# Instructions to Authors

### Enacted Sep 30, 2021

1. **General information**

*Journal of Daesoon and the Religions of East Asia* (*JDTREA*) is the official English language journal of the Daesoon Academy of Sciences (<https://daos.or.kr>, DAOS). Anyone who would like to submit a manuscript is advised to carefully read the aims and scope section pertaining to this journal. Manuscripts should be prepared for submission to *JDTREA* according to the following instructions. For issues not addressed in these instructions, the author is referred to the International Committee of Medical Journal Editors (ICMJE) “Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals” (http://www.icmje.org). *JDTREA* also adheres completely to the Principles of Transparency and Best Practice in Scholarly Publishing (joint statement by COPE, DOAJ, WAME, and OASPA; <http://doaj.org/bestpractice)> if otherwise not described below.

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**2.3. Data Sharing**

*JDTREA* encourages data sharing wherever possible unless prevented by ethical, privacy, or confidentiality matters. Authors wishing to share may deposit their data in a publicly accessible repository and include a link to the DOI within the text of the manuscript.

**2.4. Archiving Policy**

*JDTREA* provides electronic backup and preserves access to all content in the event that the journal is no longer published by archiving all material in the National Library of Korea (<https://www.nl.go.kr/>). In accordance with the self-archiving deposit policy of Sherpa/Romeo (<http://www.sherpa.ac.uk/>), authors cannot archive pre-print (i.e., pre-refereeing); however, they can archive post-print (i.e., final draft post-refereeing). Authors can also archive the publisher’s PDF-file version.

## Research and Publication Ethics

The journal adheres to the ethical guidelines for research and publication described in Guidelines on Good Publication (<http://publicationethics.org/resources/guidelines>)and the ICMJE Guidelines (<http://www.icmje.org>).

**3.1 Authorship**

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, and/or analysis and interpretation of data; 2) drafting the 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 these four conditions. After the initial submission of a manuscript, any changes whatsoever in authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors of the paper. Copyright assignment must also be completed by every author. Corresponding author and first author: *JDTREA* does not allow multiple corresponding authors for one article. Only one author should correspond with the editorial office and readers for one article. *JDTREA* does accept notice of equal contribution for the first author when the study was clearly performed by co-first authors.

Correction of authorship after publication: *JDTREA* 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.

* 1. **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 through a similarity check upon arrival. If plagiarism or duplicate publication is detected, the manuscripts may be rejected, the authors will be announced in the journal, and their institutions will be informed. There will also be penalties for the authors.

A letter of permission is required for any and all material that has been published previously. It is the responsibility of the author to request permission from the publisher for any material that is being reproduced. This requirement applies to text, figures, and tables.

* 1. **Secondary Publication**

It is possible to republish manuscripts if the manuscripts satisfy the conditions of secondary publication of the ICMJE Recommendations (<http://www.icmje.org/urm_main.html>).

* 1. **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 interest groups, and academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated.

* 1. **Statement of Informed Consent and Institutional Review Board Approval**

Copies of written informed consent documents should be kept for studies on human subjects, which includes identifiable information or sensitive information.

* 1. **Process for Managing Research and Publication Misconduct**

When the journal faces suspected cases of research and publication misconduct such as redundant (duplicate) publication, plagiarism, fraudulent or fabricated data, changes in authorship, an undisclosed conflict of interest, ethical problems with a submitted manuscript, a reviewer who has appropriated an author’s idea or data, complaints against editors, and so on, the resolution process will follow the flowchart provided by the Committee on Publication Ethics ([http://publication-ethics.org/resources/flowcharts](http://publicationethics.org/resources/flowcharts)). The discussion and decision on the suspected cases are carried out by the Editorial Board.

* 1. **Process for Handling Cases Requiring Corrections, Retractions, and Editorial Expressions of Concern**

Cases that require editorial expressions of concern or retraction shall follow the COPE flowcharts available through the following link: <http://publicationethics.org/resources/flowcharts.> If correction is needed, it will follow the ICMJE Recommendation for Corrections, Retractions, Republications and Version Control available at: <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/corrections-and-version-control.html> Its contents is reproduced here as follows:

Honest errors are a part of science and publishing and require publication of a correction when they are detected. Corrections are needed for errors of fact. Minimum standards are as follows: First, it shall publish a correction notice as soon as possible detailing changes from and citing the original publication on both an electronic and numbered print page that is included in an electronic or a print Table of Contents to ensure proper indexing; Second, it shall post a new article version with details of the changes from the original version and the date(s) on which the changes were made through Crossmark; Third, it shall archive all prior versions of the article. This archive can be either directly accessible to readers; and Fourth, previous electronic versions shall prominently note that there are more recent versions of the article via Crossmark.

