

# Regulations of IJCF

## I. Submission Guidelines

The instructions below are specifically directed at authors that wish to submit a manuscript to *International Journal of Costume and Fashion (IJCF)*.

- The manuscript that has been published in other journals, under consideration for publication or in press elsewhere, will not be published in IJCF.
- Contributions to IJCF will be subjected to review by referees at the discretion of the Editorial Office.

### Manuscript Preparation

1. Manuscripts must be written in English and will be limited to 20 pages or less in length on one side A4 (approximately 4,000 -6,000 words are desirable).
2. Manuscripts can be submitted written in Korean for review. But the accepted manuscript should be translated into English by authors.
3. Manuscripts should be compiled in the following order: title page, abstract, keywords, main text, acknowledgements, appendixes (as appropriate), references, table(s) or figure(s) with caption(s) (on individual sheets)
4. Title page includes the title of the manuscript, all the authors' full names, affiliations, postal addresses, telephone and fax numbers and email addresses. One author should be identified as the Corresponding Author.
5. Abstracts of no more than 200 words are required for all papers submitted. Abstracts should briefly describe the objectives, methods, results and inquires so that the reader can better understand the contents of the manuscript.
6. Each manuscript should have four to six keywords below the abstract.
7. Authors must adhere to SI units.
8. Authors should be sure that all imported scanned material is scanned at the appropriate resolution.
9. Photographs should be made in black and white. Any expenses for color picture or special effects will be paid by the author. In any case, photographs should not exceed 15, and the original should be submitted. Instead of being imported, figures or photographs of high quality can be saved and submitted separate to text as TIFF, JPG format. All figures must be numbered in the order in which they appear in the manuscript (e.g., figure 1, figure 2).
10. Reproduction of copyright material: contributors are required to secure permission for the reproduction of any figure or table that is copyrighted
11. References must follow the form describe in the Publication Manual of the American Psychological Association (APA style). The family name of an author should be put at the front and followed by a "comma" in order to distinguish it from the first name. References must be listed alphabetically by author. Book or journal title, and the volume number should be written in italics.
  - Journals Articles: author name (year). Article title. Journal name, volume (issue number), pagination.
  - Books: author name (year). book title (version). place of publication: publishing company, pagination.
  - Internet source: author name. article title. source. date of search (mm dd, yy), webpage address

### **Examples**

1. Martin, M. W. (1994). *Virtuous giving: Philanthropy, voluntary service, and caring*. Bloomington, IN: Indiana University Press.
2. Roach, M. L., Wilcox, R. T., & Laver, J. (1998). The visible self: Perspectives on dress. *International Journal of Costume*, 5(2), 18-22.
3. Spring 2001 Womens Collections. *FirstView collection online*. Retrieved from <http://firstview.com>
4. Sproles, G. B., & Laver, J. (1998). *Function of dress (3rd ed.)*. New York: Macmillan.

### **Manuscript Submission**

1. Authors should use a standard word processing program for manuscripts, and manuscripts for consideration should be submitted through the online submission system (<https://www.dbpiaone.com/ksc/index.do>). When submitting a manuscript, authors should upload copyright transfer form and research ethics statement as well.
2. If using the online submission system is not possible, please send an electronic version on disk to, The Korean Society of Costume, Hanshin Bldg. #1616, 12, Mapo-daero, Mapo-gu, Seoul, Korea (zipcode: 121-736)
3. Authors will receive an email from the editorial office that confirms the submission of the manuscript.
4. Decisions on publishing submitted manuscripts will be made after the review process, which will commence in the order in which the manuscripts are submitted.
5. International Journal of Costume and Fashion joins CrossCheck to check plagiarism of a submitted manuscript.

### **During Publication Process**

1. The author is responsible for proofreading of the prints.
2. By deciding to publish the manuscript and signing on the copyright transfer form, copyright of the manuscript is transferred to The Korean Society of Costume. Authors, of course, use the material elsewhere after publication providing that prior permission is obtained from The Korean Society of Costume.
3. All authors should submit the ethics pledge form to the editorial office.

