

Guideline for Preparing and Submitting Research Manuscript to Journal of Coastal Disaster Prevention

1. Objective

This Guideline aims to provide guidelines for manuscript submission required for systematically and efficiently publishing academic papers in the Journal of Korea Society of Coastal Disaster Prevention (KSCDP) provided in Article 4-1 of the articles of KSCDP.

2. Types of Submitted Manuscripts

The manuscripts to be submitted to and published in the Journal of KSCDP are classified into research papers, technical notes, and discussions. The submitted manuscripts shall comply with the following provisions. If a submitted manuscript is based on articles for academic conferences, research reports, theses and dissertations, or academic columns, it is essential to footnote that the whole article or part thereof is already published as illustrated in the following example.

“Example”

This paper is based on the paper presented in the first annual academic conference of KSCDP in 2013.

2.1 Research Paper

A research paper shall be a complete structure of an article as original theory, or experimental study and technical outcomes. Repetitive duplicate submission and plagiarized papers are not accepted, and authors shall comply with the ethical standards of KSCDP.

2.2 Technical Note

Although it is not written in the research paper format, a research report can be submitted as a technical note if it includes contents of new studies, technical outcomes, and ideas of new issues.

2.3 Discussion

Discussion can be submitted to be complementary to original author's research method and result in a paper already published in academic journals, or suggest different data or opinions as opinions on the paper, and the original author is obliged to respond to the opinions.

3. Qualification

The corresponding author among authors of a submitted manuscript to be published in the Journal of KSCDP shall be a regular member thereof, as one of the authors at least 50% of whom have paid the annual membership fee for the year in question.

4. Length of Manuscripts

The research paper and the technical note shall not be longer than 8 pages (approximately 12,000 words) including diagrams and photographs in printed format, and the discussions shall not be longer than 4 pages (approximately 6,000 words). Although the pages longer than the specifications can be published after obtaining the Edition Committee's approval, the author shall pay the typesetting cost for the excessive pages.

5. Preparation of Manuscripts

5.1 Language

The manuscript shall be written in any one of Korean or English for the whole text except Abstract and References, but it is essential to write Abstract, References, Figures and Tables in English.

5.2 Paper Size

The A4 size shall be used to write a manuscript by using a word processor (Hangul word or MS-Word). For proofreading and reading the manuscript with ease, apply one column, and an appropriate double space between lines.

5.3 Terminology and Symbols

It is essential to use the most latest terminology and symbols provided by the KSCDP if any. Otherwise, it is essential to use the terminology and symbols commonly used in the specific field if possible. Symbols shall be defined as text where they are used for the first time.

5.4 Unit

It is essential to use the international SI units.

6. Submission of Manuscripts

6.1 Submission Deadline

Research papers and technical notes can be submitted any time. The discussions can be submitted within 6 months from the publication date of the concerned paper or note. The discussions shall be published together with the response, but just the discussions can be published if the original author does not reply to the response.

6.2 Submission

The manuscripts are to be submitted through the online submission system in the KSCDP website including figures, tables and photographs.

6.3 Publishing Academic Journal

The Journal is published four times every year at the end of January, April, July and October, respectively.

7. Guideline for Research Paper

7.1 Research Paper Structure

A research paper shall be composed of the elements in the following order.

- ① Title (Korean and English)
- ② Author(s) (Korean and English)
- ③ Abstract
- ④ Keywords
- ⑤ Main text
- ⑥ Acknowledgement (if required)
- ⑦ References

- ⑧ Symbol (if required)
- ⑨ Appendix (if required)

7.2 Title

It is essential to write the title in Korean to explicitly suggest the content of the paper, and the title in English below the title in Korean. Capital letters shall be used for the first letter of each word other than articles, prepositions and conjunctions in the title, and all capital letters for abbreviations in English.

“Example”

A Numerical Study on Tsunami Run-up Heights on Impermeable/Permeable Slope

7.3 Author(s)

It is essential to write author name and affiliation first in Korean and then in English below the Korean version. It is essential to write author's first name first followed by author's last name in English. Author's work place shall be written in Korean, and then the work place, region and then nationality in English. For joint study by two or more researchers, it is essential to write the first author as a main author and footnote the corresponding author. Specify 'corresponding author's' contact phone number and e-mail address followed by the member's name. Author's degree and job title shall not be specified.

