



Instruction for Authors

The purpose of these guidelines is to establish guidelines for manuscripts submitted to the Journal of Food Hygiene and Safety for publication in a consistent manner.

(Established in November 1986)
(1st Revised in March 1987)
(2nd Revised in November 1995)
(3rd Revised in January 2005)
(4th Revised in December 2006)
(5th Revised in September 2013)
(6th Revised in June 2015)
(7th Revised in December 2015)
(8th Revised in April 2016)
(9th Revised in February 2019)
(10th Revised in December 2019)
(11th Revised in July 2020)

1. This journal publishes research articles, research notes, and reviews in the fields of science and technology related to food hygiene and safety. Corresponding authors must be members of the society. The only exception is if the editorial board of the journal approves the submission or foreigners and invited papers.

2. The scope of The Journal of FOOD HYGIENE AND SAFETY would be: (1) monitoring and epidemiological investigations of risk factors (microbial, chemical and physical) in foods, (2) detection and control technologies for food risk factors, and (3) food (agricultural, livestock and aquatic products) measures and techniques to ensure quality and safety, (4) food safety and risk assessment, (5) microorganisms, fermentation and biotechnology, (6) physiological activity of food, and (7) other food safety.

3. The Korean Society of Food Hygiene and Safety owns the copyrights of all the manuscripts published in the journal. When submitting a paper, the manuscript and other required documents including a completed Copyright Assignment Form and Checklist for original article must be attached through the online submission central website. Articles are distributed under the terms of the Creative Commons Attribution License (<http://creativecommons.org/licenses/by-nc/3.0>), which permits unrestricted non-commercial use, distribution, and reproduction in any medium, provided the original work is properly cited.

4. Manuscripts in the journal shall be written in Korean or English. Abstract shall be in English, the main body of the text in Korean or English, and figures and tables in English.

5. Manuscripts shall be typed in MS Word or Hangeul Word Processor on A4-sized paper. The text should be 10-12 points in size, justified with A4 (2 cm margin on top, bottom, left and right) and the serial number should be recorded on each page. Then the manuscript shall be submitted to the

Society via online through its manuscript submission system at the Society's webpage [<http://www.foodhygiene.or.kr> (KOR) or <http://www.foodsafety.or.kr> (ENG)]. Other correspondences can be sent by e-mail to foodhygiene@paran.com (Editor-in-Chief, Deog-Hwan Oh, 1110, Huanghua Building, 320, Gangnam-daero, Gangnam-gu, Seoul 06252, Korea, Tel: 02-566-0417, Fax: 02-566-4417).

6. Articles that include human testing (including organoleptic evaluation) and animal testing studies may be published by an accredited institution, either the Institutional Review Board (IRB) or the Institutional Animal Care and Use committee (IACUC). The test ethics must be approved and the approval number must be indicated on the materials and methods.

7. Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial, or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and gender. If the study involved an exclusive population, for example in only one sex, authors should justify why, except in obvious cases (e.g., prostate disease, ovarian disease). Authors should define how they determined race or ethnicity and justify their relevance.

8. All technical terms in a transcript shall be those designated by the Ministry of Education and internationally designated words.

9. There are three types of manuscript: research article, research note, and review. The type of a manuscript shall be clearly stated at its first page.

(1) A research article is a manuscript which presents author(s)' original thoughts and in principle no limitation is imposed on the number of pages. A research article should be written in the following order: Cover, Abstract and Key words, Introduction, Materials and Methods, Results,

Discussion, Acknowledgment (if applicable), Korean summary, Conflict of interest, ORCID, and References. For further details, see section 10. In addition, Introduction does not include a title, and Results and Discussion can be written separately or together. All the titles should be in English and only the Korean summary should be written in Korean.

- (2) A research note is for simpler and shorter reports on researches. Unless otherwise allowed by the editing committee, a note shall not exceed two pages when printed. The composition of a note is the same as that of a research article
- (3) A review is an editorial on the comprehensive view of local and foreign research article and is commissioned by the editing committee.

