



## **“Democracy and Human Rights” Guidelines for Reviewing Submissions**

### 1. General

The Editorial Committee’s roles include establishing the regulations for the submission of papers, the review system, and managing these for the Journal of “Democracy and Human Rights”, the periodical journal of the May 18 Institute, Chonnam National University.

### 2. Submission and Publication of Manuscript

- 1) The submitted manuscript must be original, and not have been published anywhere else previously.
- 2) The official languages of the manuscript are Korean and English. The manuscript is required to follow the style guidelines explained below, and be submitted to the Editorial Committee via e-mail or online submission system.
- 3) 논문을 투고 할 때 <민주주의와 인권> 편집위원회가 제정한 작성요령 ( <민주주의와 인권> 부록 및 5·18연구소 홈페이지 참조)을 준수하여야 한다. The submitted manuscript must follow the Manuscript Submission & Style Guidelines enacted by the editorial committee.

The submitted manuscript must be followed

- 4) The manuscript will be evaluated by three reviewers. During the review process, if the reviewers request further revision or corrections, the author is expected to accept the revision request, or provide a convincing written explanation against it. The Editorial Committee will not accept manuscripts which are

“rejected” after review, or if the authors fail to respond to requests for revisions.

- 5) Authors who are informed of the acceptance of their manuscript should submit their final version by email before the scheduled date.

### 3. Appointment of Reviewers

After the close of submissions, received manuscripts will be reviewed by a panel of three reviewers from the relevant field, appointed by the Editorial Committee. The reviewer selection process is under the control of the Editorial Committee, and all reviewers are scholars who have shown notable achievements and academic excellence in their field.

### 4. Regulations for Reviewing and Publication

- 1) After the submission period has closed, the Editorial Committee will nominate three reviewers whose expertise most closely matches the manuscript content, and request them to review the paper in question.
- 2) Reviewers will then receive the manuscript to be reviewed, together with a Letter of Appointment, Letter of Request for Review, Review Sheet, honorarium, etc.
- 3) After reviewing the manuscript, reviewers must notify the Editorial Committee of their conclusions as to the paper’s suitability for publication – accepted, accepted with revisions, or rejected – together with their comments on the manuscript.
- 4) In accordance with the evaluation sheet shown below, containing each reviewer’s evaluation together with their comments, the

Editorial Committee will decide whether to accept or reject the manuscript, and subsequently notify the author of their decision.

- 5) Manuscripts evaluated as “Accepted with revisions” or “Re-evaluation following revisions” will be returned to the author together with the reviewers’ comments. The author will be requested to resubmit their revised or corrected manuscript within 10 days of this notification.
- 6) ‘수정 후 재심’ 논문의 경우 초심 판정 심사자와 편집위원회의 심사의견을 반영하여 수정한 다음, 그 수정논문을 제 4의 심사자 1인에게 보내 재심을 의뢰한다. 이 경우 초심 판정 심사자와 편집위원회의 심사의견을 재심자에게 보내 참고하도록 하고, 재심자는 ‘게재’ 또는 ‘게재 불가’로 판단한다.
- 7) ‘수정 후 재심’ 논문의 투고자가 기한 내에 수정 보완하여 제출하지 않을 경우 투고자의 ‘수정의사 없음’으로 판단하고, 편집위원회는 ‘게재 불가’로 최종 판정한다.
- 8) In the case of a manuscript evaluated as “Rejected”, the Editorial Committee should promptly notify the author of this result, along with their reasoning.
- 9) For “Accepted” manuscripts, the date of submission, review (revision), and publication must be added to the final page of the manuscript.

## 5. Evaluation Criteria for Reviewing

- 1) Originality and Significance of Purpose of Study
- 2) Clarity
- 3) Logical Validity
- 4) Academic Contribution

## 6. Evaluation Process

Reviewers must evaluate all manuscripts based on the above Evaluation Criteria, and then make concrete comments accordingly. By compiling the results, the Editorial Committee will decide on whether the manuscript should be accepted, accepted with revisions, or rejected.

