

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.

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^a, Joon Heo^b, and Michael Fender^c

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

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

^c 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
 θ = Arc angle
 ϕ_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

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^a

Gap Soon Uhm^b

^a 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)

^b 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^a

Mark Smith^b

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

^b 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.

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

Code of Research Ethics of the Korean Society of Civil Engineers

Enacted on January 15, 2008

Revised on March 20, 2020

Part I General Principles

Article 1 Purpose

This code is to specify the standards and punishments etc of research misconducts occurred to both treatises, which are submitted and published in the KSCE Korean journal, the KSCE Journal of Civil Engineering and the KSCE Monthly Magazine of the corporation aggregate, the Korean Society of Civil Engineers (hereinafter, referred to as the “Society”), and the results of scientific and technological research, which is conducted under any contract research that is commissioned to the Society, and to establish the research ethics and integrity of the Society.

Article 2 Research Ethics Committee

- 1) Temporary research ethics committee may be established to review and resolve matters stipulated under this code.
- 2) Chairman of the research ethics committee is a vice president taking charge of the scientific affairs of the Society, and is entitled to convene and preside the research ethics committee. However, when the committee is constituted without the vice president taking charge of the scientific affairs of the Society, its chairman is elected by the mutual vote of its members.
- 3) The president of the Society is entitled to nominate total 9 members of the research ethics committee including the vice president taking charge of the scientific affairs of the Society, director of civil research institute or editor-in-chief of the related publication, or relevant experts. However, the author and research manager of the treatise, which comes under the review of the committee, cannot be the member of the research ethics committee.
- 4) Whenever any review matter is put on the agenda, the research ethics committee is often constituted and held.

Part II Research Misconduct

Article 3 Object of Research Misconduct

Research misconduct is targeted to apply to treatises, which are submitted and published in the Journal of the KSCE, the KSCE Journal of Civil Engineering and the KSCE Monthly Magazine of the Society. It is also applied to the results of scientific and technological research, which is conducted under any contract research that is commissioned to the Society, according as its application to the treatise.

Article 4 Authorship

All those who deserve authorship are listed as authors and all those who do not deserve authorship are not listed as an author. The criteria of authorship (recommended by the International Committee of Medical Journal Editors; ICMJE) are as follows:

- 1) Substantial contributions to ‘conception and design’ or ‘acquisition of data’, or ‘analysis and interpretation of data’, and
- 2) Drafting the article or revising it critically for important intellectual content, and
- 3) Final approval of the version to be published, and
- 4) Agreement to be accountable, ensure questions related to integrity are appropriately investigated

Article 5 Fabrication·Falsification

Fabrication or falsification covers any act to describe intentionally and differently data used in research or numbers and pictures of research results as follows:

- a. Fabrication means any act to make the data or research results of mendacity, which does not exist.
- b. Forgery means any act to distort research contents or results by manipulating research process artificially or modifying-deleting data.

Article 6 Plagiarism

- 1) Plagiarism means any act that scientific idea, opinion, expression and research results etc, which are already published through all written media such as domestic and international journal, published treatise of scientific meeting, research report, master-doctor degree thesis, book, magazine and internet etc., are described intentionally without disclosing their sources.
- 2) Plagiarism is applied to a case, in which a researcher is the same as the author of previously published treatise (self-plagiarism).
- 3) However, in case that scientific knowledge or research result, which is already generalized and circulating, is described without disclosing its source, it is not deemed as a plagiarism.

Article 7 Simultaneous Submission

Any submitted treatise should not be redundantly submitted to the registered journal and the registration candidate journal of the Korea Citation Index of the Korea Research Foundation or to any foreign scientific journal regardless of the time (at the same time, before or after) the submission.

