

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

Architectural Research

Ethics Charter

Enacted on December 11, 2009

Revised on September 10, 2010

Revised on September 11, 2020

The members of the Architectural Institute of Korea (AIK) should establish ethical principles and standards for projects implemented to achieve the goals of the institute and to fulfill social responsibilities and obligations as follows:

1. Members should contribute to the development of the Korean architectural culture and make an effort to promote public interest through research, education, and architecture-related projects.
2. Members should act professionally, make rational decisions, and take responsibility for themselves and for the safety and welfare of the public.
3. Members should strive to vitalize research and development, information sharing, and the protection and respect for intellectual property rights.
4. Members should strictly abide by laws and contracts and fulfill their obligations fairly and sincerely.
5. Members should plan, supervise, research, and conduct technical reviews of constructions requested by national and public institutions in objective and honest ways.
6. Members should not use fictitious data or plagiarize in the process of conducting their research and distributing results.
7. Journal publications and other academic research should comply with the code of research ethics.

※ This charter was separately approved from <The code of ethics of the Architectural Institute of Korea> by the board of directors on September 11, 2020.

Regulations of Ethics Committee

Enacted on September 14, 2007

Revised on December 11, 2009

Revised on September 10, 2010

Second revision on September 11, 2020

Article 1 (Purpose) The purpose of this regulation is to stipulate

the organization and operation of the Ethics Committee (hereinafter referred to as the “committee”) of the Architectural Institute of Korea (AIK).

Article 2 (Roles) The committee is responsible for the following:

1. Enactment and revision review of the charter and regulations on members’ ethics
2. Review of research misconduct
3. Review of other ethical matters in the AIK

Article 3 (Authority of the Committee) The committee may recommend appropriate disciplinary actions to the president depending on the results of its extensive investigation through informants, persons under investigation, witnesses, reference witnesses, and evidence regarding the reported violation of the code of research and other ethics in the AIK.

Article 4 (Organization and Term of the Committee)

- (1) The committee consists of one chairperson and a minimum of five members.
- (2) The chairperson is appointed by the president in agreement with the board of directors.
- (3) Committee members are appointed by the president with the recommendation of the chairperson. However, the editor-in-chief, editor-in-chief for English papers, and director of general affairs shall be selected from ex officio members.
- (4) The term of committee members is two years.
- (5) The chairperson may organize a subcommittee if necessary and must report it to the president.

Article 5 (Meetings)

- (1) The committee may be convened by the chairperson or at the request of one-third or more of the committee members.
- (2) The decision of the committee is made by a majority vote. However, the chairperson may undertake a separate procedure to determine the vote of committee members who are unable to participate in the vote.

Article 6 (Reporting Violation of Research Ethics Regulations)

- (1) If a member is aware of the violation of research ethics regulations committed by another member, the member should try to correct the problem by reminding the violating member of the ethics regulations. If the problem is not rectified or the violation is clear, reports can be made in writing to the Committee.
- (2) The committee should not disclose the identity of the

member who reported the violation.

Article 7 (Investigation and Review by the Committee)

- (1) The member who is reported for violating research ethics regulations must cooperate with the committee's investigation. Failure to cooperate with the investigation itself is considered a violation of the research ethics regulations.
- (2) If a member of this committee is involved in the violation of research ethics regulations, the committee member must be excluded from the investigation.

Article 8 (Guarantee of Opportunity to Explain) The member reported for a violation of research ethics regulations should be given enough opportunities to explain.

Article 9 (Protection of Confidentiality of the Person Under Investigation) The ethics committee members should not release the identity of the member until the final decision on disciplinary action is made for the violation of research ethics regulations by the AIK.

Article 10 (Disciplinary Procedures and Punishments)

- (1) If the committee recommends disciplinary action, the president will make the final decision on the action after a board meeting.
- (2) Disciplinary actions such as warnings, suspension, or disentitlement of membership may be taken against members who are found to have violated research ethics regulations, and other organizations or individuals may be informed of this action.

Article 11 (Others) Matters that are not stipulated in these regulations should follow the relevant regulations of the AIK, and other matters should be discussed and determined by the committee.

Addendum

1. These regulations will be effective from the day of approval by the committee.
2. These regulations were separately approved as per <The code of ethics of the Architectural Institute of Korea> by the board of directors on September 11, 2020.