* 1. **Editorial Responsibilities**

The Editorial Board will continuously work to monitor and safeguard publication ethics: 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 maintain the following responsibilities: responsibility and authority to reject and accept articles; avoiding any conflict of interest with respect to articles they reject or accept; promoting publication of corrections or retractions when errors are found; and preservation of the anonymity of reviewers.

## Author Qualifications, Language Requirement, and Reporting Guidelines

* 1. **Author Qualifications**

Any researcher throughout the world can submit a manuscript if the scope of the manuscript is appropriate.

* 1. **Language**

Manuscripts should be submitted in proper scientific English.

## Submission and Peer Review Process

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* 1. **Submission**

All manuscripts should be submitted via the e-submission system available from: <http://www.jdre.org/author/submission>. If any authors have difficulty in submitting via e-submission system, please send manuscripts to [idaos@daejin.ac.kr](mailto:kcse@kcse.org)

* 1. **Peer Review Process**

*JDTREA* reviews all manuscripts received. A manuscript is first reviewed for its format and adherence to the aims and scope of the journal. If the manuscript meets these two criteria, it is checked for plagiarism or duplicate publication with a similarity check. After confirming the results, the manuscript is dispatched to three investigators in the field with relevant knowledge. After the manuscript is sent to reviewers, *JDTREA* waits to receive opinions from at least two reviewers. In addition, if deemed necessary, a review of statistics may be requested. The authors’ names and affiliations are removed during peer review (double-blind peer review). The acceptance criteria for all papers are based on the quality and originality of the research and its scientific significance. Acceptance of the manuscript is decided based on the critiques and recommended decisions of the reviewers. An initial decision will normally be made within 4 weeks of receipt of a manuscript, and the reviewers’ comments are sent to the corresponding author by e-mail. The corresponding author must indicate the alterations that have been made in response to the reviewers’ comments item by item. Failure to resubmit the revised manuscript within 4 weeks of the editorial decision is regarded as a withdrawal. If further revision period is required, author should contact the editorial office through the following link: <http://www.jdre.org/info/contact>. A final decision on acceptance or rejection of a manuscript is forwarded to the corresponding author by the editor.

* 1. **Peer Review Process for Handling Submissions from Editors, Employees, or Members of the Editorial Board**

All manuscripts from editors, employees, or members of the editorial board are processed same as other unsolicited manuscripts. During the review process, submitters will not engage in the selection of reviewers or decision process. Editors will not handle their own manuscripts even if they are commissioned.

## Manuscript Preparation

* 1. **General Requirements**
  + The main document with manuscript text and tables should be prepared in an MS Word (docx) or RTF file format.
  + The manuscript should be double spaced on 21.6 × 27.9 cm (letter size) or 21.0 × 29.7 cm (A4) paper with 3.0 cm margins at the top, bottom, right, and left margin.
  + All manuscript pages are to be numbered at the bottom consecutively, beginning with the abstract as page 1. Neither the author’s names nor their affiliations should appear on the manuscript pages.
  + The authors should express all measurements according to International System (SI) units with some exceptions such as seconds, mmHg, or °C.
  + Only standard abbreviations should be used. Abbreviations should be avoided in the title of the manuscript. Abbreviations should be spelled out when first used in the text—for example, extensible markup language (XML)— and the use of abbreviations should be kept to a minimum.
  + The names and locations (city, state, and country only) of manufacturers should be given.
  + When quoting from other sources, a reference number should be cited after the author’s name or at the end of the quotation.

Manuscript preparation differs according to the publication type (original articles, reviews, case studies, essays, training materials, editorials, book reviews, correspondence, video clips, etc.). Other types of publications can be negotiated with the Editorial Board.

* 1. **Original Articles**

The manuscript for an original article should be organized in the following sequence: title page, abstract and keywords, main text, conflict of interest, acknowledgments, funding, references. The figures should be received as separate files. Maximum length: 10,000 words of text (not including the abstract, tables, figures, and references) with no more than a total of 10 tables and/or figures.

**6.2.1 Title Page:** The following items should be included on the title page: 1) the title of the manuscript, 2) the list of authors, 3) each author’s affiliation and information(cv, within 130 words) 4) the name and e-mail address of the corresponding author, 5) when applicable, the source of any research funding and a list of where and when a portion of the study has been presented elsewhere, and 6) a running title of fewer than 50 characters. 7) ORCID (Open Researcher and Contributor ID):

**6.2.2 Abstract and Keywords:** The abstract should be concise and equal to or less than 200 words. It should be written in a structured format including purpose, methods, results, and conclusion. Abbreviations or references are not allowed in the abstract. From 5 Up to 10 keywords should be listed at the bottom of the abstract to be used as index terms.

