

Guide for Authors

1. Manuscript Submission

- (1) Full members of the KOSIM are eligible for submission and consideration of manuscripts. Submission by other individual(s) will require approval from the Editorial Board.
- (2) A submitted manuscript must be an original paper not previously published or under consideration for publication in other journals. The article content should deal with academic issues of theoretical and applied research on information management.
- (3) Authors may send their manuscripts via e-mail attachment to <kosimeditor20@gmail.com>.
- (4) Responsibility for the contents of published papers rests upon the authors. For two or more authors, the first author shall be responsible for the contents of the manuscript, and the remaining author(s) shall be co-author(s).
- (5) Submissions are on an ongoing basis. Authors will be required to pay an Article Processing Charge (APC) at the time of final acceptance of their submission. The APC is 200,000 KRW per article up to 20 pages. For every additional page, an extra fee of 10,000 KRW per page will be charged. However, for the articles that acknowledge funding sources, the APC is 300,000 KRW. KOSIM also offers a reduced APC fee of 90,000 KRW for the articles whose author(s) are all full-time graduate students.

2. Preparation of Manuscript

- (1) The content of every manuscript submitted to the journal should be written horizontally, and prepared in Korean or English.
- (2) All manuscripts should be submitted in electronic form and the length should be no more than twenty (20) pages, including references, figures and tables (10 pt font; 1.5 line spacing in MS WORD).
- (3) Tables and illustrations should appear on separate pages at the end of the paper. Indicate the desired placement by adding an instruction to the editors within the body of the manuscript, such as (Insert Table 2), in parentheses. Each illustration or table should have a number and a brief title.
- (4) All manuscripts should include the following elements. The title (in English and/or Korean), author's name (in English and/or Korean), electronic mail address, position and affiliation (in English and/or Korean), information abstract (in English and/or Korean), keywords (in

English and/or Korean), main text, references, appendix (if necessary).

- (5) The style should follow the forms given in the *Publication Manual of the American Psychological Association (6th ed., 2010)*, which should be consulted for details as needed.
- (6) Manuscripts that do not follow the journal's instructions may be returned to the authors.

3. Principle of Review

- (1) The Editor-in-Chief chooses an Editor in the subject area of a manuscript to select reviewers.
- (2) The list of reviewers should not be disclosed.
- (3) Acceptance decisions shall be made by the Editor-in-Chief after a manuscript is refereed by three (3) reviewers

Table 1. Principles of summarizing editors' decision and making final judgments

A: Publish / B: Publish upon revision / C: Review upon revision / D: Reject	
AAA · AAB	Publish
AAC · ABB · ABC · BBB · BBC	Publish upon revision
AAD · ABD · ACD · ACC · BBD · BCC · CCC	Review upon revision
ADD · BCD · BDD · CCD · CDD · DDD	Reject

- (4) The reviewer's recommendation may be "Publish," "Publish upon revision," "Review upon revision: reevaluation may be requested of the original and/or additional reviewers," "Reject."
 - ① Manuscripts reviewed as "Publish" shall be published without revision.
 - ② Manuscripts that received "Publish upon revision" will be published after the Editor-in-Chief confirms the revision requested by the reviewers.
 - ③ Manuscripts that received "Review upon revision" shall be refereed again by the same reviewer when the revised manuscript is submitted.
 - ④ The editors shall clearly and precisely describe the reasons for the "Reject" decisions.
- (5) When a manuscript falls into one of the following categories, revision will be requested. The reviewers' suggestions will be conveyed to the author(s), who will then have an opportunity to revise the paper. Any suggestions on a manuscript should be presented specifically.
 - ① Creativity and specialty of the contents
 - ② Accurate and detailed research methods
 - ③ Suitability of unfolding logic
 - ④ Sufficient support for assertions and conclusions
 - ⑤ Contribution the paper will make to the field

- ⑥ Clear, coherent, grammatically correct writing
- ⑦ Technically meeting the requirements for editing
- (6) If the author does not agree with some or all of a reviewer's comments and makes written objections/rebuttal, the Editorial Board will review such objections.
- (7) Reviewers shall complete the review and inform the Editorial Board. The review period shall be, from the date of request, no more than ten (10) days for the first review and no more than seven (7) days for the second review.
- (8) If a reviewer does not submit a review report within ten (10) days of the date of a request, the Editor-in-Chief shall exhort him/her to deliver the review once. If the report is not submitted after seven (7) days of the initial exhortation, the reviewer will be discharged.
- (9) Copies of the referees' comments will be forwarded immediately to the author, along with the editor's decision.
- (10) The author who is requested to make revisions shall forward his/her comments about the revision or withdraw from the Editorial Board within seven (7) days of the date of the request.

4. After Acceptance

- (1) Copyright in published papers will be vested in the "Korean Society for Information Management." The author shall submit the copyright transfer consent form of the KOSIM when the manuscript is accepted for publication. This transfer of copyright will not prevent the author from using his or her work in the form of reproduction, distribution, public transmission or performance for the purpose of academic research. In addition, since the author does not transfer the adaptation right to the KOSIM, he or she can carry out or authorize translation, adaptation, and any other alteration of his or her own article.
- (2) Articles are distributed under the terms of the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 (<https://creativecommons.org/licenses/by-nc-nd/4.0/>). Readers are free to use the articles of the journal for non-profit purposes. However, if an information service institution in the public domain is to provide the articles of the journal, it may enter into an agreement with the KOSIM for continuous and stable services.
- (3) Print copies of the published article are available upon request of the author, and costs incurred will be the responsibility of the author.

5. Research and Publication Ethics

Dishonest research acts such as fabrication, falsification, plagiarism, double submission, and improprieties of authorship are unacceptable. For the policies on research and publication ethics not stated in this instruction, the 'Code of Conduct' <<http://publicationethics.org/resources/code-conduct>> can be applied.