The Journal of Siberian and Far Eastern Studies

Guideline on Manuscript Preparation and Submission

I. Regulations on Publication

1. The Journal of Siberian and Far Eastern Studies is an academic journal published at the Institute of Russian Studies, Hallym University. It aims to activate creative academic studies to contribute to sustainable development of Siberia and the Russian Far East.

2. The Journal of Siberian and Far Eastern Studies aims to publish academic studies primarily in relation to the Humanities and Social Sciences, and the thematic scope of research specializing in Siberia and the Russian Far East, including Russia in general and the Arctic region. Given the prerequisites, interdisciplinary research relating to the natural sciences is also accepted. The publication dates are June 30 and December 31. The deadlines of submission are April 30 and October 31.

3. The Journal of Siberian and Far Eastern Studies publishes studies (articles and book reviews) completed in accordance with regulations on manuscript preparation, submission, screening, revision and publication. To realize the goal of the journal, the editorial board consists of editors from different countries, who should be distinguished experts with doctoral degrees who have accomplished remarkable achievements in regional studies or in non-academic fields within the limited geographic scope of research. The term of editor is 2 years, open to prolongation on the condition of approval of the director.
Ⅱ. Regulations on Research Ethics

Regulations on Research Ethics of the Institute of Russian Studies, Hallym University

01/11/2012 enacted

Article 1 (Purpose) These regulations aim to provide the criteria of research ethics to be observed in publishing the Journal of Siberian and Far Eastern Studies at the Institute of Russian Studies, Hallym University (hereinafter, Institute) and carrying out research within the framework of projects implemented by the Institute. It will contribute to the formulation of sound academic culture and establishment of right research ethics.

Article 2 (Target) These regulations target any person who publishes his/her studies at the Journal of Siberian and Far Eastern Studies and any other publications at Institute.

Article 3 (Scope of research misconduct) Research misconducts which are presented in these regulations (hereinafter, “cheating”) are as follows.

① “Counterfeit” refers to creating falsely non-existent research results, including the reference of non-existent materials.

② “Modulation” refers to distorting research contents or results by artificially or arbitrarily manipulating, altering or deleting the research procedure or research data.

③ “Plagiarism” refers to making use of others’ ideas, research process, and results without proper indication of sources or presenting their own research results which have already been presented without proper indication of sources.

④ “Improper indication of authors” refers to not acknowledging the authorship of those who contributed to the research contents or results without just reasons or acknowledging the authorship of those who did not contribute to them as a sign of gratitude or honor.

⑤ Acts of deliberately impeding the investigation on allegations of misconduct committed by themselves or others, or inflicting harm to informers.

⑥ Other acts which seriously deviate from the scope of activities commonly acceptable in academic circles.

In addition to misconducts defined in the regulations, the Institute can add other misconducts which are deemed necessary to be investigated or prevented to the identical article.
Article 4 (Display order of authors)
The order of enumerating authors should reflect accurately the extent of their contributions to the studies, regardless of their status.

Article 5 (Prohibition of duplicate publication, etc.)
① Authors, irrespective of the publication places, must not publish their previous papers as if they were new papers (papers under review or screening are included).
② If submitters want to use some of the previously published materials, they should present information on the previous publication to the editorial board, which should investigate the previous publication to confirm if it is a duplicate or double publication.
③ Submitters should observe the regulations on research ethics, established by the Institute, and take responsibility for their research results.

Article 6 (Revision of Paper) Deletion
Authors should try their best to accept the results of referees’ screening of their manuscripts and reflect them on their manuscripts. However, if authors do not agree with referees’ opinions on their manuscripts, authors should present the ground and reasons for their disagreement.

Article 7 (Formulation of Research Ethics Committee)
① The Research Ethics Committee shall consist of 5 members: 3 Institute researchers and 2 external professionals.
② The Chairman shall be elected at the Committee and appointed by the director of the Institute.
③ The Committee shall decide the agenda by the attendance of a majority of committee members and the consent of a majority vote of the attended members.
④ Committee members shall serve a term of three years and be open to reappointment.

Article 8 (Investigation and judgment of research ethics violation) In cases of concrete information on the violation of research ethics or high possibilities of it, the Research Ethics Committee shall investigate it and determine if it is in violation of research ethics.

Article 9 (Rights and obligations of Research Ethics Committee)
① The Committee, in the course of the investigation, can demand attendance and submission of materials from informers, informants, and witnesses.
② The Committee can interpret informants’ absence or refusal of information submission without proper reasons as admittance of their charges.

③ The Research Ethics Committee can take necessary measures to prevent informants from deleting, damaging, concealing or altering any evidence.

④ The Committee should give informants enough opportunities to defend themselves.