**6.2.3 Conflict(s) of interest:** Any potential conflict of interest that could influence the authors’ interpretation of the data, such as financial support from or connections to companies, political pressure from interest groups, or academically related issues, must be stated.

**6.2.4 Acknowledgments:** All persons who have made substantial contributions, but who have not met the criteria for authorship, are to be acknowledged here. All sources of funding applicable to the study should be stated here explicitly.

**6.2.5 Funding** The source of any research funding and a list of where and when a portion of the study has been presented elsewhere should be described.

**6.2.6 Appendix:** If any materials were insufficient for inclusion in the main text such as questionnaires, they can be listed in the Appendix.

**6.2.7 Supplementary Materials:** If there are any supplementary materials to aid readers in deeper understanding or if there was data that was too lengthy to be included in the main text, it may be placed as supplementary data. Not only text, audio, or video files, but also data files should be added here.

**6.2.8 References:** The list of references should be arranged alphabetically by authors’ surnames. Use lower-case letters to distinguish references that would otherwise have identical citations: e.g., Smith (1993a), Smith (1993a, 1993b), or (Smith,1993a, 1993b).To cite references in the main text, refer to the author’s surname (without initials) and the year of publication: e.g., “Since Lee (2001) has shown that...” or “This is in the agreement with results obtained later (Kim, 2006).”All authors of a cited work should be listed if there are six or fewer authors. The first three authors should be listed followed by “et al.” if there are more than six authors. If a reference has a digital object identifier (DOI), it should be supplied. Other types of references not described below should follow *The Chicago Manual of Style .*

### 6.2.8.1 Journal Articles:

-Introvigne, Massimo 2018. “Daesoon Jinrihoe An Introduction.” *The Journal of CESNUR 2(5)*: 26-48. <https://doi.org/10.26338/tjoc.2018.2.5.4>

-Irons, Edward. “Bonbu and Bangmyeon: The Lineage Principle in Daesoon Jinrihoe” *The Journal of the* *Daesoon Academy of Sciences* 35: 427-476. <https://doi.org/10.25050/jdaos.2020.35.0.427>.

### 6.2.8.2 Books and Book Chapters:

-Daesoon Institute for Religion and Culture (DIRC). 2020. *The Canonical Scripture*, Yeoju: Daesoon Jinrihoe Press. <http://dirc.kr/dictionary/app/dt/scripture/dic.php?idx=2#e>

-Baker, Don.2016. “Daesoon Sasang: A Quintessential Korean Philosophy.” In *Daesoon Jinrihoe: A New Religion Emerging from Traditional East Asian Philosophy*, edited by The Daesoon Academy of Sciences, 199–216. Yeoju: Daesoon Jinrihoe Press.

<http://eng.daesoon.org/upload/resource/resource62314_0.pdf>

-Kim, David W. 2020. *Daesoon Jinrihoe in Modern Korea Society: Emergence, Transformation and Transmission of a New Religious Movement.* Newcastle: Cambridge Scholars Publishing

### 6.2.8.3 Online Sources:

-Rigal-Cellard, Bernadette. 2021. “EMSH. DAESOON JINRIHOE New Korean Religion.” Accessed Jun 9, 2021. Educational video, 1:50. <https://www.youtube.com/watch?v=gqZkqGhKGW8>

-Introvigne, Massimo.2017. “Daesoon-Jinrihoe.” *World Religions and Spirituality Project*. Last modified 2017. <https://wrldrels.org/2017/02/26/daesoon-jinrihoe/>.

### 6.2.8.4 Conference Papers:

-Barker, Eileen. 2018.“Paradise? How on Earth?” Paper presented at the 2nd SangSaeng Forum International Conference, Pocheon City, Korea, 20-21 October 2018. <https://daos.or.kr/en/index.php?hCode=CONFERENCE_03_02> (Accessed May 15, 2021)

-Ko, Namsik. 2016. “Study on the Relations between Kang Jeungsan and Cho Jeongsan.” Paper presented at the CESNUR 2016 international conference, Pocheon City, Korea, 5-10 July 2016. <https://www.cesnur.org/2016/daejin_sik.pdf> (Accessed March 28, 2020)

### 6.2.8.5 News Articles:

-Headquater. “The Holding of the Inaugural Yeoju Eco-Forum on the Theme: Interfaith Dialogue for Ecological Civilization.” Daesoon Jinrihoe Video News [Internet]. 2019 Nov 3 [cited 2020 Sep 25]. Available from: [http://eng.daesoon.org/app/en/communition/photo#123](http://eng.daesoon.org/app/en/communition/photo" \l "123)

### - Ko, Young Woon. “Imagining a Daesoon Process Theology” https//www. openhorizons.org/imagining-a-daesoon-process-theology. html (Accessed March 28, 2021)

### 6.2.8.6 Dissertations:

-Choi, Joon Sik. 1988. “*The Development of the "Three-Religions-are-One" Principle from China to Korea: A Study in Kang Chungsan's Religious Teachings as Exemplifying the Principle*.” Ph. D. dissertation, Temple University.