“Example”

Gil-Dong Kim*, Gil-Dong Lee** and Gil-Dong Park**

**Department of ○○○ Engineering, ○○○ University, Seoul, Korea*

***Department of ○○○ Engineering, ○○○ University, Seoul, Korea*

Corresponding author Gil-Dong Kim: +82-12-345-6478, ldkim@hankook.ac.kr

7.4 Abstract and Keywords

It is essential to write an abstract in English to include summary and main conclusions and be in 150 to 200 words. Equations, diagrams or citation of references shall not be included in the abstract. An abstract shall be a complete paragraph. An abstract shall be subject to proofreading in English and shall not have grammatical or syntax errors.

It is essential to write four to six keywords below the abstract.

7.5 Main Text

If a paper is written in Korean, loan-words shall be written in Korean. Write original words for particular loan-words in parentheses. It is allowed to write academic terminology, substances and proper nouns in other languages in their original language if they don't have appropriate translated Korean words.

7.5.1 Structure

A paper shall be composed of three sections of introduction, body and conclusion. The paper with chapter 1 for the introduction and the last chapter for the conclusion shall have chapters, paragraphs and subtitles as illustrated below.

“Example”

1. Introduction
2. Overview of Wavefield Model
 - 2.1 Method of processing slope
 - 2.1.1 Boundary condition of impermeable slope
 - (1) Wave-making
3. Features of tsunami run-up
4. Conclusion

7.5.2 Figures

It is essential to write the title and contents of a Figure (Fig.) in English, and use high-resolution figures, diagrams or graphs to explicitly represent the contents thereof. It is essential to mention figures in the paper in question, and write figure numbers and title just below the figures. Serial numbers shall be used for figure numbers without dividing chapters and paragraphs. That is, it is essential not to use the figure numbers, for example, “Fig. 2.1”. If one and the same title has a plurality of Figures, they shall be divided with (a), (b), (c), ... to give subtitles. Capital letters shall be used for the first letter of the first word of figure title, and small letters after the capital letters except abbreviations, place names and proper nouns.

“Example”

Fig. 1. Virtual velocity components for the boundary condition in case of the mesh with impermeable slope

It is allowed to write just figure numbers and titles in the location of figures in a paper, and then add figures as appendixes or insert them directly in the location thereof in the paper. Original figures shall be output of a high-resolution drawing system or laser printer or better quality machine. The width of each figure shall be based on 7 cm (one column) on printed paper surface, and can be 14 cm (full column) if required. Therefore, line thickness and font size in the legend shall be adjusted in consideration of reduction if figures are created bigger than the specified size.

7.5.3 Tables

It is essential to write table titles and contents in English, mention the tables in a paper in question, and write table numbers and titles on top thereof. Serial numbers shall be used without specifying chapters and paragraphs for the table numbers. That is, it is essential not to use table numbers, for example, “Table 2.1”. If one and the same title has a plurality of tables, they shall be specified with (a), (b), (c), ... to divide them (for example: Table 1(a), Table 1(b)). It is essential to use capital letters for the first letter of the first word of table title, and small letters after the capital letters except abbreviations, place names and proper nouns.

“Example”

Table 1. Solitary wave condition experiment

It is allowed to write just table numbers and titles in the location of tables in a manuscript, and then add tables as appendixes or insert them directly in the location thereof in the manuscript.

7.5.4 Equations

It is essential not to include equations in text lines and write them in different lines. It is essential to mention equations in a paper in question. All symbols (variables) used in an equation shall be written in italics, and in the paper in italics if used. For equations, serial

numbers shall be written in parentheses without specifying chapters at the right end of the row where the equations are written according to the order mentioned in the paper. In addition, it is essential to describe the symbols included in the equation just below the equation.

“Example”

$$\Delta r = \frac{h}{H}r \quad (2)$$

in which Δr : relief displacement, h : flight height, H : flight height, and r : relief displacement.

7.5.5 English, Abbreviations and Quantity Expression

It is essential to use capitals for the first letter of English proper nouns (e.g., Laplacian) and for all abbreviations (e.g., GIS). Otherwise, it is essential to use small letters. Abbreviations in shall be expanded in parentheses where they are used for the first time (e.g., GPS (Global Positioning System)), and the abbreviations shall be used in sentences thereafter. It is essential to use arabic numerals for expressing quantities.

7.5.6 Mentioning Figures, Tables and Equations

It is essential to comply with the following exemplary expression guidelines to mention figures, tables and equations in a manuscript.

“Example”

Fig. 1, Fig. 2(a), Figs. 3 and 4

Table 1, Table 2(a), Tables 3 and 4

Eq. (2), Eq. (3a), Eqs. (4) and (5)

7.5.7 Referencing

It is essential to use author name and the publication year to reference other articles (see section 7.7) in a paper. It is essential to write author's last name, and all authors' last name if a paper in question was written by one or two authors (e.g., Hur, 1998; El-Hasan and Easa, 2000). If the article in question was written by three or more authors, it is essential to write the main author's last name and use *et al.* in italics for the remaining author's names (e.g., Hur *et al.*, 1983). It is essential to comply with the following example for using spaces, marks and fonts.

