1. Purpose

These rules are set to provide the procedures and criteria to referee research manuscripts, technical notes, discussions, and discussion replies that are submitted for publication in the KSCE Journal of Civil Engineering (hereinafter referred to as the "Journal collection").

2. Refereeing Procedures

Refereeing procedures for submitted manuscript shall proceed in the following order:

2.1 Selection of refereeing members and request for refereeing (within four weeks from the receipt of manuscript)

2.2 Initial refereeing (within four weeks 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 three months from the request for revision)

2.5 Request for re-refereeing of revised manuscript (within two weeks from the submission of revised manuscript)

2.6 Secondary refereeing (within three weeks from the request for re-refereeing)

2.7 In the case of third refereeing, the associate editor will have full authority in making the final decision

2.8 Final decision of the editing committee

Nonetheless, subsections (2.3), (2.4), (2.5), (2.6) and (2.7) shall be conducted only when necessary. Details of the above mentioned subsections shall be as follows:

3. Refereeing Areas

Specialized sub-committees in KSCE or other related organizations shall referee research manuscript and technical notes in their respective research areas depending on the preference of the manuscript writers. In case a manuscript is refereed in a research area different from the contributor’s preference, he or she may request the Editing Committee to review and to revise the refereeing area if possible.
4. Refereeing Members

4.1 Research manuscript and technical notes: The refereeing panel for research manuscript or technical note shall consist of two to three members.

4.2 Discussions and replies: One refereeing member shall referee the discussions and discussion replies for each manuscript.

4.3 Appointment: The Editing Committee shall appoint refereeing members among KSCE members and other related organizations, and, if necessary, among experts in areas other than civil engineering. In case an appointed refereeing member’s area of specialization is different from the refereeing area of the manuscript concerned, or if a referee cannot perform the job due to personal reasons, a referee shall immediately return the manuscript to KSCE Editing Committee and notify the secretary promptly.

5. Refereeing Criteria

(Enacted on February 6, 2002)

Refereeing members shall examine manuscript or technical notes objectively and carefully to determine whether they are appropriate for the publication in the journal collection. They shall also consider the following academic contributions and characteristics in determining the quality of manuscript.

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

5.2 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

6. Decision of the Refereeing Panel

After completing the refereeing of submitted manuscript in strict accordance with the Refereeing Criteria of Article 5, refereeing members shall determine manuscript suitability of publication in Journal collection and assign them with marks as follows:

6.1 Determination of suitability

- Accepted for publication without revision: The manuscript can be published as it was submitted without further revisions.
- Accepted for publication after revision
  (Text) The manuscript has typographical or grammatical errors that need revision, but it can be published without re-refereeing.
  (Contents) The manuscript needs minor content revisions, but it can be published without re-refereeing after the revisions are made.
- Further referee required after revision: The manuscript needs considerable revision or significant alterations. The modified version will need to be re-refereed after resubmission.
- Rejected for publication: The contents and quality of the manuscript are deemed inappropriate for publication in Journal collection.

6.2 Determination of the quality level

Thesis shall be graded according to the following five levels.

- Very low (impossible to publish)
- Low
- Fair (possible to publish)
- High
- Very high (publication level)

7. Refereeing Time Limit

Refereeing members shall, in principle, return the results of the refereeing within four weeks from the initial request date of refereeing. If an extension is needed, referees may request the chief editor of KSCE Editing Committee for approval of two-week deadline extension. If the refereeing deadline is extended without prior notice, in principle, the chief
editor of the Editing Committee may cancel the request for refereeing and replace refereeing member.

8. Execution of Refereeing Results

8.1 Classification of refereeing results

- In case two or more refereeing members give the rating "Accepted for publication without revision" or "Accepted for publication with revision" from the initial refereeing, the manuscript is automatically accepted for publication in Journal collection.

- In case two of the three refereeing members give the rating "Accepted for publication with or without revision," and the third member gives the rating "Further referee after revision" from the initial refereeing, the manuscript is automatically accepted for publication without re-refereeing after revision. The contributor and the refereeing member who gave the rating "Further referee after revision" shall be advised accordingly. Also, the contributor shall be notified of the specific points in the manuscript that resulted in requiring re-refereeing. The contributor shall refer to these points, revise and enhance his or her manuscript, and submit the final version of manuscript to KSCE for printing.

- In case two or all of the three refereeing members decide that the manuscript is "Rejected for publication" from the initial refereeing, the manuscript is deemed unsuitable for publication in Journal collection.

- In the following cases, the manuscript shall go through re-refereeing process, and it can be published only when two or more refereeing members from both the initial refereeing and re-refereeing give the rating "Accepted for publication with or without revision."

  a) In case all of the three refereeing members from the initial refereeing give the rating of "Require refereeing after revision";

  b) In case one refereeing member gives the manuscript rating of "Accepted for publication with or without revision," but the other two members give the rating of "Require refereeing after revision";

  c) In case one refereeing member gives the rating of "Rejected for publication", but the other two members give the rating of "Require refereeing after revision"; or
d) In case one refereeing member gives the rating of "Accepted for publication with or without revision," the second refereeing member gives the rating of "Require refereeing after revision," and the third gives the rating of "Rejected for publication."

8.2 Request for revision and re-refereeing

- If a thesis receives the rating of "Accepted for publication with revision" or "Require refereeing after revision" from the initial refereeing, the Editing Committee shall send the results to the contributor of the results and request him or her to revise the manuscript.

- The contributor who is requested to revise the manuscript shall implement the refereeing members' comments in his or her revisions. The contributor shall resubmit the revised manuscript to KSCE within three months from the date of the request for revision.

- In case a manuscript is rated "Require refereeing after revision" and has been revised based on the referee results, the refereeing member who gave such rating in the initial refereeing shall in principle conduct the re-refereeing.

8.3 Manuscript shall be deemed "Rejected for publication" in the following circumstances.

- In case two or more refereeing members from both the initial refereeing and the re-refereeing give the thesis rating of "Rejected for publication," and

- In case the contributor receives refereeing result of a re-refereeing but fails to submit the revised manuscript for re-refereeing within six months from the request date for revision.

9. Disagreement with the Refereeing Results

In case a contributor disagrees with the results of refereeing, he or she may present his or her case to the Editing Committee in writing or by e-mail. The Chief Editor of the Editing Committee shall review the complaint and handle it directly or refer it to the members of the Editing Committee.

10. Others

Matters not stipulated herein shall be treated through a resolution of the Editing Committee.

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