10. Manuscripts should be prepared in the following order and may be partially modified according to the purpose and needs of the thesis.

- (1) The first page cover form should be written in Korean and English, including the title, author's name, affiliation, running title, and corresponding author. When writing an English title, capitalize the first letter of the word.

① When writing the author's name in Korean, insert “.” in the middle of the author's name(eg 홍길동·안중근·김홍도), and insert “,” when writing in English, and do not write “and” (eg Kil-Dong Hong, Jungkun An, Hong Do Kim).

② The organization name shall be written including the department name. The English shall be written in italics, and the department name, organization name, city (county) name and country name shall be written.

- If the author's affiliation is different, the Arabic numerals such as 1 and 2 (superscript) should be added to the end of the author's name, and the same superscript will be added before the author's affiliation. In addition, co-authors (co-authors, co-authors) can be added.

- In the case of co-authors, superscript “‡” to the right of their names. In the case of corresponding authors, superscript “*” to the right of the name. In case of co-authors, superscript “*” to the right of the name. If there are two or more first authors and corresponding authors, write “Co-corresponding Author to” in English with “‡” or “*” at the bottom.

③ Running titles should be written in English, 5-6 words to better represent the content of the paper, and can be adjusted by the editorial board if necessary.

④ Corresponding author's information should be written in order of corresponding author's name, affiliation and address, telephone number, fax, and e-mail. The address shall indicate the institution, city (county) name zip code and country name.

(2) English abstract and the Korean summary should be written in order to provide an overview of the paper by itself, and the purpose, methods, results, and conclusions should be included. Abstract should be written as one paragraph within 300 words.

(3) Key words should be written within 5 words that can represent the content of the paper under Abstract. The first letter of each key word should be capitalized.

(4) The introduction should clearly explain the motivation and purpose of the study, and include what problems and hypotheses the author conducted.

(5) The materials and methods should be described in detail enough to allow the reader to confirm the results of the research conducted in this study.

① The material clearly indicates the specific specification, quantity and source. When purchasing, it must be written in English as “Material name [manufacturer, manufacturing region (city in Korea and other countries, city and state in the US), country name]” in parentheses.

② Test equipment, devices, software, etc. shall be written in English, in parentheses, such as “device name [model (version) name, manufacturer, manufacturing region (city in Korea and other countries, city in the United States, city, state), country name]”. In case of the same product, only the above shall be indicated in the above format, and only the model and manufacturer name shall be described thereafter.

③ Substances and device names should be written in lowercase unless they are abbreviations or proper names. Abbreviations of substance names shall have their definitions in parentheses in accordance with IUPAC-IUB regulations. (E.g. glucose (Sigma Chemical Co., St. Louis, MO, USA), vacuum packaging machine (IS-100, Zeropack, Seoul, Korea), HPLC (Waters 600, Waters Co., Ltd., Miliford, MA, USA))

④ Well-known experimental or analytical methods are briefly described by citing existing literature, and are specifically described when the method is modified.

(6) All table titles and figures should be written in ‘Excel’ or ‘Power point’ in the size of 1 step width (8 cm) or 2 steps width (16 cm), and the explanation

should be in English (“Table 1.-”, “Fig. 1.-”). Even if you do not refer to the text, write the contents alone so that you can understand them. Don't put a period at the end of the table's title, but end it with the end of the picture description. In both cases, only the first letter is capitalized. All photographs must be submitted in jpg files with a resolution of 300 dpi or higher.