Article 8 Redundant Publication

- 1) ① Any treatise published in the registered journal and the registration candidate journal of the Korea Citation Index of the Korea Research Foundation or to any foreign scientific journal should not be redundantly published.
- ② Difference from any pre-existing treatises is judged on the basis of the following standards:

- a. At least two items or more among items such as object, method, scope, data, results, logic development way etc in the submitted treatise should be remarkably different from those of the pre-existing treatise.
 - b. Usage of different languages between the submitted treatise and the pre-existing treatise is not acknowledged as a difference.
- 2) ① Some treatises which are published in society journals such as school journals other than the registered journal and the registration candidate journal of the Korea Citation Index of the Korea Research Foundation can be submitted and published in case it is revised-supplemented.
 - ② Revision · supplementation under the regulation of section ① is judged on the basis of the following standards:
 - a. At least one or more items among items such as object, method, scope, data, results, logic development way etc in the submitted treatise should be remarkably different from those of the pre-existing treatise.
 - b. Usage of different languages between the submitted treatise and the pre-existing treatise is not acknowledged as a difference.
- 3) In case the whole or part of the treatise published in a scientific meeting is submitted as itself or with revision ·supplementation, its fact should be specified.
- 4) In case that whole or part of the research report is submitted as itself or with revision·supplementation, its fact should be specified.
- 5) In case that whole or part of the master·doctor degree thesis is submitted as itself or with revision · supplementation, its fact should be specified.

Part III Review and Resolution Procedure

Article 9 Judgment of Research Misconduct

- 1) If any members of the Society or the internal and external side of the Society provide some information on any research misconduct, the editorial committee or director of civil research institute should collect relevant data and confirm the reliability of the provided information.
- 2) After the editorial committee or director of civil research institute confirms the reliability of the provided information, it should put the matter of the research misconduct on the agenda of the research ethics committee and submit the review data.
- 3) The chairman of the research ethics committee should grant the researcher a chance to vindicate him/herself in a written form before conducting the review of the research misconduct.
- 4) The research ethics committee should judge with a quorum of 2/3 attendance of its members and a 2/3 vote of the quorum whether the research misconduct is occurred and should review and resolve the period of prohibiting the relevant researcher from the submission of its treatise.
- 5) The president of the Societies should notify the relevant researcher of the contents and reason of the resolution.

Article 10 Objection

- 1) If the researcher of which research is judged as misconduct considers that the contents and reason of the resolution of the research ethics committee is unfair, he/she can file a written objection once within one month from the notice date.
- 2) The research ethics committee should review its objection and then reconfirm or modify the contents of its resolution.
- 3) The president of the Society should notify the relevant researcher of the contents and reason of the resolution of the research ethics committee.

Article 11 Confidentiality

- 1) The identity of the person who provides the information of the research misconduct should not be disclosed to the public.
- 2) Before the research misconduct is finally judged or when it is judged that research misconduct has not occurred, the identity of the relevant researcher should not be disclosed to the public.

Part IV Resolution Handling

Article 12 Resolution Handling

In case that the research ethics committee judges that fabrication, falsification, plagiarism or redundant publication is made on any manuscript, it should forward the investigation result to the awards and punishment committee.

Supplementary Provisions

Article 1 Alteration and Abolitions of Regulation

This code can be altered and abolished by the resolution of the board of directors.

Article 2 Execution Date

This code is executed from its enacted date.

The Korean Society of Civil Engineers is a member of the Committee on Publication Ethics (COPE), and subscribes to its ethics principles.

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.

Enacted on February 6, 2002

Revised on June 30, 2005

Partially revised on February 10, 2014

Partially revised on September 23, 2015

Partially revised on March 16, 2017

Revised on February 25, 2022

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

Regulations and Guidelines for the Special Issue of KSCE Journal of Civil Engineering

1. Purpose

KSCE Journal of Civil Engineering (hereinafter referred to as “our Journal”) publishes one Special Issue per year on a specific theme in the domain of civil engineering. The following regulations define and specify the principles and processes underlying the selection of the Guest Editor(s), the selection of this specific theme and the publication of the Special Issue.

2. Aim and Scope

A Special Issue is a collection of solicited and refereed research papers on a predetermined theme that is published in our Journal. These research papers are compiled by Guest Editor(s) who are responsible for the selection of contributions to the Special Issue.

The Special Issue is designed to draw attention and give insight on a specific theme of significant interest standing within the topics covered by our Journal. The Special Issue should attract high-quality submissions from influential scholars and specialists who are experts in the predetermined theme.

Since the Special Issue, by definition, privilege one group of authors (those who work in the area of the theme) over another (those who do not), the theme should be broad enough to attract a large number of submissions across a range of specialized areas related to the theme at hand.

