



Principles of Transparency and Best Practice

Journal of Korean Society of Environmental Engineers (<http://www.jksee.or.kr>)

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Table of Contents

- 1. Website**
- 2. Name of journal**
- 3. Peer review process**
- 4. Ownership and management**
- 5. Governing body**
- 6. Editorial team and contact information**
- 7. Copyright and open access policy**
- 8. Review and printing charges**
- 9. Manuscript rejection**
- 10. Research and publication ethics**
- 11. Publishing schedule**
- 12. Access**
- 13. Archiving**
- 14. Revenue sources**
- 15. Advertising**
- 16. Direct marketing**

1. Website

- i. The URL address of official Journal web site is <http://jksee.or.kr/>.
- ii. 'Aims & Scope' statement: The Journal of Korean Society of Environmental Engineers (JKSEE) explores innovative solutions to problems in natural and engineered environment including air, water, and land contamination and waste disposal, with coverage of climate change, environmental risk assessment and management, green technologies, sustainability, and environmental policy. The Journal is monthly published in print and electronic versions.
- iii. Readership: It is primarily for environmental engineers, environmental scientists, water, pollution, and toxicology specialists. Its readership can be expanded to other positions: • Researchers can get the recent topics on environmental engineering and science; • Professors can access and adopt a variety of data for university education; • Students can understand the recent trends of the environmental engineering research and education; • Policy makers are able to reflect the results of the articles to the nation-wide environmental-related policies; • Scientists are able to read the advancement in the Journal to be submitted so that they have a better knowledge on the journal selection.
- iv. Authorship criteria (<http://submit.kosenv.or.kr/about/Author.php>): Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, and/or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; 3) final approval of the version to be published; and 4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Every author should meet all of these four conditions. After the initial submission of a manuscript, any changes whatsoever in authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors of the paper. Copyright assignment must also be completed by every author.

Corresponding author and first author: The Journal does allow multiple corresponding authors for one article. However, only one author should correspond with the editorial office and readers for one article. The Journal does accept notice of equal contribution for the first author when the study was clearly performed by co-first authors. Correction of authorship after publication: The Journal does not correct authorship after publication unless a mistake has been made by the editorial staff. Authorship may be changed before publication but after submission when an authorship correction is requested by all of the authors involved with the manuscript.

- v. Duplicate submission and redundant publication (<http://submit.kosenv.or.kr/about/Author.php>): Submitted manuscripts must not have been previously published or be under consideration for publication elsewhere. No part of the accepted manuscript should be duplicated in any other academic journal without the permission of the Editorial Board. Submitted manuscripts are screened for possible plagiarism or duplicate publication by CrossCheck upon arrival. If plagiarism or duplicate publication related to the papers of this journal is detected, the manuscripts may be rejected, the authors will be announced in the journal, and their institutions will be

informed. There will also be penalties for the authors. A letter of permission is required for any and all material that has been published previously. It is the responsibility of the author to request permission from the publisher for any material that is being reproduced. This requirement applies to text, figures, and tables.

vi. pISSN: 1225-5025 eISSN: 2383-7810

2. Name of journal

The official journal title is the Journal of Korean Society of Environmental Engineers. Abbreviated title is JKSEE.

3. Peer review process

- i. Manuscripts are sent for external blind review to experts in the field. The Editorial Board performs manuscript reviews and decide whether or not to accept manuscripts, publication orders, and printing systems for manuscripts published in the journal. The Editorial Board can request revisions without making major changes to the content of the manuscripts, if necessary, based upon the specified regulations for manuscript reviews.
- ii. When the Editorial Board requests manuscript revision, authors must submit a revised manuscript and responses to reviewer comments within provided period. If a revised manuscript cannot be submitted within provided period, authors must request for extension to the Editorial Board. If the manuscript is not received in time without any request of date extension, review will no longer be proceeded.

4. Ownership and management

- i. Information about the ownership: The Editorial Board possesses the copyright of all manuscripts published in the journals.
- ii. Management team of a journal (<http://www.jksee.or.kr/about/editorial.php>)
 - Journal management team (2020~2021)
 - Editor-in-Chief: Seung-Woo Jeong, Kunsan National University, Korea
 - Ethics Editor: Wontae Lee, Kumoh National Institute of Technology, Korea
 - Layout Editor: Jun Ae Jeong, Hanrimwon Publishing Co., Korea
 - Website and XML File Producers: Yoonsang Cho M2community, Korea
 - Administrative Manager: Hyunju Oh, Korean Society of Environmental Engineers, Korea

5. Governing body

The governing body is the journal's editorial board.