- (7) Data in a table or figure is expressed as mean±SD (or SE) and a description is added below the table or figure. The significance level of statistical processing is expressed in italics and capital letter $P(P<0.05)$. The significance level of statistical analysis results is *, **, ***, etc. In multi-range assays, ^a, ^b, ^c, ^d, and so on.
- (8) When adding footnotes, add superscripts such as 1), 2), and 3) at the end of the symbol, word, or sentence that you want to explain in the table contents. Each week's explanation ends with a period.
- (9) The description of the symbols in the figure shall be added to the description below the figure, and the axis ticks shall be indicated inward.
- (10) In the manuscript, scientific names, or other necessary proper nouns and English expressions of Korean should be in italics and the first letter should be capitalized. The biological name should be written in the scientific name in the abstract, materials and methods. First write it as a full name, then abbreviate the generic name. The varieties are named after the scientific name and then cv. The name of the breed shall be written, but the first letter shall be written in capital letters, normal font, and not pronounced in Korean.
- (11) When using parentheses in Korean expressions, the content and parentheses must be pasted, and parentheses in English expressions (abstract, table titles, fig. Descriptions and references) should be spaced in all cases.
- (12) Numbers, units, ranges, formulas, abbreviations, etc. shall be in accordance with the following and the attached principles table.
 - ① Numbers should be written in Arabic numerals and in units of CGS or SI, but not mixed (e.g. mL, L, μL, μg, etc.). There is a space between the units and the number. However, 10°C, 10%, 10 hours, etc. are pasted.
 - ② Use a hyphen (-) to indicate a range of numbers, such as 10-20°C or 5-10 days
 - ③ The abbreviation should be used after first writing the full name and putting it in parentheses.

[E.g. modified atmosphere (MA)].

(13) The format of writing References is as follows.

- ① References in the text should be in superscript. All references should be written in English.
- ② Cited references should be written with the last name and superscript of the first author of the document at an appropriate position in the text.

[Example:]

(Korean paper)

1 author: According to Kim, reported ... / ... (Kim¹⁾ to).

2 or more authors: According to Kim et al. (To Kim et al.¹⁾).

(English paper)

More than one author: Kim and Lee reported ... / ... (Kim and Lee¹⁾).

Three or more authors: Kim et al. reported ... / ... (Kim et al.¹⁾).

- ③ References arrange the documents in the order in which they appear in the manuscript.
- ④ Periodicals should include the author's name, title, place of publication, volume, number of pages (first page and last page), and year of issue. The abbreviation for periodicals (magazine) is in English. ISI Journal Title Abbreviation Index, and in the case of Asian papers, author names, titles, and magazine names should be written in English according to the notation specified by the country.
- ⑤ Books should be written by author's name, year of publication, subtitle, Revised edition, publisher, place of publication ((city in Korea and other countries, city and state in the US), country), and directly related page (first page-last page).
- ⑥ Internet should be described in order of registrant, search date (year, month, day), title, and search path.
- ⑦ Dissertations should be written in order of author's name, title, degree (master or doctoral degree), degree granting institution, place of institution, and year of issue.
- ⑧ Example of writing References.

[Periodicals]

1. Lee, S.M., Lim, J.M., Kim, K.H., Cho, S.Y., Park, K.S., Sin, Y.M., Cheung, C.Y., Cho, J.I., You, H.J., Kim, K.H., Cho, D.H., Microbiological study using monitoring of microorganism in salt-fermented fishery products. *J. Food Hyg. Saf.*, 23, 198-205 (2008).

[Books]

1. Strunk, J.W., White, E.B., 1979. The Elements of Style, third ed. Macmillan, New York, NY, USA, pp. 22-70.

2. Kramer, J.M., Gilbert, R.J., 1989. *Bacillus cereus*. In: Doyle, M.P (Ed), *Foodborne Bacterial Pathogens*. Marcel Dekker, New York, NY, USA, pp. 22-70.

[Internet]

1. Norton, R., (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from <http://www.youtube.com/watch?v=Vja83KLQXZs>

[Dissertations]

1. Baik, M., Effect of water and water migration on starch retrogradation and thermomechanical properties of bread during staling. PhD thesis, University of Massachusetts, Amherst, MA, USA (2001).

11. Author(s) proofreads the draft of a transcript and the editing committee proofreads the following editions of a transcript.

12. Author(s) can submit the errata to the editing committee within one month of the release of a Journal if author(s) thinks corrections of the published transcript is necessary.