⑤ The Institute should not disclose the informant’s identity externally until it makes a final decision on violation of regulations on research ethics.

Article 10 (Report of investigation results)

① The Committee should report the investigation results and content to the director of the Institute within 10 days after the end of investigation according to the following points.

1. Informers’ disclosure content
2. Suspected misconducts as investigation targets
3. Relevant evidence
4. Investigation of informant

② The Committee should inform the informers and informants of the final investigation report in the form of documents.

Article 11 (Discipline)

① The Research Ethics Committee can suggest appropriate discipline to those who are judged to violate the regulation on research ethics.

② In cases of suggestions of the Committee, the director can convene the Steering Committee and make a decision in regard to violation of research ethics and proper discipline.

③ The Steering Committee can punish those who are judged to violate the regulations on research ethics in the form of a warning, a limitation of paper submission over a certain period, etc.

ADDENDUM

These regulations are effective as of 1 November 2012.
III. Regulations on Screening

All submitted studies are screened by three referees, and the editorial board makes a final judgment in accordance with the criteria of judgment on the basis of referees’ screening, which is as follows.

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IV. Regulations on Submission

1. **Scope of themes:** Themes should be geographically specialized in Siberia and the Russian Far East, including Russia in general and the Arctic region. The academic fields are primarily Humanities and Social Sciences, while interdisciplinary research relating to natural sciences is also welcomed.

2. **Manuscripts:** articles and book reviews

3. **Language:** Main languages of all manuscripts are English or Russian. Abstracts and keywords in academic articles should be written both in English and in Russian. Book reviews are recommended
to be written in English without any abstracts and keywords. Author(s) of each manuscript should submit a supplementary sheet with titles, authors’ names, majors and degrees, affiliations, positions, post-addresses, e-mail addresses, and telephone numbers in English.

4. Length
① Articles should be written in 6,500-8,000 words in MS-Word (6,000-7,000 words in main text and 500-1,000 words in 1 abstract and around 5 keywords respectively in English and Russian).
② Book reviews should be written in 800-1,300 words in MS-Word, recommended to be written in English.

5. Guideline on article preparation
① Articles must be prepared in MS-word format.
② Margin, paragraph shape, font size, and letter interval must be in the initial state. Articles should not be laid out (designed).
④ Articles should consist of titles, all authors’ names and affiliations, abstracts and around 5 keywords in main language, contents, main text, reference, abstract, and 5 keywords in other language.
⑤ Authors’ names should be enumerated according to the extent of each author’s contribution.
⑥ The source of research grant must be cited in the footnote on the first page with an asterisk(*). In main texts, chapters are marked in “Ⅰ, Ⅱ, Ⅲ,...,” articles in “1, 2, 3,...,” and clauses in “(1), (2), (3),...”
⑦ Footnotes can be internal and external. External footnotes are placed at the bottom of the page, marked in “(1), (2), (3),...”
⑧ Abstracts should include the article title and the author’s name, affiliation, and position in English.
⑨ Tables and figures should be typed separately and marked in the text in numerical order. Illustrations should be clear, concise, and good for reproduction. All illustrations are referred to as “Fig.1, Fig. 2, Fig. 3,...” Manuscripts should be accompanied with separate lists of tables, figures, and illustrations with captions. The metric system should conform to the International System of Units (SI).
6. Submission method and period
Manuscripts are submitted via e-mail in the form of an attached file.
The deadlines are April 30 and October 31.
e-mail: hirs@hallym.ac.kr

Institute address:
Institute of Russian Studies, Hallym University 1 Hallymdaehak-gil,
Chuncheon, Gangwon-do, 200-702 Korea.
Tel: 82-33-248-1640
Fax: 82-33-248-1641

V. Regulations on Manuscripts Preparation

1. External Footnotes

* Monographs
2) Зуева Т. В. и Б. П. Кирдан, Русский фольклор (М.: Флита и наука, 1998), с.111.

* Articles

* Repeated quotation
6) Зуева и Кирдан(1998), c.235.
* Compilation


* Newspapers


* Tables and Figures

Tables and figures are inserted into main texts and marked in numerical order: Fig. 1, Fig. 2, Table 1, Table 2. Captions and sources should be located below the tables or figures.

* Internet materials

The retrieved date must be mentioned.


2. Reference

The order of reference languages is English and Russian.

* Monographs


* Articles


* Compilation


6) Рязанов В.Т., “Государство и переход российского хозяйства к рынку,” в Кн.: Пригарин В.С. и В.Т. Рязанов(под ред.), *Государство и рынок* (СПб: Изд-во С.-Петербургского университета, 1995).
* Newspapers

7) Ria Novosti, April 15, 2010.

* Internet materials