

Rules for Reviewing Papers for Journal of the Korean Society for Precision Engineering

Enacted
Amended

May 4, 1984
October 16, 2015

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Article 1 Purpose

The Rules are designed to specify matters related to the review of papers submitted to Journal of the Korean Society for Precision Engineering (hereinafter referred to as the "Journal") of the Korean Society for Precision Engineering (hereinafter referred to as the "Society").

Article 2 Submission and Reception

- A. The person who wants to submit the paper to the Journal shall use the Society's paper submission system to submit the paper that has been written in compliance with the Society's rules for submitting papers, which the Society shall receive.
- B. Notwithstanding the provision of A., the paper may be submitted and received in other ways so long as the Editor-in-Chief approves it.
- C. The Society shall basically receive papers that are related to the Society's areas of research. The Editor-in-Chief may refuse to receive the submitted paper, if it is not related to the Society's areas of research or has not fulfilled the requirements. Areas of research are specified in 'Rules for Submitting and Publishing Papers in Journal of the Korean Society for Precision Engineering' and 'Guidelines for Manuscript Writing'.

Article 3 Selection of Reviewers

- A. The Editor-in-Chief shall consider the areas for the submitted paper and assign its review to the Editor in the relevant area, and the Editor shall assign the Editorial Board Member in the given area as the review supervising Editorial Board Member.
- B. The review supervising the Editorial Board Member shall select and recommend to the Editor-in-Chief who he or she deems fit for the review of the submitted paper.
- C. The paper shall have two reviewers while the third reviewer may be appointed, in which case, the paper shall have the maximum of three reviewers. Reviewers shall basically belong to the different institution than the authors of the paper belong to.
- D. The Editor-in-Chief shall send the email to the recommended reviewer to confirm the acceptance of the reviewing duty. In case any of the recommended reviewers refuses to serve as the reviewer, the Editor-in-Chief shall ask the relevant The Editorial Board Member to recommend some other candidate.

Article 4 Review Procedure

- A. Following the comprehensive review of the paper, the reviewer shall record results of the review supported with objective grounds and make the clear request for revision, if necessary.
- B. For the review, the reviewer must choose 'Accept', 'Accept Subject to Minor Revisions', 'Re-Review after Major Revisions', or 'Reject'.

Article 5 Review Period

- A. The Editorial Board Member for the Journal must select reviewers within seven days from the appointment of the Editorial Board Member, and the reviewers who are asked to review a paper must complete the review within 14 days from their acceptance of the reviewer's duty for the primary review and within seven days for the secondary review.
- B. The ruling by the Editor and the Editorial Board Member must be completed within seven days from the reception of review results.
- C. In case the reviewer candidate fails to accept the reviewer's duty for more than fourteen days from the request, the candidate may be replaced with another reviewer.
- D. If review results fail to arrive for more than three months from the reception of the paper in contravention of the above provision, the following may be put into action.
 - ① If one of the reviewers has failed to deliver review results: The Editorial Board Member for the specific paper shall review it within seven days from the expiry of the three months.
 - ② If all of the reviewers have failed to deliver review results: The Editor and the Editorial Board Member for the specific paper shall review it within seven days from the expiry of the three months. If the Editor is the same person as the Editorial Board Member, the Editor alone may perform the review procedures.

Article 6 Deadline for Author's Revision

- A. The author must resubmit the revised paper that reflects requests for revisions in accordance with the Editor-in-Chief decision based on review results within thirty days for 'Re-Review after Major Revisions' or within fourteen days for 'Accept Subject to Minor Revisions'.
- B. In case a revised paper fails to be submitted for more than thirty days from the submission deadline, the Editorial Board may cancel its publication, and if the author wants a review to continue, he or she must resubmit the paper.

Article 7 Decision over Publication

- A. The Editor-in-Chief shall make a final decision on whether to publish a paper or not by reviewing the results of the review by two reviewers and considering the comprehensive evaluation by the editing director and the Editor for the paper.
- B. A paper that has been ruled as 'Reject' by two or more reviewers cannot be published in the Journal.

Article 8 Review of Special Papers

- A. The Editor-in-Chief shall appoint a Special Editor for supervising the special paper, with recommendations from the officers of the Society.
- B. In case a Special Editor is the Director or the Division Chairman of the Society, the Special Editor shall supervise the selection of two reviewers for the review of the submitted paper and decide whether to publish it solely based on the review results. In case the Special Editor is not the Director or the Division Chairman of the Society, the Board of Editing Directors shall select the Editor for supervising the review of paper.

Article 9 Confidentiality

- A. The reviewer shall not disclose his or her assumed status to anyone else.
- B. The name of the author may be disclosed to the reviewer.
- C. Review results shall not be disclosed to anyone but the author.

Article 10 Objection

- A. If the author raises an objection to the review results, the exchange of views between the reviewer and the author shall proceed through the Editor. When the reviewer and the author want to exchange their views, they can do so through the mediation of the Editor.
- B. The author's request for the re-review shall not basically be accepted.

Article 11 Review Fee

If necessary, the specified editing fee may be paid to the Editor and the Editorial Board Member, while the specified review fee may be paid to the reviewer.

Addendum

The Rules go into force as of May 4, 1984.

Addendum

The Rules go into force as of January 1, 2007.

Addendum

The Rules go into force as of April 1, 2010.

Addendum

The Rules go into force as of May 11, 2012.

Addendum

The Rules go into force as of March 8, 2013.

Addendum

The Rules go into force as of October 16, 2015.