

Journal of Conservation Science

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Journal of Conservation Science

1. GENERAL INFORMATION

Journal of Conservation Science (JCS) is an official publication of the Korean Society of Conservation Science for Cultural Heritage launched in 1992. It is published bimonthly on the 20th February, April, June, August, October, and December.

JCS is a multidisciplinary journal of science and technology related to the conservation and restoration of cultural heritage. It provides an international forum for scientists, engineers, conservators, and restorers from a broad range of scientific backgrounds. JCS focuses on the fields of material analysis and characterization of cultural heritage; scientific diagnoses, documentation and monitoring; new scientific and technical methodologies; and conservation and restoration materials.

Manuscripts for submission to JCS should be prepared according to the following instructions.

2. COPYRIGHT, LICENSE, DATA SHARING, AND DEPOSIT POLICY

2.1. Copyright

The copyrights of all published materials are owned by the Korean Society of Conservation Science for Cultural Heritage. All authors must sign the Transfer of Copyright Agreement when submitting their manuscripts. The copyright transfer form should be submitted electronically through the JCS electronic submission system that can be accessed at <http://submission.conservation.or.kr/>.

All materials appearing in the journal are covered by copyright. The authors are responsible for obtaining permission from the copyright holder before any previously published material can be reprinted in JCS.

2.2. License

JCS is an Open Access journal distributed under the terms of the Creative Commons Attribution Non-Commercial License (<https://creativecommons.org/licenses/by-nc/4.0/>) that permits unrestricted non-commercial use, distribution, and reproduction in any medium, provided the original work is properly cited. Author(s) do not require permission to use any tables or figures published in JCS in other journals, books, or media for scholarly and educational purposes in accordance with the Budapest Open Access Initiative's definition of open access.

2.3. Data sharing

JCS encourages data sharing wherever possible unless prevented by ethical, privacy, or confidentiality matters. Authors wishing to share may deposit their data in a publicly accessible repository and include a link to the DOI within the text of the manuscript.

2.4. Archiving policy

JCS provides electronic backup and preserves access to all content in the event that the journal is no longer published by archiving all material in the National Library of Korea (<https://www.nl.go.kr/>). In accordance with the self-archiving deposit policy of Sherpa/Romeo (<http://www.sherpa.ac.uk/>), authors cannot archive pre-print (i.e., pre-refereeing); however, they can archive post-print (i.e., final draft post-refereeing). Authors can also archive the publisher's PDF-file version.

3. RESEARCH AND PUBLICATION ETHICS

3.1. Authorship

Authorship credit should be based on 1) substantial contributions to concept and design, acquisition of data, or the analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; 3) final approval of the version to be published; and 4) agreement to be accountable for all aspects of the work and to ensure that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Authors should meet these four conditions. After the initial submission of a manuscript, any changes whatsoever in authorship (adding or deleting author(s), or rearranging the order of authors) must be explained in a letter to the editor from the authors concerned. This correspondence must be signed by all authors of the paper. Copyright assignment must be completed by every author.

- Corresponding author and first author: JCS does not allow multiple corresponding authors for one article. Only one author should correspond with the editorial office and readers for any single article. JCS accepts notice of equal contribution for the first author when the study was clearly performed by co-first authors.
- Correction of authorship after publication: JCS does not correct authorship after publication unless the mistake was made by the editorial staff. Authorship may be changed before publication when a correction is requested by all listed authors.

3.2. Originality and duplicate publication

Submitted manuscripts must not have been previously published or be under consideration for publication elsewhere. No part of the accepted manuscript should be duplicated in any other scientific journal without the permission of the editorial board. The detection of a duplicate publication of a paper submitted to this journal may result in the following repercussions: the manuscript may be rejected, the author(s) will be denounced in the journal, affiliate institutions will be informed, and further penalties may be imposed upon the author(s).

A letter of permission from the copyright holder is required for all material that has been published previously. Requesting and receiving this permission is the responsibility of the author(s). This requirement applies to text,

figures, and tables.

3.3. Conflict of interest statement

The corresponding author must inform the editor of any potential conflicts of interest that could influence the author's interpretation of the data. Examples of potential conflicts of interest are financial support from or connections to specific companies, political pressure from interest groups, and academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated.

