

## **THE KOREA ASSOCIATION OF TEACHERS OF ENGLISH ETHICS STANDARDS FOR RESEARCH AND PUBLICATION**

### **Chapter One: General Provisions**

#### **Article One: Purpose**

The Ethics Standards for Research and Publication (herein referred to as the Standards) shall provide the guidelines for the organization and operation of the Korea Association of Teachers of English (herein referred to as the KATE) Committee on Research Ethics and define the responsibilities of editors, authors, and reviewers to maintain high ethical standards related to the submission, review, and publication of manuscripts.

#### **Article Two: Scope of Application**

The Standards shall apply to all research related to the KATE and manuscripts submitted to the KATE's journal *English Teaching*.

### **Chapter Two: Obligations of the Author(s)**

#### **Article Three: Acknowledgement of Sources**

1. The author(s) submitting a manuscript shall have to give proper acknowledgement when drawing upon other's work.
2. Information obtained during manuscript review and research proposal evaluation and information privately obtained by the author(s) through conversation, correspondence, or discussion with another person shall have to be acknowledged only after explicit permission from the person from whom the information was obtained.

#### **Article Four: Authorship and Author Responsibility**

The author(s) shall have responsibility and be granted credit only for their own work to which they have made a substantial contribution.

#### **Article Five: Authorship and Contribution Disclosures**

1. The author(s) shall clearly disclose their affiliations and positions.
2. In the case of a manuscript with multiple authors, all of the authors' names shall be listed.
3. The authors' names shall be listed in order of the contributions that the authors have made to the research and manuscript preparation. The co-author(s) shall be able to clearly justify their roles and respective contributions to the submitted manuscript.

4. In no circumstances shall anyone be credited for authorship without any contribution to the research or the manuscript submitted.

**Article Six: Multiple Submissions of the Manuscript**

1. The author(s) shall not be allowed to submit a manuscript which has already been published, has accepted for publication, or is being reviewed elsewhere. In case that a manuscript is based on the authors' research findings, part of which was previously published elsewhere, the author(s) shall have to inform the Editorial Board about the fact and let the Editorial Board investigate whether it is a case of unacceptable multiple submissions.
2. The author(s) shall not be allowed to simultaneously submit the same manuscript to more than one journal even if it has not been published or accepted for publication, or is not being reviewed elsewhere.

**Article Seven: Revision of the Manuscript**

The author(s) shall have to strive to revise their manuscript in accordance with the feedback and suggestions provided by the reviewers and/or the Editorial Board during the review and journal editing process. If the authors disagree with a requested revision, they shall have to provide, in writing, relevant evidence and justification for not making the requested change.

**Chapter Three: Obligations of the Editorial Board****Article Eight**

The Editorial Board makes decisions regarding the publication of a submitted manuscript in *English Teaching*. In the decision-making process, the Editorial Board shall have to respect each other's integrity as a scholar and his or her right to do independent research.

**Article Nine**

The Editorial Board shall review fairly the quality of a manuscript and whether it complies with the submission guidelines and review criteria. Manuscripts shall be evaluated objectively without regard to the gender, age, affiliation, and other personal characteristics of the authors.

**Article Ten**

In order to give each submitted manuscript due opportunity of being reviewed and evaluated objectively, the Editor-in-Chief shall select reviewers who have the expertise in the area covered by a submitted manuscript and who are able to make fair, unbiased decisions, and who do not have any conflict of interest with the author(s).

**Article Eleven**

The Editor-in-Chief shall not disclose either the contents of a manuscript or the identity of the author(s) until the final decision regarding the manuscript has been made.

**Chapter Four: Obligations of the Reviewers****Article Twelve**

Reviewers shall follow the review guidelines, complete the review within the designated time frame, and submit the review results to the Editor-in-Chief. If the reviewer feels that he or she is inadequately qualified to review the assigned manuscript fairly and objectively, the reviewer shall have to notify the editor to excuse himself or herself from the review process for the manuscript in question.

**Article Thirteen**

Reviewers shall review a manuscript independently, fairly, and objectively. They shall explain and support their judgments adequately in the review report so that the Editor-in-Chief and the author(s) may be able to understand the basis for their comments.

**Article Fourteen**

When reviewing a manuscript, reviewers shall respect each author's integrity as a scholar and his or her right to do independent research.

