

## ***Journal of Biblical Text Research***

### Code of Research Ethics

#### **1. Purpose**

This document aims to define the code of research ethics and regulations for misconduct for authors submitting their manuscripts to the *Journal of Biblical Text Research*.

#### **2. Applicable Persons**

The manuscripts set forth shall be applicable to authors submitting their research to the *Journal of Biblical Text Research*.

#### **3. Role and Responsibility of the Researcher**

Researchers shall conduct their research autonomously based on the freedom of research, but are called to self-examine on the following criteria:

- (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
- (5) To continue participating in research ethics education
- (6) To comply with the following regarding the use of generative AI:
  - ① Generative AI's are ineligible to become authors
  - ② When used, its usage must be clearly stated
  - ③ The researcher (author) submitting the manuscript undertakes full responsibility to inspect the accuracy, integrity, and originality of the results output by generative AI
- (7) The following cases must be disclosed to the Editorial Committee:
  - ① When objective and fair scholarly judgment may be influenced by conflict of interests (monetary interests, conflict of roles, personal relationships [relatives, teacher-student relationship, same organizational affiliation] etc)
  - ② When persons of special relationship (minors, close relatives,

supervisor-supervisee relations) are enlisted as co-authors

#### 4. Scope of Evident Research Misconduct

When the following behavior is identified at any stage of proposing, implementing, reporting, and presenting the research, it shall be regarded as a clear breach of research ethics.

##### ‘Plagiarism’

- (1) To use some or all of other scholar’s research without citation of sources
- (2) To modify and use words and sentences of other scholar’s works without citation of sources
- (3) To use original ideas, etc of other scholars without citation of sources
- (4) To translate and use other scholars’ research without citation of sources

##### ‘Fabrication’

To falsely create, record, or report non-existent research sources, research data or results, etc

##### ‘Falsification’

To distort research contents or results by manipulating its data, procedures, etc or by altering or deleting data

##### ‘Improper Authorship’

- (1) To grant authorship when there is no contribution to the research content or result
- (2) To deny authorship despite the contribution to the research content or result
- (3) To publish · present the student’s dissertation as the advisor’s own research authored only by the advisor
- (4) When persons in special relationships with the author as defined in item 3-(7) are enlisted as co-authors without justifiable scholarly contribution

##### ‘Duplicate Publication’

‘D publication’ refers to acts of the researcher to gain unjustifiable benefit by publishing same or substantially similar research results without citing the sources and being acknowledged for it as an independent scholarly achievement,

etc.

**‘Multiple Submissions’**

‘Multiple submissions’ refers to acts of the researcher to submit a single, identical manuscript to two or more journals at the same time.

**‘Hindering Investigation of Research Misconduct’**

‘Hindering investigation of research misconduct’ refers to intentional acts to interrupt the investigation of one’s own or other person’s inappropriate actions or to cause harm to the whistle blower.

**‘Failure to Disclose the Use of Generative AI, Conflict of Interests, and Co-Author of Special Relationship’**

‘Failure to Disclose Use of Generative AI, Conflict of Interests, and Co-Author of Special Relationship’ refers to acts of non-compliance with the responsibilities outlined in items 3-(6) and (7) and concealing such incidents.

**‘Other Acts beyond the General Acceptance of Each Field of Study’**

## **5. Investigation and Determination of Research Misconduct**

- (1) Whether acts of the researcher are ethically and legally condemnable within the academic field
- (2) The code of ethics and general standards at the time the research misconduct took place will be considered
- (3) The deliberate intention of the researcher, the extent and quality of the works resulting from research misconduct, gains from research misconduct, and etc will be considered comprehensively.

## **6. Cases for Individual Assessment of Research Misconduct**

Incidents applicable for individual assessment of misconduct are as follows:

- (1) Minor oversight that does not significantly affect research results
- (2) Unintentional oversight
- (3) Cases resulting from varying interpretation and judgment

## 7. Self-Citation and Reuse of Previous Work

When citing or reusing their own previously published articles, researchers shall comply with the following principles:

- (1) When writing the manuscript they shall use their own results of their unpublished research.
- (2) They shall not submit or publish work that is identical to or essentially similar to their earlier research and regard them as a new research or scholarly achievement.
- (3) When referencing their earlier work, they shall indicate that they are citing from an earlier research or do so after receiving permission from the editor/publisher of the journal that has initially published the article.

