

# Korea Institute for ASEAN Studies

## Research Ethics Regulations

Enacted February 27, 2009  
Amended June 7, 2010  
Amended August 23, 2013  
Amended December 6, 2019  
Amended July 31, 2022

### Chapter 1. General

#### Article 1. Purpose of Research Ethics Regulations

The purpose of these regulations are to define the principles and standards of research and publication ethics. For the purpose of preventing academic misconduct and upholding the basic principles of research ethics, all researchers who related to the Korea Institute for ASEAN Studies(hereinafter referred to as “KIAS”) must abide by research ethics in academic research and publishing of research papers.

#### Article 2. Scope of Research Ethics Regulations

These regulations pertain to all manuscripts submitted to and published by KIAS, Busan University for Foreign Studies.

#### Article 3. Oath to Research Ethics Regulations

1) Researchers wishing to submit manuscripts to the journal published by KIAS must vow to abide by its Research Ethics Regulations. In addition, all researchers who present papers at the conference hosted by KIAS must also comply with these regulations.

2) When recruiting manuscripts for all publications published by KIAS or announcing academic conference proposals, it is necessary to disclose the ethics regulations together, and researchers related to the publications shall be deemed to have pledged to abide by these regulations at the time of submitting the manuscripts.

### Chapter 2. Regulations on Research Ethics

#### Section 1. Regulations to be Complied by the Author

#### Article 4. Plagiarism

The author shall not represent others’ research or part of their claims as if they were the author’s own research results or opinions in his or her writing or submission. The source research results of others may be specified and referenced, but representation of a part of such information as if they were the author’s own research results or opinions

shall be determined as plagiarism.

#### **Article 5. Publication Results**

1) The author takes responsibility and is recognized for research that he or she undertook. Upon publishing a paper, the author's information, such as affiliation and position, should be accurately disclosed to enhance the credibility of the authorship.

2) In regards to the publication of researchers' names on the paper or other published works, the order of the researchers must accurately reflect the amount of contribution provided by each author, regardless of their relative ranks. Acknowledging one as an author or as the leading author merely based on their higher position cannot be justified. In addition, omitting joint researchers or co-authors despite their contribution to the research or the writing also cannot be justified. No matter how small the contribution to the research or writing, such contributors shall be appropriately mentioned in the footnotes, preface, or acknowledgement sections of the paper.

#### **Article 6. Overlapping Publications in Research Results or Duplicate Publications**

The writer shall not attempt to publish/submit his or her research results (including results scheduled to be published or under review) that had been previously published, whether domestically or internationally, as if the results are new. When the researcher seeks to use previously published research results in his or her publication, the author must inform the Editor of the current journal in which he or she wishes to publish the article about his or her previous publication, and check whether there will be issues regarding overlapping or duplicate publication.

#### **Article 7. Citations and References**

1) When citing published academic materials, efforts must be made to ensure accuracy, and sources of materials outside common sense must be cited clearly. Materials obtained through the evaluation of papers or research proposals or through personal contact may be used after receiving consent from the researcher(s) who has provided said information.

2) When another person's writings have been used or their ideas have been borrowed (referred to), the writer must declare the use or reference to such information through notes. Through such declarations, the readers must be able to differentiate between existing research results and the writer's original opinions, claims, and interpretations.

#### **Article 8. Amendments of the Paper**

The author must try to reflect the opinions of the Editorial Board expressed in the paper evaluation process into the submission, and when in disagreement with their opinions, he or she must inform the Editorial Board of the grounds and reasons for this disagreement in detail.

### **Section 2. Regulations to be Complied by the Editorial Board**

#### **Article 9. Terms and Responsibility**

The terms of Editor-in-Chief and other members of Editorial Board shall be set at two

years, and may be extended afterwards with the consent.

The Editorial Board has full responsibility in determining the publications of submitted manuscripts, and must respect the author's character and independence as scholars.

#### **Article 10. Fair Treatment**

The Editorial Board must stay impartial not only to the author's gender, age, and affiliated organization, but also to any preconceptions of and personal acquaintanceship with the author, thus should only fairly evaluate and assess the submission's quality and to ensure accordance with submission regulations.