(Evaluation Table)

Reviewer A	Reviewer B	Reviewer C	Evaluation Result
Accepted	Accepted	Accepted	Accepted
Accepted	Accepted	Revision*	
Accepted	Accepted	Rejected*	
Accepted	Revision	Revision	Accepted with revisions
Revision	Revision	Revision	
Accepted	Revision	Rejected	Re-evaluation after revisions
Revision	Revision	Rejected	
Accepted	Rejected	Rejected	Rejected
Revision	Rejected	Rejected	
Rejected	Rejected	Rejected	

\* Revision=Accepted with revisions

## 7. 이의제기와 신청

- 1) 원칙적으로 모든 심사에 대해서 논문투고자의 이의제기가 가능하다.
- 2) 이의제기 절차
  - ① 이의제기 절차는 이의신청자가 편집위원회에 ‘이의신청서(별지참조)’를 접수함으로써 개시된다.
  - ② 편집위원회는 이의신청의 타당성 여부에 대해 논의하여 이의신청서 접수 1주일 이내 이의신청자에게 이의신청의 수락 여부를 통보한다.
  - ③ ‘이의신청’이 수락된 경우, 편집위원회는 ‘이의신청’에 해당하는 심사자를 교체하여 심사 절차를 다시 진행할 수 있다.

④ ‘수정 후 재심’ 논문의 재심 결과에 대한 이의신청이 수락된 경우, 편집위원회는 제 5의 심사자 1인에게 수정논문과 초심 및 재심의 내용을 보내고 심사를 의뢰한다. 제 5의 심사자는 이를 토대로 ‘게재’ 또는 ‘게재불가’로 판단한다.

⑤ 하나의 투고 논문에 대한 이의신청은 1회에 한한다.

#### 8. 논문 게재자의 의무

- 1) 게재논문에 대한 원고료는 지불하지 않으며, 논문 게재자에게는 학술지 2부를 증정한다.
- 2) 논문 게재자는 연구자의 직위(전임/비전임) 및 연구비 수혜 여부에 따라 편집위원회가 정한 소정의 게재료를 납부해야 한다.
- 3) 별쇄본을 요청할 경우 인쇄비용을 게재자가 부담한다.
- 4) 게재자가 비전임교수이거나 비전임연구원일 경우 연구비 수혜 논문이 아닐 경우 게재료는 면제된다.
- 5) 투고한 논문이 심사를 통과하여 게재가 확정되면 논문에 대한 저작권을 전남대학교 5·18연구소가 갖는데 동의한다. Once publication of the paper is confirmed, Copyright transfer agreement shall be submitted.

#### 9. Journal Publication and Distribution

- 1) The Journal is published four times a year, on March 31, June 30, September 30, and December 31.
- 2) The Journal will be distributed to members of the May 18 Institute, and to relevant organizations and research institutes.

Additional Rule 1. These evaluation regulations are subject to change or modification through a meeting of the Editorial Committee.



# **“Democracy and Human Rights” Ethics Regulations**

Revised on May 4, 2007

Revised on April 27, 2020

Enacted on April, 2021

## Chapter 1: General

Article 1 (Purpose) These regulations primarily focus on stating the fundamental principles and directions regarding roles and responsibilities necessary for those who wish to submit and present papers to the academic journal “Democracy and Human Rights” (hereinafter “Journal”), published by the May 18 Institute of Chonnam National University (hereinafter “Institute”), and for its editors and reviewers to observe the ethical guidelines of the Journal.

Article 2 (Subjects of Application) These regulations shall be applied to any author who submits and presents manuscripts to the Journal as well as to the editors and reviewers and their relevant work.

Article 3 (Scope of Application) In this regard, all manuscripts submitted and presented to the Journal should follow these regulations, with the exception of possible exemptions in special cases.

## Chapter 2: Ethics Regulations

Article 4 All authors who submit and present their papers to the Journal should produce and submit original work according to

their scholarly conscience and observe this ethics regulation, in order to accomplish the objectives clarified in the Institute's articles of association, and achieve academic development in the relevant fields.

Article 5 (Violations) The following actions are considered as violations of the Institute's ethics regulations.

- ① Fabrication, falsification and plagiarism, and improper credit of author contribution, which betray the ethics of the publication against relevant legislation's regulations and social rules
  - "Fabrication" refers to falsely creating non-existent data or research results.
  - "Falsification" refers to artificially manipulating research materials or processes and/or willfully modifying or deleting data in order to distort research results.
  - "Plagiarism" refers to the appropriation of others' ideas and research results without justifiable approval or citation.
  - "Improper credit of author contribution" refers to not properly acknowledging authorship without justifiable reason to someone who has made a significant contribution to the work, or conversely to inappropriately attributing authorship to someone who has not contributed sufficiently, or even at all, to the research or results in question.
- ② 연구자가 미성년자(만 19세 이하인 자) 또는 가족(배우자, 자녀 등 4촌 이내) (이하 '특수관계인' 이라 함)과 공동으로 논문을 투고하고자 할 때, 연구자는 반드시 편집위원회가 요구한 양식에 따라 사전 고지를 해야 한다. In case the author is under 19 years old or write the manuscript with family members,

it must be announced in advance with following the notified process by the editorial committee.