3. Start of Special Issue: Proposals

The ultimate decision to solicit manuscripts for a Special Issue resides with our Journal’s Editor-in-Chief (EIC) under the unanimous decision of a dedicated sub-committee composed by selected members of our Journal’s editorial board. The impetus for a Special Issue may come from our Journal’s editorial team or influential scholars.

- ① Prospective Guest Editor(s) submit a proposal to our Journal’s EIC, outlining (Proposal Form available on demand by e-mail to our Journal’s managing editorial staff, see Appendix 1)
 - Ⓐ their Guest Editor team and their credentials,
 - Ⓑ the topic for the Special Issue,
 - Ⓒ the importance of the topic and reasons for having a Special Issue in our Journal,
 - Ⓓ the aim and scope for the Special Issue and
 - Ⓔ Prospective Schedule
 - Ⓕ Guest Editor’s CVs (see Appendix 2)
- ② In order to provide the best Special Issue, the editorial committee will select the most preferred proposal considering the quality, interest, and completeness of the submitted proposals. Evaluation of the most preferred proposal will be performed by a dedicated sub-committee composed by selected members of our Journal’s editorial board and based upon the following criteria.
 - Ⓐ Completeness of proposal
 - Ⓑ Recognition of the prospective Guest Editor(s)
 - Ⓒ Respect of due dates set in the timeline
- ③ The formal proposal must include a suggested timetable for the reviewing process, starting with circulation of the Call for Papers and ending with final submission to our Journal’s Editorial Office

of all materials appearing in the Special Issue. Deadlines to be respected are given hereafter.

- ④ The Editors will not provide comments on proposals that are not selected for further consideration in the current round, although potential Guest Editors are welcome to resubmit in a subsequent year revised versions of proposals that do not go forward.

4. The Guest Editor(s)

- ① At least one member of the final team of Guest Editors must be a foreign-national scholar of whom achievements or reputation are well established. A maximum of three persons will be accepted as Guest Editor(s). The Guest Editor(s) shall be a specialist in the subject of the Special Issue, and ideally will be sufficiently well-networked internationally to bring some top authors and articles into our Journal.
- ② Individuals should not accept Guest Editor positions if they are unable to finish the Special Issue within the predetermined timetable.
- ③ Guest Editor(s) make decisions at all stages of the reviewing process, up to the final acceptance decision, which is made by the Editor-in-Chief. The Guest Editors are expected to adhere to all guidelines of our Journal, including 1) the Code of Research Ethics of the Korean Society of Civil Engineers, 2) KSCE Journal of Civil Engineering Contribution Regulations and Editorial Guidelines of Submitting Manuscript and 3) KSCE Journal of Civil Engineering Manuscript Refereeing Rules in order to meet our Journal's norms for quality, timeliness and acceptance rates.
- ④ All Guest Editors will be provided with Guest Editor Accounts in the Springer Manuscript Submission System, and are expected to participate in the reviewing process with the same authorities as Associate Editors in the Editorial Board.

5. The Editorial Process

- ① The Special Issue is published once a year on February. The due date for all submissions for the Special Issue is set to six months after the Call for Papers is first announced. The due date is selected in consultation with the EIC and Managing Editor.
- ② Guest Editors are expected to actively encourage submissions based on the Call for Papers. This will normally include sending letters to prominent scholars inviting them to submit to the Special Issue; however, such letters should make it clear to those invited to submit papers that their manuscripts will be peer-reviewed and that acceptance is not guaranteed.
- ③ It is important that the Guest Editor(s) stick to deadlines wherever possible, otherwise it will have a knock-on effect on the rest of the journal's issues. The Guest Editor(s) shall imperatively be aware of the critical deadlines.
- ④ The process by which Special Issue manuscripts are handled is identical to that of regular submissions to our Journal. All manuscripts, except the Preface by the Guest Editor(s), which is single blind reviewed, go through the normal peer-review process. The peer-review shall be done by at least two independent reviewers.
- ⑤ More than 50% of the first authors of all submitted manuscripts for the Special Issue must be of nationality other than the Republic of Korea, and the maximum number of manuscripts one author can submit is limited to 1, regardless of the type or the order of the authors.
- ⑥ The expected number of articles in the Special Issue should range between 10 and 15 papers according to the length of the papers. Therefore, Guest Editor(s) shall gather a sufficient number of articles considering that the reject rate runs generally around 60% to 70%.
- ⑦ The remaining pool of accepted papers is considered eligible for the Special Issue. The Guest Editors recommend to the EIC which manuscripts should be published in the Special Issue and the sequence

in which these manuscripts should appear. The final decision as to which manuscripts appear in the Special Issue is the EIC's, and she/he notifies the authors as to how and when their manuscripts will be published in our Journal.