Code of research ethics

Enacted on September 14, 2007
Revised on December 11, 2009
Revised on September 10, 2010
Second revision on September 11, 2020
Revised on October 24, 2024

Chapter 1 General Provisions

Article 1 (Purpose) The purpose of this regulation is to stipulate Article 2 (Section 2) of Regulations of Ethics Committee on the "Review of research misconduct."

Article 2 (Application Target and Scope)

- (1) This regulation applies to the members of the Architectural Institute of Korea.
- (2) Research misconduct is applicable to research papers submitted and published in the journal of the Architectural Institute of Korea. It is also applicable to manuscripts submitted and published in the bulletin, results of research service conducted by the Architectural Institute of Korea, and publications issued by the institute.

Article 3 (Research Ethics)

- (1) Academic universality: Authors submitting research papers for publication must secure the universality of human rights, compliance with bioethics, and environmental protection.
- (2) Academic objectivity: Authors submitting research papers must maintain academic objectivity throughout the research process and must not intentionally omit, add, or modify research findings.
- (3) Academic originality: Authors submitting a research paper must respect the research achievements of others, and the submitted research paper must secure academic originality that is differentiated from existing studies including the author's own.
- (4) Identification of the actual author: Authors of research submitted and published must be limited to the authors who actually contributed to the research. In particular, individuals who actually contributed to the preparation of the research paper should not be left out.

Chapter 2 Publication Ethics

Article 4 (Restriction on Submission)

- (1) Submission of research papers for commercial purposes such as the advertisement or promotion of a specific company is not allowed.
- (2) Research papers submitted to be adopted as evidence in legal disputes is not allowed.

Article 5 (Identification of Citations and References)

- (1) Efforts must be made to provide accurate bibliographic information when citing published research papers, and as long as the information is not based on common sense, the source must be clearly identified. When evaluating research or research proposals, or in the case of data obtained through personal contact, such data can only be cited after obtaining an agreement with the researcher who provided the information.
- (2) If somebody else's writing is cited or ideas are borrowed (referenced), citations and references must be identified in the footnotes (endnotes), and in using such identifications, the author's thoughts, contentions, and interpretations should be clearly separated from the results of previous studies, for readers to know.

Article 6 (Authors and Publication Achievements)

- (1) Authors should be individuals who planned the research and actually contributed to data collection and analysis, wrote and revised important content of the paper, reviewed the final draft and approved, or are responsible for all aspects of the research.
- (2) Authors of published papers cannot be changed (such as adding, removing, or changing the order of authors). Before the final acceptance, correction can only be made if there is a request by all the authors involved in the paper and if there is an honest error.
- (3) Authors are only responsible and recognized for their achievement for the part they were responsible for or made contributions as an author.
- (4) The authors (translators) of research papers or other publications or the order of authors should accurately reflect the level of author's contribution to the research regardless of their relative position. Recognition as the author or the first author simply because the author is in a certain position cannot be justified. Also, not being recorded as coauthor (translator) or co-researcher despite contribution to research or writing (translation) cannot be justified, either. Small contributions to research or writing (translation), such as provision of research data, experimental space, and research equipment, can be properly acknowledged in the thank-you notes or footnotes.

Article 7 (Plagiarism)

- (1) Plagiarism refers to deliberately writing without clearly identifying and quoting the source of content that has already been published, such as academic ideas, opinions, expressions, and research results through media such as domestic and foreign academic journals, papers presented at academic conferences, research reports, master's theses and doctoral dissertations, books, magazines, and the Internet.
- (2) Authors should not present research or contentions that are not their own in research papers or writings, as if they are their own. Research findings by others can be referenced multiple times by clearly identifying the source. However, presenting a part of them as if they are one's own research findings or contentions constitutes plagiarism.
- (3) However, using academic knowledge or research findings commonly used in academia without citation is not considered as plagiarism.

Article 8 (Duplication or Dual Publication of Papers)

- (1) Authors should not attempt to submit or publish their research papers (including research scheduled to be published, or under review) that have already been published domestically or overseas before, as if they are original. If the author wants to publish a research paper that has already been published in an academic

journal, the author should confirm that the publication will not cause ownership disputes by providing previous publication information to the editor of the journal in which the author desires to publish the paper to determine the possibility of duplicate or dual publication.