- ③ Deliberately impeding investigation of suspicions arising in terms of any violations mentioned above or harming informers
- ④ Actions taken beyond the scope of what is generally recognized as acceptable in the field of academia

Article 6 (Ethical Responsibilities of Editors) Editors of the Journal should observe ethical responsibilities as follows:

- ① Editors should treat all submitted manuscripts equally based on their academic quality and submission regulations, regardless of authors' gender, age, affiliation or personal relationships.
- ② Editors should promptly take proper actions for submitted manuscripts.
- ③ Editors take full responsibility for determining whether or not submitted manuscripts are published.
- ④ Editors should not disclose the contents of submitted manuscripts to anyone except reviewers until publication has been confirmed.
- ⑤ Editors should respect authors' personality and recognize their scholarly independence.
- ⑥ Authors can request for the Editor-in-Chief to exclude a specific reviewer from a panel of reviewers for their manuscript. In this case, the Editor-in-Chief should decide whether to do so after checking the manuscript.

Article 7 (Ethical Responsibilities of Reviewers) All reviewers who are requested to evaluate manuscripts by the Editor-in-Chief of the Journal should observe the following ethical responsibilities.



- ① All reviewers should evaluate the manuscript sincerely and should return their opinions and comments of it to the Editorial Committee within the period set forth in the reviewing regulations. If a reviewer considers him or herself not to be eligible to evaluate the manuscript, he or she should immediately notify the Editor-in-Chief of this.
- ② Reviewers should objectively evaluate the contents of the manuscript, the interpretation of results and the quality of explanation while maintaining a suitably high level of academic standards. Reviewers should try their best to evaluate manuscripts fairly, and not be biased towards their own personal academic perspectives, beliefs and personal relationships with authors.
- ③ Reviewers should respect the author's personality and their independence as professional intellectuals. Reviewer's opinions of the manuscript submitted to the Editorial Committee should have concrete comments clearly indicating the parts that need improvement, alongside their reasoning.
- ④ Reviewers should treat the manuscript in a confidential manner. Unless reviewers intend to receive special advice for an objective and accurate evaluation, the manuscript should not be shown to others at any time and reviewers should not discuss the manuscript with anyone else. If the reviewer's written opinions on the manuscript are made with another's advice, the Editor-in-Chief should be notified of this. The contents of the manuscript should not be cited without the author's approval until it has been published in the Journal.
- ⑤ Reviewers should pay close attention to whether previous

studies deemed to be relevant with regard to the contents of the manuscript are adequately cited or not. If the contents of the manuscript are the same or extremely similar to another study, the reviewer should notify the Editor-in-Chief of this in detail.

Article 8 (Measures on Violations of Authors Regarding Ethics Regulation) The following measures will be taken against authors who violate ethics regulations stipulated in the previous article(s), dependent on the degree of the violations.

- ① Prohibition of submission of the manuscript for up to five years
- ② In the case of a manuscript that has already been published in the Journal, deletion from the Internet
- ③ Publicly announcing violations through the Institute's website and through the first Journal published after violations are found
- ④ Notifying the affiliated organization of any author who violated ethics regulations of their violations

Article 9 (Measures on Violations of Editors or Reviewers Regarding Ethics Regulation) The following measures will be taken against editors or reviewers who violate the ethics regulations stipulated in the previous article(s), dependent on the degree of the violations.

- ① Warning to prevent reoccurrence of violations
- ② Dismissing the reviewer or editor from their duties and permanently prohibiting reappointment
- ③ Publicly announcing violations through the Institute's website and through the first Journal published after the violations

are found

- ④ Notifying affiliated organization of editors or reviewers who violated ethics regulations of their violations

Article 10 (Formal Objection) In the case of someone raising an objection, the Institute should convene the Committee for Ethical Deliberation and review the relevant matters.

Article 11 (Committee for Ethical Deliberation) The Committee for Ethical Deliberation consists of seven people among the Steering Committee members of the Institute, when necessary.

Article 12 (논문유사도 검사 실시) 본 연구소의 학술지에 논문을 투고하는 자는 한국학술지인용색인(KCI) 등에서 서비스를 제공하는 논문유사도 검사를 실시하고, 그 결과를 제출하여야 한다. 논문유사도 검사에서 기존 논문들과 유사도 비율이 일정한 비율을 넘을 때는 편집위원장은 편집회의를 통해 논문의 심사를 진행할 것인가를 결정한다.

Article 13 Other matters that are not stipulated in these articles should be judged based on relevant legislation and social rules.

Article 14 ① This Regulation was enacted and enforced as of May 4, 2007.

② This Regulation was enacted and enforced as of Aril 27, 2020.

③ This Regulation was enacted and enforced as of April 26, 2021.



