
Manuscript Submission Regulations and Guidelines

Enacted January 31, 2019
Revised November 10, 2021

Article 1. Purpose

This regulation stipulates all matters related to the submission of papers to the Korean Asphalt Society by the editorial committee of the Korean Asphalt Institute.

Article 2. Submission Regulations

1. Classification of Manuscripts

The manuscripts for the Journal are classified into research papers, technical notes, and discussions and replies. Each submitted manuscript must satisfy the following requirements.

- 1) Research thesis: It is a theoretical or experimental research and technical result with originality, and it should have a sufficient system as an academic thesis.
- 2) Technical Note: Even if you do not have a complete system as a thesis, you can submit it as a technical note if it describes new research and technical achievements, ideas on new problems, or supplements or corrects previously published thesis.
- 3) Discussion and reply to discussion: If you want to present supplementary or different data or opinions on the original author's research method and research results for a paper previously published in the journal, you can submit it as a discussion, and the original author will reply to it in principle.

2. Author(s)

At least one author(s) of the manuscript submitted to the journal must be a regular member of the Society, and in case of joint submission, the maximum number of authors is 5 in principle. However, the name of the lead author is written at the beginning and the corresponding author is indicated by "(corresponding author)" in the commentary. Even if the lead author and the corresponding author are the same, the "corresponding author" must be specified separately.

3. Length of a manuscript

As a printed page, research papers including diagrams and photos should be within 15 pages (approximately 20,000 words), technical notes within 4 pages (approximately 6,000 words), and discussions and discussion meetings within 4 pages (approximately 6,000 words) in principle. do. For more than that, it can be published with the consent of the journal editorial committee, and the additional printing cost is borne by the author.

Even in this case, it cannot exceed 50% of the amount.

4. Writing a manuscript

1) Language

Manuscripts should be written in Korean or English, and references should be written in English and in unavoidable cases, other foreign languages may be written in the original language.

2) Paper type and word-processor software

In principle, manuscripts should be written on A4 paper using two types of word processors, 「Hangul」 and 「MS Word」. For easy proofreading and reading of the manuscript, use A4 paper default margins (top: 3.5cm, left/right/bottom: 3.0cm) between the top, bottom, left, right, and leading of the paper.

3) Terms and Symbols

If there are any terms and symbols established by this society, in principle, the most recent one should be followed. If not, try to use terms and symbols widely used in asphalt specialty fields as much as possible. A symbol allows a sentence to be defined in the place where the symbol is first used.

4) Unit

The SI unit should be used.

5. Submitting a manuscript

Research papers and technical notes can be submitted at any time. For discussion, the manuscript must be submitted within 3 months of the publication of the subject for discussion, and in principle, the manuscript must be submitted within 3 months of receiving a response request from the editorial board for a response to the discussion. In principle, discussions and replies to discussions are posted together, but only the discussion can be published if the original author does not reply to the discussion.

Article 3. Guidelines for preparing a research paper

1. Conditions of the manuscript

Research papers must be objectively, accurately and concisely described and must be unpublished manuscripts. However, even if previously published content is included in the manuscript, the following cases may be considered for publication.

- 1) When reinterpreted from a new point of view or reorganized by adding original opinions.
- 2) In the case of deriving new value or academic significance after combining major research issues from several previously published papers.

2. Composition of a manuscript

A manuscript should be composed in the following order.

Manuscript written in Korean	Manuscript written in English
1) Title: written in two languages: Korean and English	1) Title: English
2) Author name: written in two languages: Korean and English	2) Author name: English
3) Abstract: English	3) Abstract: English
4) Main text: Korean	4) Main Text: English
5) Acknowledgments: Write if necessary	5) Acknowledgments: Write if necessary
6) References: English or Select another foreign language	6) References: English or Select another foreign language
7) Symbol: Fill in if necessary	7) Symbol: Fill in if necessary
8) Appendix: Fill in if necessary	8) Appendix: Fill in if necessary

3. Title

The title should accurately and concisely describe the contents of a manuscript in Korean, and write the English title underneath. Only the first letter of the title should be capitalized.

