

# THE COSTUME CULTURE ASSOCIATION

## Code for Ethics The Research Journal of Costume Culture

(Revised on June 18, 2016)

### Preamble

The role of individual members of The Costume Culture Association is to expand their knowledge and to provide their knowledge and ability for the well-being of individuals and society through professional and scientific activities.

This Research Ethics Charter stipulates the principles and standards that members of The Costume Culture Association are required to follow in the course of their research and academic activities. Its members' duty is to always endeavor to act with the highest standard of ethical responsibilities. Members have an obligation to recognize the scope of their knowledge and ability on the basis of professional and scientific activities and to try to escape from the personal, social, economic, and political influence that may make them exploit or abuse their knowledge and ability.

### Chapter 1. General Ethics

#### 1. Basic Obligations of Members

- 1) Members shall strive for the development of individuals and society.
- 2) Members shall carry out tasks truthfully, honestly, and accurately in the fields of academic research, teaching, and assessment.
- 3) Members should be aware that their work could have an impact on society and humanity and, therefore, perform their responsibilities as experts based on trust.
- 4) Members shall use their best efforts to ensure that the results of their research and services can be provided fairly to everyone who needs them.
- 5) Members respect the dignity and value of people, as well as individuals' rights to privacy and self-determination.

#### 2. Expertise

- 1) Members' efforts should be continued to develop and maintain their skills and expertise.
- 2) Members shall pursue scientific knowledge in their professional fields and should constantly strive to deliver it accurately.

#### 3. Work-related Relationships

- 1) Members shall respect fellow members and shall not give criticism that is not based on facts in regard to the work-related activities of fellow members.
- 2) Members will work collaboratively with professionals in other fields of expertise while maintaining integrity and patience.

### Chapter 2. Research-related Ethics

#### 1. Academic Freedom and Social Responsibilities

Members engaged in research have the fundamental right to academic freedom and the social obligations and responsibilities that it entails.

- 1) Members should not discriminate on the basis of ideology, religion, age, gender, social class, or cultural group and should accept and recognize academic achievements in their own rights.
- 2) Members shall endeavor to correct their errors if convincing evidence has been found to refute their claims.
- 3) Members shall review new research issues, system of thought, and approaches without prejudice.
- 4) For research including experiments on humans or animal testing, the approval, permission, and enrollment conditions must be disclosed. Additionally, manuscripts should be written in a way that protects the research subjects as much as possible.

## 2. Research-related misconduct

- 1) Members shall not commit plagiarism, fabrication, falsification, unjustified authorship, or other acts that deviate from the acceptable range in each academic field. Fabrication is the act of inventing data or results without actually measuring them or acquiring them through investigation. Data falsification is manipulating research procedures or changing or omitting data without reasonable justification. Unjustified authorship is defined as the act of not attributing authorship to an individual who has made scientific contributions or attributing authorship to an individual who has not made scientific contributions, which is prohibited on the grounds of treating others with honor.
- 2) When Members discover critical errors from the published data, members shall take measures to rectify the errors using appropriate publication means, such as correction, cancellation, and errata. If a publication is suspected of research misconduct, the manuscript's original view service through the journal homepage is temporarily suspended until a verdict has been reached. If the manuscript is cleared of suspension, the service is resumed.

## 3. Publishing Credits

- 1) Members are only responsible and accredited as an author for studies they have conducted or contributed to.
- 2) With regard to the order of author names in an article, the order shall accurately reflect authors' relative contribution to the study, regardless of hierarchical position.
- 3) All people who contributed to the manuscript have authorship. When members request to add or remove an author or to rearrange the author names, the following regulations are followed.
  - (1) An authorship change is only possible when all authors agree with the change.
  - (2) An authorship change follows the decision by the editorial committee after the submission of a statement of reason for change signed by all authors.
  - (3) If the editorial committee approves the authorship change, the author(s) have to send the submission form, copyright transfer agreement, and declaration of ethical conduct form, explicitly stating the full author list.
  - (4) All authorship changes are only possible before publication.
- 4) When an article stems from a master's thesis or a doctoral dissertation, the relevant student shall be the first author. The author has to indicate that the manuscript is condensed from the author's master's thesis (doctoral dissertation).

