

Regulations and Guidelines for the Special Issue of KSCE Journal of Civil Engineering

1. Purpose

KSCE Journal of Civil Engineering (hereinafter referred to as “our Journal”) publishes one Special Issue per year on a specific theme in the domain of civil engineering. The following regulations define and specify the principles and processes underlying the selection of the Guest Editor(s), the selection of this specific theme and the publication of the Special Issue.

2. Aim and Scope

A Special Issue is a collection of solicited and refereed research papers on a predetermined theme that is published in our Journal. These research papers are compiled by Guest Editor(s) who are responsible for the selection of contributions to the Special Issue.

The Special Issue is designed to draw attention and give insight on a specific theme of significant interest standing within the topics covered by our Journal. The Special Issue should attract high-quality submissions from influential scholars and specialists who are experts in the predetermined theme.

Since the Special Issue, by definition, privilege one group of authors (those who work in the area of the theme) over another (those who do not), the theme should be broad enough to attract a large number of submissions across a range of specialized areas related to the theme at hand.

3. Start of Special Issue: Proposals

The ultimate decision to solicit manuscripts for a Special Issue resides with our Journal’s Editor-in-Chief (EIC) under the unanimous decision of a dedicated sub-committee composed by selected members of our Journal’s editorial board. The impetus for a Special Issue may come from our Journal’s editorial team or influential scholars.

- ① Prospective Guest Editor(s) submit a proposal to our Journal’s EIC, outlining (Proposal Form available on demand by e-mail to our Journal’s managing editorial staff, see Appendix 1)
 - Ⓐ their Guest Editor team and their credentials,
 - Ⓑ the topic for the Special Issue,
 - Ⓒ the importance of the topic and reasons for having a Special Issue in our Journal,
 - Ⓓ the aim and scope for the Special Issue and
 - Ⓔ Prospective Schedule
 - Ⓕ Guest Editor’s CVs (see Appendix 2)
- ② In order to provide the best Special Issue, the editorial committee will select the most preferred proposal considering the quality, interest, and completeness of the submitted proposals. Evaluation of the most preferred proposal will be performed by a dedicated sub-committee composed by selected members of our Journal’s editorial board and based upon the following criteria.
 - Ⓐ Completeness of proposal
 - Ⓑ Recognition of the prospective Guest Editor(s)
 - Ⓒ Respect of due dates set in the timeline

- ③ The formal proposal must include a suggested timetable for the reviewing process, starting with circulation of the Call for Papers and ending with final submission to our Journal's Editorial Office of all materials appearing in the Special Issue. Deadlines to be respected are given hereafter.
- ④ The Editors will not provide comments on proposals that are not selected for further consideration in the current round, although potential Guest Editors are welcome to resubmit in a subsequent year revised versions of proposals that do not go forward.

4. The Guest Editor(s)

- ① At least one member of the final team of Guest Editors must be a foreign-national scholar of whom achievements or reputation are well established. A maximum of three persons will be accepted as Guest Editor(s). The Guest Editor(s) shall be a specialist in the subject of the Special Issue, and ideally will be sufficiently well-networked internationally to bring some top authors and articles into our Journal.
- ② Individuals should not accept Guest Editor positions if they are unable to finish the Special Issue within the predetermined timetable.
- ③ Guest Editor(s) make decisions at all stages of the reviewing process, up to the final acceptance decision, which is made by the Editor-in-Chief. The Guest Editors are expected to adhere to all guidelines of our Journal, including 1) the Code of Research Ethics of the Korean Society of Civil Engineers, 2) KSCE Journal of Civil Engineering Contribution Regulations and Editorial Guidelines of Submitting Manuscript and 3) KSCE Journal of Civil Engineering Manuscript Refereeing Rules in order to meet our Journal's norms for quality, timeliness and acceptance rates.
- ④ All Guest Editors will be provided with Guest Editor accounts in the Springer Manuscript Submission System, and are expected to participate in the reviewing process with the same authorities as Associate Editors in the Editorial Board.

5. The Editorial Process

- ① The Special Issue is published once a year on February. The due date for all submissions for the Special Issue is set to six months after the Call for Papers is first announced. The due date is selected in consultation with the EIC and Managing Editor.
- ② Guest Editors are expected to actively encourage submissions based on the Call for Papers. This will normally include sending letters to prominent scholars inviting them to submit to the Special Issue; however, such letters should make it clear to those invited to submit papers that their manuscripts will be peer-reviewed and that acceptance is not guaranteed.
- ③ It is important that the Guest Editor(s) stick to deadlines wherever possible, otherwise it will have a knock-on effect on the rest of the journal's issues. The Guest Editor(s) shall imperatively be aware of the critical deadlines.
- ④ The process by which Special Issue manuscripts are handled is identical to that of regular submissions to our Journal. All manuscripts, except the Preface by the Guest Editor(s), which is single blind reviewed, go through the normal peer-review process. The peer-review shall be done by at least two independent reviewers.
- ⑤ More than 50% of the first authors of all submitted manuscripts for the Special Issue must be of nationality other than the Republic of Korea, and the maximum number of manuscripts one author can submit is limited to 1, regardless of the type or the order of the authors.
- ⑥ The expected number of articles in the Special Issue should range between 10 and 15 papers according to the length of the papers. Therefore, Guest Editor(s) shall gather a sufficient number of articles considering that the reject rate runs generally around 60% to 70%.