13. Authors of articles adopted for publication in the Journal of Food Hygiene and Safety are charged 60,000 won per page. If author(s) wants to publish more, author(s) shall ask for the required number of copies by the completion of first proofreading and pay 50,000 KRW per 50 copies as well as printing fees. If corresponding author would like to apply for fast review of the manuscript, he/she can request for fast review. In this case, it will take 10 days for completion of 1st review after submission. Corresponding author who wants for fast review should pay extra charge of 200,000 won for fast review.

14. Peer Review

- ① The role of editor-in-chief is to assign editors according to academic disciplines and to manage the overall peer review process.
- ② An editing secretary is the first to check whether a submitted transcript is appropriate for this Society's discipline. If the transcript isn't appropriate, he/she forwards it to the editing committee to discuss whether to judge the transcript or not.
- ③ Judges are appointed by the recommendation of editing secretaries. Two judges are required to decide whether a submitted transcript is selected for the Journal or not.

15. Authors should submit the revised manuscript within 90 days after receiving judgement as a minor revision or major revision.

16. Yearly subscription fee of the Journal is 50,000

KRW for a member of the Society, 10,000 KRW for a student member of the Society, and 120,000 KRW for a library member of the Society. Membership fee for first-time subscribers is 20,000 KRW. If author want to get hard copy of the Journal, they required to pay membership fee.

All matters related to subscription and change in address shall be send to the following address.

Address: 1110, Huanghua Building, 320, Gangnam-daero, Gangnam-gu, Seoul 06252, Korea

Tel: 02-566-0417 Fax: 02-566-4417

e-mail: foodhygiene@paran.com

Website: <http://www.foodhygiene.or.kr> (KOR) or <http://www.foodsafety.or.kr> (ENG)

17. All papers published in the journal are kept on the website <http://www.foodhygiene.or.kr> (KOR) and <http://www.foodsafety.or.kr> (ENG)

18. All matters not prescribed in this instruction shall be dealt with at the editing committee.

19. The following are the rules for establishing authenticity in the research and publishing ethics of the Korean Society of Food Hygiene and Safety.

(Enacted January 2008, revised December 2019, re-revised July 2020)

Chapter 1. General Rules

Article 1 (Purpose) These rules govern the implementation and operation of the Research Ethics Committee (hereinafter referred to as "the Committee") regarding the procedures for ensuring the authenticity of research and publication ethics of the Korean Society of Food Hygiene and Safety (KSFHS).

Article 2 (Application) These rules apply to papers submitted to the academic journal of KSFHS and presentations given at the academic symposiums.

Article 3 (Editorial responsibilities) The Editorial Board works to monitor and safeguard publication ethics, regarding specifically the following: guidelines for retracting articles; maintenance of the integrity of the academic record; preclusion of business needs from compromising intellectual and ethical standards; publishing corrections, clarifications, retractions, and apologies when needed; and excluding plagiarism and fraudulent data. The editors also maintain the following responsibilities: responsibility and authority to reject and accept articles; avoidance of conflict of interest with respect to articles they reject or accept; promotion of publication of corrections or retractions when errors are found; and preservation of the anonymity of reviewers.

Article 4 (Roles and responsibilities for authors) Authorship credit should be based on 1) substantive contribution to concept and design, acquisition of data,

and/or analysis and interpretation of data; 2) drafting of an article or revising it critically for important intellectual content; 3) final approval of the version to be published; and 4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Every author should meet all of the following four conditions:

- ① The Journal of Food Hygiene and Safety does not correct authorship after publication unless a mistake has been made by the editorial staff. Authorship may be changed before publication but after submission when an authorship correction is requested by all of the authors involved with the manuscript.
- ② The members of the Korean Society of Food Hygiene and Safety accept and bear all responsibility as researchers and scientists for their intellectual activities and research.
- ③ Members must provide accurate information regarding all affiliations and positions of researchers. In case the author is a minor, he/she must provide accurate information concerning their affiliation, position, and year of enrollment.

