

Journal of Biblical Text Research Standards of Review

All submitted articles are reviewed according to the following standards and procedures of review so as to ensure that the *Journal of Biblical Text Research* as an academic journal, is published through fair and strict procedures.

1. Purpose

This document aims to define matters pertaining to the review of articles submitted to the *Journal of Biblical Text Research* (hereinafter ‘Journal’).

2. Overall Process of Submission, Review, Publication, and Distribution

The overall process of reviewing, publishing, and distributing submitted articles is as follows:

- (1) The Institute for Biblical Text Research notifies and invites members of Bible related academic societies in Korea and abroad to submit their articles to the journal by e-mail. The ‘Ethical Research Pledge and Publication Request Form’ (Form 1) is provided as attachment to the e-mail. The same call for papers is also posted on the Korean Bible Society’s website.
- (2) All submitted articles are compiled into a list. When there is/are any missing component in the submitted article (article, bibliography, English abstract, keywords in English), authors shall be requested to amend their articles.
- (3) Authors are informed that their work has been duly received.
- (4) The list of submitted articles is compiled in consultation with the Editorial Committee of the *Journal of Biblical Text Research* and the Dean of Institute for Biblical Text Research and the Chair of the Editorial Committee of the Journal of Biblical Text Research shall discuss and decide three persons to review each submitted article, and request the reviewers to review the articles. (Form 3: Request for Article Review)
- (5) When the Article Review and Evaluation forms (Form 4) are returned, the Chair of the Editorial Committee calls a meeting of committee members

where they review the feedback from reviewers, and decide whether to publish the articles or not. If needed, an online meeting may also be organized.

- (6) The decision of the Editorial Committee is communicated to the authors together with the review and evaluation results.
- (7) Articles approved for publishing are printed after proofreading by the editorial team of the Institute for Biblical Text Research.

3. Appointment of Reviewers and Evaluation of Articles Submitted by Members of the Editorial Committee

- (1) Reviewers of submitted articles are scholars who have majored and obtained doctorate degrees in relevant field of studies from universities in Korea and abroad, and have since taught and conducted research for at least five years in the field of their major. Reviews shall be requested as outlined in 2-(4) above.
- (2) When a member of the Editorial Committee has submitted an article, it shall be reviewed by scholars who are not members of the Editorial Committee.
- (3) Reviewers are provided with a pre-determined honorarium upon receipt of the review/evaluation results.

4. Confidentiality

Reviewers shall not disclose any information concerning the details of the work they are reviewing nor the results to any outside party including the author or other reviewers.

5. Criteria for Evaluation

Reviewers shall evaluate the articles received by the Editorial Committee in accordance with the following criteria, and submit the filled out forms within the due date.

(1) Editorial Evaluation

Submitted articles are checked for adherence to editorial instructions. When the structure of articles, footnotes, references, abstracts, keywords, abbreviation, transliteration, etc. are not in line with the editorial instructions,

appropriate amendments will be requested.

(2) Content Evaluation

Reviewers are asked to evaluate according to the ten items below, mark the points achieved per item, and briefly comment and advise areas of improvement.

- ① Appropriateness of the scope of research
- ② Appropriateness of the title and table of contents
- ③ Validity of research method
- ④ Logical construction and reasonable conclusion
- ⑤ Contribution to biblical text research and Korean Bible translation
- ⑥ Use of appropriate expressions and linkage between paragraphs
- ⑦ Relevance of citation and citation of preceding research in Korea
- ⑧ Overall Coherence of the Article
- ⑨ Appropriateness of the length and expressions used in the English abstract
- ⑩ Adherence to editorial guidelines and instructions

(3) Overall Evaluation

Based on the evaluation of individual items, reviewers give an overall evaluation of the article as one of the following: Approved for publication (90 points and above); To be published after partial improvement (89-76 points); To be reviewed again after major improvement (75-61 points); Rejected (60 points and below).

6. Decision over Evaluation Results

- (1) When two out of the three reviewers have approved the article for publication, it shall be published without amendment.
- (2) When two out of the three reviewers evaluate the article as ‘To be published after partial improvement’, it will be published in the current issue of the Journal after the author has partially improved the article.
- (3) When two out of the three reviewers evaluate the article as ‘To be reviewed again after major improvement’, it will not be approved for publication in the current issue of the Journal, but be made subject for a second review during the evaluation of articles for the next issue of the Journal.

- (4) When two out of the three reviewers rejected the article for publication, it shall not be accepted for publication.
- (5) When evaluation results of the three reviewers are a mix of 'Approved for publication' and 'To be published after partial improvement', the overall evaluation shall be decided as 'To be published after partial improvement'.
- (6) When evaluation results are a mix of 'Approved for publication', 'To be reviewed again after major improvement', and 'Rejected', the overall evaluation shall be decided as 'To be reviewed again after major improvement'.
- (7) When only one reviewer has evaluated the article as 'Rejected', but the reasons for such evaluation are obvious, the Editorial Committee may decide to reject the publication of such article.

7. Notification of Evaluation Results

Authors are immediately notified of the results once the evaluation has been completed. Articles classified as 'Approved for publication' after final evaluation may be entitled to 'Certification of Expected Publication'.

8. Due Diligence for Article Amendment

- (1) When an article is evaluated as one 'to be published after partial improvement', its author shall be notified of the required amendments so that reviewer's suggestions may be incorporated to the article. When the author accepts reviewer's suggestions and amends accordingly, the amended article shall be published after checking and confirmation of the reviewer that has asked for the amendment without further deliberation.
- (2) When an article is evaluated as one 'to be reviewed again after major improvement', its author may make the requested amendments and re-submit it for a second review for the next issue of the Journal. The author may submit a complementary document clarifying the author's points, which shall be passed on together with the amended article to the reviewer. The amended article shall be published in the next issue of the Journal only when it is 'approved for publication' and 'to be published after partial improvement' in its second review. When the amended article is evaluated as 'To be reviewed again after major improvement' or 'Rejected', the overall evaluation shall be

considered as 'Rejected'. Application for the second review shall be allowed for one time only. When the author does not re-submit the article for the next issue of Journal, the article shall be evaluated as 'Rejected'.

9. Procedures for Raising Objection

- (1) When the author presents a valid reason and raises an objection to the Chair of the Editorial Committee against the evaluation results, the Committee will discuss and decide on the case at its meeting.

Initial Documentation	April 30 th , 2005
1 st Revision	June 9 th , 2016
2 nd Revision	March 14 th , 2017
3 rd Revision	April 14 th , 2017
4 th Revision	August 24 th , 2018
Last Revision	August 28 th , 2020