

Journal of Biblical Text Research Standards of Review

All submitted manuscripts 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 manuscripts 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 manuscripts is as follows:

- (1) The Institute for Bible Translation Research notifies and invites members of Bible related academic societies in Korea and abroad to submit their manuscripts to the journal by e-mail. The 'Research Ethics 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 manuscripts are compiled into a list. When there is/are any missing component in the submitted manuscripts (manuscript, bibliography, English abstract, keywords in English), authors shall be requested to amend their manuscripts.
- (3) Authors are informed that their work has been duly received.
- (4) The list of submitted manuscripts is compiled in consultation with the Editorial Committee of the *Journal of Biblical Text Research* and the Dean of the Institute for Bible Translation Research. The Chair of the Editorial Committee shall discuss and decide three persons to review each submitted manuscript, and request them to conduct a review. (Form 3: Request for

Manuscript Review) In case of Translated Papers, Book Reviews, or Reports, one reviewer shall be appointed.

- (5) When the Manuscript 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 manuscripts 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) Manuscripts approved for publishing are printed after proofreading by the editorial team of the Institute for Bible Translation Research.

3. Appointment of Reviewers and Evaluation of Manuscripts Submitted by Members of the Editorial Committee

- (1) Reviewers of submitted manuscripts are scholars who have majored and obtained doctoral degrees in relevant fields of studies from universities in Korea and abroad, and who have at least five years of teaching and research experience in their respective areas of specialization. Reviews shall be requested as outlined in 2-(4) above.
- (2) When a member of the Editorial Committee has submitted a manuscript, it shall be reviewed by scholars who are not members of the Editorial Committee.
- (3) When a reviewer is affiliated to the same institution as the author; when a disclosure has been made in accordance with item 3(7) of Code of Research Ethics; or when a conflict of interest or a special relationship has been identified through other channels beforehand, the chair of the Editorial Committee shall exclude that particular reviewer from review and evaluation process.
- (4) Reviewers are provided with a pre-determined honorarium upon receipt of the review/evaluation results.

4. Confidentiality

- (1) Reviewers shall not disclose any information concerning the details of the work they are reviewing nor the results to the author, other reviewers, or any

external party.

- (2) In drafting the evaluation report, reviewers shall not submit parts of or the entire manuscript to generative AI nor rely on such tools for evaluation.

5. Criteria for Evaluation

Reviewers shall evaluate the manuscripts received by the Editorial Committee in accordance with the following criteria, and submit the filled out forms within the due date.

Submitted manuscripts are checked for adherence to editorial instructions.

When the structure of manuscripts, footnotes, references, abstracts, keywords,

- (1) Editorial Evaluation 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 Contribution to biblical text research and Korean Bible translation
- ② Appropriateness of the subject and scope of research
- ③ Appropriateness of the title and table of contents
- ④ Validity of research method
- ⑤ Logical construction and reasonable conclusion
- ⑥ Use of appropriate expressions and clarity of sentences
- ⑦ Relevance of citation and citation of preceding research in Korea(Verified through the KCI Similarity Check Service)
- ⑧ Appropriateness of the length and expressions used in the English abstract
- ⑨ Adherence to editorial guidelines and instructions
- ⑩ Overall Coherence of the Manuscript

(3) Overall Evaluation

Based on the evaluation of individual items, reviewers give an overall evaluation of the manuscript 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 at least two of the three reviewers have approved the manuscript for publication, it shall be published without amendment.
- (2) When at least two of the three reviewers evaluate the manuscript as ‘To be published after partial improvement’, it shall be published in the current issue of the Journal after the author has partially improved the manuscript.
- (3) When at least two of the three reviewers evaluate the manuscript as ‘To be reviewed again after major improvement’, it shall not be approved for publication in the current issue of the Journal, but be made subject to a second review during the evaluation of manuscripts for the next issue of the Journal.
- (4) When at least two of the three reviewers rejected the manuscript for publication, it shall not be accepted for publication.
- (5) When evaluation results of the three reviewers are a combination of ‘Approved for publication’ and ‘To be published after partial improvement’, the overall evaluation shall be decided as ‘To be published after partial improvement’.
- (6) When evaluation results are a combination 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’.
- (7) When only one reviewer has evaluated the manuscript as ‘Rejected’, but the reasons for such evaluation are obvious, the Editorial Committee may decide to reject the publication of such manuscript.
- (8) Translated Paper, Book Review, and Report shall be evaluated by one person, and the Editorial Committee shall refer to the reviewer's evaluation results and make the final decision.

7. Notification of Evaluation Results

Authors are immediately notified of the results once the evaluation has been

completed. Manuscripts classified as ‘Approved for publication’ after final evaluation may be entitled to ‘Certificate of Acceptance’.