## 8. Matters Related to Research for the Prevention of Research Misconduct

- (1) All manuscripts submitted to the *Journal of Biblical Text Research* must be checked for similarity against the 'Korea Citation Index' of the National Research Foundation of Korea, which is a system to prevent plagiarism.
- (2) When the level of similarity turns out to be on the significantly high side from the KCI Similarity Check, the Chair of the Editorial Committee shall refer to an expert in the relevant field of studies to assess similarity.
- (3) When assigning reviewers of submitted manuscripts, the person who belongs to the same organization as the author shall not be assigned to review the submitted manuscript.
- (4) When the submitted manuscript states someone in special relationship as co-author, the Editorial Committee shall reserve the right to inquire to the author about the relationship and the contribution details of the co-author.

## 9. Research Misconduct Verification Procedures

- (1) Verification of any suspected misconduct in manuscripts submitted to or articles published in the *Journal of Biblical Text Research* will go through the procedures of Preliminary Investigation, Main Investigation, and Decision.
- (2) When the Chair acknowledges that the allegations are well-founded, the

verification may begin at the Main Investigation stage.

## 10. Preliminary Investigation

- (1) The Preliminary Investigation is undertaken to determine whether the main investigation should be initiated to investigate the alleged research misconduct or not, and must be implemented within 30 days from receipt of the allegation. The organization of the Investigation Committee shall be decided at the Chair's discretion.
- (2) When the alleged person admits all charges concerning research misconduct, the decision may be reached without the Main Investigation process.
- (3) When the Chair deems that there exists high probability of evidence damage, measures to preserve evidence may be taken before the Investigation Committee is formally set up.
- (4) The Chair shall inform results of the preliminary investigation in writing to the complainant within ten days from the completion of the investigation, and should it be decided not to proceed with the *Main Investigation*, a concrete reason must be included. However, these are not applicable to allegations made anonymously.

## 11. Main Investigation

- (1) The Main Investigation is undertaken to prove whether the alleged research misconduct is true or not, and the Investigation Committee must be organized to perform this task in line with Article 12.
- (2) The Investigation Committee shall provide equal opportunity to the complainant and the respondent to state their case, etc, and when any party turns such opportunity down, it shall be deemed as having no objection to the allegation.

## 12. Establishment and Operations of the Research Ethics Committee and the Investigation Committee

In order to regulate and take actions against misconduct involving manuscripts submitted to or articles published in the *Journal of Biblical Text Research*, the Editorial Committee shall also function as the Research Ethics Committee and deliberate and resolve on the following. But when actual investigation of

misconduct is required, the Investigation Committee shall be temporarily installed to delegate fact findings and investigation.

- (1) Matters pertaining to establishment of research ethics
- (2) Matters pertaining to the prevention and investigation of research misconduct
- (3) Matters pertaining to the protection and confidentiality of complainant
- (4) Matters pertaining to examining the breach of research ethics, handling examination results and subsequent measures
- (5) Matters pertaining to the respondent's reputation recovery

### 13. Composition of the Investigation Committee

The Investigation Committee shall consist of a total of seven persons appointed by the President (or the General Secretary) of the Korean Bible Society. Among the members of the Investigation Committee, at least three members shall be external experts appointed outside of the Research Committee of the *Journal of Biblical Text Research*. In addition, at least four members of the Investigation Committee shall be experts of relevant field of studies, and among them, at least one person shall be an external expert who does not affiliated with the same organizational entity as the person in question. When appointed members need to be removed from the committee, the chair of the Investigation Committee may temporarily appoint as many members as those who have been excluded from the committee.

### 14. Recusal and Exclusion of the Investigation Committee Member

- (1) One cannot be appointed as a member of the Investigation Committee when any of the following is applicable:
  - ① A person who is a relative of the complainant or the respondent
  - ② A person who has been a co-researcher or in a teacher-student relationship with the complainant or the respondent
  - ③ A person who is deemed to potentially disrupt fairness of the investigation
- (2) The Chair shall provide to the complainant the list of the Investigation Committee members appointed in line with Article 13 prior to the commencement of the Main Investigation, and shall accept when the

complainant, based on well-grounded reason, requests to evade any specific Investigation Committee member(s). This however may be exempted when it is not possible to get in touch with the complainant, by the complainant being unavailable for contact, and such details shall be mentioned in the investigation results report.

- (3) If any Investigation Committee member has a conflict of interest with the incident under investigation, that person shall request his/her own self to be excluded from the Investigation Committee.

## **15. Term of the Investigation Committee**

Members of the Committee shall serve until the case is officially closed.