- (2) Research papers that have been published in domestic or international academic journals or similar papers cannot be submitted and published in the journal of the Architectural Institute of Korea.
- (3) Differences from existing papers under Section (2) are determined based on the following criteria.
 1. There should be significant differences from existing papers in at least two or more items in the purpose, method, scope, data, results, and the method of developing logic of the study.
 2. Differences in the language used such as in translations are not recognized as a difference.
- (4) Research papers not published in KCI listed or candidate journals but in general academic journals, presented at academic conferences, doctoral dissertations or master's theses, and research reports may be revised and supplemented to be submitted and published in the journal of the Architectural Institute of Korea, in which case, this fact must be clearly stated.

Article 9 (Revision of Research) The author should make all efforts to accept and reflect the opinions of editorial board members and reviewers presented in the reviewing process of the paper as much as possible. If the opinion is not agreeable, the editorial board should be informed with evidence and detailed reasons in writing.

Article 10 (Withdrawal and Revision of the Published Paper)

All authors are responsible for the withdrawal and revision of a published paper. If honest mistakes (such as typing errors and misspellings) or matters that the author must withdraw are identified, the editorial board should be informed in writing with specific details. At that time, honest mistakes should be rapidly and properly corrected, and in the case of voluntary withdrawal, proper actions will be taken according to the results of the investigation and review of the ethics committee.

Article 11 (Expression of Concern) Although there is no clear sign of research misconduct in the paper, if there are matters that may raise problems or questions regarding its reliability, the paper may be published with the content of concern on the journal website.

Article 12 (Conflict of Interest Statement) Authors must inform the editorial board of potential conflicts of interest that may influence authors' interpretation of data. Examples of potential conflicts of interest include financial support of, or relationship with, a company, political pressure from interest groups, and academically related problems. In particular, all sources of funding that are applicable to research should be

clearly stated in detail.

Chapter 3 Ethics that the Editorial Board Members Must Observe

Article 13 (Responsibilities) The editorial board members are responsible for determining the publication of the submitted manuscript, and they should supervise and constantly try to comply with research ethics.

Article 14 (Fairness) The editorial board members should treat the submitted research paper with fairness, only based on the quality of research and submission regulations, regardless of not only the gender, age, and affiliation of the author but also prejudice or personal acquaintance.

Article 15 (Criteria for the Selection of Reviewers) The editorial board members should request the evaluation of the submitted research paper to reviewers who have professional knowledge in the area and fair judgment ability. When requesting a review, efforts should be made to make the evaluation as objective as possible by avoiding judges who are too close or too hostile to the author. However, if the evaluation of the research is significantly different among reviewers, a third expert in the field may be consulted.

Article 16 (Confidentiality) The editorial board members must not disclose information regarding the author or the content of the research to anybody other than the reviewers until the publication decision for the submitted research is made.

Chapter 4 Ethics that Reviewers Must Observe

Article 17 (Sincerity) Reviewers must sincerely evaluate the research requested by the editorial board (members) within a set period by the review regulations and inform the editorial board (members) of the evaluation results. If the reviewer judges that she or he is not the right person to evaluate the contents of the research, then she or he should notify the editorial board (member) immediately.

Article 18 (Evaluation) Reviewers must fairly evaluate research according to objective criteria away from personal academic belief or the personal relationship with the author. Submitted papers should not be rejected without clearly stating sufficient grounds or because the research contradicts the reviewer's personal point of view or interpretation, and the research should not be evaluated without an in-depth reading.

Article 19 (Respect for Authors) Reviewers should respect the personality and independence of the author as a professional intellectual. Reviewers should state their judgments on the evaluation form, and if supplementation is considered necessary, the reason should be explained in detail. Use polite and gentle expressions as much as possible, and avoid disparaging or insulting expressions.

Article 20 (Ensuring the Confidentiality of the Author) The reviewer should ensure the confidentiality of the research being evaluated. Unless seeking advice for the evaluation, the research should not be shown or discussed with others. Furthermore, the contents of the research should not be cited without the consent of the author before the journal that contains the research is published.

Addendum

1. These regulations will be effective from the day of approval by the committee.
2. These regulations were separately approved as per <The code of ethics of the Architectural Institute of Korea> by the board of directors on September 11, 2020.

※ This regulation was prepared with reference to the research ethics of The Korean Ethics Studies Association.