# KSCE Journal of Civil Engineering

## Manuscript Submission 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, 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 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 Acknowledgment (if needed)
⑦ Notations (if needed)
⑧ References
⑨ 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 right 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”
Fatigue Behavior and Probabilistic Fatigue Analysis of Concrete Offshore Structures

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 in separate lines. 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, affiliation, position, mailing address, and e-mail address should be shown in the footnote at the bottom of the first page. The corresponding author should be indicated as such.

“Example”
Gil Dong Hong* and Joon Heo**
*Member, Professor, Department, University, Seoul 12345, Korea (E-mail: xx@xx.xx.xx)
**Member, Professor, Department, University, Busan 45678, Korea (Corresponding Author, E-mail: xx@xx.xx.xx)

7.6 Abstract and keywords

An abstract should be in fewer than 200 words, including a brief outline and key conclusions. The abstract should not include any tables, equations, or references.
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, each of which could also 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 7 cm (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: 150~225 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 Table

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. In the text, tables and figures should be cited as follows: Table 1, Table 2(a) and 2(b), Fig. 1, Fig. 2(a) and Fig. 2(b), etc. An example for a table is shown below:

“Example”
Table 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. The following is an example.

“Example”

\[
\frac{f_{cs}}{f_{co}} = 0.7 + 3.7 \left( \frac{f}{f_{co}} \right) \quad (2)
\]

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. 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., 1991; Buckle et al., 1990; Modeot, 1991).

7.8 Acknowledgment

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 Notations

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

“Example”

ϕ: Yield strain of the steel tube
ϕ: Moment curvature of the composite section
ϕp: Plastic moment curvature of the composite section
r: Deformation of the panel zone due to shear force
θ: Arc angle

7.10 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.

7.10.1. 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.

7.10. 2. Formatting references

References should be listed in the following format:

• Those published in journals:

Last name and first and middle initials of the author(s), the year of publication in a parenthesis, the title of the paper quoted in quotation marks, the name of the journal in italics, the name of publisher, volume number, issue number, starting and ending page numbers, and DOI (Digital Object Identifier) number. Here is an example.

“Example”

• Those published in proceedings:

Last name and first and middle initials of the author(s), the year of publication in a parenthesis, the title of the article quoted in quotation marks, the name of the proceedings in italics, the name of publisher, the location of the meeting or publication, volume and/or issue number (if available), and starting and ending page numbers. Here is an example.

“Example”


• Those published as part of a book:

Last name and first and middle initials of the author(s), the year of publication in a parenthesis, the title of the part in the book quoted in quotation marks, the title of the book in italics, the name of editor(s) (if applicable), volume number (if applicable), the name of publisher, the location of the publisher, and starting and ending page numbers. Here is an example.

“Example”

• Books:

Last name(s) and first and middle initials of the author(s), the year of publication in a parenthesis, the title of the book in italics, the name of publisher, the location of the publisher, and page number(s). Here is an example.

“Example”

• Theses and dissertations:

Last name and first and middle initials of the author, the year of publication in a parenthesis, the title of thesis or dissertation in italics, the type of degree (M.S. or Ph.D.), the name of institution where the degree was granted, and the location of the institution. Here is an example.

“Example”

• Reports:

Last name(s) and first and middle initials of the author(s), the year of publication in a parenthesis, the title of the report in italics, report type and/or number, the name of publisher, the location of the publisher. Here are examples.

“Example”


The following rules also apply.

- Names of journals and proceedings and titles of books, theses, dissertations, and reports should be in italics.
- 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.
- The rest of formatting requirements, such as punctuations, spacing, indenting, underlining, and naming, can be found in the above examples.
- Names of all authors should be listed except for reports where only the name of the first author may be listed.
- When citing references with the same authors and the same publication year in the text, lowercase alphabets can be added after the year to distinguish them as shown in “Mei, C. C. (1993a) and Mei, C. C. (1993b).”
- The first letter of the title of a reference should be capitalized. The other letters in the title should be in lowercases except for proper nouns, abbreviations, and other exceptions. The first letter of each word in names of journals, proceedings, and companies should be capitalized except for articles, prepositions, and conjunctions.

7.11 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 as shown in “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.).

7.12 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 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 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”

<Discussions & Replies>  <Structural Engineering>

Discussion of “Title of original paper or note to be discussed” by Mark Smith*

Gap Soon Uhm**

*Author: Smith, M. (year) KSCE J. Civ. Eng., Vol. 00, No. 0, pp. xxx-xxx, DOI: xxxxx.xxxx / Professor, Department, University, Arlington, Texas, USA (E-mail:xx@xx.xx)

**Writer: Member, Professor, Department, 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 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”

<Discussions & Replies>  <Structural Engineering>

Reply to Discussion of “Title of original paper” by Gap Soon Uhm*
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 form can be found at: www.springer.com/journal/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 February, 2017
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";
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
Operational Guidelines for the Editorial Committee of KSCE Journal of Civil Engineering

1. Purpose
These guidelines are to specify the principles necessary for the operation of the editorial committee of “KSCE Journal of Civil Engineering” (hereinafter referred to as the “Journal”).