Article 5 (Originality, plagiarism and duplicate publication) Submitted manuscripts must not have been previously published or be under consideration for publication elsewhere. No part of the accepted manuscript should be duplicated in any other scientific journal without the permission of the Editorial Board. Submitted manuscripts are screened for possible plagiarism or duplicate publication by Similarity Check upon arrival. If plagiarism or duplicate publication is detected, the manuscript in question may be rejected, author(s) will be named in the Journal, and the relevant institutions will be informed. Other penalties for the author(s) may also be incurred. Letters of permission are required for any and all materials that have been published previously. It is the responsibility of the author(s) to request permission from the publisher for any material that is being reproduced. This requirement applies to text, figures, and tables.

Article 6 (Definition of deceptive research practices) “Deceptive research practices” means any of the following acts undertaken during the process of a research proposal and also involves the execution, reporting and presentation of research findings:

- ① “Fabrication” is the act of creating false data or research results that do not exist.
- ② “Modulation” is the act of distorting the content of a study or research results by artificially manipulating research materials, equipment,

processes, etc., or by arbitrarily modifying or deleting data.

- ③ “Plagiarism” is the act of appropriating the content and creative work of others without proper approval or quotation.
 - A. “Idea plagiarism” and “text plagiarism” refer to the use of a part of someone else's writing without citing the source or author of the original work.
 - B. “Mosaic plagiarism” is the act of adding, inserting or replacing parts of an original text or source material using synonyms.
- ④ “Inappropriate declaration of authorship” means not granting authorship of a paper without justifiable reason to a person(s) who made scientific or technical contribution to research content or results, or, the granting of authorship, expression of gratitude or courtesy to a person(s) who did not contribute to the same.
- ⑤ “Duplicate and overlapping publication” refers to the publishing of work in a second journal that is identical or substantially similar to a researcher’s previous research results without a source, and the obtaining of profit or research funds for that work, or having the work recognized as a separate research achievement.
- ⑥ “Illegal revision of a paper” refers to the addition or deletion of an author's name regarding a paper intended for publication by directly contacting a publishing agent without due process of the Committee.
- ⑦ “Official false statement” means making false statements about one’s academic background, career, and research results upon submission of a research paper.
- ⑧ “Self-plagiarism” is the act of reusing significant portions of one’s work, including work already published in similar journals dealing with related topics, without revealing the source.
- ⑨ Acts that go beyond criteria normally tolerated in academic circles.
- ⑩ Fraudulent acts that require investigation or verification by the Committee.

Article 7 (Secondary publication) It is possible to republish a manuscript that satisfies the conditions for secondary publication as stipulated in the ICMJE Recommendations. (http://www.icmje.org/urm_main.html).

Article 8 (Conflict of interest statement) The corresponding author must inform the editor of any potential conflicts of interest that could influence the authors’ interpretation of the data. Examples of potential conflicts of interest are financial support from or

connections to companies, political pressure from special interest groups, or any other academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated.

Article 9 (Definition of researcher ethics) For the establishment of proper research ethics, researchers must comply with all stipulations of the following provisions:

- ① To ensure authenticity of research, authors who conduct the research and presents the results, as well as the reviewers who evaluate the research results, should carry out all research activities with transparency and sincerity, without any actions against good conscience.
- ② Once accepted, manuscripts may not be reproduced in part or wholly without the permission from the Journal secretary. Articles should not be reproduced for commercial purposes without the permission from the Journal society. Manuscripts dealing with any experimental work on human subjects or animal materials should meet the relevant regulations or requirements imposed by institutional or governmental authorities, and this should be clearly stated in the manuscript. Any unusual hazards inherent in the chemicals, equipment, and procedures used in an investigation should be clearly identified in the manuscript reporting the work.
- ③ Research subjects should be protected, and clinical research must be conducted in accordance with the Helsinki Declaration's ethical standards and subject to prior consent from the appropriate institution's Bioethics Committee (IRB). Animal experiment research must be approved by the Animal Experiment Ethics Committee (IACUC)
- ④ When publishing research results, the following provisions should be observed.
 - 1) You must not make false statements about your academic background, career, qualifications, research achievements, and results.
 - 2) Researchers may take responsibility and receive recognition as authors only for research they have personally conducted or to which they have contributed.
 - 3) The order of authors (translators) or authors of a thesis or other published work should be accurately reflected according to the level of contribution to the research regardless of their relative position.
 - 4) In the case of partial publication of an academic thesis, it is preferable to have the

student and the academic advisor named as co-authors.

