

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 presented to the Dean of Institute for Biblical Text Research and the Chair of the Editorial Committee of the *Journal of Biblical Text Research* so that three reviewers are proposed for each submitted article in consultation with the Dean and the Chair. The request for review and evaluation is referred to the reviewers after the resolution of the Editorial Committee. (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 continued to teach and conduct research at least five years in the field of studies they have majored.
- (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 rejected the article for publication, it shall not be accepted for publication.
- (3) When two out of the three reviewers requested the article to be published after partial improvement, it shall be published after partial improvement. The author of the article shall be informed of the areas of improvement so as to reflect the feedback of reviewers. When the author has made the required improvements, it shall be published without further deliberation.
- (4) When two out of the three reviewers requested the article to be published after major improvement and 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’. For such articles, authors shall be provided with photocopies of evaluation forms and asked to amend their article. Amended articles shall be published when one of the reviewers who initially evaluated these articles as ‘To be reviewed again after major improvement’, and ‘Rejected’ evaluates the amended article as ‘Approved for publication’. It shall be published after partial improvement. The author of the article shall be informed of the areas of improvement so as to reflect the feedback of reviewers. When the author has made the necessary improvements, it shall be published without further deliberation.

- (5) 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 submit the amended article for a second review. 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. An article may be submitted for a second review only once. When its author does not apply

for its second review, 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.

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|--------------------------|-------------------------------|
| Initial Documentation | April 30 th , 2005 |
| 1 st Revision | June 9th, 2016 |
| 2 nd Revision | March 14th, 2017 |
| Last Revision | April 14 th , 2017 |

<Form 1>

For submission to :

The Editorial Committee*Journal of Biblical Text Research*

Korean Bible Society

website www.bskorea.or.kr

Email ibtr@bskorea.or.kr

Telephone +82 (0)2-2103-8782/3/4

Ethical Research Pledge and Publication Request Form

| | | | |
|------------------|--|-----------------|--|
| Name in Korean | | Name in English | |
| Major | | | |
| Institution | | Post | |
| Address | | | |
| Telephone | | E-mail | |
| Title in Korean | | | |
| Title in English | | | |

As I submit the above titled article to the Journal of Biblical Text Research, I hereby pledge that I have read and fully acknowledged the articles of JBTR's Code of Ethical Research, and fulfilled the following role and responsibility of the researcher outlined in Article 3:

- (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;

and that I have not engaged in any evident misconduct of 'plagiarism', 'fabrication', 'alteration', 'misrepresented authorship', 'unjustifiable multiple publications', 'multiple submissions' etc. detailed in Article 4.

Hence, I request the above article to be reviewed for publication.

Date of Submission
Signed

(※ Signature may be omitted in case of electronic submission)

<Form 2>

For submission to :

The Korean Bible Society

Copyright Transfer Agreement

Title in English _____
Name of Author _____
Date of Birth _____
Address _____

I the author hereby certify that this is a unique article by the author, and that it does not infringe the copyright of other articles. When this article is published in the *Journal of Biblical Text Research*, I agree to transfer all rights pertaining to this article, and the right to exercise rights to benefits and digital copyright to the Korean Bible Society. Such copyright includes the rights to digital and online publishing. I am entitled to use this article in its entirety or in portion when writing another article in the future. This article has not been published before, and has not been submitted to any other academic journal. I hereby confirm that I have not concurrently submitted this article to any other journal, and that it has not been published before.

(This form must be submitted together with the article.)

<Form 3>

Journal of Biblical Text Research
Request for Article Review

[Date]

[* Article Title]

Dear _____,

We would like to ask you to review the above article. Please kindly grade the article per each given criterion, and indicate your overall comments and evaluation.

Thank you very much for your cooperation.

Sincerely,

Chair of the Editorial Committee
Journal of Biblical Text Research
Institute for Biblical Text Research
Korean Bible Society

<Form 4>

For submission to :

The Chair of The Editorial Committee
Journal of Biblical Text Research

Journal of Biblical Text Research
Article Review and Evaluation Form

[Date]

Title of the Article _____

1. Evaluation

| Criteria | Points Allocated | Points Given | Comment in Brief |
|--|---------------------|-----------------|------------------|
| 1. Appropriateness of the scope of research | 10 | | |
| 2. Appropriateness of the title and the table of contents | 10 | | |
| 3. Validity of research method | 10 | | |
| 4. Logical construction and reasonable conclusion | 10 | | |
| 5. Contribution to biblical text research and Bible translation | 10 | | |
| 6. Use of appropriate expressions and linkage between paragraphs | 10 | | |
| 7. Relevance of citation and citation of preceding researches | 10 | | |

10 Article Review and Evaluation Form

| | | | |
|---|-----|--|--|
| 8. Overall Coherence of the Article | 10 | | |
| 9. Appropriateness of the length and expressions used in the abstract | 10 | | |
| 10. Adherence to editorial guidelines and instructions | 10 | | |
| Total | 100 | | |

2. Detailed Comments (Areas for Improvement)

3. Overall Evaluation

- 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)

Respectfully submitted by

Name of Reviewer

Signature