

### Article 1 (Purpose)

This chapter provides the instructions to authors for detail information on the form and style required for manuscripts submitted to the Korean Society of Soil and Groundwater Environment (KoSSGE).

### Article 2 (Types of Manuscripts)

Types of manuscripts include research paper, review paper, technical note, technical information, field report, special feature, discussion, and editorial related aspects of soil and groundwater environment areas. Submission of a manuscript implies that it has not been published previously, and that it is not under consideration for publication elsewhere.

1. Research paper: It must include scientifically meaningful results, conclusions, and facts.
2. Review paper: It summarizes the status, defects and trends of knowledge through literature reviews and illuminates the future directions of researches.
3. Technical note: It reports originitive but fragmentary research and presents new finding and scientific investigation.
4. Technical Paper: It presents practical information within the scope of the journal.
5. Field Report: It describes scientific information on research report, design and maintenance of environmental facility based on experience in the field.
6. Special feature: Topics and authors are usually selected by the editorial committee.
7. Discussion: It presents significant comments or questions about the technical content of a technical paper or note published in journal or of a paper presented at a special conference or other meetings in 2 year after the publication.
8. Editorial: It is a brief opinion piece by the experts selected by the editorial committee.

### Article 3 (Qualification of Submission)

Authors need to be members of KoSSGE except a manuscript resulted from collaboration with the members, special feature and field report.

### Article 4 (Code of Research & Publishing Ethics)

Authors should refer to the regulations of research & publishing ethics provided by the KoSSGE, and submit the completed author checklist for original article.

### Article 5 (Copyright Transfer Agreement)

After a manuscript has been accepted for publication, the authors must complete the copyright transfer form and submit along with the accepted manuscript to the KoSSGE.

### Article 6 (Review Process)

The review process, decision making, order of publication and printing are determined by the editorial committee based on the guide for reviewers. After the review process, the revision may be requested by the editors of the KoSSGE.

### Article 7 (Manuscript Language and Length)

1. Manuscript can be written in Korean or English, but English is recommended for facilitated articles search by foreign researchers with English abstract within 200 words. In Korean manuscripts, Chinese character can be used in case that Korean word such as person name, place name and journal name may cause any confusion. In addition, academic terms or materials name can be given in English in case that they are difficult to be written in Korean.

2. Manuscripts should be prepared using Hangul (hwp) or word (doc) processors and double-spaced on A4 paper with a margin of 3 cm on four sides.
3. Research paper and review paper should be within 15 pages on A4 paper and length of the other types of manuscripts is not specified, but they should be written concisely and clearly as possible.

#### **Article 8 (Structure of Manuscript)**

1. For manuscripts in Korean, organize in the following order: TITLE page, ABSTRACT in English, Introduction, Methods (or Materials and Methods), Results, Discussion (or Results and Discussion), Conclusion, Acknowledgement, Nomenclature, References, Tables and Figures.
2. For manuscripts in English, organize in the following order: TITLE page, ABSTRACT, Introduction, Methods (or Materials and Methods), Results, Discussion (or Results and Discussion), Conclusion, Acknowledgement, Nomenclature, References, Tables and Figures.
3. In the first page, the title of the article, name and affiliation of the individual authors should be given in both Korean and English, along with their professional position in Korean. In case of multiple authors, an asterisk (\*) should be placed after the name of the corresponding author and his (or her) e-mail address should be given in the footnote at the first page of the manuscript. Author(s) with different affiliation(s) should be marked with different number(s). Author(s) of manuscript can suggest three potential reviewers (name, affiliation, telephone number and e-mail address).
4. The abstract in English should be in concise and brief summary of the purpose of the research and major findings, and should be meaningful without referring to the main text. For Short Note, Technical Information and Field Report, the abstract is not always necessary. In the bottom of the ABSTRACT in English, up to five key words should be given.  
Ex) Key words: Dechlorination, Reductive degradation, Carbon tetrachloride, TCE
5. Use Arabic numerals to classify levels of headings in the main text (from Introduction to Conclusion) and their title should be concise.  
Ex) 1, 2, 3, ..., 1.1, 1.2, ..., 1.1.1, 1.1.2, ..., (1), (2), (3), ...
6. Main text should be written with academic terms and proper noun(s) should be written in the original language. Quantity should be given in Arabic numerals. The SI units should be used with one blank space for the number associated, except for % (percent) and °C (degree)  
Ex) 1.5 mg/l, 1.5 mg/kg, 25%, 13.1°C

#### **Article 9 (Preparation of Tables and Figures)**

1. Tables and Figures should be furnished with appropriate titles of one phrase or sentence in English, with enough information of the text of the article.
2. Tables and Figures should be numbered consecutively with Arabic numbers as follows and they should be prepared in a consistent format with the text.  
Ex) Table 1, Table 2, Fig. 1, Fig. 2
3. Tables and Figures must be created in a separate page from the text.
4. Titles of Tables should be placed at the top with a capitalized first word and no period needs at the end.  
Ex) Table 1. Physical characteristics of activated carbon
5. Titles of Figures should be placed at the bottom with a capitalized first word and a period needs at the end.  
Ex) Fig. 1. Photograph of the SVE box experiment system.
6. Tables and Figures should be sized up to 7.8 cm for a single column and up to 16.5 cm for a double column. They should be sized at the final production size.