## II. Review Process

Reviewers will be chosen by the editorial board based on subject's appropriateness to the field, region, and academic contributions. Each manuscript will be reviewed by at least three people: the editor-in-chief, field editor, and two reviewers. Primarily, the editor-in-chief will review the nature of the article and judge the fit of the manuscript with IJCF. The secondary blind review will be conducted by two reviewers appointed by the editorial board. If one of the two reviewers rejects the article, the editorial board will have the manuscript re-reviewed by another reviewer. If two of the three reviewers judge 'not to publish the manuscript in IJCF', it will not be published.

Review criteria include (1) creativity, (2) academic value, (3) logical organization and development, (4) adequateness of methodology, and (5) compliance with the aims and scope of IJCF.

Results of the review include "publish", "reject", "publish with minor revisions", and "re-review with major revisions". In the case of "publish with minor revisions" or "re-review with major revisions", the author will correct the article according to the recommendations of the reviewers and submit it with a "correction report". The reviewers will confirm corrections and re-review it. After an initial judgment of "publish", if the manuscript is thereafter deemed "not publishable" due to a discovery of plagiarism or any other reason, the editorial board will review the article again. If the author does not revise the manuscript within 6 months without specific notifications, the manuscript can be rejected. Anything not described in this page will be dealt with by the editor-in-chief according to custom and will be reported to the editorial board.

## III. Editing Rules

These rules describe in detail the editing process applied to all Society publications.

### **Appointment of editorial board, Editor-in-chief**

1. The editorial board will gather for review of editing works.
2. The editorial board will be composed of not more than 20 editors.
3. The editor-in-chief will be appointed by the president and the editors will be co-appointed by the president and the chief editor in consideration of disciplinary field, geographical region, and contributions to their respective field.
4. The term of editors will be three years, and they may be reappointed.

### **Roles of editorial board**

The editorial board will review the following issues:

1. Contribution rules of the journal
2. Editing plan
3. Review rules of manuscripts
4. Any other issues related to the editing of Society publications

### **Miscellaneous**

In principle, accepted manuscripts will be published in the order in which they accepted. Anything not described in these rules will be dealt with by the chief editor according to custom and will be reported to the editorial board.

# IV. Research Ethics Code of International Journal of Costume and Fashion

Revised on April 30, 2020

## The Korean Society of Costume's Research Ethics Charter

### The Preamble

This Research Ethics Charter stipulates the principles and standards that members of The Korean Society of Costume are required to follow in the course of their research and academic activities through academia- industry cooperation.

Thereby, each member must observe and respect these ethics in order to achieve great academic progress and share his/her research with other members while recognizing the value of others' research. Therefore, ethics codes to which the authors, as well as editors and reviewers, are subject are necessary to nurture and develop a culture of ethical research by publishing top-notch academic papers after a process of fair yet strict screening.

To enact and implement such ethics codes, the Research Ethics Committee was established under The Korean Society of Costume.

### Declaration of The Korean Society of Costume's Research Ethics

1. A member makes his/her utmost efforts to enhance his/her academic excellence and to create knowledge and technology to contribute to the development of society.
2. A member contributes to public good and welfare by returning specialized knowledge and new research results to society.
3. A member spares no efforts to educate and nurture talents to lead the future of Korea by teaching them in both academic and social/cultural aspects.
4. A member respects other members as equal human beings and shall not violate others' due rights.

### The Korean Society of Costume's Research Ethics Codes

#### Section 1 Researchers' Ethics

##### Article 1 Academic Freedom and Social Responsibilities

Researchers in the field of costume studies have the basic rights for freedom of academics and adopt the following attitude and social responsibilities:

1. They shall not discriminate against the academic accomplishments of a group that is different in terms of ideas, religion, age, gender, race, academic background, social position, culture, etc.
2. They shall be willing to revise errors if persuasive evidence against one's own research is presented.
3. They shall be open to new research subjects, frameworks, and approaches.