6. Editorial team and contact information

- i. Editorial team is available from Editorial Board page at <http://www.jksee.or.kr/about/editorial.php>.
- ii. Contact information
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7. Copyright and open access policy

- i. Copyright policy: The Editorial Board possesses the copyright of all manuscripts published in the journals. 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 copyright form can be found under the “For Authors and Reviewers” menu on the journal’s home page.
- ii. Open access policy: Journal of the Korean Society of Environmental Engineers is an open access journal. Articles are distributed under the terms of the Creative Commons Attribution Non-commercial License, which permits unrestricted use, distribution, and reproduction in any medium for non-commercial purpose, provided the original work is properly cited. It also follows the open access policy of Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities (<https://openaccess.mpg.de/Berlin-Declaration>). All the content of the journal is available immediately upon publication without embargo period.

8. Submission and printing charges

There are no submission and printing charges for English articles.

9. Manuscript rejection

Manuscripts are editorially rejected 1) when they fail to meet the regulations described in Article 2 of the Research and Publication Ethics Regulations and the submission regulations, 2) when they are poorly written or formatted, and 3) when pictures with unclear contrast are included.

10. Research and publication ethics

For the policies on research and publication ethics that are not stated in these instructions, the COPE’s Core Practices (<https://publicationethics.org/core-practices>) and the ICMJE Guidelines (<http://www.icmje.org>) are applied.

i. Authorship

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, and/or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; 3) final approval of the version to be published; and 4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Every author should meet all of these four conditions. After the acceptance of a manuscript, no changes of authors are allowed.



ii. Originality and duplicate publication

All submitted manuscripts should be original and should not be considered by other scientific journals for publication at the same time. No part of the accepted manuscript should be duplicated in any other scientific journal without the permission of the Editorial Board. If any duplicate publication related to a paper of this journal is detected, the authors will be announced in the journal and their institutes will be informed, along with retraction of the paper.

iii. Complaints and appeals

The policy of the journal is primarily aimed at protecting the authors, reviewers, editors, and the publisher of the journal. If not described below, the process of handling complaints and appeals follows the guidelines of the Committee of Publication Ethics available from:

<https://publicationethics.org/appeals>

Who complains or makes an appeal?

Submitters, authors, reviewers, and readers may register complaints and appeals in a variety of cases as follows: falsification, fabrication, plagiarism, duplicate publication, authorship dispute, conflict of interest, ethical treatment of animals, informed consent, bias or unfair/inappropriate competitive acts, copyright, stolen data, defamation, and legal problem. If any individuals or institutions want to inform the cases, they can send a letter to editor. For the complaints or appeals, concrete data with answers to all factual questions (who, when, where, what, how, why) should be provided.

Who is responsible to resolve and handle complaints and appeals?

The Editor, Editorial Board, or Editorial Office is responsible for them.

What may be the consequence of remedy?

It depends on the type or degree of misconduct. The consequence of resolution will follow the guidelines of the Committee of Publication Ethics (COPE).

iv. Conflict-of interest statement

If there are any conflicts of interest, authors should disclose them in the manuscript.

v. Data sharing and reproducibility;

a) Open data policy

For clarification on result accuracy and reproducibility of the results, raw data or analysis data will be deposited to a public repository, for example, Harvard Dataverse (<https://dataverse.harvard.edu/dataverse/>) after acceptance of the manuscript. Therefore, submission of the raw data or analysis data is mandatory. If the data is already a public one, its URL site or sources should be disclosed. If data cannot be publicized, it can be negotiated with the editor. If there are any inquiries on depositing data, authors should contact the editorial office.

b) Clinical data sharing policy

This journal follows the data sharing policy described in “Data Sharing Statements for Clinical Trials:

A Requirement of the International Committee of Medical Journal Editors” (<https://doi.org/10.3346/jkms.2017.32.7.1051>). As of July 1, 2018 manuscripts submitted to ICMJE journals that report the results of interventional clinical trials must contain a data sharing statement as described below. Clinical trials that begin enrolling participants on or after January 1, 2019 must include a data sharing plan in the trial's registration. The ICMJE's policy regarding trial registration is explained at <https://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>. If the data sharing plan changes after registration this should be reflected in the statement submitted and published with the manuscript, and updated in the registry record. All of the authors of research articles that deal with interventional clinical trials must submit data sharing plan of example 1 to 4 in Table 1. Based on the degree of sharing plan, authors should deposit their data after deidentification and report the DOI of the data and the registered site.

Table 1. Examples of data sharing statements that fulfill these ICMJE requirements*

Element	Example 1	Example 2	Example 3	Example 4
Will individual participant data be available (including data dictionaries)?	Yes	Yes	Yes	No
What data in particular will be shared?	All individual participant data collected during the trial, after deidentification.	Individual participant data that underlie the results reported in this article, after deidentification (text, tables, figures, and appendices).	Individual participant data that underlie the results reported in this article, after deidentification (text, tables, figures, and appendices).	Not available
What other documents will be available?	Study protocol, statistical analysis plan, informed consent form, clinical study report, analytic code	Study protocol, statistical analysis plan, analytic code	Study protocol	Not available
When will data be available (start and end dates)?	Immediately following publication. No end date.	Beginning at 3 months and ending at 5 years following the article publication.	Beginning at 9 months and ending at 36 months following the article publication.	Not applicable
With whom?	Anyone who wishes to access the data.	Researchers who provide a methodologically sound proposal.	Investigators whose proposed use of the data has been approved by an independent review committee (“learned intermediary”) identified for this purpose.	Not applicable



