

## ***Journal of Biblical Text Research***

### Code of Ethical Research

#### **1. Purpose**

This document aims to define the code of research ethics and regulations for misconduct for authors submitting their articles to the *Journal of Biblical Text Research*.

#### **2. Applicable Persons**

The articles set forth shall be applicable to authors submitting their research to the *Journal of Biblical Text Research*.

#### **3. Role and Responsibility of the Researcher**

Researchers shall conduct their research autonomously based on the freedom of research, but are called to self-examine on the following criteria:

- (1) To conduct fact-based research with commitment to honesty and transparency
- (2) To maintain conscience as a scholar returning professional knowledge to the academia, churches and society
- (3) To contribute to academic advancement through publication of new academic achievements
- (4) To respect and acknowledge achievements of preceding researchers through acts of proper citation of sources, etc when referencing own or other's work
- (5) To continue participating in ethical research education

#### **4. Scope of Evident Research Misconduct**

When the following behavior is identified at any stage of proposing, implementing, reporting, and presenting the research, it shall be regarded as a clear breach of research ethics.

##### 'Plagiarism'

- (1) To use some or all of other scholar's research without citation of sources
- (2) To modify and use words and sentences of other scholar's works without citation of sources
- (3) To use original ideas, etc of other scholars without citation of sources
- (4) To translate and use other scholars' researches without citation of sources

‘Fabrication’

To falsely create, record, or report non-existent research sources, research data or results, etc

‘Alteration’

To distort research contents or results by manipulating its data, procedures, etc or by altering or deleting data

‘Misrepresented Authorship’

- (1) To grant authorship when there is no contribution to the research content or result
- (2) To deny authorship despite the contribution to the research content or result
- (3) To publish · present the student’s dissertation as the advisor’s own research authored only by the advisor

‘Unjustifiable multiple publication’

‘Unjustifiable multiple publication’ refers to acts of the researcher to gain unjustifiable benefit by publishing same or substantially similar research results without citing the sources and being acknowledged for it as an independent scholarly achievement, etc.

‘Multiple submissions’

‘Multiple submissions’ refers to acts of the researcher to submit a single, identical article to two or more journals at the same time.

‘Hindering Investigation of Research Misconduct’

‘Hindering investigation of research misconduct’ refers to intentional acts to interrupt the investigation of one’s own or other person’s inappropriate actions or to cause harm to the whistle blower

‘Other Acts beyond the General Acceptance of Each Field of Study’

## 5. Investigation and Determination of Research Misconduct

- (1) Whether acts of the researcher are ethically and legally condemnable within the academic field
- (2) The code of ethics and general standards at the time the research misconduct took place will be considered
- (3) The deliberate intention of the researcher, the extent and quality of the works resulting from research misconduct, gains from research misconduct, and etc will be considered comprehensively.

## **6. Cases for Individual Assessment of Research Misconduct**

Incidents applicable for individual assessment of misconduct are as follows:

- (1) Minor oversight that does not significantly affect research results
- (2) Unintentional oversight
- (3) Cases resulting from varying interpretation and judgment

## **7. Use of One's Own Research**

When researchers make use of their own research, they shall do their best to faithfully comply to the following:

- (1) When writing the article, they shall use their own results of their unpublished research.
- (2) They shall not submit or publish work that is identical to or essentially similar to their earlier research and regard them as a new research or scholarly achievement.
- (3) When referencing their earlier work, they shall indicate that they are citing from an earlier research or do so after receiving permission from the editor/publisher of the journal that has initially published the article.

## **8. Matters Related to Research for the Prevention of Research Misconduct**

- (1) All articles submitted to the *Journal of Biblical Text Research* must be checked for similarity against the 'Korea Citation Index' of the National Research Foundation of Korea, which is a system to prevent plagiarism.
- (2) When the level of similarity turns out to be on the significantly high side from the KCI Similarity Check, the Chair of the Editorial Committee shall refer to an expert in the relevant field of studies to assess similarity.

