

Submission Regulation for Journal of Conservation Science

Originally published December 1, 1992

Last revised August 20, 2019

Article 1 (Objective)

This Regulation prescribes matters related to the submission and publication of papers in the Journal (hereinafter referred to as the “Journal”) of the Korean Society of Conservation Science for Cultural Heritage (hereinafter referred to as the “Society”).

Article 2 (Types and contents of manuscripts)

The subjects of the papers to be contributed to the Journal shall be related to cultural heritage conservation science. The types of papers include research article, technical article, research note, and review.

1. Research articles: as academically excellent and applicative articles on conservation techniques and material properties of the cultural heritage.

2. Technical articles: as the described articles of conservation treatment and its technology of cultural heritage.

3. Research notes: as the research notes with new discovery, experimental method or conservation treatment on cultural heritage.

4. Review: as recent research trends or philosophy reviews on conservation science of the cultural heritage.

Article 3 (Ethics)

Research papers must not be submitted or published in other academic publications before submitting to this Journal.

Article 4 (Contributor qualifications)

The lead author and corresponding author of the paper must be members of the Society who paid the membership fee (except for domestic/overseas authors of invited manuscripts).

Article 5 (Submission of manuscripts)

1. All manuscripts should be submitted via the e-submission system available at <http://www.e-jcs.org/>.

2. Manuscripts must be written in accordance with the form prescribed by the institution. Manuscripts can be rejected when they fail to meet this Regulation and guidelines to authors.

Article 6 (Language and length of manuscripts)

1. Manuscripts must be written in Korean or English. Chinese characters can be used if necessary.
2. Manuscripts must be written in A4 using Hangul (hwp) or MS word (doc). However, papers submitted to the English issue of the Journal must be written in MS word.
3. Research articles and Technical articles are limited to 15,000 characters in case of Korean language and to 7,000 words in case of English language. And the number of tables and figures must not exceed 10 each. Research notes are limited to 5,000 characters in case of Korean language and to 3,000 words in case of English language. And the numbers of tables and figures are not exceeded over 5 each. Reviews are limited to 20,000 characters in case of Korean language and to 9,000 words in case of English language. And the numbers of tables and figures are not exceeded over 5 each. (Length of manuscripts listed above excludes title, institutional affiliation, abstract, and references).

Article 7 (Manuscript format)

1. The cover of manuscripts must include title, name(s) of author(s), affiliation(s), postal code(s) and country in both Korean and English.
2. If affiliations of the authors are different, superscript numbers must be used to link the affiliations and the authors. Add 1 to the first author and add 2, 3, etc. to the next authors in order of the affiliations, and the same numbers in front of the affiliations. If affiliations of all authors are the same, superscript numbers are not used. Corresponding author must be marked with an asterisk (*) to the end of the name.
3. Manuscripts must be composed of a title, name(s) of the author(s), affiliation(s), abstract, introduction, materials and methods, results, discussion, conclusion, acknowledgments and references in this order.
4. Abstract in Korean or English must provide an overall summary of the paper. Abstract in Korean must not exceed 500 characters, and the English abstract must not exceed 250 words. Six or less keywords must be listed under the abstract.
5. Subheadings must be simple and precise. They are classified as below.
 1. Materials and methods
 - 1.1 Research methods
 - 1.1.1. Physical damage
 - Material properties
6. Officially approved Korean and English names should be used for cultural heritage, person and place in principle. Exceptions must follow the editorial board's recommendations.
7. The International System of Units (SI) must be followed for units in principle. A space shall be added between numbers and units used in the text. However, no space shall be added for angle (°), minute ('), second ("), degree (°C), and percent (%).

8. The standard abbreviations must be used with no punctuation.

9. Tables, figures, and quotations used in manuscripts must be mentioned and cited in the text. For in-text citation of the references, only the last names of the authors and the publication year of the references must appear in the text. References should be listed in order of the publication year.

