

Regulations for the Editorial Board of the Asian Journal of Information and Communications

Chapter 1: General Rules

Article 1 (Purpose)

Chapter 2: The Editorial Board and Meetings

Article 2 (Composition and Operation of the Editorial Board)

Chapter 3: Classification and Review of Papers

Article 3 (Classification of Papers Published)

Article 4 (Receiving Papers and Selecting Referees)

Article 5 (Papers Excluded from Review)

Article 6 (Paper Review Procedure)

Chapter 4: Supplementary Rules

Article 7 (Eligibility for Submission)

Article 8 (Referee's Fee)

Article 9 (Scope of Application)

Article 10 (Publication of Papers)

Article 11 (Publication of the Journal)

Article 12 (Work of Publication)

Article 13 (Copyright)

Article 14 (Others)

Chapter 1: General Rules

Article 1 (Purpose)

① The purpose of these regulations is to ensure fair and transparent publication of the *Asian Journal of Information and Communications* (hereafter referred to as "AJIC"), an academic journal issued by the Korea Information Society Development Institute (hereinafter referred to as "KISDI"), by the Editorial Board of the *AJIC* (hereinafter referred to as the "Editorial Board").

Chapter 2: Editorial Board

Article 2 (Composition and Operation of the Editorial Board)

① The Editorial Board shall consist of about ten (10) editors, including the editor-in-chief. The editor-in-chief and editors shall be appointed by the president of KISDI among researchers equipped with academic expertise and sound reputation within or outside KISDI. The editor-in-chief may recommend replacements and/or additional appointment of editors to the president. The president may appoint managing editors among the board members.

② The term of office for the editor-in-chief and editors shall be two (2) years and may be extended.

③ The tasks of the Editorial Board shall encompass all works related to publication of the AJIC, including the jobs described below.

1. Final decision on whether to accept or reject submitted papers
2. Judgment on compliance with the Code of Ethics

④ The Editorial Board shall hold regular editorial meetings at least twice per annum and special editorial meetings when necessary by the decision of the editor-in-chief, or the managing editor(s).

⑤ The editor-in-chief, or a nominated managing editor shall call and preside over the editorial meetings.

Chapter 3: Classification and Review of Papers

Article 3 (Classification of Papers Published)

- ① Papers are classified into project papers and general papers.
 1. Project papers refer to the papers submitted in response to a special call for papers under a certain theme set and planned by the Editorial Board.
 2. General papers refer to the papers submitted in response to a general call for papers.

Article 4 (Receiving Papers and Selecting Referees)

- ① General papers shall be received anytime throughout the year.
- ② The themes and deadlines of project papers shall be decided by the Editorial Board.
 1. The Editorial Board shall announce in advance the theme for project papers to be published in the next issue and publicly invite "research proposals for project papers."
 2. Both project and general papers shall go through the same review procedure as described below.
- ③ The editor-in-chief shall assign each submitted manuscript to a designated editor in the board, including himself, or a designated guest editor outside the board if necessary.
- ④ The designated editor shall determine whether to proceed with the review process based on the adequacy of the submitted manuscript (the quick review). If determined to proceed, the designated editor shall select one additional referee outside the board, and shall request for the 1st review of papers for publication.
- ⑤ The referees and the authors should not know each other.

Article 5 (Paper Review Procedure)

- ① Based on the two (2) referee reports (attached hereto), the designated editor shall make an initial decision out of the following four categories.
 1. Accept
 2. Conditionally accept upon revision
 3. Review after revision
 4. Reject

② Based on the initial decision, the editor-in-chief shall make a final decision on publication.

③ If the paper is decided as review after revision in the 1st review, it shall be forwarded to the 2nd review process. The procedure in the second review is same as in the 1st review.

Article 6 (Papers Excluded from Review)

① The editor-in-chief may cancel receipt of a paper after referring to the paragraphs of Article 5 provided herein and collecting opinions of editors with respect to the received papers, and shall notify the person who submitted the paper concerned of the cancellation of receipt within three (3) weeks of the receipt.

② Papers falling in any of the cases described below shall be excluded from review.

