

# Publishing and Manuscript Ethics Bylaws

Enacted on September 11, 2009  
Revised on October 14, 2011  
Revised on October 10, 2014  
Revised on April 09, 2021

## Article 1 (Purpose)

The purpose of these bylaws is to present principles for the roles and responsibilities of a researcher who submits a manuscript on his/her research results for publication to conference proceedings and academic journals which are published by the Korea Information and Communications Society (hereafter referred to as the Society) so that integrity of the concerned manuscript can be identified clearly.

## Article 2 (Scope of Application)

These bylaws shall be applied to the manuscripts to be submitted to or to be published in the academic journals published by the Society and to the manuscripts to be submitted to or to be presented at the academic conferences organized by the Society.

## Article 3 (Definition of Terms)

1. Forgery: The act of forging research results.
2. Falsification: The act of fabricating materials, equipment, processes, etc. of experiments or the act of changing or omitting research results in a false manner.
3. Distortion: The act of drawing wrong conclusions by exaggerating or reducing a part of the relevant data.
4. Plagiarism: The act of using—as is or in a changed form—all or part of another person's research results without identifying the source or using all or part of the key concepts of another person's research results without identifying the source.
5. Self-plagiarism: The act of using—as is or in a changed form—all or part of one's own research results already published, without identifying the source.
6. Overlapping submission: The act of submitting substantial content overlapping with one's own paper already submitted or published.

## Article 4 (Authorship)

1. The author of a manuscript refers to the one who has contributed to the completion of the manuscript by planning and executing the research and analyzing the research results.
2. The corresponding author refers to the one who takes charge of the entire process of submitting the manuscript, and he/she should obtain approval of all co-authors in such matters, such as inclusion of co-authors, submission of the manuscript and revision of the manuscript.

## Article 5 (Submission of Manuscript)

1. The manuscript to be submitted to the Society's academic journals or academic conferences should include new findings or views, new interpretations of existing studies or developmental understanding of existing studies.
2. The research results in the manuscript to be submitted to the Society's academic journals or academic conferences should not be forged, fabricated or distorted.
3. In the case of quoting another person's research results, the source should be identified without exemption.
4. In the case of using figures, tables, sentences or major conclusions from one's own research results already published, they should be identified as quotes without exemption. Also, all related or similar manuscripts in the course of submission, reviewing or publication (including those in other languages) should be identified.
5. Submission to the Society's academic journals is allowable in the following cases:
  - a) It is possible to develop in a meaningful way a manuscript already presented at an academic conference organized by the Society or other domestic or international academic societies, for submission to one of the Society's academic journals. However, the manuscript already presented at the academic conference should be quoted without fail, and any meaningful development made to the submitted manuscript should be identified. In case of only an abstract was presented at a previous academic conference, submission of the concerned manuscript to one of the Society's academic journals is also possible, if this fact should be announced without fail.
  - b) In the case of submitting a manuscript that includes translations of all or part of a paper by the same authors presented in other language at other journal or other academic conference, submission is allowed if there is a noticeable difference between the readers of the other journal and those of the Society's academic journal or between the participants of the other academic conference and those of the Society's academic conference. However, the paper in other language should be an already published one, and also should be quoted or identified at the time of submission. As for translating and using contents of the existing paper, the author should take charge of the process.

## **Article 6 (Handing of Ethics Violations)**

1. In case questions of unethical acts, such as forgery, falsification, distortion, plagiarism, self-plagiarism, and duplicate submission, are raised against the manuscript presented at, under review, or published by the Society, the executive director in charge shall organize an investigating committee consisting of six members or less including the editor-in-chief and editor in charge of the concerned paper within two weeks. The executive director in charge shall become the chairman of the investigating committee (hereafter referred to as the Chairman).
2. The Chairman shall send a letter of inquiry on unethical acts (with regard to the concerned manuscript) to all authors of the concerned manuscript within two weeks from the organization of the investigating committee, and request them to submit individually a written explanation within two weeks. Upon receiving the letters of explanation, the Chairman shall convene a meeting of the investigating committee to review the explanation by the authors of the concerned manuscript within two weeks. In case unethical acts are recognized at the meeting, the committee shall determine the contents of the unethical acts, and make a decision on disciplinary action by selecting one among "severe reprimand" and "reprimand" and "warning" in accordance with the gravity of the unethical acts, and shall take the following steps:
  - a) Warning — All authors of the concerned manuscript shall be notified of this fact and the concerned manuscript shall be invalidated. A warning shall be given so that the authors should take caution in writing manuscripts in the future.
  - b) Reprimand — All authors of the concerned manuscript shall be notified of this fact and the concerned manuscript shall be invalidated. Also, the fact of unethical acts and the resultant deletion shall be posted on the Society's website for one month and announced in the concerned journal. Also, all the manuscripts of the authors found guilty of misconduct currently under review by the Society or waiting to be published in the Society's publications shall be disqualified. In addition, all the authors found guilty of misconduct of the concerned manuscript shall be disqualified in submitting manuscripts to the Society's publications for the coming 12 months.
  - c) Severe Reprimand — This fact shall be notified to all the authors of the concerned manuscript and to the department head of the affiliated institution of the authors found guilty of misconduct as well. Also, the concerned manuscript shall be invalidated and the fact of unethical acts and the resultant deletion shall be posted on the Society's website for 3 months and announced in the concerned journal. Also, all the manuscripts of the authors found guilty of misconduct currently under review by the Society or waiting to be published in the Society's publications shall be disqualified. In addition, all the authors found guilty of misconduct of the concerned manuscript shall be disqualified in submitting manuscripts to the Society's publications for the coming 36 months.
  - d) After taking the above steps, the Society shall send an official document which notifies of the steps taken on the decided unethical acts regarding the concerned manuscript to the authors of the original manuscript.

## **Supplementary Provisions**

1. These bylaws shall be applied starting from April 09, 2021.
2. Matters not stipulated in these bylaws shall be determined by deliberation and decision by the editorial committee.