- Single author: Park, 1998; Choi, 2008

- Two authors: Kim and Oh, 2014; Choi and Kim, 2017

- Authors more than three: Lee *et al.*, 2018

If the authors' last name and publication years are the same, lower-case alphabets shall be used after the publication year to distinguish them.

- Kim, 1992a; Kim, 1992b

To cite multiple references with the same author, the last name can be omitted.

- Kim, 1992; 2000

Article 8 (Tables and figures)

1. Titles and footnotes of tables and figures must be written in English and captions must be provided so that readers can clearly understand them even without referring to the text. Captions are to be located at the top for tables, and at the bottom for figures.

2. For footnotes inside a table, 1), 2), etc. shall be added at the end of the words or sentences in the table, and footnotes with respective number 1), 2), etc. must be presented at the bottom left of the table.

3. Multiple figures with the same captions must be marked as (A), (B), (C), etc. and referred in text with the assigned letter A, B, C, etc.

e.g. The need for cultural heritage conservation(Figure 3A).

4. All figures and tables used in the manuscript must be submitted in the original copy (JPG or PNG is recommended).

Article 9 (References)

1. All references must be written in English with all lower cases except for the first letter of the title and proper nouns.

2. References must be arranged alphabetically by the author name.

3. The format for references must follow APA style. Exceptions must follow the editorial board's recommendations.

- Journal article

Chung, K.Y., Kang, H.T., Koh, M.J. and Kim, H.J., 2011, Chemical compositions of glass beads from Tombs of Bupwha-ri Site, Yeongdong. *Journal of Conservation Science*, 27(3), 243-250.

- Book

Pollard, A.M. and Heron, C., 1996, *Archaeological chemistry*. The Royal Society of Chemistry, Cambridge, 62.

- Book article

Snethlage, R. and Sterflinger, K., 2011, Stone conservation. In: Siegesmund, S. and Snethlage, R. (eds.), *Stone in Architecture*. Springer, Berlin, 411-544.

- Translated book

Lee, G.G., 2008, *Ojuseojongbagmulgobyeon*(Choi, J., trans.). Hakyounmunhwasa Publishing Co., Seoul. (Original work published in 1984)

- Conference paper

Kim, J., Lee, C.H. and Kim, R.H., 2011, Characterization of white and black crust on the surface of stone cultural property in Korea. 5th Congress of the International Union of Microbeam Analysis Societies (IUMAS-V), Seoul, May 22-27, 142.

- Thesis

Lee, M.S., 2007, Assessment of conservation scientific deterioration and material characteristics for rock properties of the stone pagodas in the Bulguksa Temple and Gameunsaji Temple site, Gyeongju, Korea. Ph.D. thesis, Kongju National University, Gongju, 52.

- Report

National Research Institute of Cultural Heritage, 2011, *Comprehensive academic research on the royal tombs of the Joseon dynasty*. 84-171.

- Website

Cultural Heritage Administration, 2017, Detail description of Wongaksa temple. <http://www.cha.go.kr/> (July 1, 2018)

Article 10 (Article processing charges)

1. Article Processing Charges must be paid for the manuscript confirmed to be published. An invoice for these charges will be sent to the first author after publication.

• Basic fee: ₩200,000 (US\$200) per article.

• Additional fees:

- Research articles supported by a research fund: ₩200,000 (US\$200) per article.

- Over 10 printed pages: ₩30,000 (US\$30) per extra page.

- Color figure: ₩100,000 (US\$100) per page.

2. Offprints are only provided to the requesting authors and the actual expenses will be charged.

Article 11 (Delegations)

The editorial board is delegated to make any decisions on matters not specified in this Regulation and Guidelines to Authors.

Article 12 (Contact)

Any Contact regarding journal submission and the editorial process must be addressed to the head of the editorial board.

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Supplementary provisions

(Effective date) This Regulation shall be effective from August 20, 2019.

Journal of Conservation Science