

Operational Guidelines for the Editorial Board of KSCE Journal of Civil Engineering

1. Purpose

These guidelines are to specify the principles necessary for the operations of the Editorial Board of “KSCE Journal of Civil Engineering” (hereinafter referred to as the “Journal”).

2. Task and Responsibility

The Editorial Board members should conduct the following tasks:

2.1 Plan

- 2.1.1 To plan the annual activities of the Editorial Board
- 2.1.2 To plan the relevant budget of the Editorial Board
- 2.1.3 To plan the editing for the Journal issuance
- 2.1.4 To plan other matters relating to the Journal

2.2 Review

- 2.2.1 To review the plans established in the above 2.1
- 2.2.2 To review the award candidates relating to the Journal
- 2.2.3 To review ethical issue of submitted and published manuscript
- 2.2.4 To review other matters relating to the Journal

2.3 Publish

- 2.3.1 To select reviewers of the submitted manuscript for a prompt and transparent review process
- 2.3.2 To ensure timely publication of each issue with high-quality articles
- 2.3.3 To review other matters relating to the publication of the Journal

2.4 Promote

- 2.4.1 To promote the Journal in their areas of expertise

2.4.2 To provide advice on the Journal's direction and performance

2.4.3 To increase the visibility of the Journal

3. Constitution and Roles

The Editorial Board consists of one Editor-in-Chief, maximum two Co-Editors, Section Editors, Associate Editors, the Advisory Board, and the Journal Oversight Committee. The roles of the board members are described below:

3.1 Editor-in-Chief

The Editor-in-Chief is responsible for maintaining academic excellence and timely publication of the Journal. The Editor-in-Chief manages and operates the Editorial Board, and directs the overall strategy of the Journal.

3.2 Co-Editor(s)

Co-Editor(s) is responsible for supporting the Editor-in-Chief and may act for the Editor-in-Chief in the absence of the Editor-in-Chief. The Co-Editor(s) shall maintain the continuity of the journal operation and improve the journal prestige.

3.3 Section Editors

Section Editors are responsible for prompt screening of newly submitted manuscripts, assigning the manuscripts to Associate Editors and making final decisions of reviews. Section Editors are also responsible for monitoring Associate Editors' performance for timeliness and review quality, and controlling equal distribution of Associate Editors' assignments.

3.4 Associate Editors

Associate Editors are responsible for selecting eligible reviewers for new and revised manuscripts and making decisions based on review comments. Associate Editors are also responsible for ensuring quality publication of accepted manuscripts.

3.5 Advisory Board

Advisory Board members are responsible for providing advice and expertise on current trends, best practices and policies for the Journal. Their role is to add credibility to the Journal and providing support by attracting high quality manuscripts.

3.6 Journal Oversight Committee

Journal Oversight Committee is constituted of maximum 7 members from the former Editor-in-Chiefs, including the Vice-President for Academic Affairs who will chair the meeting. The committee members are responsible for the nomination process of the

Journal's Editor-in-Chief and for the evaluation of the Editor-in-Chief's performance for decision on consecutive terms.

4. Eligibility Criteria

4.1 Editor-in-Chief

The Editor-in-Chief must be a highly experienced and well-respected member of the KSCE with high editorial capacity and ethical standard. Desirable qualities include: showing impressive CV related to the scope of the Journal, having substantial experience in both authoring and reviewing manuscripts, having leadership and management skills, and having vision for driving the Journal forward.

4.2 Co-Editor(s)

Co-Editor(s) are selected from the Board of former Editor-in-Chiefs or from candidates of international scholars who are highly recognized.

4.3 Section Editors

Section Editors should have at least two years' experience as an Associate Editor.

4.4 Editorial Board members

- 4.4.1 Possessing a doctoral degree in civil engineering, a specific subject published by the Journal
- 4.4.2 Having commendable record of scholarship (at least five articles published in the last five years in SCIE journals) and experience teaching or researching in the relevant field for at least five years
- 4.4.3 Fluent in academic English
- 4.4.4 Being an active member of the Korean Society of Civil Engineers (applies to editors at Korean affiliations only)

5. Selection and Operation

5.1 The Editor-in-Chief candidate(s) are selected through either a closed nomination process or an open call nomination run by the Journal Oversight Committee at least 6 months prior to the termination of the outgoing Editor-in-Chief's tenure. The candidates are reviewed, and the Editor-in-Chief is appointed by the President of the Korean Society of Civil Engineers. The Co-Editor(s) and other members are appointed by the President with the recommendation of the Editor-in-Chief.

5.2 The term for the Editor-in-Chief is two years and is limited to two consecutive terms

(total of three terms). The Journal Oversight Committee goes through review and evaluation to recommend consecutive terms of the Editor-in-Chief at least 6 months prior to the termination of the Editor-in-Chief's tenure, and the Editor-in-Chief is re-appointed by the President. In unexpected circumstances such as when the Editor-in-Chief is not able to perform the assigned duties, the President will request the Journal Oversight Committee to initiate the nomination process for recruiting a new Editor-in-Chief.

5.3 The term for the Co-Editor(s) and Advisory Board is two years and can be consecutive.

5.4 The term for the Section and Associate Editors is one year and can be consecutive.

5.5 Total of 120 members can be nominated.

5.6 The Editor-in-Chief operates the Editorial Board and calls a meeting to preside.

6. Meeting

It is based upon the principles that the Editorial Board holds a regular meeting once every three months. Unexpected meetings may be called if necessary.

7. Manuscript Publication

Manuscript of which review is completed should be published in order of its acceptance date.

8. Journal Issuance

The Journal shall be published monthly, and special issue is set to be published 1~2 times each year.

9. Enactment and Revision of Regulations and Guidelines for the Journal

The enactment and revision of regulations and guidelines (Manuscript Submission Guidelines, Manuscript Refereeing Rules, and Regulations and Guidelines for the Special Issue) of the Journal should be separately enacted by the review and resolution of the Editorial Board. It is based upon the principles that the review and resolution are decided with a quorum of majority attendance and a majority vote of the quorum. In case a proxy is submitted because the attendance of a member is not possible, it is included to the number of the attendance.

10. Enactment and Revision of Operational Guidelines for the Editorial Board and Code of Research Ethics

The enactment and revision of these guidelines should be reviewed and resolved by the Editorial Board and reported for finalization of the Board of Directors. It is based upon the principles that the review and resolution are decided with a quorum of majority attendance and a majority vote of the quorum. In case a proxy is submitted because the attendance of a member is not possible, it is included to the number of the attendance.

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