- 5) An author's affiliation should be stated as the affiliation at the time the research was conducted, but if the affiliation was changed at the time of submission, the fact can be appropriately indicated in the footnote section.
- 6) Individuals who provide non-academic, administrative or technical support in the research process may be given recognition in the 'acknowledgments' section.
- 7) Any lectures or presentations in print publications and other media which are related to a research paper should be based on scientific knowledge and facts.
- 8) (Amended) An author may cite the work of other researchers either in the original or translated version of a paper. The author should also take all necessary steps to guarantee accuracy when stating sources and listing references.

Article 10 (Disposition of fraudulent acts) When the KSFHS Committee decides that a paper is the result of fraudulent acts as specified in Article 6, the article will be deleted according to the COPE flow chart (<http://publicationethics.org/resources/flowcharts>) and its author will be prohibited from submission of papers for the next five years, followed by disciplinary action, such as suspension or disqualification of membership, and the author may also be notified to the related organization or have his/her name published in the Journal.

- Article 11 (Definition of terms)**
- ① "Informant" means a person who recognizes a fraudulent act and reports it to the Society (or the Committee).
 - ② "Person under investigation" means a person who has been investigated for a fraudulent act based on the recognition of an informant or the Committee, or a person who is under investigation based on an assumption resulting from an investigation process where the person has been involved in a fraudulent act.
 - ③ "Preliminary investigation" means a preliminary procedure to decide whether it is necessary to officially investigate a reported or recognized fraudulent act.
 - ④ "Actual investigation" means a procedure to investigate whether a suspected fraudulent act has occurred.

Chapter 2. Composition and Functions of the Committee

Article 12 (Composition) The committee consists of

no more than seven members including a chairman. The president appoints the chairman and other members.

- ① The editor-in-chief and academic director of the academic journal of the Society are mandatory positions and the vice chairman is elected from among the members.
- ② Term of the membership is two years and can be served consecutively.

Article 13 (Chairman) ① Chairman represents the committee and presides over meetings.

- ② Vice chairman assists the chairman and becomes an acting chairman when the chairman is absent.

Article 14 (Assistant administrator) The committee has an assistant administrator who handles overall administrative matters.

Article 15 (Meetings) ① The chairman calls and presides over meetings of the committee.

- ② At a meeting, a majority of the members must be present and a majority of the attending members must agree to make a final decision.
- ③ The committee meetings are closed meetings. If necessary, other concerned parties can attend and state opinions.

Article 16 (Functions) The committee deliberates and decides the following:

- ① Revision of the rules
- ② Receipt and handling of fraudulent act reporting
- ③ Starting an actual investigation, and decision, approval and re-deliberation on investigation findings
- ④ Protection of informants and persons under investigation by the Korean Society of Food Hygiene and Safety according to its rules on research ethics and authenticity
- ⑤ Handling of results of research authenticity verification and follow-up measures
- ⑥ Other aspects regarding committee operation

Chapter 3. Reporting Fraudulent Act and Protection of Rights

Article 17 (Reporting a fraudulent act) An informant can report a fraudulent act in writing or by email. Evidence must be submitted in writing and real name reporting is mandatory.

Article 18 (Protection of informants) ① The committee should not reveal personal information of the informant for protection unless it is necessary.

- ② The committee must take actions to protect the informant if the informant experiences illegitimate pressure or threat due to the fraudulent act reporting.

Article 19 (Protection of rights of person under investigation) Until the investigation on a fraudulent act is completed, the committee must be careful not to infringe upon rights or reputation of the person under investigation. If the person turns out to be innocent, it must make efforts to recover the reputation of the person.