- (3) When assigning reviewers of submitted articles, the person who belongs to the same organization as the author shall not be assigned to review the submitted article.

## 9. Research Misconduct Verification Procedures

- (1) Verification of any suspected misconduct in articles submitted to or published in the *Journal of Biblical Text Research* will go through the procedures of Preliminary Investigation, Main Investigation, and Decision.
- (2) When the Chair acknowledges that the allegations are well-founded, the verification may begin at the Main Investigation stage.

## 10. Preliminary Investigation

- (1) The Preliminary Investigation is undertaken to determine whether the main investigation should be initiated to investigate the alleged research misconduct or not, and must be implemented within 30 days from receipt of the allegation. The organization of the Investigation Committee shall be decided at the Chair's discretion.
- (2) When the alleged person admits all charges concerning research misconduct, the decision may be reached without the Main Investigation process.
- (3) When the Chair deems that there exists high probability of evidence damage, measures to preserve evidence may be taken before the Investigation Committee is formally set up.
- (4) The Chair shall inform results of the preliminary investigation in writing to the informant within ten days from the completion of the investigation, and should it be decided not to proceed with the *Main Investigation*, a concrete reason must be included. However, these are not applicable to allegations made anonymously.

## 11. Main Investigation

- (1) The Main Investigation is undertaken to prove whether the alleged research misconduct is true or not, and the Investigation Committee must be organized to perform this task in line with Article 12.
- (2) The Investigation Committee shall provide equal opportunity to the informant and the examinee to state their case, etc, and when any party turns

such opportunity down, it shall be deemed as having no objection to the allegation.

## **12. Installment and Operations of the Investigation Committee**

In order to regulate and take actions against misconduct involving articles submitted to or published in the *Journal of Biblical Text Research*, the Investigation Committee shall be installed when the case calls for investigation and deliberation. This Committee is called to deliberate and resolve on the following matters concerned with research ethics:

- (1) Matters pertaining to establishment of research ethics
- (2) Matters pertaining to the prevention and investigation of research misconduct
- (3) Matters pertaining to the protection and confidentiality of informant
- (4) Matters pertaining to examining the breach of research ethics, handling examination results and subsequent measures
- (5) Matters pertaining to the examinee's reputation recovery

## **13. Organization of the Investigation Committee**

The Investigation Committee shall consist of a total of seven persons appointed by the President of the Korean Bible Society. Among the members of the Investigation Committee, at least three members shall be external experts appointed outside of the Research Committee of the *Journal of Biblical Text Research*. In addition, at least four members of the Investigation Committee shall be exports of relevant field of studies, and among them, at least one person shall be an external expert who does not affiliated with the same organizational entity as the person in question.

## **14. Evasion and Exclusion of the Investigation Committee Member**

- (1) One cannot be appointed as a member of the Investigation Committee when any of the following is applicable:
  - ① A person who is a relative of the informant or the examinee
  - ② A person who has been a co-researcher or in a teacher-student relationship with the informant or the examinee

- ③ A person who is deemed to potentially disrupt fairness of the investigation
- (2) The Chair shall provide to the informant the list of the Investigation Committee members appointed in line with Article 13 prior to the commencement of the Main Investigation, and shall accept when the informant, based on well-grounded reason, requests to evade any specific Investigation Committee member(s). This however may be exempted when it is not possible to get in touch with the informant, by the informant being unavailable for contact, and such details shall be mentioned in the investigation results report.
- (3) If any Investigation Committee member has vested interest with the incident under investigation, that person shall request his/her own self to be excluded from the Investigation Committee.

## 15. Term of the Investigation Committee

Members of the Committee shall serve until the termination of the case.

## 16 Meeting of the Investigation Committee

- (1) The Chair shall call the meeting of the Committee and serve as its Chair, and moderate the meeting.
- (2) The meeting shall commence with the attendance of the majority, and resolve with the concurrence of the majority of the members present for the meeting. In the process of taking disciplinary action, the case shall be classified as a 25-(4) item with the attendance of two thirds of the Committee members and the concurrence of two thirds of the members present for the meeting.
- (3) In principle, the Investigation Committee shall hold closed meetings, and may request relevant persons to be present for the meeting for hearing as needed.

