

Regulation of Journal

Enacted on March 15, 1969
 Revised on October 14, 1974
 Revised on February 12, 1991
 Revised on November 8, 1994
 Revised on January 7, 1997
 Revised on February 3, 1998
 Revised on June 9, 1998
 Revised on June 11, 1999
 Revised on March 16, 2001
 Revised on March 15, 2002
 Revised on November 10, 2006
 Revised on June 13, 2008
 Revised on October 8, 2010
 Revised on December 9, 2011
 Revised on April 11, 2014
 Revised on December 12, 2014
 Revised on April 15, 2016
 Revised on June 10, 2016
 Revised on March 8, 2019
 Revised on June 14, 2019
 Revised on June 12, 2020

1. **Purpose** This regulation aims to determine contents related to the submission and review of the Journal of Architectural Institute of Korea (summarized as the "Journal" hereafter).
2. **Publication Fees**
 - ① In principle, qualification of all authors is the regular members or associate member of AIK. However, an associate member is possible only with co-authors.
 - ② Contributor of manuscript should submit 110,000 KRW publication fees and 90,000 KRW for reviewing fee. Manuscript must not exceed 12pages on the basis of 8pages. If the manuscript exceed 8pages, the authors must pay extra charge of 90,000 KRW for every 2pages. (excess of 1 page is counted as 2pages, and 3pages as 4pages)
3. **Main Author, Corresponding Author** If there is a co-author(s), the first author is main author. The author who is indicated e-mail address and "Corresponding Author" on the left bottom side of the first page is corresponding author.
4. **Limitation of Repeated Publication** The manuscript of same title with different subtitle is not allowed to acceptance.
5. **Reception of Manuscript**
 - ① The date of reception is the day that the Editorial Committee receives the manuscript. The beginning date of review is as follows;
 1. The beginning date of review is the Monday of each week
 - ② The author should produce the manuscript according to the Manuscript Editing Guideline of the AIK submit it through the homepage on the following principles.
 1. The manuscript must be submitted as PDF files.
 2. Use the AIK template for your final manuscript preparation.
6. **Composition and Editing** The composition and editing should follow the 'Manuscript Editing Guidelines.'
7. **Appointment of Reviewers and Reviewers**
 - ① Reviewer's appointment is proceeded as follows ;
 1. The review should be conducted by appointed three reviewers in the related major field.
 2. The author's information should be kept confidentially to reviewers.
 3. The reviewers are appointed in closed condition and can the comments on review and other materials can be released on journal for the qualitative improvement of manuscript and promotion of review.
 - ② The reviewers should comply with the followings ;
 1. The reviewers should inform the results of review to the AIK within 14 days from the beginning date of the review (When the reviewers receive requests from the AIK, they should respond the possibility of review within 7 days. If an appointed reviewer is impossible, he is replaced by an alternative reviewer as soon as possible).
 2. If a reviewer does not inform the result within the period of the review without any specific reason, the Chief Editor can appoint an alternative reviewer. The alternative reviewer should inform the result of review to the AIK within 7 days after the acceptance of review.
 3. When an reviewer makes a decision that requires major change or rejects for acceptance, he has to provide sufficient comments about his decision.
 4. In the case of reviewing again the manuscript of requiring major change, the reviewer should inform the result of review to the AIK within 14 days after receiving the request. The reviewer's response can be delayed for 7 days, when the reviewer asks it.
 5. If the same reviewer violates the rule 3 times, he can be eliminated from a reviewer's list.
 6. In principle, the AIK pays fees to the reviewers for the reviews.
8. **Determination of Review**
 - ① The review evaluate originality, usefulness, completeness, and reliability in terms of the level of contents and contribution of research results.
 - ② Types of judgement can be classified by accepted, require minor change, require major change, and rejected But, the judgement of re-review after revision is limited to twice.
 1. In principle, the accepted manuscript is published without any change,
 2. In principle, the manuscript that requires minor change is published after reflecting the comments of the reviewers.
 3. In principle, the manuscript that requires major change must reviewed again after reflecting the comments of the reviewers.
 4. In principle, the rejected manuscript must not be published.
9. **Final Acceptance and Rejection of Manuscript**
 - ① Manuscripts are finally evaluated as accepted for publication and rejected on the following determination.
 1. In principle, final acceptance requires 3 accepted decisions (including requires minor change) from the reviews. When two of reviewers decide to accept, it is possible to be finally accepted. But, in case of 2 accepted and 1 rejected decision, the acceptance of the manuscript is noticed to the reviewer who rejected the manuscript with comments of accepted review.
 2. When two of reviewers rejected the manuscript, can not be published(selected).
 3. If the author(s) do(es) not agree on the determination, he(they) can submit an appeal to Editorial Committee in written form. The Editorial Committee should formulate an Special Appeal Committee

Regulation of Journal

and response to the author(s) within 30 days. The details follows the 'Bylaws of Manuscript Appeal'

4. The finally rejected manuscript can be re-submitted after 3 months from rejected date with amendment and supplementation.

5. In case of requiring minor change, the reviewer may require the confirmation.

② Publication decision should comply with the followings;

1. The Editorial Committee makes a final decision for acceptance or rejection.

2. The following manuscripts can not be published ;

① Manuscript that defeats or has nothing to do with the aims of the AIK.

② Manuscript that can be regarded of no value, because it has been published already. But, even if already published manuscript (like through conference), the manuscript can be published with updated contents and subjects.

③ The manuscripts that do not comply with Manuscript Editing Guidelines.

3. The date of publication is determined by the Editorial Committee.

4. The publication of manuscript gives priority to the acceptance. But in principle, manuscript can be published in order of submission.

10. Change of Manuscript ① The change of manuscript and submission of response comply with the followings.

1. The changed manuscript must be submitted as PDF file and the response should be submitted by using the template in homepage.

2. The author(s) should submit both the changed manuscript and the response within six months after the informing of review result. If the author(s) pass(es) this period, he(they) should submit a reason of delay on the response. When the author(s) do(es) not submit within one years after informing of review result, the Editorial Committee can cancel(reject) the that manuscript.

② In principle, the change and proofreading of manuscript are done by author(s). But, the Editorial Committee can cooperate with the authors.

11. Discussion of Paper ① Discussion on paper (summarized as the "Discussion" hereafter) should be submitted within 6 month after the publication of designated manuscript. Discussion is published with author(s)' response on the discussion. But, there is no extra charge.

② Selection and management of Discussion is operated by Editorial Committee.

③ Manuscript of Discussion follows the Manuscript Editing Guidelines. But, the amount of Discussion and response should not exceed 2 pages for each. The title of Discussion is written on the first line as '「A Discussion on the (title of discussed manuscript)」', and 'manuscript title, author(s), Journal of Architectural Institute of Korea Vol.○○, No.○○, year, month published' in bracket on the second line.

12. Date of Publication The Journal of Architectural Institute of Korea is published on every 30th of the month.

13. Copyright ① The copyright of published manuscript belongs to

AIK by agreeing Copyright Transfer Agreement when submitting the manuscript homepage. In any case, author(s) do(es) not dispute(s) AIK's management of the already published manuscript.

② There is no limitation for the author(s) to use the manuscript for his(their) personal use.

14. Others Anything that is not included in the Regulation follows the custom.

Supplementary Provision

The regulation will take effect from the date of approval by the board of committee.