

# **Research Ethics Regulations of the Journal of Korean Society of Dental Hygiene**

2007. 03. 01 Legislation

2020. 01. 01 Complete Revision

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## **Preamble**

These Research Ethics Regulations (here in after, "ethics regulations") define the principles and standards of the research ethics that members of the Association (hereinafter, "members") shall observe when conducting academic research and publishing research papers. The purpose of these regulations is to achieve scholarly progress by recognizing the value of dental hygiene academic research by sharing the research ethics with members and sharing research results. In principle, the subject of these regulations shall be the members of the Association and the thesis authors.

## **Chapter 1. Ethics Regulations on Research**

### **Section 1. Definition of Terms**

#### **Article 1 (Definition of Terms)**

Research misconducts (hereinafter, "misconducts") refer to all types of falsification and alteration, plagiarism, duplicate publication, and unauthorized author indication committed in any research proposal and its execution, and reports and presentation of the related results.

- ① Falsification: Fabricating data or research results that are not true or do not actually exist.
- ② Alteration: Distorting research content or results by artificially manipulating research materials, equipment, processes, etc. or arbitrarily modifying or deleting data.
- ③ Plagiarism: Plagiarizing other people's thesis, ideas, research content, results, etc. without making reference to any legitimate endorsement or source.
- ④ Duplicate publication: Duplicating the results of one's own research or reusing them beyond the generally accepted scope.
- ⑤ Indication of unjustified thesis authorship: Not displaying the thesis author's qualification to a person participating in and contributing to the research content and results without justifiable reason, or displaying the author's title unfairly to those who have not participated or contributed to the research.

- ⑥ Deliberately interfering with the investigation of the allegations of misconducts of the Association or injuring the informant.
- ⑦ Other misconducts that seriously deviated from what is normally accepted in academia in relation to research ethics.
- ⑧ Proposing, forcing or intimidating others to the above misconducts.
  1. An informant refers to a person who has been aware of a misconduct and who has informed the Association of the fact or related evidence.
  2. The investigation subject refers to a person who is suspected of having committed misconducts through the informant's report or the recognition of the Association and who is the subject of the investigation, or who is presumed to have participated in any misconducts in the course of conducting the investigation, and witnesses are not included here.
  3. The investigation is a process to determine whether there is a need to formally investigate the allegations against the alleged misconducts, and to prove the facts of the alleged misconducts.
  4. A decision is a procedure for establishing the results of a formal investigation and notifying the informant and the investigation subject in writing.

## **Section 2. Thesis Author Related Regulations**

### **Article 1 (Plagiarism)**

Plagiarism is established if a portion of a research or claim that is not done by you is not specified, or if you do not specify the source or reveal the reference. In addition, if you republish or publish your own thesis or any portion of your published works without making any quotation or reference, it will be a violation of the self-plagiarism which is against the principle of initial disclosure of the research results.

### **Article 2 (Author Contributions)**

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. 4) confirmation of all data, responsibility of the results, and full discussion between the researcher to be open. Authors should meet these 4 conditions.

### **Article 2-2 ((Including co-author with special relationships)**

If the co-author with special related person is included, "The prior disclosure when co-authoring thesis with special relationship" [Attachment No. 1 form] must be submitted in advance.

### **Article 3 (Duplicate Publication or Double Publication of Research Results)**

- ① Do not publish or submit any previously or existing published research results or those that are being published or are being reviewed as if they were your own original research results. If you intend to publish using a published research paper (secondary publication), you shall provide the editor of the journal you want to publish information about the previous publication and check whether it is a duplicate publication or a double publication.
- ② Secondary publication and double publication are strictly separated, and secondary publication is allowed only when it is inevitable, and it shall be approved by the copyright holder of the existing published research and shall indicate the secondary publication.

### **Article 4 (Citation and Reference)**

- ① If an author refers to or cites a data in a publicly published publication, it shall be clearly stated and the source shall be clearly stated unless it belongs to common sense.
- ② When quoting other people's text or borrowing ideas (reference), make sure to indicate whether they are cited by referring to the footnotes, As a result, the reader shall be able to sufficiently judge the original claim and interpretation of the researcher.

