

Research Ethical Guidelines

Chapter 1. General Provision

Article 1 (Definition of Research Ethics) The research ethics means performing responsible research by honestly transmitting information and effectively using the resources and objectively and precisely reporting the research result by the researcher in performing the research.

Article 2 (Purpose of Rules of Ethics) The purpose of this rule aims to enhance ethicality of research to the members of Korean Society of School Health (hereafter the "Society") and prevent wrongful conducts by procuring ethicality and honesty of research study and suggesting a fair standard to verify wrongful conducts.

Article 3 (Scope of Rules of Ethics) This rule is applicable to all members who are registered with the Society as well as members those who are related to the contents of all publications (society journals and academic conference publications) which the Society periodically publishes.

Chapter 2. Rules of Ethics of Research Performance

Article 4 (Veracity of Research) The authors who performs the research and presents the result and the examiner who examines the research result shall perform the research activity apparently and honestly which are not contrary to their conscience as scholars.

Article 5 (Management of Data)

- ① The researchers shall confirm the ownership of the data and whether it requires approval prior to collecting the data required for the research, and the researchers shall precisely understand their obligation and rights resulting from collecting or making the data public prior to the performance.
- ② The data shall be collected and recorded by credible, reasonable, and proper means and saved for certain period of time and it shall be disclosed and shared with other researchers in order to confirm the result or to use it for other purposes, if necessary.

Article 6 (Presentation of Research) All research results shall be reported precisely with complete and fair explanations, and it shall be fairly and transparently examined whether it includes the results founded by the researcher and researcher's opinion regarding the result.

Article 7 (Possession of Copyright) The copyright of any writing decided for publication shall be transferred to Korean Society of School Health, thus the Korean society of School Health holds right to publish, distribute, and print the writing in the society journal or other media.

Article 8 (Presentation of Order and Affiliation of Authors)

- ① The order of authors on the author section shall be presented according to the amount of contribution by agreement between the co-authors and the authors shall be able to explain the rule of written order of the authors.
- ② The principle rule is to write the affiliation of the author when the author was affiliated while performing the research however it may follow other custom if such custom is common in that area.

Article 9 (Communication Author) A communication author is responsible for accuracy of data, names written as authors, approval of final drafts of all authors, whole communications, and answers for questions on behalf of other co-authors, and shall be aware that any mistake or omission of communication by the communication author not only affects herself but also greatly affects careers of the co-authors.

Article 10 (Rules of Usage of Reference)

- ① The authors may refer a part of research of others to their own research paper as it is or after making translation.
- ② The authors shall be precise in citing references and drafting the list. The elements of all references such as name of author, number of books, numbers, pages, or published year of society journals shall not rely on secondary references, but it shall be directly confirmed from the original paper, and in inevitable case, it shall disclose that it was re-cited.

Chapter 3. Rules of Ethics on Wrongful Conduct in Research

Article 11 (Definition of Wrongful Conduct in Research)

- ① A wrongful conduct in research refers to conducts occurred during planning of research, performance of research, report and presentation of research, investigation and examination of research such as forgery, falsification, plagiarism, redundant publication and others.
- ② "Forgery" refers to a conduct of falsely reporting and submitting a data or research result record which does not exist.
- ③ "Falsification" refers to a conduct of not precisely explain-

ing the research record by manipulating the research data or equipment or the process of research, or by changing or deleting the data or result.

- ④ “Plagiarism” refers to a conduct of not acknowledging the contribution of the originator by using whole or part of the other person’s idea, research process, research result or expression without citing proper references which are protected by the copyright law.
- ⑤ “Redundant Publication” refers to a conduct of submitting and presenting the exactly same result or a very similar research result on other academic publication more than two times without notifying the first research result that was already published to the editor or readers.

Article 12 (Types of Plagiarism) The types of plagiarism includes “idea plagiarism,” “text plagiarism” by copying part of other author’s text without mentioning the author, and “mosaic plagiarism” by combining part of the text or adding, inserting or replacing words by similar words.

Article 13 (Prohibition of Distorting the Reference)

- ① The references shall only include the writing that has direct relation with the contents of the thesis. The researchers shall not intentionally include questionable references with intent to manipulate the frequency of citation in society journal or thesis, or with intent to increase the possibility of publication of the thesis.
- ② The researchers shall not solely include one-sided references that are favorable to their data or theory, and the researchers have ethical responsibility to also cite references that are contrary to their viewpoint.

Article 14 (Customs to Reject) The researchers shall reject the “honorary” author custom where the researchers write the names of authors who did not contribute thus who are not qualified as authors of the paper, a custom of dividing a research to many small researches in order to increase the number of research, and a custom of prematurely presenting a research without reviewing it.

Chapter 4. Rules of Ethics on Examination of Thesis

Article 15 (Responsibility and Duties of Examiners)

- ① The examiners shall faithfully examine the thesis requested by the Editing Committee of the Society and report the examination result to the Editing Committee within the date set by the rules of examination.
- ② When an examiner determines that he or she is unqualified to examine the requested thesis, the examiner shall immediately return the thesis to the Editing Committee.
- ③ The examiners shall conduct an objective examination by

applying strict scientific standard and research standard regarding the quality, experimental nature of the research, theory, and interpretation of the thesis and shall be able properly explain and support their determination.