3.4. Process to resolve research or publication misconduct

When the journal encounters suspected cases of research or publication misconduct such as redundant (duplicate) publication, plagiarism, fraudulent or fabricated data, changes in authorship, undisclosed conflicts of interest, ethical problems with a submitted manuscript, appropriation of an author's idea or data by a reviewer, complaints against editors, etc., the resolution process will follow a series of steps outlined in a flowchart provided by the Committee on Publication Ethics (<http://publicationethics.org/resources/flowcharts>). All discussions and decisions regarding suspected cases are the responsibility of the journal's editorial board.

3.5. Editorial responsibilities

The editorial board works endlessly to monitor and safeguard publication ethics, including the following responsibilities: adherence to established guidelines for article retractions; ongoing maintenance of the integrity of the academic record; preclusion of any business conflicts that may compromise intellectual and ethical standards; publication of corrections, clarifications, retractions, and apologies when required; and the elimination and denouncement of all cases of plagiarism or fraudulent data. Editors are also entrusted with the following responsibilities: they are authorized to reject or accept articles; they ensure that there are no conflicts of interest with respect to articles they reject or accept; they can accept papers when reasonably certain; they are obligated to publish corrections or retractions when errors are found; and they preserve the anonymity of all reviewers.

4. SUBMISSION & PEER REVIEW PROCESS

4.1. Submission

All manuscripts should be submitted via the e-submission system available at <http://www.e-jcs.org/>. Together with the submitted manuscript, authors should provide the names, addresses, and e-mail addresses of at least four suggested reviewers. Submission of a paper implies that it has not been published previously and is not under consideration for publication elsewhere. Also, if accepted, the author(s) must agree that the paper will not be published elsewhere in the same form, in English or any other language, without written consent of the editorial committee.

4.2. Peer review process

JCS reviews all manuscripts received. A manuscript is first reviewed for its format and adherence to the aims and scope of the journal. If the manuscript meets these two criteria, it is checked for plagiarism or duplicate publication with Similarity Check. After confirmation that no ethical violations have been detected, it is peer-reviewed by at least three anonymous reviewers selected by the editor and associate editors. Letters to the editor are reviewed and published on the decision of the editor. The authors' names and affiliations are removed during the double-blind peer review. The acceptance criteria for all papers are based on the quality and originality of the research as well as their scientific significance. Acceptance of a manuscript is based on the critiques and recommendations of the reviewers. An initial decision will normally be made within three weeks of receipt of a manuscript, and the reviewers' comments are sent to the corresponding author by e-mail. If choosing to proceed, the corresponding author must indicate all revisions that have been made in response to the reviewers' comments item by item. Failure to resubmit the revised manuscript within eight weeks of the editorial decision is regarded as a withdrawal(reject the publication). If a revision extension period is required, the author should contact the editorial office.

The corresponding author is notified as soon as possible of the editor's decision to accept, request revision of a manuscript or reject. Once the final revised manuscript satisfactorily conforms to the JCS format and criteria, it will be scheduled for publication in the next available issue. Rejected papers will no longer be considered for further peer reviews.

Journal of Conservation Science

5. MANUSCRIPT PREPARATION

5.1. Language

Manuscripts should be submitted in Korean or English. Regardless of the language of the main text, the following sections should be prepared in English: title page, abstract, tables, figures, and references.

5.2. General requirements

- The main document with manuscript text and tables should be prepared using Microsoft Word (doc/docx) or Hangul (HWP).
- The manuscript should be double spaced on 21.6 × 27.9 cm (letter size) or 21.0 × 29.7 cm (A4) paper with 3.0 cm margins at the top, bottom, and left side.
- An 11-point font size is required, and either the “Batang” or “Times New Roman” font is preferred.
- All manuscript pages are to be numbered consecutively at the bottom, beginning with the abstract as page 1. Neither author names nor affiliations should appear on any manuscript pages.

- Measurements should be expressed in conventional units using International System (SI) units.
- Use only standard abbreviations. Nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. Abbreviations should be spelled out in full when first used in the text—for example, Relative humidity (RH)—and the use of abbreviations should be kept to a minimum.
- The names and locations (country) of manufacturers should be included.

5.3. Publication types

Manuscript preparation varies according to type of publication.

- Research articles: as academically excellent and applicative articles on conservation techniques and material properties of the cultural heritage.
- Technical articles: as the described articles of conservation treatment and its technology of cultural heritage.
- Research notes: as the research notes with new discovery, experimental method or conservation treatment on cultural heritage.
- Reviews: as recent research trends or philosophy reviews on conservation science of the cultural heritage.

