

Regulations on Editing Journal of Safety and Crisis Management

Enactment 2008.09.01

1st Revision Feb.01.2010

2nd Revision Dec.17.2010

3rd Revision Dec.26.2012

4th Revision Aug.16.2018

Chapter 1. General Rules

Article 1 (Purpose) The purpose of regulation is to define the overall items related to editing of Journal of Safety and Crisis Management (hereinafter 'JSCM') published by Crisis and Emergency Management: Theory and Praxis & International Society for Crisis and Emergency Management.

Chapter 2 Composition and Role of Editorial Board

Article 2 (Qualification and Selection Standard of Editor) An editor shall be a member of Crisis and Emergency Management: Theory and Praxis. Editor-in-chief shall be appointed among editors based on the standards indicated in each following Paragraph.

- ① Composition of editors shall not be biased on a specific academic field in crisonomy or region.
- ② Composition of editors shall not be biased on specific school or institute.
- ③ Composition of editors shall be a person with a doctor's degree, faculty in position of full-time lecturer and above, researcher at national research and development institute or equivalent research institute. However, if the editor-in-chief agrees that the person is necessary in composition of Editorial Board, the person with remarkable research achievements or the person acknowledged for excellent research ability may be appointed as editor.
- ④ A editor-in-chief shall be appointed at the editorial board meeting. The

Editor-in-Chief's term will be initially two years. Whether the term will be renewed depends on the journal's development, the Editor-in-Chief's contributions.

Article 3 (Role of editor-in-chief) If necessary, an editor-in-chief may require the material used in writing the published paper.

1. Posting notice on paper publication
2. Appointment of editors and examiner
3. Convention of Editorial Board
4. Decision on paper publication
5. Items related to editing and publication of other papers
6. Appointment of associate editor-in-chief

Article (Role of Editorial Board)

① Editor-in-chief shall convene Editorial Board and Editorial Board shall review and decide following items.

1. Appropriateness of published paper
2. Recommendation and confirmation of paper examiner
3. Confirmation of approval on publishing the paper
4. Establishment and revision of regulations related to paper examination
5. Items related to publication of other special editions

② Vote of Editorial Board shall be made based on attendance of majority and consent from majority of attending members. This shall be applied the same for the online decision making.

③ If necessary, Editorial Board may intervene in paper examination process for enhancement of JSCM quality and fairness of examining criteria.

1. Papers that had been published in other academic journals or papers under examination shall not be published.

If such are found later, Editorial Board shall cancel the publication of published paper and pause the paper examination based on a proper process.

2. Editorial Board may vote to conduct a new examination process when final examination result is recognized to have issue.

Chapter 3 Publication of Journal

Article 5 (Receipt of Paper) Papers shall be received and processed as follows.

1. Papers shall comply with Paper Contribution Guideline set by Editorial Board
2. Papers shall be received on demand and papers shall be deemed received when e-mail or printed paper arrives to Editorial Board.
3. In receipt of paper, Editorial Board shall notify the paper submitter.

Article 6 (Date of Publication) JSCM shall be published twice a year and it shall be published on June 30 and December 31.

Chapter 4. Examination Process and Criteria

Article 7 (1st Examination) Associate editor-in-chief of JSCM shall present the submitted manuscript to an editor-in-chief in the order of receipt. Editor-in-chief shall request 1st examination of the received manuscript. However, if the manuscript is received by the editor-in-chief, the associate editor-in-chief shall request the first examination of the manuscript.

1. Editor-in-chief shall request editor on making decision for appropriateness of paper and recommending the examiner. In consideration of opinions from editors, the editor-in-chief shall appoint more than three examiners(exclude a reviewer when the same organization).
2. Editor-in-chief shall request examination by sending the paper, written request, and notice on examination result to appointed examiners via e-mail or other means. The written request and notice on examination shall comply with the form set by Editorial Board.
3. The result of 1st examination shall be returned within 2 weeks. If an examiner fails to present examination result within 3 weeks without special reason, the editor-in-chief may replace the examiner by authority and may request examination to replacement examiner with specified period of examination.
4. An examiner shall examine the paper in an objective and fair manner based on the following examination criteria.