#### **Article 11. Request for Fair Evaluation**

The Editorial Board must request assessment of the submitted manuscript by an evaluator who has specialized knowledge in the relevant field as well as the ability to make impartial judgments. Efforts must be made to provide an objective assessment by avoiding appointments of evaluators who have in appropriately close relationships or hostile attitudes towards the author. However, the counsel of a third evaluator who specializes in the field may be sought when there is a noticeable difference in the evaluations.

#### **Article 12. Confidentiality**

The Editorial Board must not inform anyone of the matters relating to the author or the consent of the paper until it has been decided whether the submitted paper will be published, with the exception of the evaluators.

### **Section 3. Regulations to be Complied by the Reviewer**

#### **Article 13. Sincere Review**

Reviewers must review the submission as requested by the Editorial Board within the time designated by the evaluation regulations, and must inform the results to the Board. If reviewers feel they are not qualified to evaluate the content of the submission, they must inform the Editorial Board on this information without delay.

#### **Article 14. Fair Review**

Reviewers must fairly review the paper using an objective and impartial standard, disregarding personal scholarly beliefs and acquaintanceship with the author. The paper subject to review must not be assessed without having been carefully read. Reviewers must not devalue the work without adequate grounds or exclude the paper from publishing opportunities on the basis that it is in conflict with the reviewer's personal opinions and interpretations.

#### **Article 15. Respect to the Author**

Reviewers must respect the author's character and independence as an intellectual. The written opinion statement shall disclose the reviewer's judgment of the paper, and when the reviewer wishes to recommend supplementation to a certain part of the work, reasons for this suggestion must be explained in detail. Reviewers shall use courteous and gentle

expressions as much as possible, and refrain from expressions that degrade or insult the author.

#### **Article 16. Confidentiality**

Reviewers must withhold information about the paper subject to evaluation. It is advised that reviewers do not show the paper to another person or discuss its contents to another person, unless they are specifically seeking advice for its evaluation. In addition, the content of the paper must not be used without the consent of the author until the academic journal in which it is published is distributed.

### **Chapter 3. Ethics Committee on Research Ethics**

#### **Article 17. Composition of the Ethics Committee**

The Ethics Committee on research ethics shall consist of no more than five persons, including head of KIAS, editor-in-chief and members of Editorial Board.

#### **Article 18. Jurisdiction of the Ethics Committee**

The Ethics Committee may conduct a wide investigation in regards to the informers, examinees, witnesses, testifiers, and evidentiary materials in regards to issues reported as a violation of the ethics regulations. It may recommend appropriate disciplinary actions to the Director when the reported offences are found to be true.

#### **Article 19. Investigation and Deliberation by the Ethics Committee**

The researcher reported as having violated the ethics regulations must cooperate with investigations conducted by the Ethics Committee. A lack of cooperation in these investigations in itself constitutes a breach of the ethics regulations.

#### **Article 20. Guarantee of Opportunity to be Summoned**

The researcher reported as having violated the ethics regulation must be provided with an adequate opportunity to respond to the summons.

#### **Article 21. Subject Anonymity**

Until the Editorial Board makes its ultimate decision on the ethics regulation violation and makes a disciplinary order, the Ethics Committee must not reveal the relevant researcher's identity to the public.

#### **Article 22. Disciplinary Procedure and Penalties**

Once a disciplinary action recommendation is made by the Ethics Committee, the Editor-in-Chief shall call the Board for an ultimate decision on the disciplinary procedure and penalties. Researchers who have been found to have breached ethical regulations may be issued with disciplinary actions such as warnings or prohibitions from submission, and other organizations or individuals may be informed. When fraudulent acts such as plagiarism, overlapping publications, and ghostwriting are found to be true, the relevant work shall be removed from the collection, and the writer shall be prohibited from

submitting papers to the Journal and presenting or discussing at academic conferences hosted by KIAS for a minimum three years; Disclosure of the Judgment shall be made on the KIAS web site.

## **Chapter 4. Supplementary Provisions**

### **Article 23. Amendment of Research Ethics Regulations**

- 1) Amendment of these Regulations require the initiative of the head of KIAS or the Editor-in-Chief and one third or more of the Editorial Board.
- 2) On occasion of an amendment to the Research Ethics Regulations, the person concerned who has vowed to comply with the previous regulations shall be deemed to be committed to compliance with the new regulations without further oaths.

These regulations shall be enforced upon its enactment and amendments.