**6.2.8.7 Tables**

Tables are to be numbered in the order in which they are cited in the text. A table title should concisely describe the content of the table so that a reader can understand the table without referring to the text. Each table must be simple and typed on a separate page with its heading above it. Explanatory matter is placed in footnotes below the tabular matter and not included in the heading. All non-standard abbreviations are explained in the footnotes. Footnotes should be indicated by a), b), c), .... Statistical measures such as standard deviation (SD) or standard error (SE) should be identified. Vertical rules and horizontal rules between entries should be omitted.

**6.2.8.8** **Figures and Legends for Illustrations:**

Figures should be numbered, using Arabic numerals, in the order in which they are cited. Each figure should be uploaded as a single image file in either uncompressed EPS, TIFF, PSD, JPEG, or PPT format over 600 dots per inch (dpi) or 3 million pixels (less than 6 megabytes). Written permission should be obtained for the use of all previously published illustrations (and copies of permission letters should be included). In the case of multiple prints bearing the same number, English letters should be used after the numerals to indicate the correct order (e.g., Fig. 1A; Fig. 2B, C).

* 1. **Research notes**

Reviews are invited by the editor and should be comprehensive analyses of specific topics. They are to be organized as follows: title page, abstract, and keywords, main text (introduction, text, and conclusion), conflict interest, acknowledgments, references, tables, figure legends, and figures. There should be an unstructured abstract of no more than 200 words. The length of the text excluding references, tables, and figures should not exceed 5,000 words. The number of references is limited to 70.

* 1. **Book Reviews**

Unsolicited manuscripts such as original articles, Research Notes, can be submitted. Other publication types are all commissioned or requested by the Editorial Board.

* 1. **Commissioned or Unsolicited Manuscripts**

Book reviews are solicited by the editor. These will cover recently published books in fields relevant to the journal. The format is same as that of Editorials

Table 1 shows the recommended maximum limits for manuscripts according to their publication type; however, these requirements are negotiable with the editor.

**Table 1.** Recommended maximums for articles submitted to JDTREA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of article | Abstract (word) | Text (word)a) | References | Tables & figures |
| Original article | 200 | 10,000 | 70 | 10 |
| Research notes | 200 | 4,000 | 70 | 10 |
| Book review | No | 1,000 | 10 | 3 |

a) Maximum number of words is exclusive of the abstract, references, tables, and figure legends.

## 7. Final Preparation for Publication

**7.1 Final version**

After the paper has been accepted for publication, the author(s) should submit the final version of the manuscript. The names and affiliations of the authors should be doublechecked, and if the originally submitted image files were of poor resolution, higher resolution image files should be submitted at this time. Color images must be created as CMYK files. The electronic original should be sent with appropriate labeling and arrows. EPS, TIFF, Adobe Photoshop (PSD), JPEG, and PPT formats are preferred for submission of digital files of photographic images. Symbols (e.g., circles, triangles, squares), letters (e.g., words, abbreviations), and numbers should be large enough to be legible on reduction to the journal’s column widths. All of the symbols must be defined in the figure caption. If the symbols are too complex to appear in the caption, they should appear on the illustration itself, within the area of the graph or diagram, not to the side. If references, tables, or figures are moved, added, or deleted during the revision process, they should be renumbered to reflect such changes so that all tables, references, and figures are cited in numeric order.

* 1. **Manuscript Corrections**

Before publication, the manuscript editor may correct the manuscript such that it meets the standard publication format. The author(s) must respond within 2-3 days when the editor contacts the author for revisions. If the response is delayed, the manuscript’s publication may be postponed to the next issue.

**7.3 Galley Proof**

The author(s) will receive the final version of the manuscript as a PDF file. Upon receipt, within 2 days, the editorial office (or printing office) must be notified of any errors found in the file. Any errors found after this time are the responsibility of the author(s) and will have to be corrected as an erratum.

## 8. Page Charges or Article Processing Charges

No page charge or article processing charge applies. There is also no submission fee.

## 9. Contact Us

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