2. Tasks
The editorial committee should conduct the following tasks:

① Plan
   a) To plan the annual activities of the editorial committee
   b) To plan the relevant budget of the editorial committee
   c) To plan the editing of the Journal for the issuance of the Journal
   d) To plan other matters relating to the Journal

② Review
   a) To review the whole plans established in the above ①
   b) To review the award candidates relating to the Journal
   c) To review any matters relating to the Journal

③ Editing
   a) To select the reviewers of the submitted manuscript
   b) To edit the submitted manuscript
   c) Other matters relating to the editing of the Journal

3. Constitution & Operation
  ① The editorial committee shall consist of one editor-in-chief, maximum of two co-editors, and members including senior editors and associate editors.
② The editor-in-chief is appointed by the president among the candidates having full knowledge and experience with the recommendation of the vice president of academic affairs, and the co-editor(s) and members are appointed by the president with the recommendation of the editor-in-chief. It is based upon the principles that members should be nominated among Ph.D. holders or certified professional engineers. If necessary, a civil engineering expert having full experience can be nominated as a member.

③ The term for the editor-in-chief shall be two years and shall be limited to two consecutive terms (total of three terms).

④ The term for the co-editor(s) shall be five years.

⑤ The term for the member shall be one year and can be consecutive.

⑥ Total of 100 members can be nominated and senior editors should be appointed among the members in light of expertise but their expertise should not be overlapped.

⑦ The editor-in-chief manages the committee and calls a meeting to preside.

⑧ The co-editor supports the editor-in-chief and may act for the editor-in-chief in the absence of the editor-in-chief.

4. Meeting

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

5. Submission Guideline

Submission regulation of manuscripts should be separately enacted by the review and resolution of the editorial committee. 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.
6. Review & Judgment

Review regulation of the submitted manuscripts should be separately enacted by the review and resolution of the editorial committee. 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.

7. Manuscript Publication

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

8. Journal Issuance

Frequency of Journal issuance shall be 7 times annually, of which the time for publication of regular issue is set to be the start of January, March, May, July, September and November, and for special issue is set to be the start of February.

9. Revision of Operational Guidelines for the Editorial Committee

Revision of these guidelines should be reviewed and resolved by the editorial committee and reported to the president. 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
Code of Research Ethics of the Korean Society of Civil Engineers

Enacted on January 15, 2008

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 on 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 on the KSCE Korean journal, 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 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 5 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 6 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 7 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 8 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 9 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 10 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 11 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.
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)
   a) their Guest Editor team and their credentials,
   b) the topic for the Special Issue,
   c) the importance of the topic and reasons for having a Special Issue in our Journal,
   d) the aim and scope for the Special Issue and
   e) Prospective Schedule
   f) 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.
   a) Completeness of proposal
   b) Recognition of the prospective Guest Editor(s)
   c) 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.

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.

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 role of the author.

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.

**Timetable**

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

\(^{(1)}\) EIC: Editor-in-Chief  
\(^{(2)}\) GE: Guest Editor  
\(^{(3)}\) ET: Editorial Team

12. 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 19, 2014
## 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 |

<table>
<thead>
<tr>
<th>Topic</th>
<th>Title</th>
<th>Keywords</th>
<th>Importance &amp; Relevance of Topic</th>
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<td></td>
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<td>Explain the importance of the proposed theme and reasons for having a Special Issue in our Journal. Submit apart if necessary.</td>
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<th>Aim and Scope</th>
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## Prospective Schedule

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<tr>
<th>Activity</th>
<th>&lt;Insert dates below&gt;</th>
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<tr>
<td>Call for papers</td>
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<tr>
<td>Deadline for final draft of papers (max word length: 8,000)</td>
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<td>Reviews and revisions period</td>
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<td>Notification of final decision</td>
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<td>Submission of Final versions to publisher</td>
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<td>Publication</td>
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Appendix 2

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

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<thead>
<tr>
<th>Name/Surname</th>
<th>Affiliation</th>
<th>Position</th>
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**Role in Special Issue**

**Recent Achievements related to Proposed Special Issue Theme** (last 5 years)

<table>
<thead>
<tr>
<th>Paper’s Title / Authors</th>
<th>Journal name / Year / Volume / Issue or Conference</th>
<th>Journal Impact Factor</th>
<th>Number of citations</th>
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**Other Achievements** (last 5 years)

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<th>Year</th>
<th>Achievement</th>
<th>Role</th>
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