

## **The Code of Management for the Editorial Board of the *Journal of Confucian Philosophy and Culture***

### **I. General Regulations**

1. (Objective)

This regulation is established according to article IV-10-4 of the Regulations for the Institute of Confucian Philosophy and Culture (hereafter, ICPC). It comprises the regulatory guidelines for publishing the *Journal of Confucian Philosophy and Culture* (hereafter, *JCPC*).

2. (Mission)

- 1) To supervise publication of *JCPC* and the related affairs of acceptance, review, editing, and so on.
- 2) To set up rules and regulations for publishing *JCPC*.

### **II. Organization of Editorial Board**

3. (Constitution)

The editorial board is comprised of editorial advisors, editorial councils, the chief manager (the director), the editor-in-chief, the head of the editing team, and other editing team members.

4. (Appointment of Editorial Advisors and Members)

The director of ICPC appoints editorial advisors and members among noted scholars of highest achievement, both in Korea and abroad.

5. (Terms)

The basic term for editorial board members is two years, extendable when necessary. The editor-in-chief is tenured by principle, in order for the journal to maintain its congruity.

6. (Chief Manager)

The director of ICPC is also the chief manager and supervises the editorial board.

7. (Editor-in-chief)

The editor-in-chief is appointed by the director of ICPC and is responsible for all editorial issues.

8. (Head of Editing Team, Editing Team)

The head of the editing team and the editing team's other members are appointed by the director of ICPC. The head of the editing team is responsible for general issues concerning editing, and the assistant head is responsible for assisting with related editorial matters.

### III. Publication of *JCPC*

9. (Numbers and Dates of Publication)

*JCPC* is published twice in one year: on February 28 and August 31.

10. (Circulation)

The size of circulation for *JCPC* is determined by the editorial board.

11. (Size)

The standard size for *JCPC* is 176mm × 248mm.

12. (Editorial System)

- 1) Academic articles written in either Chinese or English.
- 2) Academic articles include: title, abstract, keywords, contents, bibliography, an abstract written in Chinese or English, keywords written in Chinese or English.
- 3) The English title and name of the author must be specified.
- 4) The affiliation of the author must be specified.
- 5) Regulations, bulletins, and materials other than academic articles may be included according to the decision of the editorial board.

### IV. Submission of Articles and Management

13. (Subject and Character of the Submitted Article)

The subject of article includes:

- 1) Confucian thought and culture in Korea and abroad.
- 2) Analysis of books, translations, or research articles on related subjects published in Korea or abroad. It may include dissertations.
- 3) Critical reviews on academic trends, mainly in the arts and humanities, related to Confucianism and East Asian studies.

No certain qualification for submission is required.

14. (Number of Words)

- 1) A length of each article is limited to 25,000 characters for Chinese and 12,000 words for English, including the abstract, footnotes, bibliography, etc.
- 2) The number of words permitted for materials other than academic articles and reviews are to be determined by the editorial board.

15. (Submission Guidelines)

- 1) A general call for papers is always extended, but only articles submitted at least three months prior to the publication date are usually subjected to the review process for a specific issue.
- 2) Submissions should be forwarded to [jcpc@skku.edu](mailto:jcpc@skku.edu) as an email attachment.

- 3) Abstracts in Chinese and English must include five or more keywords.
  - 4) If written jointly, the first (main) author and the second (joint) author, as well as their respective name, affiliation, area of research, part(s) of writing, must be noted.
  - 5) E-mail address(es) and phone number(s) must be provided for all authors.
16. (Control of Submitted Articles)
- 1) Submitted articles are, as they arrive, subject to a controlled process.
  - 2) Submitted articles are not returned, and copyright for published articles belongs to ICPC.

## **V. Reviewing Submitted Articles**

17. (Obligation to Review)  
All submitted articles must pass the reviewing process.
18. (Regulations for Reviewing Board)
- 1) In principle, the editorial board will select three outside reviewers for each submitted article and commission them to evaluate the article. If two of the reviewers agree, the article can be published.
  - 2) In specific situations, the editorial board can precede the reviewing process by selecting two outside reviewers. If only one of the reviewers recommends publication, the editorial board can decide whether to publish or reject the article based on the journal's academic standards. In such cases, the editor-in-chief is supposed to make a written report to the chief manager (the director).
  - 3) If submitted articles do not meet the basic requirements of the journal (e.g., in terms of length, subject, etc.), the editorial board can decide not to proceed with the reviewing process and return the submission to the author(s). The editorial board can also ask the author(s) to resubmit after revision.
  - 4) In principle, the board of reviewers must maintain a just and fair attitude, and should not review articles written by scholars with whom they are personally affiliated.
  - 5) For the sake of fairness, the review process will remain anonymous.
19. (Standard of Review)
- 1) Articles will be reviewed for basic format (20%), originality (20%), clarity of subject (20%), logic (20%), and congruity (20%).
  - 2) The result will divide the articles into two groups: publishable and not publishable.

- 3) Articles evaluated as not publishable cannot be re-submitted with the same title.
20. (Feedback time)  
Reviewers must submit their feedback on each article to the editorial board within two weeks from it was assigned to them.
21. (Reporting Back the Result)  
The editorial board must report back to the author(s) as soon as the results of the reviewing process have been received.

## **VI. Revision of Regulations**

22. (Principle)  
This code of management is subject to change when 2/3 of the editorial board agrees, provided that more than half of the editorial board's members are present at the time of voting.

### **\* Other Regulations**

23. (Others)
  - 1) Other issues not written in this code will be treated following customary practices.
  - 2) The above regulations take effect from December 20, 2006.
  - 3) The editorial board will determine and deal with all other details concerning the above regulations.