### **Article 5 (Review of Thesis and Dismissal of Review Results)**

The author shall accommodate and reflect in the thesis to the most extent possible the opinions of the Editorial Committee members of the Association and the selected judges in the process of review and evaluation of theses.

## **Section 3. Ethics Regulations for Compliance by the Editorial Committee Members**

### **Article 1 (Compliance by the Editorial Committee Member)**

The Editorial Committee member shall be responsible for determining whether to publish the submitted academic thesis, and shall comply with the confidentiality of the authorship and respect for independence (maintain the anonymity of authors and the reviewers during the review).

### **Article 2 (Role of the Editorial Committee Member)**

The Editorial Committee member shall handle the thesis on a fair basis regardless of the author's gender, age, affiliation, and any prejudice or personal relationship, and independently based on the qualitative level of the thesis and the submission regulations.

### **Article 3 (Selection of Judge)**

- ① The Chairman of the Editorial Committee shall refer the evaluation of the submitted thesis to the judges who have expert knowledge and fair judgment ability in the relevant field (detailed subject), but shall make the final decision after the editorial meeting. However, if the judges of the thesis belongs to the same institution as the person of submission (author), he or she will be excluded from the selection of reviewer in advance.
- ② The Chairman of the Editorial Committee shall make objective assessments to the extent possible by avoiding friendly or hostile Committee members with the person of submission (author) at the time of selecting the reviewers. However, if the results of the evaluation of the same paper differ significantly from those of the judges, they may be consulted by a third-party expert in the field concerned.

### **Article 4 (Confidentiality of the Editorial Committee Member)**

The Editorial Committee member shall not disclose any matters concerning the author or the contents of the thesis to the person other than the judge until publication is decided.

## **Section 4. Ethics Regulations for Compliance by Judge**

### **Article 1**

The reviewer shall submit the evaluation results to the Editorial Committee members within the period of review if the Chairman of the Editorial Committee of the Journal has requested and accepted. If it is judged that he / she is not the proper person to evaluate the contents of the thesis, he / she shall inform the Editorial Committee member without any delay.

### **Article 2**

The reviewer shall fairly evaluate the thesis subject to objective criteria, regardless of subjective belief or personal relationship with the author. The results of the review shall clearly state the opinions of the reviewer, and any thesis shall not be rejected without any absence of evidence. No thesis shall be rejected for any inconsistency with the subjective view of the reviewer, and the evaluation results shall not be notified without reading the thesis properly.

### **Article 3**

The reviewer shall clarify his / her judgment on the review form in terms of the review opinions, and provide a specific explanation for the part that he / she thinks is necessary to be supplemented so as to ultimately improve the quality of the thesis.

#### **Article 4**

The reviewer shall maintain confidentiality except for the Editorial Committee before the publication of the thesis subject to review.

### **Chapter 2. Guidelines for the Implementation of Ethics Regulations**

#### **Article 1 (Pledge for Ethics Regulations)**

New members of the Journal of Korean Society of Dental Hygiene shall pledge to abide by these Ethics Regulations, and the existing members shall be deemed to have pledged to comply with the Ethics Regulations when it enters into force.

#### **Article 2 (Reporting of Ethics Regulations and Informant Protection)**

The members of the Association may report to the Ethics Committee of the Association if any violation of the ethics regulations is clearly discovered. The Ethics Committee has the responsibility of protecting the identity of the informant.

#### **Article 3 (Formation of Ethics Committee)**

- ① The Research Ethics Committee (hereinafter, "the Committee") shall be organized to manage all matters related to the academic research ethics of the members of the Association and to discuss and act on the behaviors of the members in violation of these regulations.
- ② The Committee shall consist of no more than seven members including the Chairman of the Editorial Committee, and the Committee shall be certified by the board of directors and appointed by the Chairman. In addition, the Chairman of the Association and the Secretary shall be included as ex officio members. The term of office shall be two years.
- ③ The Committee shall have one Chairman overseeing the Committee and one Secretary overseeing the Committee's duties. The Chairman shall be elected by the Committee and the Secretary shall be appointed by the Chairman.

#### **Article 4 (Authority of the Ethics Committee)**

The Committee investigates issues reported as violations of the Ethics Regulations through informants, investigation subjects, witnesses, reference persons, and evidentiary materials, and if a violation is determined, the Committee recommends to the Chairman formal sanctions.