8. Procedures for Manuscript Revision

- (1) When a manuscript 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 manuscript. When the author accepts reviewer’s suggestions and amends accordingly, the amended manuscript shall be published after checking and confirmation of the reviewer that has asked for the amendment without further deliberation.
- (2) When a manuscript is evaluated as one ‘to be reviewed again after major improvement’, its author may make the requested amendments and re-submit it for a second review for the next issue of the Journal. The author may submit a complementary document clarifying the author’s points, which shall be passed on together with the amended manuscript to the reviewer. The amended manuscript 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. When the amended manuscript is evaluated as ‘To be reviewed again after major improvement’ or ‘Rejected’, the overall evaluation shall be considered as ‘Rejected’. Application for the second review shall be allowed for only once. When the author does not re-submit the manuscript for the next issue of Journal, the manuscript shall be evaluated as ‘Rejected’.

9. Procedures for Appeals

- (1) When the author has an objection to the evaluation results, the author shall submit Form 8 together with specific reasons and supporting documents in writing (including e-mail) to the chair of the Editorial Committee within 14 days from receipt of the evaluation results.
- (2) When the appeal is received, the chair shall undertake the initial review about the validity of the claims made. When deemed necessary, the chair will call for the Editorial Committee to meet and discuss the case at hand.
- (3) When the chair or the Editorial Committee resolves to accept the appeal, new reviewers (maximum three persons) other than those who undertook the

previous round of evaluation may be appointed to ensure fairness and perform the review and evaluation process anew. The appointment of new reviewers shall be made in accordance with the qualifications outlined in item 3-(1).

- (4) The chair of the Editorial Committee shall inform the author in writing of the Editorial Committee's final decision and the results of the re-evaluation within 30 days of receipt of the appeal. When the Committee decides to publish the manuscript after the re-evaluation process, it shall be published in the next issue of the Journal.
- (5) The Editorial Committee's decision on the appeal shall be deemed final, and the author shall not be eligible to make further appeals.

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1 st Revision	June 9, 2016
2 nd Revision	March 14, 2017
3 rd Revision	April 14, 2017
4 th Revision	August 24, 2018
5 th Revision	August 28, 2020
6 th Revision	November 12, 2021
7 th Revision	January 29, 2024
8 th Revision	November 21, 2025
Last Revision	May 29, 2026

<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

Research Ethics Pledge and Publication Request Form

Name in Korean		Name in English	
Major			
Institution		Post	
Address			
Telephone		E-mail	
Title in Korean			
Title in English			
<p>As I submit the above titled manuscript to the <i>Journal of Biblical Text Research</i>, I hereby pledge that I have read and fully acknowledged the articles of <i>JBTR</i>'s Code of Research Ethics, and fulfilled the following role and responsibility of the researcher outlined in Article 3:</p> <p>(1) To conduct fact-based research with commitment to honesty and transparency</p> <p>(2) To maintain conscience as a scholar returning professional knowledge to the academia, churches and society</p> <p>(3) To contribute to academic advancement through publication of new academic achievements</p> <p>(4) To respect and acknowledge achievements of preceding researchers through acts of proper citation of sources, etc when referencing own or other's work;</p> <p>and that I have not engaged in any evident misconduct of 'plagiarism', 'fabrication', 'falsification', 'improper authorship', 'duplicate publications', 'multiple submissions' etc. detailed in Article 4.</p> <p>Hence, I request the above manuscript to be reviewed for publication.</p> <p style="text-align: center;">Date of Submission</p> <p style="text-align: center;">Signed</p> <p style="text-align: center;">(※ Signature may be omitted in case of electronic submission)</p>			

<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 manuscript by the author, and that it does not infringe the copyright of other articles. When this manuscript 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 manuscript in the future. This manuscript 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 manuscript to any other journal, and that it has not been published before.

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

<Form 3>

Journal of Biblical Text Research
Request for Manuscript Review

[Date]

[* Manuscript Title]

Dear _____,

We would like to ask you to review the above manuscript. Please kindly evaluate the manuscript 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 Bible Translation 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
Manuscript Review and Evaluation Form

[Date]

Title of the Manuscript _____

1. Evaluation

Criteria	Points Allocated	Points Given	Comment in Brief
1. Contribution to biblical text research and Bible translation	15		
2. Appropriateness of the subject and scope of research	10		
3. Appropriateness of the title and the table of contents	10		
4. Validity of research method	10		
5. Logical construction and reasonable conclusion	10		
6. Use of appropriate expressions and clarity of sentences	10		
7. Relevance of citation and citation of preceding research (Similarity check verification against Korean Citation Index)	10		

Criteria	Points Allocated	Points Given	Comment in Brief
8. Appropriateness of the length and expressions used in the abstract	10		
9. Adherence to editorial guidelines and instructions	10		
10. Overall Coherence of the Manuscript	5		
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)

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

<Form 8>

For submission to :

The Chair of The Editorial Committee

Journal of Biblical Text Research

Journal of Biblical Text Research

Appeal Form

[Date]

Appellant Information	Name (First Author/ Corresponding Author)		Affiliation		
	Position		Contact	Phone	
				E-mail	
Manuscript related information	Volume No.		Evaluation Result		
	Title				
Grounds for Appeal	(Please indicate in detail the specific reasons for your appeal.)				

I hereby submit this appeal for your further action.

Appellant

20
(signature)