[Example]

배수성 아스팔트 혼합물의 시험환경 변화에 따른 칸타브로 손실을 연구

A Study on cantabro loss by test conditions for porous asphalt mixture

4. Name(s) of the author(s)

The name of the author is written in Korean at the top and English name at the bottom. In Korean, write the following in the order of first name-last name, affiliation, position (degree), and in English, first name-last name, position, affiliation (degree). In addition, the corresponding author shall be marked with "*", separately indicate that he is the corresponding author, and additionally indicate his/her phone number and e-mail.

[Example]

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5. Abstract and keywords

It should be written in English in 200-250 words including a brief summary of the thesis content and main conclusions (in principle, it should not be written in Korean). The summary should not contain formulas and should be a complete paragraph in its own right. Therefore, do not include citations for diagrams, formulas, and references in the text, and unify the title with "Abstract". In the summary, 3 to 6 keywords should be

presented.

[Example]

ABSTRACT

Liquefaction earthquake damage occurred in Pohang in 2017. Since then, there is a growing opinion that counter-measures for seismic road stability are needed. In particular, research on securing seismic road safety in the reclaimed land with a high possibility of liquefaction is receiving great attention. In this study, an earthquake stability evaluation was performed on the road filled ground to be built in a large-scale reclaimed area in the West Sea. At this time, the dynamic behavior of the reclaimed land for road was predicted through numerical simulation using the effective stress analysis model and the shaking table test.

Keywords: Seismic road stability, Reclaimed land, Effective stress analysis, Shaking table test

6. Main body of text

1) Composition of the main body of text

The main principle is that the main body consists of three parts: the introduction, the main body, and the conclusion. The main body is divided into chapters, verses, and subsections as follows, with the introduction as chapter 1 and the conclusion as the last chapter.

[Example]

1. Introduction
2. Analysis of package behavior
 - 2.1. Variables Affecting Interpretation
 - 2.1.1 Linear shear section
 - 2.2 Analysis conditions
3. Numerical analysis result
4. Conclusion

2) Introduction

In the introduction, the background and purpose of the study, the research history and trends related to the topic, the scope and assumptions of the study, and the outline of the research method are described.

3) Main sections

In this main section, basic theories, assumptions, and methodologies are detailed, and theoretical interpretations, experiments, or calculation results, their analysis, and comparative studies with related existing research results are described.

4) Conclusions

In the conclusion, the most notable research results are summarized and the contribution to the relevant research field and similar fields is presented.

5) Figures and photographs

In principle, pictures should be written by inserting them into sentences. When writing the thesis, margins are allowed when the figure is moved to the next chapter due to size problems. The figure number and title are indicated at the bottom of the figure, and the width of each figure on the printed page is based on 7cm (1 column). Therefore, when writing a picture larger than this, in consideration of the degree of reduction, the thickness of the line and the font size in the legend should be appropriately adjusted so that the font size after printing is similar to the size of the text. The text in the figure should be considered for readability and should be written in English as much as possible. Photos should be 3×4 or larger. Figures and photos are stipulated as chromatic printing, but the actual cost for printing in this case may be borne by the author. In the text, the number and title should be written in the position where the picture and picture will be inserted and displayed.

6) Tables

In principle, tables should be written by inserting them into sentences. When writing the thesis, margins are allowed when the table is moved to the next page due to the size problem. Table number and title are indicated at the top of the table. In the text, the table number and title are written and marked at the position where each table is to be inserted. The characters in the table should be considered for readability and should be written in English as much as possible.

7) Numbering figures and tables

Numbers and titles of figures or tables should be written in English only, and the method of notation should follow the example below. Numbering of figures and tables follows the order in which they appear in the main text, regardless of the number of chapters or sections in the text to be inserted. If two or more figures or tables are to be placed under the same number and title, each figure or table must be labeled (a), (b), ... The sub-headings should be marked as follows.

