

AUTHOR INFORMATION

Authors' Guidelines

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1. Ethics

- An author should neither submit a previously published paper, nor a paper describing essentially the same research published elsewhere. Simultaneously submitting the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable. Every author listed on a paper must affirm that (s)he has read and approved the manuscript, thereby affirming the work's originality. If plagiarism is detected, the article will be rejected and the ethics committee will determine the penalty for the author, including notifying the author's institution of the plagiarism.

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The MANUSCRIPT

- Each manuscript should include the following: title, author byline and affiliations, abstract, subject headings, text, conclusion, and references. Tables, figures, mathematics, and supplemental data are optional. The manuscript should be typewritten using MS word or Hwp on ISO A4 paper with 2.5 cm margins. Type should appear on only one side of the page and pages should be numbered.

Length of an Article is limited to 10,000 words or word equivalents, including tables and figures. (A typical page has 250 words.)

Spelling should be in agreement with the Webster's Third New International Dictionary or the Oxford English Dictionary. Authors are responsible for spelling consistency.

Abbreviations, nomenclature, and symbols for units of measurement should conform to international recommendations. SI units (Système International d'Unités) should be used or SI equivalents given. Some exceptions to SI units are allowed due to practical reasons.

Acronyms should be defined when first mentioned in the text.

Abstract - A concise and factual abstract of 150 to 175 words is required. The abstract should briefly state the purpose of the research, principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. Authors are encouraged to submit abstracts in clear English. References should not be cited in the abstract. Up to ten keywords can be included and should be placed directly below the abstract.

Footnotes should be used sparingly. Their use in tables, however, is encouraged. Number them consecutively throughout the article, using superscript Arabic numbers. Each footnote should be typed on the page of its reference. Footnotes should not be included in the list of references.

Equations should be clearly typed; triple-spacing should be used whenever superscripts and/or subscripts are involved. Superscripts and subscripts should be legible and carefully placed. There should be a clear distinction between the lowercase letter L (l) and the numeral one (1), and between the capital letter o (O) and the numeral zero (0). A letter or symbol should represent only one entity and be used consistently throughout the paper. Every variable must be

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Acknowledgments should be written in the third person and concisely recognize relevant contributions. Acknowledgments should be written in a separate section at the end of the article, before the references. Individuals who provided help during the research (e.g., language help, writing assistance or proof-reading) should be listed here.

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The reference list must be placed at the end of the text. Names of periodicals should be written out in full. References to unpublished reports and to private communications should be stated in parentheses in the text or as footnotes. For private communication, the author's initials and year of communication should be given. References should follow the form used in current issues of the Journal, as in the following examples.

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• Book:

S. Burton, P. Steane (2004). "Surviving Your Thesis", 1st ed., London: Routledge, pp. 21-44.

• Chapter in an edited book:

M. Beck, C. Hunter (2003). "Private finance initiative uptake in UK local authorities", in Public Private Partnerships: Managing risks and opportunities, Eds. A. Akintoye, M. Beck, C. Hardcastle, Blackwell Publishing, pp. 369-383.

• Paper in conference proceedings:

D. Mckinney (1999). "Impact of Commercial Off-The-Shelf (COTS) software on the interface between Systems and Software Engineering", Proceedings of the 21st International Conference on Software Engineering, Los Angeles, CA, USA, pp. 627-628.

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Submission Guidelines

General

The Journal publishes original research articles on construction engineering and project management. Articles should be written in Korean(or English) and prepared in MS Word(or Hwp). Detailed submission guidelines follow the requirements below.

Structure of the article

A paper should include the following: title, author byline and affiliations, abstract, subject headings, text, conclusion, and references. Tables, figures, mathematics, and supplemental data are optional. The paper should not exceed 12 pages, including figures, tables, etc.

Submission of papers

All manuscripts should be submitted via e-submission system (<http://www.kicem.or.kr>). If there are difficulties, please feel free to contact the editorial office. More information on formatting, and a paper template, can be found here.

Type of journal content

A paper eligible for submission is either a technical paper or a case study of related issues.

Review Process

As soon as the paper is submitted, it undergoes a preliminary review by editors. Each editor decides among three options for routing the paper:

- Send out for review
- Return without review (outside of scope)
- Return without review (grammar/syntax)

Having passed the preliminary review, when the paper is reviewed, the reviewers decide among three options:

- Accept in present form
- Revision required
- Declined final

Preliminary Decisions by Editors

1. Send out for review

If the paper meets the basic requirements of KJCEM's submission guidelines, it will be sent to the chief and associate editors for distribution. Associate editors will locate at least two reviewers. Reviewers will make a decision by selecting one of the recommendation options and will comment on given papers. The associate editors will gather all of the results from the reviewers and forward them to the chief editors. The chief editors will announce the final decision from the review process to the author.

2. Return without review (outside of scope)

If the paper is not suitable for the journal, it will be sent to the chief editors for a brief review, and they will contact the author.

3. Return without review (grammar/syntax)

If the paper has sufficient problems with English grammar and syntax, making it unsuitable for review, it will be sent to the chief editors for a brief review, and they will contact the author.

Review Decisions by Reviewers and Editors

1. Accept in present form

The reviewer will decide that the manuscript is ready for publication in its present form when at least two reviewers are in agreement. The associate editor will sum up the results of the review and report them to the chief editors. The secretary will then send an acceptance letter to the author on behalf of the chief editors. The paper will be moved to final editing for online publication.

2. Revision Required

The reviewer will decide that the paper is not ready for publication and needs revision when at least two reviewers are in agreement. The associate editor will send the decision to the chief editors, and will request that the author consider revision.

If the author agrees to revision, a letter with reviewers' comments will be sent to him/her, and the revised paper will be re-reviewed upon resubmission of the paper.

3. Declined final

The reviewers will decide that the paper is inappropriate for publication when at least two reviewers are in agreement. No revisions will be requested for further consideration. The paper may not be resubmitted without substantial revision.

Paper Template

- For paper submission, manuscript must be written in Korean(or English) and prepared in Microsoft Word(or Hwp)
- The paper should not exceed 12 pages, including figures, tables, etc.
- The format must follow the template provide here (KJCEPM Paper Template)

Checklist

- Persons submitting a thesis must be members of the Institute.
- Manuscript in MS Word(docx) or Hwp format.
- The first letter of all words in the title should be written in uppercase. However, prepositions, articles and conjunctions are written in lowercase.
- The abstract should not exceed 250 words, and should concisely summarize the basic content of the paper. Experimental details should not be presented in the abstract. Avoid specialized terms, abbreviations, diagrams, and references.
- Sequence of title page, abstract and keywords, main text, acknowledgments, references, tables, figure legends, and figures. All pages numbered consecutively, starting with the abstract.
- All table and figure numbers are found in the text.
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