“Example”

One author: Hur (1998), (Hur, 1998)

Two authors: El-Hasan and Easa (2000), (El-Hasan and Easa, 2000)

Three or more authors: Hur *et al.* (1997), (Hur *et al.*, 1997)

Two or more citations: (Hur, 1995; Hur *et al.*, 1998)

7.6 Acknowledgement

It is allowed to write institutions or personal names in acknowledgement of their financial support or academic advice provided for the relevant research.

7.7 References

All references shall be written in English (Roman script). All other articles referenced in a paper shall be included in the reference list, and any article not referenced in a the paper shall not be included. ‘References’ for the title shall be used.

7.7.1 Order of References

It is essential to sort first author's last names in alphabetical order. The second author's last name shall be used to sort author names if the first authors are the same. However, references without a second author take the precedence over those with a second author. It is essential to sort references for the case that the second authors are the same in the same manner. It is essential to sort references of which all their authors are the same in earlier-publishing year order. The references shall be put in alphabetical order if their years of publication are the same, and small alphabet letters a, b, c, ... shall be added, following the year of publication for identification, and a, b, c, ... shall be added, following the year of publication to mention references in an article.

7.7.2 Reference List

- 1) Article published in an academic journal: author (year of publication), article title, *name of the academic journal*, Vol., No., referenced pages.

It is essential to write (in Korean with an English abstract) for a paper written in Korean with an abstract written in English, but (in Korean) for a paper with an abstract written just in Korean at the end of the paper, respectively.

"Example"

Brorsen, M. and Larsen, J. (1987), Source generation of nonlinear gravity waves with the boundary integral equation method, *Coastal Engineering*, Vol. 11, pp. 93-113.

Choi, K., Lee, I. and Song, D. (2008), Automatic change detection of urban areas using LIDAR data, *Journal of the Korean Society of Surveying, Geodesy, Photogrammetry and Cartography*, Vol. 26, No. 4, pp. 341-350(in Korean with an English abstract).

- 2) Paper published in academic conference journals (academic symposiums): author (year of publication), article title, *name of academic conference journals*, publishers (name of academic society or publishing company), date of conferences, location of the conferences (city, country), Vol., and referenced pages.

It is essential to write Unpaginated CD-ROM at the end of the unpaginated articles because they are published in CD-ROM. The publishing institutions may be omitted if the name of academic conferences implies the name of academic society.

"Example"

Sakakiyama, T. and Kajima, R. (1992), Numerical simulation of nonlinear wave interacting with permeable breakwater, *Proceeding of 22nd International Conference on Coastal Engineering, ASCE*, pp. 1517-1530.

Cook, J. and Fedinand, L. (2001), Geometric fidelity of IKONOS imagery, *Proceeding of the ASPRS 2001 Annual Convention, ASPRS*, 23-27 April, St. Louis, Missouri, unpaginated CD-ROM.

- 3) Articles published in book form or books: author (year of publication), article title, *name of the book(s)*, Vol., publication institution or publishers, location of publication, and referenced pages.

"Example"

Mikhail, E. M. and Bethel, J. S. (2001), *Introduction to modern photogrammetry*, John Wiley & Sons Inc., New York, N. Y., 512p.

Maune, D. F. (2007), *Digital elevation technologies and applications: the DEM users manual 2nd Edition*, ASPRS, Bethesda, MD., 655p.

- 4) Book: author (year of publication), name of the book, publisher, location of publication, and total pages.

For a book with subtitles, it is essential to use colons following the name of book to write subtitles, but after the title for a book with an edition.

“Example”

Dingemans, M. W. (1997), *Water wave propagation over uneven bottoms*, World Scientific, 1016p.

Maune, D. F. (2007), *Digital Elevation Technologies and Applications: The DEM Users Manual 2nd Edition*, ASPRS, Bethesda, MD.

However, it is essential to write chapter authors (year of publication), chapter titles, In: name of an editor (eds.), *name of the book*, publishers, location of publication, and chapter pages for a book written by a plurality of authors for each chapter, but the name of editor (ed.) for a book with one editor.

“Example”

Shan, J. and Sampath, A. (2009), *Building extraction from LIDAR point clouds based on clustering techniques*, In: Shan, J. and Toth, C. (eds.), *Topographic Laser Ranging and Scanning: Principles and Processing*, CRC Press, Boca Raton, F. L., pp. 421-444.