#### **Article 10 (Preparation of Reference)**

1. References must be prepared in English and listed in alphabetical order of the first author's name.
2. References should be indicated in the text by the author's name as follows and all of the authors' names should be placed in the list of references.

- ① Two authors:  
Ex) Wood and Sanford (1995) reported that ...  
Ex) ... has been reported (Wood and Sanford, 1995).
- ② More than three authors:  
Ex) Walker et al. (1991) reported that ...  
Ex) ... has been reported (Walker et al., 1991).
- ③ If references occur that are not uniquely identified by the authors' names and year, use a, b, c, etc., after the year:  
Ex) Wood and Sanford (2004a), Wood and Sanford (2004b)
3. Research Paper, Review Paper, Technical Note, Technical Information, Field Report, Special Feature, Discussion, and Editorial should use the same following reference styles.
  - ① Journal article references should contain authors' surnames followed by initials, year, title, journal abbreviation in italic, volume (issue) number, and page numbers.  
Ex) Wood, W.W. and Sanford, W.E., 1995, Chemical isotopic methods for quantifying ground-water recharge in a regional, semiarid environment, *Ground Water*, **33**(3), 458-468.  
Ex) Walker, G.R., Jolly, I.D., and Cook, P.G., 1991, A new chloride leaching approach to the estimation of diffuse recharge following a change in land use, *J. Hydrol.*, **128**, 49-67.
  - ② Proceeding references should contain authors' surnames followed by initials, year, title, conference name, meeting place, and page range.  
Ex) Pritchett, J., 1995, Star: A geothermal reservoir simulation system, Proceedings of the World Geothermal Congress, Int. Geotherm. Assoc., Florence, Italy, p.2959-2963.
  - ③ Book with authors should contain authors' surnames followed by initials, year, title with capitalized key words, edition, publisher's name, place of publication.  
Ex) Anderson, M.P. and Woessner, W.W., 1992, Applied Groundwater Modeling: Simulation of Flow and Advective Transport, Academic Press, San Diego, CA.
  - ④ Book with editors should contain authors' surnames followed by initials, year, title of the article, editors, title of the book in italic with capitalized key words, publisher's name, journal name, and page range.  
Ex) Allison, G.B., 1988, A review of some of the physical, chemical and isotopic techniques available for estimating groundwater recharge, In: I. Simmers(ed.), Estimation of Natural Groundwater Recharge, Reidel Publishing Company, The Netherlands, p.49-72.
  - ⑤ Periodical abbreviations refer to Chemical Abstracts Service Source Index (CASSI).
  - ⑥ Web references should contain the full URL and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.  
Ex) Annual Review of Global Pulp and Paper Statistics, <http://www.risiinfo.com/product/annual-review-of-global-pulp-paper-statistics> [accessed 17.03.22]

#### **Article 11 (Manuscript Submission and Acceptance)**

1. Manuscripts for publication in the journal must be submitted through the Society's web portal.
2. The date at which the Editorial Board receives the manuscript is to be regarded as the date of submission, whereas the date at which the second screening is complete will be the date of screening, and the date of the general assessment for acceptance will be the date of publication acceptance.
3. Manuscript should be received by no later than a month before the publication.
4. Acceptance decision should be made by no later than two weeks before the publication.
5. Manuscript underwent review process will not be returned to the authors.
6. Authors who submitted manuscripts must fill out the checklist proposed by the Society and submit it along with the manuscripts.
7. If the submitted manuscripts are out of scope, it will be returned to the authors.

**Article 12 (Editing)**

1. The first proofreading is to be done by the author, where correction, inclusion or edition of any content are not to be allowed unless caused by printing errors.
2. The Editorial Board has the authority to revise the paper, only without making any changes to its contents.

**Article 13 (Screening and Publication Fees)**

1. The following procedures must be completed prior to the submission of manuscripts for screening and acceptance.
  - a) Payment of 60,000 Korean Won per manuscript should be made for the screening fee.
  - b) At least first and corresponding authors must be a member of the Society, and the member should pay the initial and annual membership fee for the corresponding year.
2. If the manuscript is assessed to be 'valid for publication', the author must make its due payments.
  - a) 120,000 Korean Won for the first ten pages, and 20,000 Korean Won for every additional page.
  - b) However, extra fees will be charged under following circumstances:
    - The printing is done in color.
    - More than 20 pages of off-print is demanded, or if cover for the off-print is demanded.

**Article 14 (Early Screening System)**

1. Early Screening System is a system for rapid screening of manuscripts, where the assessment is complete within 2 weeks of the manuscript submission date, and the result is posted to the author.
2. Payment of 300,000 Korean Won per manuscript should be made for the early screening fee.
3. Other payments are to be equivalent with those of the general screening regulations.

**Article 15 (Publication and Delegation of Authority)**

1. The journal shall be periodically issued 6 times a year (February, April, June, August, October, and December) on the last days of the respective months.

The special issue shall be published on odd months.

2. Other issues that have not been mentioned in the above statements shall be decided by the Editorial Board.