## “Democracy and Human Rights” Manuscript Submission & Style Guidelines

### ◆ Manuscript Style Guidelines

1. The paper size is A4, formatted using Microsoft Word.
2. The manuscript should be no longer than 6,000 words based on the Microsoft Word standard, including the abstract, footnotes, tables, and references.
3. 표기 : 원고는 한글 사용을 원칙으로 한다. 고유명사나 용어의 의미를 보다 명확히 밝힐 필요가 있을 경우에 한자는 괄호 속에 넣고, 기타 외래어는 첫 번째 한하여 괄호 속에 병기한다.
  - ① 일본의 교토(京都)에서...
  - ② 실직자들의 심리적 고통(psychological distress)이...
4. 글자 크기 : 논문제목 : 신명조 20  
부제목 : 신명조 15  
저자 이름 : 신명조 11  
본문 큰제목 : 신명조 13  
본문 중간제목 : 신명조 11.5  
본문 : 신명조 10.5, 들여쓰기 10, 줄간격 170  
예문·인용문 : 신명조 9, 왼쪽 여백 4,  
오른쪽 여백 0, 들여쓰기 10  
각주 : 신명조 8  
참고문헌 : 신명조 10
5. Title and Author's Name: The first page of the paper should have the title followed by the author's name. The affiliation should be written in the footnotes. In the case of more than one author, address all the names in line, but the lead author should be written

first. In case the research is funded, the funding institute should be included in the footnotes. 단, 저자가 공동저자일 경우에는 옆으로 나란히 기재하되 제1저자를 맨 앞쪽에 기재하도록 한다. 그리고 감사의 글이나 연구지원기관 등은 논문제목 옆에 \*표를 하여 각주로 처리한다.

6. Keywords: A maximum of five keywords should be provided after the author's name(s).

- Keywords: Gwangju Uprising, Community, Resistance discourse, Social solidarity, Organizational structure

7. Body of the Text

1) The paper consists of introduction, main body, and conclusion. The headings should be hierarchically numbered. E.g.) I, 1., 1) order.

2) Citation: If the author's name is mentioned in the text, cite the references with the year of publication in parentheses, with the page number if necessary. If the author's name is not mentioned in the text, cite the references with surname, the year of publication, and page number if necessary. In case more than two references are cited, write them in order with semi colon (;). In the case of long examples or citations, write them in a different line with one space from the previous paragraph.

(Anthias and Yuval-Davis, 1992:15)

(Miles 1982; Phizacklea and Miles, 1980)

Miles bases his argument on the Marxist view... (Marx, 1971:20-21, cited Miles, 1982:157-158)

8. Footnotes: Footnotes are used to give credit to sources of further explanations or re-citation. The footnotes are placed numerically at the foot of the very same page where the direct references

are made.

9. References: A List of References should follow the main article text, and should include all and only works that are cited or referred to in the text. The List of References should be categorized by language, in Korean, English, and other languages. The entries should be ordered alphabetically by the surname of the lead author.

- 1) If there is more than one reference by the same author, these entries should be listed in chronological order.
- 2) If there are two or more papers by same author and from the same year, they should be distinguished by the addition of the letter 'a', 'b', 'c', etc. placed after the year of the publication.
- 3) If some papers cited have yet to be published, the date of publication should be shown as 'scheduled to be published'.
- 4) If there is more than one author, the names of all of the authors should be listed.

○ Books

Amsden, Alice. 1989. *Asia's Next Giant: South Korea and Late Industrialization*. London: Oxford University.

○ Journals

Cohen, S. and T. A. Wills. 1985. "Stress, Social Support, and the Buffering Hypothesis." *Psychological Bulletin* 98(2). pp.310-357.

10. Tables and Figures: Figures and tables should be numbered in order, for example <Table 1>, <Table 2>, <Figure 1>, and <Figure 2> and so on.

- 1) Each figure and table should have a brief explanatory caption beneath it. 주는 표 또는 그림의 아랫부분에 “주:” 라고 쓴 다음 차례로 제시한다.
- 2) If the source needs to be included, it should be shown by writing “source:” in the caption.

#### 11. Abstracts

- 1) Korean: abstract of no more than 200 words, placed after the keywords.
  - 2) English: abstract of no more than 500 words. In case of the manuscript in Korean, English version of abstract should be submitted with the title, author’s name, and affiliation in English.
12. When submitting the manuscript, author’s contact information should be given on a separate page. It includes the author’s name, the title of the manuscript, address (incl. postal number), phone number, affiliation, position at the work, and the field of study.
13. For the part which not mentioned in this manuscript, it would be suggested to follow general rules of the relevant journals.