

Regulations for Manuscript Submission

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Chapter 1 (Aims and Scope)

The Journal of Radiation Protection and Research (hereinafter, the Journal) is the official journal of Korean Association for Radiation Protection (KARP), covering areas such as radiation protection policy, radiation dose evaluation, radiation detection, radiation safety and regulations, radiation risk, radiation diagnosis and therapy, radiation biology, radiation physics, radiation public health and environmental impact, radioactive waste, radiation use, social acceptance of radiation and non-ionizing radiation.

Chapter 2 (Copyright)

The copyright of the manuscript published in the Journal belongs to the Association and therefore the content in the manuscript should not have been published previously nor submitted currently for publication elsewhere. The same is applied to the manuscript under review by the Association until a decision of “unacceptable” is made by the Association and notified to the author.

Section 1 General Submission Guideline

Chapter 3 (Manuscript Characteristics and Types)

Manuscripts describing radiation protection-related theories and applications are classified into paper, technical paper, note,

letter, special contribution, and explanation. The special contribution and explanation refer to manuscripts specially requested by the Editorial Committee with a predefined content and scope.

1. Paper: Papers should have original contents or in-depth analysis and should not have been already published. Papers should provide reliable explanation for readers to be able to reconstruct the process and focus on the results.
2. Technical paper: Technical papers deal with investigation, analysis, improvement methods and results, review, and etc. of practical issues. The basic form of technical papers is equivalent to that of papers.
3. Note: Notes are essentially manuscripts with the characteristics of papers, but written for the purpose of preliminary preparation or information exchange. They may include original data but do not required to include a complete set of results and final conclusion.
4. Letter: Letters provide brief information, editorial policy, comment on an article published in the Journal, answer to a letter, etc.

Chapter 4 (Author's Qualification)

At least one of the authors should be a member of the Association, in principle; provided that, non-member's manuscript can be published under an approval of the Editorial Committee.

Chapter 5 (Preparation and Submission)

Manuscript should be prepared in MS Word and submitted via the online submission system ([http:// submit.jrpr.org](http://submit.jrpr.org)). The author should enclose the cover page, a written consent on copyright transfer together, and author' checklist with the manuscript for submission. The cover page, written consent on copyright transfer, and author's checklist should contain the following:

1. Cover page: manuscript title, information on the authors and the corresponding author (name, affiliation, address, telephone number, and email address), manuscript type, expedite review Y/N, etc.
2. Author's checklist: a signature and a check for the list representing the regulations for manuscript submission
3. Consent on copyright transfer: a signature of the corresponding author to confirm the consent of all the authors to transfer the copyright of the contents in the manuscript. The author(s) are ultimately responsible for the contents of the manuscript and subsequent correction of the manuscript in the peer review process. In order to use a table or a figure that has been already published, the author should obtain the consent of the original author of such a table or a figure as well as the consent of the publisher. In addition, the author should also inform the fact in the manuscript.

Chapter 6 (Page Charge and Processing Charge)

For manuscripts including photographs, if the author requests color printing or special printing thereof, the author will be charged for additional expense. The publication charge should be paid according to the table below as requested by the Association. For the manuscript written in Korean, additional fee of KRW 80,000 per page would be charged for Korean to English translation. The charge could be waived by submitting the author application to the editor-in-chief indicating that there is no support from the institution or the grant.

The "expedite review" refers to a review process making an editorial decision within 2 months from the submission date. To request an expedite review, the author should make such request on the cover page and must notify the Managing Editor by a phone call.

Page	Regular review		Expedite review	
	Page charge	Paper processing charge	Page charge	Page charge
1~8 page	KRW 50,000/page	KRW 200,000	KRW 80,000/page	
9 page or over	KRW 80,000/page	KRW 400,000	KRW 120,000/page	

Section 2 Specific Guidelines

Chapter 7 (Language)

Manuscripts should be written in English or Korean. Tables or Figures (including captions) must be in English, including the tables and figures of the manuscripts in Korean. The references must be written in English.

Chapter 8 (Paper Organization)

Papers should follow the order below. The cover page should have the page number 1 and, each item starting in a new page.

1. Cover page: manuscript title, information on the authors and corresponding author (name, affiliation, address, telephone number, and email address), manuscript type, expedite review Y/N, etc.

The title should be brief and clear and properly represent the contents of the article. Write the name(s) of author(s), and affiliation name in Korean or English under the title. The English name of an author should be written in full (e.g.: Gill Dong Hong), in principle. Write the given name first and family name last. For the contact information of the corresponding author, write the zip code, address, telephone number and email address. If necessary, the author can add ① 'presented at ~' and ② 'This work supported by~' and write ③ the running title to be shown in the upper part of the paper. The running title should be a phrase no longer than 8 words in Korean or 60 letters in English.

2. Abstract, key words: For manuscripts in Korean, write a Korean title and abstract first and an English abstract in the end of the manuscript. For manuscripts in English, write an English title and abstract and a Korean abstract in the end; provided that, this requirement is exempted if both the first and corresponding authors are all foreign nation-

als. Abstract is required to be written with less than 200 words in Korean or 300 words in English.