##### Article 2 Reporting of Research Results

1. Researchers shall not artificially alter research data or results.
2. Researchers shall ensure the anonymity of research subjects.
3. In the case where a material error is discovered in published results, the author shall correct the error by appropriately publishing a list of errata, cancellation, or correction.

##### Article 3 Scope of Research Fraudulence

A fraudulent act refers to fabrication, falsification, plagiarism, unjustified presentation of authorship,

and other misconducts, which are included in the research proposal, execution, or presentation, and each term is defined as listed below:

1. "Fabrication" is intentional misrepresentation of research results by making up data.
2. "Falsification" is distortion of research contents or results by artificially altering or deleting research materials, equipment, or processes.
3. "Plagiarism" is "wrongful appropriation" and "stealing and publication" of another author's "thoughts, ideas, research contents and results, etc., or expressions" and the representation of them as one's own original work.
4. "Unjustified presentation of authorship" means either 1) not being recorded as an author or co-author when one has contributed to the study or writing, or 2) being recorded as an author or co-author to show gratitude or respect when one has made little or no contribution to the study or writing.
5. "Other misconducts" include acts or conducts severely deviating from what is generally accepted by the academic society.

#### **Article 4 Publication**

1. Authors can only be held responsible and recognized as the author of studies that they have actually conducted or contributed to.
2. The order of authors of a study or other published results should accurately reflect how much each author has contributed to the study regardless of their comparative professional position.
3. The criteria for 'Authorship' are as follows. All researchers designated as authors should meet all four criteria for authorship. A researcher who is dissatisfied with any of the criteria shall be recognized as a contributor.
  - ① Substantial contributions to the conception or design of the work or the acquisition, analysis, or interpretation of data for the work
  - ② Drafting the work or revising it critically for important intellectual content
  - ③ Final approval of the version to be published
  - 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

#### **Article 5 Repetitive Publication**

Authors shall not attempt to submit or publish research that has been published elsewhere, whether in Korea or internationally (including studies that have been accepted for publication or are being reviewed elsewhere), as if they were new studies.

#### **Article 6 Quotations and References**

1. Efforts should be made to ensure accurate documentation when quoting from open academic materials, and the source must be revealed for materials that are not considered general knowledge. Academic materials that have been obtained through personal contact can only be quoted upon agreement with the researcher providing the information.
2. Footnotes must be used to mark whether the information is a quote or reference if words are quoted or ideas are referenced from another person's work.

#### **Article 7 Violation of Copyright**

Authors shall not use another person's publications in their papers without the original authors' agreement or approval. If a researcher or an author violates this clause and any conflict arises therefrom, the researcher or author shall be held responsible.

#### **Article 8 Revisions**

Authors should accept the opinions of the reviewers and editors that surface in the reviewing process as

much as possible and make efforts to reflect them in the article; in the event that authors do not agree with such opinions, they shall clarify their reasons and grounds in detail and notify the editors and reviewers.

## **Section 2 Editors' Ethics**

**Article 1** Editors shall make a decision on whether a manuscript is published, and shall respect the character, academic beliefs, and independence of authors.

**Article 2** Editors shall handle articles submitted for publication fairly, based solely on the qualitative standards and submission regulations, regardless of the author's gender, age, position, or personal relationships, and without any prejudice to the author.

**Article 3** Editors shall appoint reviewers who are judged to have expert knowledge and the ability to fairly evaluate submissions.

**Article 4** Editors shall not reveal information about the author or article to anyone other than the reviewer until a decision has been made to publish the submitted article or paper.

## **Section 3 Reviewers' Ethics**

**Article 1** Reviewers must sincerely review submissions according to submission regulations within the set period of time and report the results of a review to the Editorial Board. If a reviewer thinks that he or she is not the right person to conduct the review, the reviewer shall notify the Editorial Board immediately.

**Article 2** Reviewers must review submissions fairly, according to objective standards, regardless of personal academic beliefs or personal relationships with the author. A reviewer cannot deny a submission without providing sufficient evidence, or because an article has a different viewpoint or interpretation from that of the reviewer, and must not review a submission while failing to read it properly. The reviewer's comments should reveal their opinions on the submission, and explain reasons for areas that the reviewer finds needs supplementation.