Article 20 (Raising an objection and protection of defense right) The committee must ensure an informant and the person under investigation have equal rights and opportunities of opinion statement and objection. Such procedures must be informed beforehand.

Chapter 4. Preliminary Investigation

Article 21 (Composition of the committee) Preliminary investigation committee is formed within ten days from reporting and is composed of no more than three members including the chairman.

Article 22 (Period and methods of preliminary investigation)

- ① Within 30 days from formation of the preliminary investigation committee, it must decide whether an actual investigation should be conducted.
- ② If it has been more than three years since a fraudulent act was committed, the no action will be taken.
- ③ Through preliminary investigation, the following are reviewed:
 - 1) Whether a report applies to the fraudulent acts specified by the Article 6
 - 2) Whether a report is specific and clear enough to lead to actual investigation
 - 3) Whether more than three years have passed since a fraudulent act was committed

Article 23 (Report and notice of the preliminary investigation result)

- ① Result of the preliminary investigation is notified to the informant and the person under investigation within ten days from the committee. Such procedure must be informed beforehand.
- ② The result report of the preliminary investigation must include the following:
 - 1) Specific information regarding the suspicion
 - 2) Facts on the fraudulent act suspicion
 - 3) Grounding for decision on whether to conduct an actual investigation

Chapter 5. Actual investigation

Article 24 (Beginning and duration of an actual investigation)

- ① A actual investigation starts within 30 days after the result of a preliminary investigation. During the period, the committee (hereinafter referred to

as the "investigation committee") must be informed to conduct an actual investigation.

- ② The actual investigation must be completed within 90 days.
- ③ If the investigation committee decides that it cannot be completed within the specified period, it can explain the reason to the Committee and request a 30-day extension (one time only).

Article 25 (Formation of an investigation committee)

- ① An investigation committee is composed of at least five members.
- ② Formation and duration of an investigation committee are decided by the Committee. Chairman of the investigation committee is elected from among the investigation committee members.
- ③ The investigation committee must include at least two members with specialized knowledge and experience in the related matter. For objectivity and fairness, at least two people must be appointed from outside the Society.
- ④ A person who has a stake in the related matter should not be included in the investigation committee.

Article 26 (Request for appearance and document submission) The investigation committee can demand that the person under investigation, informants and witnesses appear for testimony.

Article 27 (Submission of the investigation result)

- ① The investigation committee must submit the result to the Committee within the actual investigation period.
- ② The result must include the following:
 - 1) Specific details of the reported acts
 - 2) Facts of suspicion concerning the fraudulent act(s)
 - 3) Statements relating to evidence and witnesses
 - 4) Investigation results
 - 5) Other data useful for decisions

Chapter 6. Decision and Actions

Article 28 (Decision) ① Decision must be made within six months from the beginning of the preliminary investigation.

- ② The Committee reviews the final report of the investigation committee and suggests warnings, restriction on paper submission, suspension or disqualification of membership to the head of the Society and notifies the result to the informant and the person under investigation.
- ③ If the informant or the person under investigation

refuses to accept the decision, he or she must submit a re-deliberation request to the chairman of the committee within 30 days from receipt of the result notice.

Article 29 (Re-deliberation) ① The Committee must decide whether to conduct re-deliberation within 10 days of receiving a re-deliberation request form.

- ② Re-deliberation procedures and methods are decided by the committee.

Article 30 (Action) The head of the Society must inform the final decision to the head of the organization of the person who committed the fraudulent act.

Chapter 7. Records and Confidentiality

Article 31 (Storage of records) All records from the preliminary and actual investigations are kept at the secretariat of the Society for five years.

Article 32 (Confidentiality) All facts on research and publication ethics authenticity investigation must remain confidential and people involved in the investigation must not reveal the information obtained during any process. If there is a need to disclose information, the Committee will vote on any necessary decisions.

Supplementary provision

These rules are effective from January 1, 2008.