

INSTRUCTIONS TO AUTHORS

GENERAL GUIDELINES FOR MANUSCRIPT

Journal of the Korean Housing Association is the official publication of the Korean Housing Association. The instruction to authors not described hereafter follows the “Uniform Requirements for Manuscripts Submitted to Journal: Writing and Editing for Publication” of the Korean Housing Association (<http://www.khousing.or.kr>).

1. Content and publication type

It accepts original papers of research articles on the undergraduate, graduate and continuing academic development in the field of housing & interior design, architecture, urban planning, residential culture, surrounding environments.

2. Qualification as authors

All authors should be a member of the Korean Housing Association. If they are not members, they should apply to membership before submission. However, there is an exception if Editorial board admits. Please contact the Society office to become a member.

The Korean Housing Association
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3. Research and publication ethics

Duplicate Publication: The papers already published to other scientific journals or periodicals are not considered for publication. The published paper to this journal should not be submitted to other scientific journal. Secondary publication is only possible when it is compatible to the “research and publication ethic” policy suggested in the “Guidelines on the research and publication ethics (<http://www.khousing.or.kr>)”.

Authorship: Authors who meets all of following conditions can be listed: 1) substantial contributions to conception and design, or 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.

Conflict-of-Interest Statement: If there are any conflicts of interest related to individual author’s commitments or project support, it should be clarified and described in the manuscript.

If there are any ethical issues from the manuscripts such as duplicate publication, plagiarism, fraudulent or fabricated data, changes in authorship, the resolution process will follow the instructions, “Guidelines on the research and publication ethics (<http://www.khousing.or.kr>)” “International standards for authors (<http://www.publicationethics.org>)”.

4. Submission of manuscript

Authors should send to the following address with copyright transfer agreement and author’s checklist via email only. Files for accompanying letters can be downloaded from the homepage of the Society (<http://www.khousing.or.kr>).

The address for submission and contact information

Editorial office of the Korean Journal of Korean Housing Association
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5. Preparation of Manuscripts

- Manuscripts must contain the following contents: Title, names and affiliations, Key Words, Abstract, Introduction, Body, Conclusion, and References.
- The table and figure should be written in English.
- References list:

All references cited in the text must appear in the References section. List authors alphabetically. If references of the same author have the same year, they should be differentiated by using 2010a and 2010b etc. Journal name, volume, and book title should be in italics. Follow the styles shown in the examples below.

1) Journal Article

Cho, S. H., & Jun, E. J. (2009). A study on the stage of elderly of the elderly households for the elderly housing. *Journal of the Korean Housing Association*, 20(5), 113-123.

2) Book

Cotrea, C. (2000). *Housing and urbanisation*. New York: Thames & Hudson.

3) Doctoral Dissertation & Masters Thesis

Paris, D. E. (2002). *A residential satisfaction decision support system for affordable housing*. Unpublished doctoral dissertation, Georgia Institute of Technology, Atlanta.

4) Conference Proceeding

Shin, D. -S., & Lee, J. -K. (2013). Basic study on the elderly welfare house plans by using the small house. *Proceedings of Autumn Annual Conference of Korean Housing Association*, Vol. 25, No. 2 (pp. 79-84), Seoul, Korea.

5) Newspaper Article & Magazine

Parker, D. (2010. 1. 29.). Okemos's new streetlights will be LED. *Lansing State Journal*, p. 25.

A response to limited space for affordable housing. (2009. March). *Research Works*, 6, p. 3.

6) Internet Material

Department for International Development (DFID) (1999). *Sustainable livelihoods guidance sheets*. Retrieved from <http://www.eldis.org/vfile/upload/1/document/0901/section2.pdf>

6. Publication interval and receipt of manuscript

It is published 6 times a year in every 25th of February, April, June, August, October and December.

Manuscript can be received at any time. The manuscript that does not keep the instruction to authors may be rejected before review. Certificate of receipt of manuscript is issued to the corresponding author via email.

7. Peer review

Every manuscript received is circulated to three peer reviewers. The author's name and affiliation is not disclosed during review process to reviewers. The review process can be repeated till three times if the request of revision is suggested by reviewers. If the re-review is repeated more than three times, it may not be considered for publication. If two reviewers do not agree to accept the journal, it may not be also considered for publication. Usually the first review process ends within two weeks (in case of express processing, within a week).

Manuscript Editing: The finally accepted manuscript will be reviewed by manuscript editor for the consistency of the format and the completeness of references. The manuscript may be revised according to the opinion of the manuscript editor.

8. Fee for peer review and page charge

For the peer review, KRW 80,000 (in case of express processing, KRW 200,000)

should be sent to the editorial office with the manuscript submission.

When the manuscript is accepted to be published, KRW 120,000 (in case of express processing, KRW 200,000) should be paid for minimum 8 pages. The number of pages has not to exceed 14, and KRW 60,000 would be charged additionally for every 2 pages if it exceeds 8. If the English proof-reading is needed, additional payment may be charged.

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9. Role of the Editorial Board

The decision on the editing of the journal is made by the Editorial Board. The manuscript may be revised for the consistency of the editorial work as far as the content is not affected. Every manuscript submitted is not returned.

10. Copyright

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