Research articles and Technical articles are limited to 15,000 characters in case of Korean language and to 7,000 words in case of English language. And the number of tables and figures must not exceed 10 each. Research notes are limited to 5,000 characters in case of Korean language and to 3,000 words in case of English language. And the numbers of tables and figures are not exceeded over 5 each. Reviews are limited to 20,000 characters in case of Korean language and to 9,000 words in case of English language. And the numbers of tables and figures are not exceeded over 5 each. (Length of manuscripts listed above excludes title, institutional affiliation, abstract, and references).

5.4. Text

The standard order of a paper is as follows: title page, abstract, keywords, main text, acknowledgments and references. All references, tables, and figures should be cited in the text.

5.4.1. Title page

The title page should contain the title of the manuscript, name(s) of the author(s), affiliation(s), postal code(s) and e-mail address(es), a short running title of less than 50 characters, including spaces. The corresponding author should be identified with an asterisk and a footnote that includes the e-mail address, phone number, and fax number. All other footnotes should be identified with superscript Arabic numbers.

5.4.2. Abstract and keywords

A Korean abstract of not more than 500 characters should be provided with all types of papers as well as an English abstract of less than 250 words. Both must be intelligible without direct reference to the paper; they

should be overviews of the essential information in the paper rather than repetition of the subjects covered. Abstracts should be structured as a single paragraph, and they should not contain references. Authors are requested to supply up to six keywords that can be used for indexing/abstracting purposes.

5.4.3. Headings

To improve the readability of papers, authors may use up to four levels of headings as illustrated below:

3. RESULTS AND DISCUSSION

3.1. Damage assessment

3.1.1. Physical weathering

Cracks and fissures

5.4.4. Geographic names

The Romanization of Korean geographic nomenclature is highly recommended and should follow the suggestions of the Ministry of Culture, Sports and Tourism.

5.5. References

All publications cited in the main text, tables, and figures should be presented accurately in the reference section following the main text of the manuscript. Unpublished information, including papers in preparation or submitted but not yet accepted, should be omitted from the list. Publications not cited in the manuscript should not be included in the reference list.

5.5.1. In text

To cite references in the main text, refer to the author's surname (without initials) and the year of publication: e.g., "Since Lee (2001) has shown that..." or "This is in the agreement with results obtained later (Kim, 2006)." For three or more authors, use the first author followed by "*et al.*" in the main text: e.g., "Kim *et al.* (1958) proved that..." or (Lee *et al.*, 1998).

5.5.2. Reference list

The list of references should be arranged alphabetically by authors' surnames. Use lower-case letters to distinguish references that would otherwise have identical citations: e.g., Smith (1993a), Smith (1993a, 1993b), or (Smith, 1993a, 1993b). The manuscript should be carefully checked to ensure that the spelling of authors' names and dates are exactly the same in the main text as in the reference list. The name of the journal, book, abstract, publishing company, university, etc. should be written in full rather than abbreviated. The journal's required formats for different types of references are as follows.

- Journal article

Chung, K.Y., Kang, H.T., Koh, M.J. and Kim, H.J., 2011, Chemical compositions of glass beads from Tombs of Bupwha-ri Site, Yeongdong. *Journal of Conservation Science*, 27, 243-250.

- Book

Pollard, A.M. and Heron, C., 1996, *Archaeological chemistry*. The Royal Society of Chemistry, Cambridge, 62.

- Book article

Snethlage, R. and Sterflinger, K., 2011, Stone conservation. In: Siegesmund, S. and Snethlage, R. (eds.), *Stone in Architecture*. Springer, Berlin, 411-544.

- Translated book

Lee, G.G., 2008, *Ojuseojongbagmulgobyeon*(Choi, J., trans.). Hakyounmunhwasa Publishing Co., Seoul. (Original work published in 1984)

- Conference paper

Kim, J., Lee, C.H. and Kim, R.H., 2011, Characterization of white and black crust on the surface of stone cultural property in Korea. 5th Congress of the International Union of Microbeam Analysis Societies (IUMAS-V), Seoul, May 22-27, 142.

- Thesis

Lee, M.S., 2007, Assessment of conservation scientific deterioration and material characteristics for rock properties of the stone pagodas in the Bulguksa temple and Gameunsaji temple site, Gyeongju, Korea. Ph.D. dissertation, Kongju National University, Gongju, 52.