Abstract should be in 4 paragraphs comprising research background, materials and methods, results and discussion, and conclusion. In addition, the research background should include research purpose. In English title, the first letter of each word should be capitalized (excluding preposition, article and conjunction).

Key words should not exceed 6. Capitalize the first letters in English.

3. Introduction

4. Materials and methods

Describe study plan, subjects and methods in order. If the focus is placed on an experiment method, specify it to the extent so that a reader of the paper can reconstruct the experiment. Do not specify any information in the manuscripts which can reveal the author(s) or affiliation during the review process of the manuscript.

5. Results and Discussion

6. Conclusion

7. Reference

① References are limited to those cited in the manuscript.

Write in order of citation in the manuscript by following the format below. Use the square brackets for Arabic numbers and represent in the same line of the text.

② All author's names should be given except where there are more than ten when only the first should be given followed by et al. family name (with only the first letter capitalized) followed by the initials with no periods after the initials. Follow the SCI representation method for the abbreviation of the journal title. If you are unsure of the correct abbreviation for a journal title it is best to leave the title in full.

③ For citing from a journal, a book, a report, and an conference proceeding, references should be given in the following form:

- Journal: the author's name. title. journal name. published date;volume (No.);page numbers.

e.g.) Lee HC, Shin WG, Park HY, Yoo DH, Choi CI, Park CS, Kim HS, Min CH, Validation of energy-

weighted algorithm for radiation portal monitor using plastic scintillator. Appl. Radiat. Isot. 2016;107: 160-164.

- Book: author name(s). book title. number of edition. location of publication. publisher. published year; page numbers.

e.g.) Eisen HN. Immunology; An introduction to molecular and cellular principles of the immune response. 5th Ed. New York NY. Harper and Row. 1974; 406-407.

- Report: the full name of institution of the report publication. title of the report. number of the report. issued year;page numbers.

e.g.) International Commission on Radiological Protection. Protection of the environment under different exposure situations. ICRP Publication 124. 2014; 10-11.

- Conference proceeding: the author's name. title of proceedings. conference name. location of conference. presentation date.

e.g.) Kim JH, Kim YS, Lee HS, and Kim CH. A study on construction method of deformation vector fields for continuously deforming 4D voxel simulation. The Korean Association for Radiation Protection Autumn Meeting, Seoul Korea. October 23-25, 2015.

④ (in press) is required for the paper which is accepted but not published yet.

⑤ Provide any unofficial material or those not commonly available for readers in footnotes, not in references.

8. Abstract: English abstract for Korean paper; Korean abstract for English paper

9. Tables and Figures

Write tables and figures (including captions) in English and make sure that readers can understand them without referring to the text (if necessary, provide sufficient explanation in caption or endnotes). Ensure to use appropriate font size and line thickness in charts considering the reduction for printing (most figures are reduced into 1-column width from 2-column width). For tables, vertical lines should not be used unless indispensable. The titles of tables should be in phrase

properly representing the contents clearly. Explanation for figures should be written in sentences. Excluding articles, prepositions and conjunctions, the first letter of each word in table titles should be capitalized. Only the first letter of figure titles should be capitalized. Each figure and table should be printed in a separate page in the manuscript.

Chapter 9 (Required Formality)

1. Manuscripts should be single-sided printed on A4 papers (210 mm × 297 mm) by double-spacing (200%). Leave at least 25 mm space on each side. The font size of the text should be 10, and the text should be written in double space.
2. The first person expression is allowed, but the third person expression is preferred.
3. In the papers in Korean, try to use terms in Korean (including loanword orthography) whenever possible. If necessary, add English or Chinese words in parallel in parentheses.
4. The mass number of element is expressed as a superscript on the upper left side. Provide a full name for elements without a mass number (e.g.: use ⁹⁰Sr, ¹³¹I, strontium, and iodine; try not to use Sr-90 or I).
5. To use abbreviations, provide the full names first initially together with an abbreviation in parentheses.
6. Use Arabic numbers and SI unit. Put a space between the unit and the number. Instead of a slash (/), use an exponent

(-1) (e.g.: 1 mSv h⁻¹ instead of 1 mSv/h).

7. For very large or small decimal numbers, use a superscript on the upper right side instead of using E (use 2.58×10⁻⁴ and not 2.58E-4).
8. Follow the CBE scheme for footnotes. Use superscripts (* † ‡ § || ¶ # in order) on the upper right side. Table endnotes should be marked by using small English letters and right parenthesis (e.g.: data₂) on the upper right side. The font size of endnote should be 8.

Chapter 10 (Manuscript Correction)

If publication is confirmed for a manuscript after a peer review process, the Editorial Committee should send the author manuscript correction checklist. Within 2 weeks from the sending date, the author should correct the paper following the checklist and submit a revised manuscript along with the checklist signed by the corresponding author.

**The contact info on inquiry: Managing editor
(e-mail: jrpr.min.chulhee@gmail.com)**

The address to submit: <http://submit.jrpr.org/>