

Manuscript Editing Guidelines

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1. General

① Contents of manuscript

The manuscript should be an original architectural research that includes a logical and experimental result.

② Composition of manuscript

The standard composition of manuscript is as follows :

1. Title (Korean and English)
2. Name (Korean and English), Affiliations, Position
3. Abstract
4. Keywords (Korean and English)
5. Main sections (introduction, body, conclusions, citations and references) : The body of manuscript is classified with chapters according to the contents.

③ Preparation of manuscript

1. The manuscript should be prepared by using Hangul word program (.hwp). But, foreigners can use MS-Word program (.doc, .docx).

2. Write the title, name, abstract, keywords in a column, while from main section in two columns.

④ Length of manuscript

Basic amount of manuscript is 6 pages, but, it can be extended up to 12 pages.

⑤ Chapter, section, and article of manuscript

1. Chapters, sections and articles are presented as follows.

Chapters : 1.

Sections : 1.1

Articles: (1)

2. Set the chapter title off the text by inserting a blank line both above and below the chapter title. The section title has a blank line above the section title. But, article has no blank line.

2. Language and Notation

① Language

In principle, the manuscript is written in Korean. But, tables, figures and references should be written in English.

② Typescript

1. Typescript must be typed in Korean. But, in case of need, Chinese can be added in bracket.

2. Spelling system of Korean complies with 「Korean Orthography」 of the Ministry of Education.

③ Romanization of name

1. Write full name in order and place a comma between first name and last name.

④ Loanword orthography and the Romanization

1. In principle, loanword should be written in Korean. But, loanword that can not translate in Korean should be written in the original language.

2. Loanword must comply with 「Loanword Orthography」.

3. Korean that can not translate in English should be written in the Romanization.

4. The Romanization must comply with 「Loanword Orthography」.

5. All loanwords that use the Roman alphabet should be written in lower case letters.

6. In caption and contents of the tables, figures and references, Korean which is difficult to convey the meaning with Romanization, can be added after Romanization.

⑤ Number and numerical equations

1. Number

① Use an Arabic numeral when indicates the quantity.

② Use a zero before decimal points.

③ Fractional number had better use $\frac{3}{4}$ than $\frac{3}{4}$.

④ Four or more digit number should be put a comma or interval at three-digit number. But, a four-digit number is not be obliged to do so.

2. Equation

① In principle, equation begins in a new line and written in a line.

② If the equation is too long for one line, it should be broken up from "-" sign, and the labeling number should be placed one line below (but still arrayed right). But, as a counterproposal, it could be broken up from "+", "-", "x" or "÷" sign.

③ The subscript of the equation should be clearly visible, when it is published.

④ Equations have consecutive numbers in brackets, arrayed on the right margin, as in (1), (2), and (3).

3. Units and Symbols

① Measurement

1. In principle, all units should be presented in SI units; if necessary, other units can be used with SI units.

2. For other necessary common units except 1, just write in brackets.

ex) a can of paint(20 ℓ) a sack of cement(40kg)

② Symbol

In principle, unit symbols and quantity symbols must be comply with KS.

4. Figures, Pictures, and Tables

① Figures and pictures

1. Format of figure and picture

① Use figures and letters in figures in computer print out. Also use pictures in computer print that is clear and legible.

② In principle, insert figures and pictures in the text and arrange

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them across one (82mm) or two (170mm) columns of the page.

2. Numbering and caption

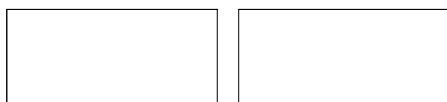
Ⓐ Insert the captions in English at the under center of figures with serial numbers.

Ⓑ Serial numbers and captions come as follows ;

ex) Figure 1. Experiment of slab

Ⓒ If multi-part figures and pictures are assembled, indicate the sign a), b), c) etc. and put caption.

ex)



a) 2-beam structure

b) 4-beam structure

Figure 3. 2-beam and 4-beam structure

② Tables

1. Insert tables in the text in English.

2. Numbering and caption

Ⓐ Insert the captions in English at the upper center of tables with consecutive numbers.

Ⓑ Serial numbers and captions come as follows ;

ex) Table 5. Concrete strength using air-entraining agent

Ⓒ For index or extra explanations, put *Note*. under the table.

Ⓓ For the shape of the tables, in principle, top line should be drawn with bold line, while other lines with normal line and side lines with hidden line.

ex) Table 1. Comparison of 2-beam and 4-beam structure

5. Annotation

In principle, all annotations are presented as footnotes. If necessary, put a serial number in a semi bracket at the right upper side of last letter and add footnote number and explanation at the lower part of each column.

ex)the first example of using tower crane²¹⁾ is.....

6. Citations and referenced part

In principle, if there is an cited or referenced quoted literature in the text it should be presented by author's English last name and published year.

①Methods are as follows ;

1. If it is at the beginning or middle of a sentence, present it as name(year).

ex) Kim(2013) is..., Kim & Lee(2013) are..., Kim, Lee, & Park(2013) are...,

2. If it is at the end of a sentence, present it as (name, year)

ex) (Kim, 2013)., (Kim & Lee, 2013)., (Kim, Park, & Lee, 2013).

3. If there are more than four authors, add "et al." after the first author's name.

ex) Kim et al.(2013) or (Kim et al., 2013)

4. If there are multiple literatures, they should be written in chronological order. If same year, write in alphabetical order by the author's name.

ex) Kim(2009) and Lee(2013) are. or (Kim, 2009; Lee & Park,

2010)

5. If they were published at the same year by one author use "a","b","c" after the year.

ex) Kim(2009a)

7. References

①All references should be typed in English behind the text and should be cited in the text.

②References should be listed alphabetically by first author's name, and the order of the contents must be : author's name, publication year, title, information on publication.

1. Books

Author's name (publication year). *title*. print edition, name of place, publisher, cited page number.

ex) Lynch, K., & Hack, G. (1994). *Site Planning*, 3rd ed., Cambridge, MIT Press, 132.

2. Periodicals

Author's name (publication year). *title*. *Journal Title*, Vol.(No.), cited page number.

ex) Mylrea, T. (1988). Bond and anchorage. *Journal ACI*, 59(7), 71-75.

3. Internet and electronic documents

Author's name (publication year). *title*. *Journal Title*, Vol.(No.), cited page number. URL

ex) Wheeler, D., & Bragin, M. (2007). Bringing it all back home. *Health and Social Work*, 32, 297-300. Retrieved January 20, 2013 from <http://www.newspresonline.org>

4. Write all author(s). If it is an article in periodical, the title need to be presented in a sentence. (the first letter and proper name must be capitalized.)

5. In other cases, use the reference style as described in *The APA Publication Manual*(6th ed.).

8. Acknowledgement

The information about support from some institutions should be listed at the bottom of the first page.

9. Others

Details of the manuscript editing guidelines are based on template style posted on the homepage.

Supplementary Provision

The guideline will take effect from the date of approval by the president.