## 17. Terms of Reference for the Investigation Committee

- (1) The Investigation Committee shall investigate the article in question and determine whether there has been a breach of research ethics.
- (2) When examinee refuses to attend the meeting or to submit supporting materials without due reason, it may be deemed that the examinee has

conceded to the charge.

- (3) The Investigation Committee shall undertake substantial measures to prevent attempts to destroy, damage, hide, or forge research records or proof.
- (4) Members of the Investigation Committee shall keep all matters pertaining to the deliberations confidential.
- (5) Results of the deliberations shall be reported to the Dean of Institute for Bible Translation Research.

## **18. Reporting and Reception of Research Misconduct**

The informant may report cases of misconduct in person or in writing by post and electronic means to the Institute for Bible Translation Research of the Korean Bible Society, but should present details of the misconduct and evidential materials together with the name of the article (or name of the research project).

## **19. Investigation of Research Misconduct**

The Investigation Committee shall investigate the incidence of misconduct when the report is made with substantial details or high probability.

## **20. Summoning Attendance and Supporting Documents**

- (1) The Investigation Committee may request the informant, examinee, witness, and reference persons to attend its meeting to testify at its meeting, and the examinee must respond to such request.
- (2) The Investigation Committee may ask the examinee to submit relevant materials, and with the approval of the Head of the Institution, request the institution to submit materials pertaining to the examinee's research in question for the perpetuation of evidential materials.

## **21. Protection of Informant's Rights**

- (1) The Investigation Committee is responsible to protect the identity of the informant, whose name shall not be disclosed.
- (2) The above responsibility however does not extend to informants who made a false claim intentionally. Depending on the nature of the case, the Committee may inform the institution to which the informant is affiliated to of the incident.

## **22. Protection of Examinee's Rights**

The Investigation Committee shall commit itself to ensuring that the examinee's reputation/ rights are in no way damaged/violated until the investigation concerning the misconduct is completed. When the examinee is found innocent of the charge, the Committee shall support the recovery of examinee's reputation.

## **23. Securing the Right and Opportunity for Objection and Explanation**

The Committee shall be responsible for securing the right for the informant and the examinee to testify, object, and defense, and for providing sufficient opportunities for explanation.

## **24. Term of Investigation, Deliberation and Judgment**

- (1) The Investigation Committee shall investigate, deliberate and make judgment within 6 months from the date the report concerning the misconduct is received.
- (2) The Investigation Committee in principle shall not deal with reports of misconduct that took place more than 5 years ago from the date the report is received.

## **25. Disciplinary Measures**

The following disciplinary measures can be levied when the misconduct is verified after the deliberations:

- (1) Warning
- (2) Rejection of the Article
- (3) Prohibiting the submission of articles for a set period (minimum three years)
- (4) Informing the Head of the Institution to which the examinee is affiliated to

## **26. Notification of Deliberation Results**

The Chair shall provide a written notification without delay to the relevant parties such as the informant and the examinee the decision the Investigation Committee has made per the findings of the investigation.

## **27. Redeliberation**

The request for redeliberation must be made three months from the initial decision, and when there is request for redeliberation, the Investigation Committee shall redeliberate and decide on this matter within the six month period.

## **28. Confidentiality**

Members of the Investigation Committee shall keep all information concerning the misconduct report, investigation, deliberation, decision, redeliberation, and measures taken confidential, and anyone who has been directly/indirectly involved in the process shall also be responsible to keep all information confidential.

## **29. Archiving and Disclosure**

- (1) All records concerning the investigation shall be archived for a period of five years from the closing date of the investigation.
- (2) When it is deemed that disclosure of information like name list that is related to the identification of the informant, persons who handled the investigation, witness, reference persons, and consultants, may disadvantage the persons involved, the Investigation Committee may resolve to exclude such information from being disclosed.

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