- ⑦ The remaining pool of accepted papers is considered eligible for the Special Issue. The Guest Editors recommend to the EIC which manuscripts should be published in the Special Issue and the sequence in which these manuscripts should appear. The final decision as to which manuscripts appear in the Special Issue is the EIC's, and she/he notifies the authors as to how and when their manuscripts will be published in our Journal.
- ⑧ Our Journal's Editorial Office sends final versions of all accepted manuscripts and the Introductory Article to the publisher for copy editing. Copy edited manuscripts are sent from the publisher to the authors of each manuscript for final correction and review. The Guest Editors are responsible for ensuring successful completion of the Special Issue.
- ⑨ In case of non-satisfaction of the predetermined timetable or non-conformity with the regulations of our Journal, the accepted paper will be withdrawn from the Special Issue and deemed as rejected. Moreover, if the number of accepted papers that do not satisfy the predetermined timetable or fail to conform with the regulations of our Journal reaches a level impeding the issuance of the Special Issue in due time and form, the Special Issue may be canceled.
- ⑩ All accepted papers shall conform to the Code of Research Ethics of the Korean Society of Civil Engineers
- ⑪ Should the Editorial Board recognize the necessity for exemption, submitted manuscripts can be exempted from publication fee regulation.

⑫ Timetable

Activity	Responsible	Deadlines
Call for Proposals	EIC ⁽¹⁾	March, 1
Submission of Proposals	GE ⁽²⁾	September, 30
Evaluation of Proposals	EIC, ET ⁽³⁾	October, 1 ~ October, 30
Conditional Acceptance of Proposals	EIC, ET	November, 1
Call for Papers / Invitation of Scholars for Submission	GE	November, 5
Submission of Full Papers	Authors	May, 5
Peer-review of Papers	GE	May, 5 ~ September, 15
Information to Authors (accept, revise, reject)	GE	
Submission of Corrected Papers	Authors	
Final Decision of Accepted Papers	ET, EIC	September, 15
Acceptance of Print-Ready Papers	ET, EIC	October, 1
Publication of Special Issue	Journal	February, 1

⁽¹⁾ EIC: Editor-in-Chief

⁽²⁾ GE: Guest Editor

⁽³⁾ ET: Editorial Team

- ⑬ The dates in the last column of the timetable are given as the latest deadlines. Guest Editor(s) shall propose schedules with dates that are not falling behind these given deadlines.

6. Guest Editors' Preface

Typically, the Guest Editors prepare a preface that reviews briefly the state-of-the-art on the domain of the Special Issue, suggests new directions for research, and provides a synopsis and integrative analysis of the collective contributions of the research papers in the Special Issue.

Enacted on February 21, 2014
Revised on November 25, 2014

Appendix 1

Proposal Form for Special Issue in KSCE Journal of Civil Engineering

Principal Guest Editor (credentials should be submitted as appendices)				
Name/Surname				
Affiliation				
Position				
Contact	Telephone		e-mail	
Guest Editor Team (credentials should be submitted as appendices)				
Name/Surname			Position	
Affiliation				
Contact	Telephone		e-mail	
Name/Surname			Position	
Affiliation				
Contact	Telephone		e-mail	
Topic				
Title				
Keywords				
Importance & Relevance of Topic	<p>Explain the importance of the proposed theme and reasons for having a Special Issue in our Journal. Submit apart if necessary.</p>			
Aim and Scope				

Prospective Schedule

Activity	<Insert dates below>
Call for papers	
Deadline for final draft of papers (max word length: 8,000)	
Reviews and revisions period	
Notification of final decision	
Submission of Final versions to publisher	
Publication	

Appendix 2

**CV of Guest Editor
for Special Issue in KSCE Journal of Civil Engineering**

Name/Surname			
Affiliation			
Position			
Contact	Telephone		e-mail
Role in Special Issue			
Recent Achievements related to Proposed Special Issue Theme (last 5 years)			
Paper's Title / Authors	Journal name / Year / Volume / Issue or Conference	Journal Impact Factor	Number of citations
Other Achievements (last 5 years)			
Year	Achievement	Role	