[Example]
(a)(figure), (b)(figure)
Fig.1. Rutting Mechanism

Table 1. Summary of Resilient Modulus
(a) SMA mixture
(table contents)
(b) HMA mixture
(table contents)

8) Equations

Formulas must be written on a separate line without being included in the line where the sentence is used. Symbols (variable names) used in formulas should be as simple as possible, and for formulas written in the thesis, a serial number is attached to the right end of the line where the formula is written. For formulas written in the thesis, serial numbers are attached to the right end of the lines where formulas are written as shown in the example below, and the order of mentions in the text follows regardless of the number of chapters or sections in the text.

[Example]
 $\alpha + \beta = 1$ (1)

9) In-text citations of references

When citing references (refer to Chapter 3, Section 8) in the text, place parentheses at the end of the sentence and use the author's name and publication year of the document to cite. The author's name is written in the case of Korean literature and the last name in the case of English or other foreign language documents.

<p>[Example]</p> <p>a) 1 author</p> <p>The above results can also be seen in the studies of Kim Kwang-woo (2001) and Jason (2001).</p> <p>Various studies have been conducted (Kwangwoo Kim, 2001; Jason, 2001).</p> <p>b) 2 authors</p> <p>The above results can also be seen in the studies of Kim et al. (2001) and Jason and Lee (2001).</p> <p>Various studies have been performed (Kim Kwang-Woo et al., 2001; Jason and Lee, 2001).</p> <p>c) 3 or more authors</p> <p>The above results can also be seen in the studies of Kim et al. (2001) and Jason et al. (2001).</p> <p>Various studies have been conducted (Kim Kwang-Woo et al., 2001; Jason et al., 2001).</p>
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The manuscript citation order is year-Korean name-year-English name, and refer to the example below.

<p>[Example]</p> <p>Ki-Hoon Moon, 1999; Kim, Kwang-Woo, 2001; Jason, 1998; Thomas, 2001</p>
<p>[Example]</p> <p>Kim, Ki-Dong, 1999; Ki-Hoon Moon, 1999; Anderson, 2001; Thomas, 2001</p>

7. Acknowledgments

You can express your gratitude by writing down the name of the relevant institution or person for financial support or academic advice received for research.

8. References

All references cited in the text are summarized. Documents not cited in the text are not included in the references and the title is unified as "References".

1) Listing References

References should be written in English or in the original language in the case of other foreign languages. In this case, the documents are arranged in the order of Korean, English, and original languages without numbers. Documents in Korean are arranged in alphabetical order by the first author's name, and documents in English are arranged in alphabetical order. Those with the same first author's name are arranged in the order of the second author's name (the one without the second author has priority). If Korean and English exist at the same time, Korean should be mentioned first, and if there are three or more authors, Korean should be mentioned in a similar way.

Documents with the same author name are arranged in the earliest order of publication year, and in the case of the same publication year, they are arranged in alphabetical order by the title of the document.

2) Formatting references

- ① Papers published in the journal: author (year of publication), paper title, journal name, volume (issue), page
- ② Papers published at the academic conference: Author (year of publication), paper title, name of conference, publisher, page (if there is no relevant page, it is not necessary to indicate it)
- ③ Papers published in a book or writing: Author, year of publication, title of paper, name of published book, edit or (if any), (volume), publisher (or publisher), place of publication (in case of overseas), published page
- ④ Book: Author, year of publication, title, publisher, place of publication (in case of overseas)
- ⑤ Degree thesis: author, publication year, thesis title, degree type, degree awarding institution, location (in case of overseas)
- ⑥ Report: Author, publication year, report title, report type (number), research institution, location (in case of overseas)

In marking references in this way, pay particular attention to the following.

- a) Among the matters in ①~⑥, the name of the academic journal, the name of the academic conference, the title of the book, the title of the book, the title of the thesis title, and the title of the report shall be the same as the typeface of the main text.
- b) In the case of multiple authors, in principle, the names of all authors should be indicated. However, if there are four or more authors in the research report, only the name of the research director can be used to indicate "Park Tae-soon, etc."
- c) For documents with the same author(s) name and publication year, a lowercase letter of the alphabet is added after the year, such as "Gangseo-gu (1993a)".
- d) For titles of English literature, only the first letter should be capitalized, and other words should be written in lowercase letters, unless there are special cases such as proper nouns or abbreviations. The first letter of all words other than articles, prepositions, and conjunctions should be capitalized, and abbreviations may be used for the name of the journal, academic conference, institution, and publisher.