**Article Fifteen**

Reviewers shall have to treat a manuscript for review as a confidential document. They shall not be allowed to disclose any information about the assigned manuscript or discuss its contents with a third party until the final decision regarding the manuscript has been made.

**Chapter Five: Committee on Research Ethics****Article Sixteen: Organization**

1. The KATE shall institute the Committee on Research Ethics (herein referred to as the Committee) whose duty is to oversee matters related to ethical standards.
2. The Committee shall be comprised of approximately 20 members including Chair and Executive Manager.
3. The Editor-in-Chief shall serve as the Committee Chair, and the Chair's term shall correspond with the term of the Editor-in-Chief.
4. The Executive Manager and other members of the Committee shall be chosen from among the offices of the KATE's Standing Executive Board. Their appointment shall be recommended by the KATE's President and approved by

the Standing Executive Board. The term for the Executive Manager and other members of the Committee shall correspond with the term for the Standing Executive Board.

**Article Seventeen: Duties**

The Committee shall deliberate matters related to research ethics and investigate potential violations of the Standards. In case of a violation, the Committee shall suggest that appropriate punishment or sanctions be imposed on the violator(s) by the President.

**Article Eighteen: Meetings and Operation**

1. Meetings shall be convened when deemed necessary by the Chair or when requested by the President.
2. The majority of the Committee members shall constitute the quorum for a meeting. A decision shall not be considered valid unless more than half of the members present concur. However, a committee member who is involved with the manuscript under investigation shall not be allowed to attend the meeting.

**Article Nineteen: Authors' Obligation to Cooperate**

The author(s) shall have to fully and faithfully cooperate in investigations into possible breaches of the Standards.

**Article Twenty: Investigation of Misconduct Allegations**

1. When investigating misconduct and violations of the research ethics set forth herein, the Committee shall give the author(s) ample opportunities to respond to allegations within three months.
2. The Committee shall have the right to ask the author(s) to provide ample clarification with respect to suspected misconduct or violations of the research ethics.
3. The Committee shall scrutinize the author(s)' clarifications and judge if the author(s)' provided clarifications are satisfactory. If the clarifications are not deemed satisfactory, the Committee shall ask for further information until enough is obtained to make a proper judgement of the allegations.
4. The Committee shall investigate misconduct or violations of the research ethics according to the procedure of COPE (Committee on Publication Ethics).
5. The Committee shall finalize the investigation and review within six months.
6. The Committee shall not disclose the identity of the author(s) suspected of misconduct until the final decision has been made by KATE. The sharing of information shall only be allowed if there is no response from the author, the response is inadequate, or more than one journal is thought to be affected.

**Article Twenty-One: Report to the Standing Executive Board**

The Committee shall report to the Standing Executive Board about the findings of an

investigation into a possible breach of the Standards. Possible breaches of the Standards shall include the following:

1. Submission of a manuscript to multiple journals
2. Submission of a manuscript previously published elsewhere
3. Submission of a manuscript that borrows part or all of another person's research findings without proper acknowledgement
4. Submission of a manuscript that disguises part or all of one's own or another person's previous research findings as new ones
5. Submission of a manuscript that includes any coauthor who has not been directly involved in the planning and implementation of a study
6. Submission of a manuscript that excludes any co-author who designed or conducted the research

#### **Article Twenty-Two: Retribution and Notification**

1. In case the Committee recommends a punitive action, the KATE's President shall convene a meeting of the Standing Executive Council.
2. The appropriateness of punishment and the proper severity of punishment must be resolved by a decision of the Standing Executive Board taken by a two-thirds majority of the Members present and voting, and the decision must be ratified by the Executive Board.
3. The President shall be able to take punitive actions including, but not limited to, a warning to authors violating the Standards set forth herein and a suspension or revocation of the membership of those violating the Standards set forth herein. The President shall have the right to notify other organizations or individuals of the punitive action taken.
4. A manuscript accepted for publication or already published in *English Teaching* shall be withdrawn if the author's misconduct is proven. Such authors shall not be allowed to submit a manuscript to the journal for three years.

### **Chapter Six: Amendment of the Standards**

#### **Article Twenty-Three: Amendment of the Standards**

The Standards shall be amended according to the procedure which applies to amendments to the KATE's Constitution.

#### **Supplementary Provisions**

The Standards shall be effective as of October 1, 2007.

The revised Standards shall be effective as of March 1, 2011.

The revised Standards shall be effective as of January 11, 2020.