## **16 Meeting of the Investigation Committee**

- (1) The Chair shall call the meeting of the Committee and serve as its Chair, and moderate the meeting.
- (2) The meeting shall commence with the attendance of the majority, and resolve with the concurrence of the majority of the members present for the meeting. In the process of taking disciplinary action, the case shall be classified as a 25-(4) or (5) item with the attendance of two thirds of the Committee members and the concurrence of two thirds of the members present for the meeting.
- (3) In principle, the Investigation Committee shall hold closed meetings, and may request relevant persons to be present for the meeting for hearing as needed.

## **17. Terms of Reference for the Investigation Committee**

- (1) The Investigation Committee shall investigate the article in question, write up a report about the fact findings, and submit to the Research Ethics Committee.
- (2) When respondent refuses to attend the meeting or to submit supporting materials without due reason, it may be deemed that the respondent has conceded to the charge.
- (3) The Investigation Committee shall undertake substantial measures to prevent attempts to destroy, damage, hide, or forge research records or proof.

- (4) Members of the Investigation Committee shall keep all matters pertaining to the deliberations confidential.
- (5) Results of the deliberations shall be reported to the Dean of Institute for Bible Translation Research.

## **18. Reporting and Reception of Research Misconduct**

The complainant may report cases of misconduct in person or in writing by post and electronic means to the Institute for Bible Translation Research of the Korean Bible Society, but should present details of the misconduct and evidential materials together with the name of the article (or name of the research project).

## **19. Investigation of Research Misconduct**

The Investigation Committee shall investigate the incidence of misconduct when the report is made with substantial details or high probability.

## **20. Summoning Attendance and Supporting Documents**

- (1) The Investigation Committee may request the complainant, respondent, witness, and reference persons to attend its meeting to testify at its meeting, and the respondent must respond to such request.
- (2) The Investigation Committee may ask the respondent to submit relevant materials, and with the approval of the Head of the Institution, request the institution to submit materials pertaining to the respondent's research in question for the perpetuation of evidential materials.

## **21. Protection of Complainant's Rights**

- (1) The Investigation Committee is responsible to protect the identity of the complainant, whose name shall not be disclosed.
- (2) The above responsibility however does not extend to complainants who made a false claim intentionally. Depending on the nature of the case, the Committee may inform the institution to which the complainant is affiliated to of the incident.

## **22. Protection of Respondent's Rights**

The Investigation Committee shall commit itself to ensuring that the

respondent's reputation/ rights are in no way damaged/violated until the investigation concerning the misconduct is completed. When the respondent is found innocent of the charge, the Committee shall support the recovery of respondent's reputation.

### **23. Securing the Right and Opportunity for Objection and Explanation**

The Committee shall be responsible for securing the right for the complainant and the respondent to testify, object, and present a defense, and for providing sufficient opportunities for explanation.

### **24. Term of Investigation, Deliberation and Judgment**

- (1) The Research Ethics Committee shall investigate, deliberate and make judgment within 6 months from the date the report concerning the misconduct is received.
- (2) Concerning acts of research misconduct, there will be, in principle, no statute of limitations, and investigation and relevant actions shall be taken regardless of the report date.

### **25. Disciplinary Measures**

The Research Ethics Committee shall make the final judgment about the misconduct based on the report submitted by the Investigation Committee. The following disciplinary measures can be levied when the misconduct is verified after the deliberations:

- (1) Warning
- (2) Rejection of the article
- (3) Prohibiting the submission of articles for a set period (minimum three years)
- (4) Informing the head of the institution to which the respondent is affiliated to
- (5) When the verified misconduct involves co-authorship with someone in special relationship, the head of the institution to which the co-author is affiliated to as well as the head of the institution that benefited from that particular article shall be informed. Prior to the information, the co-author in special relationship and guardian (in case of minors) shall be granted the opportunity to respond.

## 26. Notification of Deliberation Results

The chair of the Research Ethics Committee shall provide a written notification of the judgment made per the findings of the investigation without delay to the relevant parties such as the complainant and the respondent.

## 27. Appeal

The request for appeal must be made within three months from the initial decision, and when there is request for appeal, the Research Ethics Committee shall redeliberate and decide on this matter within a six-month period.

## 28. Confidentiality

Members of the Research Ethics Committee and the Investigation Committee shall keep all information concerning the misconduct report, investigation, deliberation, decision, appeal, and measures taken confidential, and anyone who has been directly/indirectly involved in the process shall also be responsible to keep all information confidential.

## 29. Archiving and Disclosure

- (1) All records concerning the investigation shall be archived for a period of five years from the closing date of the investigation.
- (2) When it is deemed that disclosure of information like name list that is related to the identification of the complainant, persons who handled the investigation, witness, reference persons, and consultants, may disadvantage the persons involved, the Investigation Committee may resolve to exclude such information from being disclosed.

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