**Article 3** Reviewers shall ensure confidentiality of articles reviewed. Contents from the submission also cannot be quoted before publication of the article in the journal without consent from the author.

## **Enforcement Guidelines on the Ethics Codes**

### **Article 1 Oath of Ethics**

A member of The Korean Society of Costume swears that he/she shall observe the Society's Ethics Codes.

### **Article 2 Structure of the Research Ethics Committee**

The Research Ethics Committee consists of at least 7 members, including 1 Chairperson, and the members are recommended by the Board of Directors (BOD) and appointed by the Chairperson. The term of the members shall be 3 years and may be renewed. Other details shall be subject to the Ethics Codes of The Korean Society of Costume.

### **Article 3 Reporting a Breach of Research Ethics Codes**

1. A reporter is a person who reports to the Society on fraudulent acts and/or related evidence of which he/she has become aware. The reporter may use any means necessary, reporting verbally, in writing, over the phone, via email, etc., and shall, in principle, make a report under his/her real name.
2. A reporter's identity shall not be disclosed, and the Society shall make efforts to protect reporters

from being disadvantaged or disclosed against their will on the grounds of the reporting per se.

3. Reporters may request information from the Society about the procedure and schedule of the investigation, and the Society shall sincerely respond to such a request.
4. In the event that the reporting is proved to be fabricated or falsified, the reporter shall be held responsible in accordance with the Research Ethics Codes of The Korean Society of Costume.

#### **Article 4** Protection of a Subject's Rights

1. A subject is a person who has been reported on or recognized by the Society for any fraudulent act, and witnesses or other related persons shall not be considered subjects.
2. The Ethics Committee must not reveal the identity of the member at hand until a final decision is made on a violation of Ethics Regulations by the Ethics Committee; and shall make efforts to restore the reputation of the reported member after he/she is acquitted.
3. The Ethics Committee must give members reported of violating the Ethics Codes sufficient opportunity to speak and defend themselves.
4. The subject may request the Society for information on the procedure and schedule of an investigation, and the Society shall sincerely respond to any such request.

#### **Article 5** Authority of the Research Ethics Committee

The Ethics Committee shall research reported cases of violation of the Ethics Codes, referencing the reporter, the subject, witnesses, other related persons, and evidence; and may suggest appropriate disciplinary action to the BOD if a violation is judged to be true.

#### **Article 6** Investigation and Deliberation of the Research Ethics Committee

The scope of the Committee's investigation and deliberation includes any and all acts or conducts defined by Article 3 of the Research Ethics Codes. However, violation of copyright shall be excluded from review subjects as the researcher or author shall be held responsible for such behavior.

#### **Article 7** Statute of Limitations

Subjects of reporting and review for violation of the Research Ethics Codes shall be those published within 5 years from the time of reporting.

#### **Article 8** Cooperation on the Committee's Investigation and Deliberation

Members reported for violation of the Research Ethics Codes have a duty to cooperate with the Ethics Committee in their investigations. Failure to cooperate in the investigation itself shall be regarded as a violation of the Ethics Codes.

#### **Article 9** Procedures and Contents of Disciplinary Action

If a report or suggestion of disciplinary action is made to the Ethics Committee regarding a member, the President must call the BOD and make a final decision on whether disciplinary action should be set. If the BOD decides that the member violated the Ethics Codes, disciplinary actions, i.e., ranging from a warning to suspension of his/her membership, may be applied according to the weight of the act of violation. If required, the decision and disciplinary action may be reported to other institutions or individuals; and online publications may retroactively be deleted.

#### **Article 10** Amendments to the Ethics Codes

Amendments to these Research Ethics Codes are subject to the amendment procedure of The Korean Society of Costume's Bylaws. In the event that the Ethics Codes are revised, members who have agreed to follow the existing codes shall follow the new codes without any additional signature of agreement.