## Chapter 3. Review-related Ethics

### 1. Review

- 1) Reviewers should respect the confidentiality of the review process. It is important to recognize that the manuscript is confidential. Reviewers should not cite the manuscript before publishing without permission.
- 2) Reviewers should be prompt with their reviews unless a reason is given.
- 3) **Reviewers of the same affiliations with authors are excluded from the reviews.** Reviewers should evaluate manuscripts according to objective standards, regardless of personal relationships with the authors or personal beliefs.
- 4) When research misconduct or redundant publication is discovered during the review process, the reviewer should inform the editorial board of the result and return it. If the misconduct is proven to be true by the ethics committee, the committee retracts journal publication and reports to the author(s), affiliated institution, and other related institutions.

## Chapter 4. Guidelines for the Implementation of the Code of Ethics

### 1. Pledge to Code of Ethics

And individual must pledge to the Code of Ethics to become a member of The Costume Culture Association. Those who were already members when this Code of Ethics took effect are deemed to have pledged to it.

### 2. Research Ethics Committee Establishment and Operation

- 1) The Costume Culture Association establishes a research ethics committee in order to reach a verdict on code of ethics violations. The Ethics committee constitutes the president, vice president, editor in chief, advisers, and external specialists. The president is in charge of the committee chairperson, and a chairperson can appoint an expert at the committee meeting.
  - 2) The function of the committee is to reach a verdict on claimed issues of research ethics in papers or reports with regard to the association, investigation of research misconduct in the association, and other claimed issues of research ethics.
  - 3) When the committee reaches a verdict of misconduct, the committee requires over half of the committee members to attend and makes a decision with the agreement of two thirds of the attendees.
  - 4) A chairperson reports the results of the investigation to whistleblowers, respondents, and other related persons promptly.
  - 5) When the respondents or whistleblowers protest against a committee's decision, they can request reinvestigation in writing within fourteen (14) days from the date on which they receive the notification.
3. Cooperating with ethics committee and guaranteeing the opportunity to explain themselves
- 1) The members reported for violation of the Code of Ethics shall cooperate with the investigations conducted by the Ethics Committee.
  - 2) Members who have been reported for violation of the Code of Ethics should be given sufficient opportunity to explain themselves.
4. Protecting the rights of respondents
- The society shall permit no release of information about individual persons that have been accused as offenders until the final declaration of a violation is made.
5. Result of Research Ethics violation
- The research ethics committee shall impose a sanction against the author who is determined to have carried out research misconduct as well as against their research paper based on the seriousness of the misconduct and according to the regulations of the National Research Foundation of Korea.
- 1) Retraction of journal publication, deletion of the research paper from the corresponding issue of the academic journal
  - 2) Banned from submitting an article to the journal for a certain period of time (at least three years)
  - 3) Notify readers of the journal publication retraction officially through the journal homepage
  - 4) Suspension and disqualification of membership
  - 5) Notification to the related institution and the National Research Foundation of Korea providing detailed information about the author's misconduct.
  - 6) Other disciplinary action
6. Amendments of the Code of Ethics
- The procedure of amending the Code of Ethics is consistent with the amendment procedures of The Costume Culture Association. If the Code of Ethics is amended, it shall be deemed that The Costume Culture Association-affiliated members will have automatically pledged to the new Code of Ethics without a further pledge insofar as they have already pledged to the existing Code before the amendment.

### **By law**

For the policies on the research and publication ethics not indicated in these instructions, international standards for editors and authors (<http://publicationethics.org/resources/international-standards-for-editors-and-authors>) can be applied.

The CCA Code of Ethics has been in effect since June 2016 under the approval of the board councils.

(Active in June 18, 2016)