- ④ The examiners shall respect author’s intellectual independence and shall prevent the author from wrongfully citing other scientist’s research and shall fairly correspond when there is a conflict of interests between them.
- ⑤ The examiners shall preserve confidential information of the thesis and shall not disclose any information, opinion, interpretation or others contained in unpublished thesis on the process of review without consent of the author.

Article 16 (Unethical Conducts of Examiners) For fair examination and to maintain confidentiality during the examination, the examiners shall not engage in unethical conducts as the following:

- ① An act of asking a third party to evaluate the examination on behalf of them
- ② An act of discussing the content of thesis on the process of examination with a colleague
- ③ An act of not returning or shredding the copy of examination contents after completion of examination
- ④ An act of using languages of defamation or personal attack during the examination of thesis
- ⑤ An act of examining or determining the thesis without reading it

Article 17 (Responsibility and Duties of Editing Committee)

- ① The Editing Committee shall be fully responsible for deciding whether to publish the thesis submitted to the society journal, maintain veracity of examination process, and manage and direct the editing commissioners.
- ② The Editing Committee shall respect the authors’ personality as independent scholars, fairly treat the submitted thesis solely according to the rules of submission and quality standard regardless of the author’s affiliation, and clearly disclose the examination process of the thesis if requested.
- ③ The Editing Committee shall request the examination of submitted thesis to the examiners with expert knowledge of the applicable field who has ability to make objective and fair examination.
- ④ The Editing Committee shall not disclose the information of author and contents of thesis until they decide to publish the submitted thesis.

Chapter 5. Enforcement of Rules on Research Ethics and Ethics Committee

Article 18 (Duty to Comply Rules of Ethics) The members shall be responsible for their own research conducts as they become members, they shall acknowledge serious-

ness of wrongful conducts in research, and they have duty to comply with the Society's rules of research ethics.

Article 19 (Report and Investigation on Violation of Rules of Ethics) If a member is aware of another member's violation of the rules of ethics, the member shall alert the ethics rules to the violating member, nonetheless if the violating member does not fix the violation, the member shall immediately notify the Ethics Committee.

Article 20 (Purpose and Composition of Ethics Committee)

- ① The purpose of Ethics Committee is to verify whether there is a violation of ethics rules in research and the veracity of the violation according to the ethics rules defined by the Society.
- ② The Ethics Committee shall be composed of 7 members, the president of the Society shall be the chairman, the head of editing committee shall be the vice-chairman, and other members shall be recommended by the head of Editing Committee and appointed by the president of the Society.

Article 21 (Rights of Ethics Committee) The Ethics Committee has an authority to receive reports regarding the suspicious conduct of violation of the research ethics and a right to investigate in order to verify fidelity. If it is determined that there was a violation of ethics rules after an extensive investigation about the reported issue through the informant, examinee, witness, testifier, and evidences, the Ethics Committee may impose sanctions according to the rules.

Article 22 (Determination and Restrictions of Ethics Committee) A verification procedure shall be in an order of pre-investigation, investigation, determination, and the whole investigation shall be completed within 6 months. However, if it is determined that the investigation cannot be completed within this period, the investigation period can be extended by approval of the chairman. If an informant or an examinee cannot accept the determination, they may object within 30 days of the notification in writing, and the Ethics Committee may review it and re-investigate, if necessary.

Article 23 (Protection of Informant and Persons Subject of Investigation)

- ① The Ethics Committee has a duty to protect the informant and a person subject to investigation from unfair pressure or harm for the reason of report or investigation, and the Ethic Committee shall prepare measures about it.
- ② The informant may request notification of investigation procedure and schedule after reporting the violation and the Ethics Committee shall faithfully reply to it.
- ③ The Ethics Committee shall not disclose information of applicable member to the public until the Society makes final decision about the violation of ethics rules in order to protect the member's honor and rights.

Article 24 (Procedure and Contents of Sanction) When there is a proposed disciplinary action, the Chairman shall gather a board the directors and make final decision whether to impose the disciplinary action and its contents. The research result of a member who received disciplinary action shall be deleted from the society journal, conference publication, and internet homepage, and the Committee may prohibit the member to submit thesis for the following 5 years, impose sanction of suspension or deprivation of the membership, and may notify the affiliation of the subjected person or the society journal about the measures.

Article 25 (Revision of Rules of Ethics) If revision of Rules of Ethics is necessary, it can be revised by the agreement of the Board of Directors, and for the members who agreed to the original rules are assumed to agree to the new rules without additional agreement.

Article 26 (Miscellaneous) The matters not defined in this Rules shall comply with the "Guidelines for Securing Research Ethics (Part 60 of Order of Ministry of Education)."

- Supplementary Provisions -

Section 1 (Effective Date) This Rules of Ethics is effective after March 1, 2008.

Section 2 (Effective Date) This Rules of Ethics is effective after March 1, 2015.