- (1) Contribution of paper on development of crisis management studies
- (2) Clear thesis and logical development
- (3) Sufficient reference to preceding researches

5. After making the final decision on the examination result of papers submitted based on Paper Contribution Guide, Editorial Board shall notify the author of a paper decided as 'Appropriate for Publication' and shall request author to present final manuscript and file. Editorial Board shall notify the author of a paper decided as 'Re-examination' and shall request revised paper and organization of revised and supplemented items. Also, for 'Re-examination' papers, Editorial Board shall request the author to send the revised paper within 10 days.

Article 8 (Re-Examination and Criteria of Final Decision) The decision shall be made based on the following criteria.

1. If the paper gets more than two 'Appropriate for Publication' or 'Publication after Revision' after the comprehensive decision in the 1st examination, the paper shall be recognized as 'Publishable' paper. If the paper gets more than two 'Re-examination after Revision', the paper shall go through re-examination process. If the paper gets more than 'Inappropriate for Publication', the paper shall not be published. However, Editorial Board may request revision and supplementation for a 'Publishable' paper and the paper shall be published after revision and supplementation.

2. Author of a paper with "Needs Revision" mark in the 1st examination shall revise and supplement the paper, organize them, and send the paper to the editor-in-chief via e-mail. Editor-in-chief shall send the revised/supplemented paper to an examiner who decided 'Re-examination after Revision' for re-examination. The examiner for re-examination shall only examine the paper as 'Appropriate for Publication' and 'Inappropriate for Publication'.

Article 9 (Confirmation and Printing) Gathering and publication of final paper for printing shall comply with following items.

1. After publication is confirmed, the author shall proofread the paper for a week and shall send the final manuscript for printing.

2. After the paper has been proofread by the author, the paper shall be published after the editor-in-chief confirms the printing form.

Article 10 (Handling of Unpublishable Paper) Paper ‘Inappropriate for Publication’ shall be notified to the author by specifying the reason under the name of Editorial Board. The submitted paper shall not be returned. However, after 6 months from the final decision date, the author may submit the paper again after fundamentally revising the contents of the paper.

Article 11 (Objection) If an author disagrees on the publication result, the author may request re-examination of the paper with reasons. In request of re-examination, the editor-in-chief may refer the agreement on re-examination to Editorial Board for consideration. If the author presents valid reasons, the editor-in-chief shall appoint an examiner other than the previous examiner and shall follow the examination process specified in Article 8, 9, and 10. The author may not object on the examination result.

Article 12 (Confidentiality on Examination) Editorial Board shall guarantee anonymity of an examiner and the examination result shall not be released to people other than the author. However, upon the request from the author and consent from the examiner, the author and examiner may exchange opinions through Editorial Board.

Article 13 (Delay of Publication) Publication of a publishable paper may be delayed upon the request from the author or publication schedule of Editorial Board.

Article 14 (Certificate of Paper Publication) Certificate for scheduled publication of the paper shall be issued upon the request from the author after the publication is confirmed or after publication.

Article 15 (Plagiarism) If the paper published in JSCM reproduces or plagiarizes works of other people without appropriate measures, Research Ethics Committee shall handle the issues caused by reproduction or plagiarism.

Supplementary Provision

Article 1 (Date of Implementation) This regulation shall be implemented from October 1st, 2008.

Article 2 (Date of Implementation) This 1st revision shall be implemented from February 15th, 2010.

Article 3 (Date of Implementation) This 2nd revision shall be implemented from January 1st, 2011.

Article 4 (Date of Implementation) This 3rd revision shall be implemented from January 1st, 2013.

Article 5 (Date of Implementation) This 4th revision shall be implemented from September 1st, 2018.