9. Symbols

If necessary, list and arrange the definitions of symbols used in the text. The order of sorting is alphabetical, then Greek (in alphabetical order, uppercase first) (see example). In the case of Korean, the title is unified with "symbol".

[Example]

A : cross-sectional area of the tube
Ab : the surface area of the ablative
a : radius of tube
Re: Reynolds number
 α : energy correction factor
v : kinematic viscosity coefficient

10. Appendices

Data supplementing the contents of the main text and detailed derivation process of formulas can be included in a separate appendix if necessary. If an appendix is used, there should be a reference to it in the main text. The method of writing the appendix title in English is the same as that of the manuscript title. In the case of Korean, the title is unified as "Appendix".

[Example]

Appendix. 수식의 유도과정

When there are two or more appendices, their titles should be numbered sequentially and classified using a single numbering system throughout the text for e.g., "Appendix 1. Induction process" and "Appendix 2. Flow data." No division should be made between chapters and sections within the appendix. Numbers of figures, tables, and formulas used in the appendix follow those in the original text.

Article 4. Guidelines for preparing a technical note

The guidelines for preparing a technical note is based on the research papers guidelines. The first page of a technical note should have "Technical Note" written at the top left corner to show that this is a technical note.

Article 5. Guidelines for preparing discussions and replies

1. Preparation of discussions manuscript

The same guidelines developed for research papers should be followed except for the following: the summary is excluded from the composition of the discussion manuscript. Also, no distinction should be made between chapters such as introduction, main body, and prospect on the composition of the text. Equations, graphs, and tables should be sequentially numbered using the same numbering systems used in the original paper or note that the discussion is written on. At the bottom of the first page of the discussion, the information on the original paper or note, such as its title, the name(s) of the author(s), volume and issue numbers, and publication year, should be shown. The name of the discussor is noted at the bottom. Enter the name of the discussor as shown in the following example, and indicate membership qualifications, place of work,

and position. "Discussions" should be written at the top left corner of the first page. In the text, "author(s)" represents the author(s) of the original paper or note, which the discussion is written on, and "writer(s)" represents the authors(s) of the discussion.

2. Preparation of discussion replies

The same guidelines developed for discussions should be followed except for the following: equations, graphs, and tables should be sequentially numbered using the same numbering systems used in the discussion. In the text, "discusser(s)" represents the author(s) of the discussion, and "respondent(s)" represents the author(s) of the original paper or note, which the discussion is written on, and replies to the discussion. "Replies" should be written at the top left corner of the first page.

Article 6. Copyright and responsibilities of authors

1. Copyright

The individual copyrights of works submitted to the journal are owned by the Korean Asphalt Society, and the Korean Asphalt Society has the right to publish, print, and distribute the published works (the author must sign the copyright transfer agreement).

2. Citation of work

In case of citing other people's work, it is the author's responsibility to take care of copyright issues.

3. Manuscript revision

1) Phrasal verb error

For typographical errors discovered after publication of the journal, a written request for correction and a manuscript for correction may be received and published on the online thesis submission site as a corrected article through the resolution of the editorial committee, but in the case of a published academic journal, it cannot be corrected.

2) Content error

For errors in content found after publication of the journal, a written request for correction and a manuscript for correction may be received and published on the online thesis submission site as a corrected article through the resolution of the editorial committee, but in the case of a published academic journal, it cannot be corrected.

Article 7. Obligations of authors

All authors must comply with these regulations when writing manuscripts, and if they do not comply, the editorial board may impose sanctions such as suspending

publication until the requirements are met.

Article 8. Effective date

These guidelines are effective starting from November 10, 2021.