#### **Article 5 (Operation of the Ethics Committee)**

- ① The Committee shall be convened by the Chairman if requested by the Chairman or one-third of the Committee members.
- ② The meeting shall be held by the attendance of a majority of the Committee

members and shall be decided by the affirmative vote of the majority of the Committee members present.

- ③ If the corresponding Committee member is an investigation subject, the member shall be suspended from membership until the investigation is completed.
- ④ The Committee meetings and minutes shall not be disclosed in principle.

#### **Article 6 (Investigation and Review of the Ethics Committee)**

Members who are reported to have violated the Ethics Regulations shall cooperate with the investigation conducted by the Committee. Failure to cooperate with this investigation shall be treated as a violation of the Ethics Regulations.

#### **Article 7 (Handling of Parties Related to Research Misconducts)**

- ① Members of the Association shall report to the Association any cases in which research misconduct related to the Association is suspected.
- ② The Association shall not disclose the identity of the prospective proponents to the outside and make utmost efforts to protect the informants' rights.
- ③ Even if an allegation of misconduct is filed with the Committee, it shall be deemed not to have violated the research ethics before it is determined to be a misconduct.
- ④ Any person who is alleged to have committed misconduct and who is brought before the Committee shall actively cooperate with the Committee's investigation.
- ⑤ The Association shall not divulge the identity of the parties to the outside until the Committee's final decision is made.
- ⑥ The members of the Committee shall not disclose or misappropriate unlisted information related to the deliberation and investigation process.

#### **Article 8 (Review and Handling of Research Misconducts)**

- ① A member or interested party of the Association may request the Committee to investigate in writing with respect to any violation of the research ethics of a particular member, and if the request is taken, the Committee shall report it to the Chairman and convene the Committee promptly.
- ② The Committee may decide on the review process before the full-scale deliberation of the submitted agenda, such as self-review or request consultation of outside experts.
- ③ The Committee shall determine the type of disciplinary action and publish it if it is confirmed that the conduct of investigation has been thoroughly investigated for the situation in which deliberation is requested.
- ④ The Committee shall grant sufficient opportunities to explain to the members subject to review.
- ⑤ When the deliberation is concluded, the Committee shall immediately report the

results to the Chairman. The results of the review shall include the following matters:

1. Outline of review
  2. Review process
  3. The contents of the decision (including the disciplinary proposal if necessary) and its evidence, relevant evidence materials
  4. Contents and procedures for the member's explanation
- ⑥ If there is a disciplinary proposal from the Committee, the Chairman shall convene the board of directors to finally determine and announce disciplinary actions. There are the following types of discipline, which can be duplicated and disciplined if necessary.
1. Informing the researchers and their affiliates of the Association's corrective requests or disciplinary matters
  2. Notice of research misconduct on the first issue of the Journal published after the misconduct was confirmed
  3. Request for cancellation or revision of published research results
  4. Suspension or deprivation of membership for a certain period
  5. Prohibition of publication of thesis for the Association's Journal for a period of time
  6. Other measures deemed necessary by the Association
- ⑦ If it is determined by the Committee that there is no misconduct, appropriate measures may be taken to restore the honor of the investigation subject undergoing investigation.

#### **Article 9 (Implementation of the Research Ethics Regulations)**

- ① The amendment procedures for these Ethics Regulations shall be in conformity with the amendment procedures of the Association's amendment procedures for bylaws.
- ② A member who submits a thesis to the Journal of the Association shall pledge to the corresponding space in the 'Declaration by Authors' that the submitted thesis is not in violation of these Ethics Regulations.

#### **Article 10 (Amendment of the Ethics Regulations)**

The amendment procedures for the Ethics Regulations shall be in conformity with the Association's amendment procedures for bylaws.

#### **Addendum**

- ① These ethics regulations goes into effect on March 1, 2007.
- ② The revision for these Ethics Regulations goes into effect on January 1, 2020.
- ③ The revision for these Ethics Regulations goes into effect on April 16, 2021.

<Attachment 1>

The prior disclosure when co-authoring thesis with special  
relationship