

# Manuscript Preparation Guidelines

Revised on March 8, 2019  
Effective from March 8, 2019

This guideline presents rules and regulations for authors to abide by in preparing the manuscripts and contributing to the Journal of the Korean Society of Clothing and Textiles.

1. All authors should be members of the Society.
2. Manuscripts submitted to the Journal should demonstrate academic value and originality.
  - 1) Manuscripts submitted shall not have been published or submitted to other journals concurrently.
  - 2) Submitted manuscripts should comply with the Code of Ethics of the Korean Society of Clothing and Textiles. For matters not mentioned in the said Code of Ethics, contributors are expected to comply with the International Standards for Editors and Authors (<http://publicationethics.org/international-standards-editors-and-authors>).
  - 3) Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and gender. If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they determined race or ethnicity and justify their relevance.
3. Following rules apply for the articles published in the journals:
  - 1) The Journal publishes research papers, technical papers, general reviews, book reviews, letters to editors, reports, and other academic, industrial, and educational values.
  - 2) The articles recommended for publication as a result of the review process in accordance with the Rules for the Evaluation of the Articles of the Association of Korean Clothing and Textiles are considered "regular articles."
4. If the article is based on a master's thesis or a doctoral dissertation, it should be noted in the article as follows:
  - 1) In the footnote on the first page of the article, include the following sentence: "This article is based on a master's thesis (or part of a master's thesis)".
  - 2) The degree holder must be the main author (first author).
5. The editorial committee decides on the manuscripts to be published in accordance with the order of submission. The number of articles in English/Korean, specialization areas, and manuscripts for expedited review process are considered in making the decision.
6. Contributors are required to pay all fees specified by the Society when submitting and publishing the manuscript.
7. Corresponding author\* should submit their manuscript on the Online Submission System (<http://journal.ksct.or.kr>).  
\*A correspondent author is an author who will correspond with the journal editor or other researchers. In other words, as a responsible author, the corresponding author will be contacted and asked to take appropriate action when there is any question or problem with the paper.
  - 1) Submit the [Confirmation of Research Ethics], [Author Checklist], and [Publication Request and Copyright Transfer Agreement].
  - 2) Prepare the manuscript in Korean or English in hwp or MS Word (doc, docx) format, and convert it to a PDF format before submission.
  - 3) Do not include information that may identify the author(s), such as the author's name, affiliation, or acknowledgement in the manuscript.
  - 4) The length of submitted manuscripts should be no more than 25 pages (size A4) including figures, tables and references.
  - 5) The manuscript should be prepared in accordance with the Korean Society of Clothing and Textiles Manuscript Preparation Guidelines.
8. After the publication decision on a submitted manuscript is confirmed, the manuscript will go through established procedures for editing, proofreading, and printing.
  - 1) Submit the finalized manuscript with the author, affiliation, and acknowledgement in editable hwp or MS Word (doc, docx) files.
    - (1) Papers written in Korean should include the title, author name (corresponding author specified) and affiliation in Korean and English.
    - (2) Papers written in English should include the English title, author name (corresponding author specified) and affiliation.
    - (3) Acknowledgement should be as footnotes.
  - 2) Authors bear the main responsibility of proofreading the manuscripts.
  - 3) No arbitrary modification, deletion, or addition of the contents of the manuscript other than editorial changes is allowed during the proofreading process.
  - 4) The editorial board may revise the manuscript when deemed necessary for editing.
9. Matters not specified in this regulation shall be handled in accordance with the customs of the academic community and similar regulations, and the editor-in-chief shall report the process and results to the editorial committee and promptly revise regulations accordingly.

◇Submission and Processing Fees◇

- ▶ Payment: General (100,000 won)
- ▶ Publication fee: basic fee (200,000 won, up to 10 pages) + 30,000 won per additional page  
Costs involved in color printing, special effects, etc. will be borne by the contributor.
- ▶ Expedited processing fees are twice the general processing fees.
- ▶ 20 copies of the published papers will be provided to the authors.

<Manuscript Format>

- ▶ Page format
- Font type and size of texts

Software	Font type	Font size	Scale	Spacing	Line Spacing
HWP	Shin Myeong Jo	11 point	100%	0%	160%
MS Word (doc, docx)	Times New Roman	11 point	100%	0%	1

- Paper margin

Software	Top	Bottom	Right	Left	Header	Footer
HWP	20mm	15mm	30mm	30mm	15mm	15mm
MS Word (doc, docx)	3.5cm	3.0cm	3.0cm	3.0cm	1.5cm	1.75cm

- ▶ Title
- Manuscripts in English: Include the title in English only.
- Manuscripts in Korean: Include the title in both Korean and English.

- ▶ Abstract
- The abstract should be between 150-200 words in English.
- The research objectives, research methods, and research findings should be clear and concise.

- ▶ Key words
- Present at least 5 keywords below the abstract.
- For manuscripts in English, include key words in English only. For manuscripts in Korean, write in both Korean and English.

- ▶ Table and picture
- The title, contents, and explanation should be written and presented in English.
- Tables and figures should be arranged in accordance with the instructions set forth in 'How to Prepare Tables' by the Korean Journal of Clothing and Textiles.

- ▶ Measuring Units
- S.I. In principle, the use of units.
- Use of other units is possible with the permission of the editorial board.

- ▶ References
- The reference list should be in English.
- References should comply with the Regulations for Citation in the Journal of the Korean Society of Clothing and Textiles.
- Refer to the APA Style Manual (Publication Manual of the American Psychological Association) for matters not specified in the JKSTC regulation.

◇Journal Contact Information◇

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