- Report

National Research Institute of Cultural Heritage, 2011, *Comprehensive academic research on the royal tombs of the Joseon dynasty*. 84-171.

- Website

Cultural Heritage Administration, 2017, Detail description of Wongaksa temple. <http://www.cha.go.kr/> (July 1, 2018)

5.6. Tables

Each table should be cited in the main text. Tables should be prepared in a HWP or Microsoft Word. Titles should use sentence-style capitalization and end without a period; they should be brief and typed directly above their respective tables. Information must be double spaced. Long tables and other types of data containing information of limited interest will not normally be published. Table footnotes should be typed directly below the table and left justified and should be cited with superscript lower case letters (or asterisks for significance values and other statistical data). Footnotes end with periods. Tables should not duplicate results presented elsewhere in the manuscript (e.g., in graphs).

5.7. Figures

Illustrations such as photographs, charts, and diagrams should all be referred to as figures. JPG, TIF, EPS, AI, and GIF file formats are acceptable. They should be numbered consecutively in the order in which they are referred in the main text. Every caption should end with period. Each figure must be submitted with the manuscript and provided with a self-explanatory caption. Separate parts of a single figure should be labelled (A), (B), (C), etc. and referred to as A, B, C, etc. in the text and captions (e.g., Figure 3A). Also, separate parts of a single figure should be compiled into one figure (i.e., one JPG or one TIF file).

Drawings

All letters, numbers, lines, and points on figures should be sufficiently large and bold to permit reproduction even after the figures have been reduced to a size suitable for inclusion in an article. Use Arial font for letters and numbers on figures, and they should be 2.0 mm or larger after reduction. Lines should be thicker than 0.2 mm. Dye-line prints or photocopies are not suitable for reproduction.

Maps

All maps should include a metric bar scale and a north arrow.

Photographs

Original photographs must be supplied as they are intended to be reproduced (black & white or color). If necessary, a scale should be marked on the photographs. Please note that photocopies of photographs are not acceptable.

Color illustrations

Journal of Conservation Science will ensure that these figures will appear in color on the website regardless of whether they are reproduced in color in the printed version. For color reproduction in print form, you will receive information regarding the additional costs from the journal after receipt of your accepted article.

6. FINAL PREPARATION FOR PUBLICATION

6.1. Final version

After the paper has been accepted for publication, the author(s) should submit the final version of the manuscript. The names and affiliations of the authors should be double-checked. If the originally submitted image files were of poor resolution, higher resolution image files should be submitted at this time. Send the digital originals with appropriate labeling and arrows. Symbols (e.g., circles, triangles, squares), letters (e.g., words, abbreviations), and numbers should be large enough to be legible after reduction to account for the journal's column widths. All symbols must be defined in the figure captions. If the symbols are too complex to appear in the caption, they should appear on the illustration itself within the area of the graph or diagram, not to the side. If references, tables, or figures are moved, added, or deleted during the revision process, renumber them to reflect such changes so that all tables, references, and figures are cited in numeric order.

6.2. Galley proof

The author(s) will receive a final version of the manuscript in PDF file format. The PDF proofs will be sent via e-mail to the first author and should be returned within 2–3 days of receipt unless a preference for paper proofs is expressed. Corrections should be restricted to typesetting errors; any other changes may be charged to the author. Any queries should be answered in full. Please note that authors are urged to check their proofs carefully before return as the inclusion of late corrections cannot be guaranteed. The journal will do everything possible to have your article corrected and published as quickly and accurately as possible. Therefore, it is important to ensure that all of your corrections are sent to us together in one communication from the first author. Subsequent corrections will not be possible. Please ensure your corrected materials are complete.

7. Article Processing Charges

Article Processing Charges must be paid for the manuscript confirmed to be published. An invoice for these charges will be sent to the first author after publication.

- Basic fee: ₩200,000 (US\$200) per article.
- Additional fees:
 - Research articles supported by a research fund: ₩200,000 (US\$200) per article.
 - Over 10 printed pages: ₩30,000 (US\$30) per extra page.
 - Color figure: ₩100,000 (US\$100) per page.

7.1. Offprints

Offprints and copies of the issue can be ordered using the order form sent to the first author before the proofreading of the print version is completed.

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