Fowler, R., Samberg, A. Flood, M., and Greaves, T. (2007), *Topographic and terrestrial lidar*, In: Maune, D. (ed.), *Digital elevation model technologies and applications: the DEM users manual 2nd Edition*, American Society for Photogrammetry and Remote Sensing, Bethesda, MD. pp. 199-252.

- 5) Thesis and dissertation: author (year of publication), *title*, degree type, degree awarding body, its location, and total pages. It is essential to write Ph.D. dissertation for doctoral dissertations, but Master’s thesis for master degree articles.

“Example”

Weibel, R. (2000), *Digital terrain modelling*, Ph. D. dissertation, University of Arizona, Arizona, USA, 192p.

Yoo, E. (2009), *Patch-based method for true orthoimage generation using aerial images and LiDAR data*, Master’s thesis, Sejong University, Seoul, Korea, 85p(in Korean with English abstract).

- 6) Report: author (year of publication), *title*, report type (or number), research institution, location, referenced pages.

“Example”

Bethel, J. S. and McGlone, J. C. (2000), *Automated stereo photogrammetric terrain elevation extraction*, Report 11, ESRI Publication No. 98-057-01-3, Construction Res. Inst., Palo Alto, pp. 213-215.

Torrey, M. D., Mjolsness, R. C., and Stein, L. R. (1987), *NASA-VOF3D: a three- dimensional computer program for in-compressible flows with free surfaces*, Rep. LA-11009-MS, Los Alamos National Laboratory, 192p.

- 7) Internet site: author (year of posting), article title, name of site, location, URL, and the date of recent access to the site.

“Example”

Skole, D. and Justice, C. (1997), A land cover change monitoring program, *Federal Agency Initiative*, Michigan, <http://www.bsrsi.msu.edu/overview/reports/cenr.html> (last date accessed: 15 March 2012).

The following shall be complied with to indicate references as described above.

- ① It is essential to use *italics* for academic journal name, academic conference journal name (academic symposium journal name), book name, degree article title, report title and name of Internet sites, but capital letters for the first letter of all words except articles, prepositions and conjunctions.
- ② It is essential to use capital letters for the first letter of all words of institution name and publisher name except articles, prepositions and conjunctions. It is allowed to use abbreviations for their name.
- ③ It is essential to use capital letters just for the first letter of the article title published in academic journals and academic conference journals (academic symposium journals), and chapter titles of a book written by a plurality of authors for each chapter thereof, but use small letters for other words than special cases, for example, proper nouns or abbreviations.
- ④ It is essential to write the referenced pages of articles published in academic journals and academic symposium journals, but total pages of theses or dissertations.
- ⑤ It is essential not to use commas but ‘and’ between two authors for articles written by two authors. It is essential to use a comma and ‘and’ just before the last author for a book written by at least three authors.
- ⑥ For books with the same authors and year of publication, it is essential to add small English letters after the year, for example, ‘Lee, D. and Park, J. (2012a)’ ‘Lee, D. and Park, J. (2012b)’ for identification, and sort them in alphabetical order of the first word of the article title.
- ⑦ It is essential to write (in Korean with an English abstract) or (in Korean) for references written in Korean, and translate their title into the most appropriate English version for those without English title.
- ⑧ It is essential to comply with the guidelines described above for marks, spaces, indentations and English names.

7.8 Article written in English

- ① It is essential to comply with the guidelines for writing articles in Korean to write articles in English.

8. Guideline for Technical Note

- ① It is essential to comply with the guidelines for writing research report to write technology articles. However, it is essential to write ‘<Technology Article>’ on the right top of the first page to specify it is a technical note.

9. Guideline for Discussion

- ① It is essential to comply with the guidelines for writing a research report to write opinions on an article except the following. It is essential not to include an abstract in Korean or English in the opinions on an article, and not to divide them into chapters or sections, for example, introduction, body and conclusion. ‘<Opinions on Article>’ shall be written on the right top of the first page.

10. Copyright and Author’s Responsibility

- ① The copyright of an article published in the KSCDP Journal is owned by the KSCDP. It is essential that the person who submits an article gives a written agreement for transferring its copyright to the KSCDP. The articles not accompanied by a written copyright transfer agreement are not published although they pass the screening process specified in the KSCDP regulations.
- ② Attention shall be paid to the issues of copyright involved in referencing other people’s articles because copyright is absolutely author’s responsibility.

- ③ It is essential to present a correction letter to correct wording errors found after publication of the KSCDP Journal to announce correction of the error.
- ④ It is allowed to notify and correct content errors found after publication of the KSCDP Journal.

11. Obligation

A person who submits a paper shall be obliged to comply with this Guideline, and the Edition Committee can refuse to accept the paper if this Guideline is not complied with.