the volume number) is recommended, albeit not mandatory.
- Hyperlinks need to be inserted for DOIs and web resources.
- Names of all authors should be listed except for reports where only the name of the first author may be listed.
- The rest of formatting requirements, such as punctuations, spacing, indenting, underlining, and naming, can be found in the above examples.

## 7.12 Appendices

Appendices can be used to record data and details that are of secondary importance or that are needed to support arguments made in the text. The following rules apply:

- Each appendix should have a title and be cited in the text.
- When there are multiple appendices, they should be numbered sequentially using a single numbering system throughout the text for e.g., “Appendix 1. Derivation” and “Appendix 2. Precipitation Data.”
- Figures, tables, and equations used in the appendices should be numbered sequentially as part of the numbering systems used for figures, tables, and equations in the text, respectively (e.g., do not cite them as Table A1 or Fig. B1, etc.).
- Any references cited in the appendices should be included in the reference section (e.g., do not create a separate reference section for each appendix.).

## 7.13 Supplemental materials

Supplemental materials are considered to enhance the value of the article albeit not vital to support the explanations presented in the article and are not suitable for print publication. They include high-resolution images, background datasets, movie files, audio files, etc. Supplemental materials will be published online along with the electronic version of the article.

## 8. Guidelines for preparing a technical note

The same guidelines developed for research papers apply to technical notes as well, except that the first page of a technical note should have "Technical Note" written at the top left corner, below the area of specialization, to show that this is a technical note.

## 9. Guidelines for preparing discussions and replies

### 9.1 Discussions

The same guidelines developed for research papers should be followed except for the following:

- no rigid structure, such as the one shown in section 7.2, is needed;
- equations, graphs, and tables should be sequentially numbered using the same numbering systems used in the original paper or note that the discussion is written on;
- at the bottom of the first page of the discussion, the information on the original paper or note, such as its title, the name(s) of the author(s), volume and issue numbers, and publication year, should be shown;
- "Discussions & Replies " should be written at the top left corner, below the area of specialization, of the first page; and
- in the text, “author(s)” represents the author(s) of the original paper or note, which the discussion is written on, and “writer(s)” represents the authors(s) of the discussion.

Here is an example of the first page of a discussion.

“Example”

Structural Engineering  
<Discussions & Replies>

Discussion of “Title of original paper or note to be discussed” by Mark Smith<sup>a</sup>

Gap Soon Uhm<sup>b</sup>

<sup>a</sup> Author: Smith, M. (year) KSCE J. Civ. Eng., Vol. 00, No. 0, pp. xxx-xxx, DOI: xxxxx.xxxx /  
Professor, Dept of Civil Engineering, University, Arlington, TX00000, USA (E-mail:xx@xx.xx)

<sup>b</sup> Writer: Member, Professor, Dept of Civil Engineering, University, Seoul, Korea (E-mail:xx@xxx.xx)

## 9.2. Replies

The same guidelines developed for discussions should be followed except for the following:

- equations, graphs, and tables should be sequentially numbered using the same numbering systems used in the discussion;
- "Discussions & Replies" should be written at the top left corner, below the area of specialization, of the first page; and
- in the text, “discusser(s)” represents the author(s) of the discussion, and “respondent(s)” represents the author(s) of the original paper or note, which the discussion is written on, and replies to the discussion.

Here is an example of the first page of a reply.

“Example”

Structural Engineering  
<Discussions & Replies>

Reply to Discussion of “Title of original paper” by Gap Soon Uhm<sup>a</sup>

Mark Smith<sup>b</sup>

<sup>a</sup> Discusser: Professor, Dept of Civil Engineering, University, Seoul, Korea (E-mail:xx@xxx.xx)

<sup>b</sup> Respondent: Smith, M. (year) KSCE J. Civ. Eng., Vol. 00, No. 0, pp. xxx-xxx, DOI: xxxxx.xxxx /  
Professor, Dept of Civil Engineering, University, Arlington, TX00000, USA (E-mail:xx@xx.xx)

## 10. Copyright and responsibilities of authors

When the manuscript is accepted for publication, the author(s) will be requested to submit a “Copyright Transfer Agreement” form, signed by all co-authors. The authors are also responsible for being aware of the publication fee for accepted papers. The copyright form and information of publication fee can be found in the Submission Guidelines menu at: [www.ksce.org](http://www.ksce.org).

[springer.com/12205](http://springer.com/12205).

## **11. Errata**

Errors (typographical or technical) discovered after publication may be corrected by publishing an errata page(s).

## **12. Obligations of authors**

All authors are directed to follow these guidelines.

## **13. Effective date**

These guidelines are effective starting from January 2002.

Partially revised on April 11, 2008  
Partially revised on December 1, 2010  
Partially revised on June 21, 2013  
Partially revised on March 28, 2017  
Partially revised on November 29, 2019