

# **Guidelines for the Responsibility of the Research: Ethics and the Publication**

Enacted on April 30, 2018

## **Introduction**

The purpose of the Guidelines for the Responsibility of the Research: Ethics and the Publication Process (hereinafter referred to as Ethics Regulations) is to specify the guidelines and criteria of research for all members of this society (hereinafter collectively referred to as members) to abide by in the course of research. Members should acknowledge and share the value of research with one another by complying with the Ethics Regulations in the publication of research. The publication of research findings in the area of building construction, which are selected through fair and appropriate reviews, is one of the significant knowledge and information pursued by the society to attain the objectives of its establishment. To make academic contributions to the field of building construction through the publications, Ethics Regulations must be established, not only for the authors, but also for the editing and editorial board to abide by.

The Ethics Regulations established for such purposes will offer all members an opportunity to confirm the level of ethics required for research authorship, evaluation and proceedings-editing pursued by the society.

## **Chapter 1 Research-related Ethics Regulations**

### **Passage 1 Ethics Regulations for Authors**

#### **Article 1 Plagiarism**

No authors shall present any part of research or claims that he/she did not participate in or conduct as his/her own research or claim in his/her research. The authors can cite the research of others several times in a paper, as long as specific references to each source are made. If such citations are presented in a manner, some of which may be considered as the author's own claim or research findings, they will be considered plagiarism.

#### **Article 2 Publication Achievement**

- 1) An author shall be responsible for only the research findings that he/she personally participated in or made some contribution to, and for which he/she will be acknowledged.
- 2) The order of authors shall be decided in a manner that accurately reflects each author's contribution. However, it is not justified for a person who currently assumes an important position to be an author despite making no contribution to the paper. In addition, it is also not justified for anyone to be omitted from the list of authors despite his/her contribution to the paper. All the names of those who made minor contributions to the paper must be listed in acknowledge, footnote, endnote, or preface in an appropriate manner.

#### **Article 3 Duplicate or Redundant Publication**

No author shall attempt to submit or publish previously published research (including any research expected to be run or pending review) as a new research. When an author intends to publish an already published piece of research, the author must give the editors of the academic journal information regarding the previous publication, to enable them to identify whether the publication

can be considered redundant publication or not.

#### **Article 4 Citation and Reference Representation**

1) For citation from open academic sources, the authors will make an accurate reference of any citation. For any content that is not appropriate, its reference shall be represented in a manner that ensures the avoidance of plagiarism. Any information obtained from an evaluation of a research, as well as from a personal contact, can be cited after the author receives the original author's written consent.

2) When the idea or writing by someone is borrowed or cited, such a borrowing or citation must be identified in an endnote. With such endnote, the author should separate what is borrowed or cited from what are his/her original ideas, claims or interpretations.

#### **Passage 2 Ethics Regulations for Editorial board**

Article 5 The (chairman of) editorial board must take responsibilities regarding whether or not to publish the submitted paper, and respect the author's personality and independence as a scholar.

Article 6 The editorial board shall fairly treat and evaluate the paper submitted for publication based on quality and submission regulations, regardless of any personal relationship with the author, as well as the author's gender, age and affiliation.

Article 7 The (chairman of) editorial board shall ask reviewers comprised of members with specialized knowledge and fair judgment to evaluate the submitted paper. It shall make an effort to ensure the submitted paper is evaluated in a fair and square manner by avoiding the appointment of reviewer to the review committee who are too close or too adversarial to the author(s). However, when a submitted paper receives a significantly different evaluation from different review between reviewers, the editorial board can ask other reviewers for re-viewing.

Article 8 The editorial board shall not disclose any of the author's personal information or the content of the paper to any people other than editorial board until a decision is made regarding whether or not the paper shall be published.

#### **Passage 3 Ethics Regulations for Reviewer**

Article 9 The reviewer shall sincerely evaluate the paper provided by the editorial board within a period of time specified in the editorial board, and inform the result to the editorial board. If a reviewer considers himself/herself inappropriate to perform the evaluation, he/she must notify the editorial board of the inappropriateness without hesitation.

Article 10 The reviewer shall evaluate a paper in a fair and square manner based on objective criteria, regardless of his/her academic beliefs or personal relations with the author(s). The reviewer shall not exclude a paper without any specific reasons, or due to conflict with his/her viewpoint or interpretation, or without reading it.

Article 11 The reviewer shall respect the author's personality and independence as an expert with special knowledge. On the evaluation sheet, the reviewer opinion shall be presented, and any part of the paper that the reviewer considers should be supplemented will be stated, and the reasons, if any, shall be given in detail. The reviewer shall address the author in as cordial and gentle manner as possible, and avoid expressions that may be little or insult the author(s).

Article 12 The reviewer will keep the evaluated paper in confidence. Save for a case of seeking

advice in order to evaluate the paper, reviewer must not discuss any content in the paper, nor show it to someone else. Reviewers shall not cite any of content in the paper before it is published without the written consent of the author(s).

## **Chapter 2 Implementation of Guidelines for Ethics Regulations Enforcement**

### **Article 13 Pledge of Ethics Regulations**

New members of the JKICS must abide by these Ethics Regulations. The current members are considered to have pledged to comply with these Ethics Regulations.

### **Article 14 Report of the Breach of Ethics Regulation**

If any member recognizes that other member(s) are in breach of the ethics regulations, he/she shall report the fact to the ethics committee. The ethics committee must not disclose the identity of the member who reports a breach.

### **Article 15 Organization of the Ethics Committee**

The Ethics Committee consists of more than five members appointed by the chairman of JKICS upon the recommendation of the board of directors.

### **Article 16 Rights of the Ethics Committee**

After the Ethics Committee holds a broad investigation on the whistleblower, the breaching member, witness, testifiers, and evidence, if an actual breach by the breaching member is confirmed, the Ethics Committee will suggest proper disciplinary measures to the chairman.

### **Article 17 Investigation and Review by Ethics Committee**

Either the ethics committee or the editorial board shall be requested to review the possibility of plagiarism or duplicate publication. The process and method of the review are identical to that of the document review. As a result of the above procedure, if the breaching member does not cooperate, his/her noncooperation is considered as a breach of the Ethics Regulation.

### **Article 18 Guarantee of Self-explanation Opportunity**

The breaching member shall be given sufficient opportunities to explain what he/she has done.

### **Article 19 Confidentiality of the Breaching Member**

Not until the JKICS makes the final decision on the disciplinary measures taken will the Ethics Committee disclose the information of the breaching member to the outside.

### **Article 20**

When a suggestion is made by the Ethics Committee, the chairman will summon the board of directors to make a final decision on whether or not to take a disciplinary measure, and on which disciplinary measure is to be taken. The Ethics Committee can give warning, suspension or deprivation of the status of the members to the breaching member, and can also let other institutes or organizations know this fact. If the paper in question turns out to be plagiarism or redundant publication, which means that it has already been published in another journal, the actions taken will be as follows:

- Deletion of the paper from the journal and its list
- Prohibition of the breaching member to submit a paper (for three years)
- Reporting of the fact on the website

### **Article 21 Revision of Ethics Regulations**

The procedure for the revision of the Ethics Regulations complies with that of the revision of JKICS.

In the event that a revision is made to the Ethics Regulations, the members who pledged to observe the conventional Regulations are considered to have pledged to observe the revised regulations, without any additional pledge.

### **Supplementary Provisions**

#### **Article 1 Date of Effect**

These regulations are considered effective from the date on which they are approved by the board of directors.