1. Papers that have already been published, or are under review for publication, in an academic journal or a journal of an institution.
2. Papers substantially violating the guidelines for paper format.
3. Papers that are inconsistent with the editorial direction of the AJIC, or that are of substantially low academic quality.
4. Papers that apparently overlapped with other research reports or papers that have already been published or are planned to be published, or that were practically plagiarized.

③ Papers falling in any of the cases described below may be subject to refereeing after review by the Editorial Board.

1. Notwithstanding the fact that the submitted paper used a format or data overlapping with other research report or paper that has already been published, or is planned for publication, the researched issue and analysis method used for the paper have been modified significantly to the extent that the research concerned is regarded as a separate research.
2. In the event a research similar to the submitted paper has already been published in another format in another publication by the same researcher, the contributor of the paper shall notify the Editorial Board of such fact. In this case, the contributor shall submit a separate statement to give a summary of the previously published paper and clarify that the submitted paper is substantially different from the previous paper. However, the decision of the Editorial Board shall prevail with

respect to the final decision on the difference between the two papers, and the submitted paper may be rejected without being forwarded for review pursuant to the decision of the Editorial Board.

④ Appeal

1. In the event that the author of a paper cannot agree to the review, the author may appeal to the Editorial Board by filing a written statement explaining the reasons of appeal within fourteen (14) days after the notification of the review result.
2. Within fourteen (14) days after receipt of the said statement, the Editorial Board shall review the validity of the statement and decide whether to accept the appeal from the author.

⑤ Other matters shall be defined as follows.

1. If a paper of which publication was decided proves to have violated any provisions of the code of research ethics later, the paper shall be deleted and may be subject to such disadvantages as announcement of such violation, suspension of eligibility to contribute other papers, refund of contribution fee, etc.
2. The Editorial Board shall collect all review results and notify the authors of papers accordingly.
3. If revision is required for a paper but a revised paper is not submitted in a year, the Editorial Board shall conclude the review of the paper concerned.
4. The editor-in-chief may replace a referee if he/she fails to submit his/her review opinion within three (3) months after request for review and shall send a notice of such fact to the referee when two (2) months have passed.
5. If consensus has not been reached among the referees and editors during the review process, the editor-in-chief shall have the authority to make a final decision.

Chapter 4: Supplementary Rules

Article 7 (Eligibility)

- ① There are no restrictions on eligibility for submission.

Article 8 (Referee's Fee)

① A certain amount of referee's fee may be paid to respective referees assigned for submitted papers.

Article 9 (Scope of Application)

① Submitted papers shall comply with the Guidelines for Paper Submission attached hereto.

② The Guidelines for Paper Submission mentioned in paragraph 1 above shall be published in each issue of the AJIC.

Article 10 (Publication of Papers)

① In principle, papers that have completed revision as requested by the 2nd review, if applicable, prior to the first editorial meeting for the current issue shall be included in the current issue of the journal.

② With respect to the papers that are accepted in the review process but are unable to be included in the current issue due to an editorial reason, the editor-in-chief may decide to publish them in the next issue, provided that the editor-in-chief shall immediately notify the author of the reason of delay.

③ With respect to the papers of which publication is confirmed, a contribution fee may be paid for them.

Article 11 (Publication of the Journal)

① In principle, the regular issues of the AJIC shall be published on April 30 and October 31 every year, and special issues may be published anytime, provided that the publication of special issues shall be decided by the Editorial Board.

Article 12 (Work of Publication)

① Actual Work of Editing and Publishing:
Overall work of editing and publishing shall be led by KISDI.

② Performance of Publishing Job:
Researchers shall attend the editorial meetings to implement the publication plan of the journal in accordance with the publication schedule and shall manage overall works related to paper submission, refereeing and publication while documenting and maintaining supporting materials.

Article 13 (Copyright)

- ① The AJIC may be published in the form of a Webzine, paper journal, etc. For this, the copyright for any papers accepted for publication shall belong to the AJIC.
- ② The authors of papers accepted for publication shall sign the copyright release form enclosed with the publication confirmation letter by this journal.
- ③ Notwithstanding the aforementioned provisions, the authors of papers accepted for publication may use their papers again for such purposes as publication.

Article 14 (Others)

- ① Matters not provided herein shall be governed by the decisions of the Editorial Board.