For what types of analyses?	Any purpose	To achieve aims in the approved proposal.	For individual participant data meta-analysis.	Not applicable
By what mechanism will data be made available?	Data are available indefinitely at (link to be included).	Proposals should be directed to xxx@yyy. To gain access, data requestors will need to sign a data access agreement.	Proposals may be submitted up to 36 months following article publication. After 36 months the data will be available in our University's data warehouse but without investigator support other than deposited metadata.	Not applicable
		Data are available for 5 years at a third-party website (link to be included).	Information regarding submitting proposals and accessing data may be found at (link to be provided).	

ICMJE = International Committee of Medical Journal Editors.

*These examples are meant to illustrate a range of, but not all, data sharing options.

vi. Ethical oversight

When the Journal faces suspected cases of research and publication misconduct such as a redundant (duplicate) publication, plagiarism, fabricated data, changes in authorship, undisclosed conflicts of interest, an ethical problem discovered with the submitted manuscript, a reviewer who has appropriated an author’s idea or data, complaints against editors, and other issues, the resolving process will follow the flowchart provided by the Committee on Publication Ethics (<http://publicationethics.org/resources/flowcharts>). The Editorial Board will discuss the suspected cases and reach a decision. We will not hesitate to publish errata, corrigenda, clarifications, retractions, and apologies when needed.

vii. Post-publication discussions and corrections

The post-publication discussion is available through letter to editor. If any readers have a concern on any articles published, they can submit letter to editor on the articles. If there found any errors or mistakes in the article, it can be corrected through errata, corrigenda, or retraction.

11. Publishing schedule

It is to be published monthly. Supplement issues may be published.

12. Access

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License (<http://creativecommons.org/licenses/by-nc/4.0/>), which permits unrestricted non-commercial use, distribution, and reproduction in any medium, provided the original work is properly cited.

13. Archiving

- i. Archiving sites : Full text of Journal of the Korean Society of Environmental Engineers has been archived in the homepage of JKSEE (<http://jksee.or.kr>) from the first issue of Volume 27, 2005 and also in ScienceCentral from the first issue of Volume 39, 2017 (<https://www.e-sciencecentral.org/journals/261/>). It is accessible without barrier from Korea Citation Index (<https://kci.go.kr>) or National Library of Korea (<http://nl.go.kr>) in the event a journal is no longer published.
- ii. Archiving policy: Deposit policy (Self-archiving policy) according to Sherpa/Romeo (<http://www.sherpa.ac.uk/>) Author cannot archive pre-print (i.e. pre-refereeing). Author can archive post-print (i.e. final draft postrefereeing). Author can archive publisher's version/PDF.

14. Revenue sources

Revenue sources of the journal were from the support of publisher (the Korean Council of Science Editors), Korea Government's support, and advertising rates.

15. Advertising

The journal accepts advertisements on the following basis:

- i. Eligibility of the advertised products or services
All products or services should be safe and reliable, and not cause any harm to the health and welfare of humans. Advertisements may promote information and technologies relevant for authors, editors, reviewers, and readers.
 - Advertising is separate from content. Advertisers and sponsors have no advance knowledge of our editorial contents, nor do the editors have advance knowledge of advertisers. Content is never altered, added, or deleted to accommodate advertising. Advertisers and sponsors have no input regarding any of our editorial decisions or advertising policies.
 - We reserves the right to decline or cancel any advertisement at any time.
- ii. Orders
Any individuals or organizations who are interested in advertising their products or services in the print copies of the journal or on its website are encouraged to contact the editorial office. The acceptance of advertisement will be discussed by the editorial board and will be ultimately approved by the publisher.
- iii. Advertisement fee
For one print copy issue, the advertisement price for one whole page is USD 2,000 (or KRW 2,000,000). If the advertisement is half a page, the price is reduced by half. For a quarter of the page, this price is reduced by

one quarter. For banner advertisements on the website, the price is negotiable according to the duration of its exposure on the journal homepage. The price is usually greater than that for print copies.

iv. Disclaimer

Liability: Neither the publisher nor the editors will be legally liable for advertisements presented in the journal. In addition, they cannot guarantee the accuracy, completeness, or usefulness of the information provided.

Endorsement: The publisher and the editors do not endorse any products or services that are advertised.

Disclaimer: Neither the publisher nor the authors will be legally liable for any of the content of advertisements, so readers must keep this in mind when reading or seeing advertisements.

16. Direct marketing

Journal propagation has been done through the journal web site and distribution of an introduction pamphlet. Invitations to submit a manuscript are usually focused on the presenters at conferences, seminars, or workshops if the topic is related to the journal's aims and scope.