- ⑧ Our Journal's Editorial Office sends final versions of all accepted manuscripts and the Introductory Article to the publisher for copy editing. Copy edited manuscripts are sent from the publisher to the authors of each manuscript for final correction and review. The Guest Editors are responsible for ensuring successful completion of the Special Issue.
- ⑨ In case of non-satisfaction of the predetermined timetable or non-conformity with the regulations of our Journal, the accepted paper will be withdrawn from the Special Issue and deemed as rejected. Moreover, if the number of accepted papers that do not satisfy the predetermined timetable or fail to conform with the regulations of our Journal reaches a level impeding the issuance of the Special Issue in due time and form, the Special Issue may be canceled.
- ⑩ All accepted papers shall conform to the Code of Research Ethics of the Korean Society of Civil Engineers
- ⑪ Should the Editorial Board recognize the necessity for exemption, submitted manuscripts can be exempted from publication fee regulation.
- ⑫ Timetable

Activity	Responsible	Deadlines
Call for Proposals	EIC ⁽¹⁾	March, 1
Submission of Proposals	GE ⁽²⁾	September, 30
Evaluation of Proposals	EIC, ET ⁽³⁾	October, 1 ~ October, 30
Conditional Acceptance of Proposals	EIC, ET	November, 1
Call for Papers / Invitation of Scholars for Submission	GE	November, 5
Submission of Full Papers	Authors	May, 5
Peer-review of Papers	GE	May, 5 ~ September, 15
Information to Authors (accept, revise, reject)	GE	
Submission of Corrected Papers	Authors	
Final Decision of Accepted Papers	ET, EIC	September, 15
Acceptance of Print-Ready Papers	ET, EIC	October, 1
Publication of Special Issue	Journal	February, 1

⁽¹⁾ EIC: Editor-in-Chief

⁽²⁾ GE: Guest Editor

⁽³⁾ ET: Editorial Team

- ⑬ The dates in the last column of the timetable are given as the latest deadlines. Guest Editor(s) shall propose schedules with dates that are not falling behind these given deadlines.

6. Guest Editors' Preface

Typically, the Guest Editors prepare a preface that reviews briefly the state-of-the-art on the domain of the Special Issue, suggests new directions for research, and provides a synopsis and integrative analysis of the collective contributions of the research papers in the Special Issue.

Enacted on February 21, 2014
Revised on November 25, 2014

Appendix 1

Proposal Form for Special Issue in KSCE Journal of Civil Engineering

Principal Guest Editor (credentials should be submitted as appendices)				
Name/Surname				
Affiliation				
Position				
Contact	Telephone		e-mail	
Guest Editor Team (credentials should be submitted as appendices)				
Name/Surname			Position	
Affiliation				
Contact	Telephone		e-mail	
Name/Surname			Position	
Affiliation				
Contact	Telephone		e-mail	
Topic				
Title				
Keywords				
Importance & Relevance of Topic	<p>Explain the importance of the proposed theme and reasons for having a Special Issue in our Journal. Submit apart if necessary.</p>			
Aim and Scope				

Prospective Schedule

Activity	<Insert dates below>
Call for papers	
Deadline for final draft of papers (max word length: 8,000)	
Reviews and revisions period	
Notification of final decision	
Submission of Final versions to publisher	
Publication	

**CV of Guest Editor
for Special Issue in KSCE Journal of Civil Engineering**

Name/Surname				
Affiliation				
Position				
Contact	Telephone		e-mail	
Role in Special Issue				
Recent Achievements related to Proposed Special Issue Theme (last 5 years)				
Paper's Title / Authors		Journal name / Year / Volume / Issue or Conference	Journal Impact Factor	Number of citations
Other Achievements (last 5 years)				
Year	Achievement		Role	

