

## 『Physical Therapy Korea』Ethical Guidelines

(Established on January 25, 2013, revised on December 1, 2020)

For the policies on the research and publication ethics not stated in this instruction, guidelines of the International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>) are applied.

### Chapter 1. General Provisions

**Article 1 (Purpose)** These guidelines apply to the research ethics of the Korean Research Society of Physical Therapy (the “Society”) and are intended to prevent misconduct and to provide standards for dealing with misconduct related to research, submission, review, and publication.

**Article 2 (Applicable Object and Scope)** These guidelines are applicable to all members of the Society and must be followed in all cases with the exception of those in certain research areas that are subject to other special regulations regarding research ethics and honesty.

### Chapter 2. Research Ethics Committee

**Article 3 (Function)** The Committee deliberates and votes on the items listed below.

1. Issues related to research integrity.
2. Allegations of misconduct in research.
3. Verification and oversight of research integrity.
4. Bills drafted by Committee members.

#### **Article 4 (Composition and Meetings)**

1. The Editor-in-Chief is the chairperson, and the Committee consists of seven editors, including the Chairperson.
2. The Chairperson has the authority to call a meeting.
3. To pass a resolution, more than half of the committee members should attend the meeting and more than two-thirds of the attendees should agree.
4. In general, meetings are for the committee members only; however, the Chairperson can request that a person directly involved in an issue attends the meeting to provide evidence.

### Chapter 3. Integrity and Social Responsibility in Research

#### **Article 5 (Integrity of Research)**

1. A researcher must conduct all research activities (e.g., conception, data collection and analysis, writing reports, and presenting results) in an honest and sincere way.
2. A researcher must describe the research content and its importance in an objective and specific way and must not change, omit, or add to the results.

#### **Article 6 (Duty regarding Release of Information)**

1. All research information must be reported accurately and must be recorded, processed, and preserved in a clear way that enables easy understanding.
2. If necessary, the researcher must release information about the experimental design and statistical technique(s) used.

#### **Article 7 (Social Contribution of Research Results)**

1. The researcher must respect intellectual property rights, such as patents and copyrights, and must follow other research-related regulations.
2. When publishing and using research results, the researcher must not do anything that is inconsistent with academic principles, such as distorting or overstating research results, in an attempt to enhance the researcher's reputation.

#### **Article 8 (Sex/Gender)**

1. Authors are encouraged to use appropriate sex/gender terminology and consider the various elements of sex/gender in their studies.
2. Especially in the intervention, Authors should design the study taking into consideration the issue of sex/gender and the associated differences.
3. Authors are recommended to provide gender-specific data, when appropriate, in describing scientific validity or specifically state they are studying gender-specific or rare conditions.

#### **Article 9 (Research Misconduct – authors of no contribution)**

1. If an author(s) is/are family members or aged under 19, the author(s) should provide significant contributions to the published article.

### **Chapter 4. Fairness regarding Roles and Responsibilities**

**Article 10 (Joint Research)** Collaborators must clarify the roles and relationships involved in the conduct of joint research and must take appropriate responsibility for their contributions. During the inception of research projects, collaborators must discuss and reach consensus regarding the goals and expected results of the joint research; the expected contributions of the individuals who are involved in the project; the methods of collecting, storing, and sharing data; the determination of authorship, including how the order of authorship will be decided and the selection of coauthor(s); and issues related to intellectual property rights and ownership.

#### **Article 11 (Responsibilities of the Author)**

1. The corresponding author or principal investigator takes overall responsibility for data gathering and management, manuscript writing, author descriptions, and the general management and oversight of collaborative research.
2. The corresponding author must prove the scientific or professional contributions of the individuals involved, regardless of their status, when universities or other institutions require verification of the contributions of the authors.

### **Article 12 (Corresponding Author)**

1. The corresponding author is responsible for communicating the research results and for communications among co-authors.
2. The corresponding author is responsible for ensuring the accuracy of all the content in proofs and, in particular, for confirming that the names of all co-authors are included and correctly spelled and ordered.

### **Article 13 (Standards for Determining Authorship)**

1. Authorship will be determined according to the extent of each individual's contributions to the research content or results. To be credited as an author of a publication, an individual must have been involved in the followings:
  - a. Substantial contributions to the conception or design of the work; or the data acquisition and analysis, or interpretation of data for the work.
  - b. Drafting the work or revising it critically for important intellectual content.
  - c. Final approval of the version to be published.
  - d. 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.
2. Individuals who do not contribute to the performance of the research or to the analysis of the results do not qualify for authorship and cannot be included as authors as an expression of gratitude or by virtue of their position. Minor contributions to the research or to the writing for publication, including data collection, data input, or translation into other languages, should be acknowledged appropriately.

**Article 14 (Authorship Order)** The authorship order should be determined consensually after consideration of each author's contribution.

**Article 15 (Author Affiliation)** The author's current status should generally be provided as his/her affiliation.

**Article 16 (Ownership of the Results of Research regarding the Society)** Research data on the work of the Society collected by a member of this Society is the sole property of the Society. Thus, such research results will not be used or given to other individuals or institutions without the permission of the Society.

**Article 17 (Sharing and Releasing Research Results)** The principal investigator of the research may provide data or samples of the research to other researchers upon a reasonable request from another researcher.

## **Chapter 5. Principles and Methods regarding Citation of Copyrighted Works**

### **Article 18 (Methods and Principles of Citation)**

1. An author must confirm all elements (authors' names, publication date, and so on) of a citation with the original work rather than list out secondary sources.
2. An author must cite works in a reasonable manner so that the distinction between cited and uncited works is evident.
3. In general, an author must cite only published works; when the need to cite unpublished academic materials

acquired through personal contacts, including paper reviews, arises, the consent of the relevant researcher is mandatory.

4. An author must distinguish what is his/her idea from what is taken from the cited materials so that readers can clearly recognize when the author is borrowing substantive parts from another source.

5. An author must include all works that had an important effect on the research and that would help the reader understand its content.

## **Chapter 6. Forms of Research Misconduct and Unethical Research Conduct**

**Article 19 (Definition of Research Misconduct)** “Research Misconduct” refers to fabrication, falsification, plagiarism, improper authorship attribution, and duplication of publication during the entire process of research (including proposing, conducting, presenting, reviewing, and evaluating research).

1. “Fabrication” refers to inventing data or results that do not exist otherwise.

2. “Falsification” refers to “manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.”

3. “Plagiarism” refers to “the appropriation of another person’s writing, research ideas, hypotheses, theories, processes, results, or words without giving appropriate credit to the originator of the words and ideas.”

4. “Improper authorship attribution” refers to not giving proper credit to the original author without any legitimate reason for not doing so and/or giving credit to those who have not contributed to a journal article.

5. “Duplicate publication” refers to the re-publishing of an author’s previously published material or results in another academic publication without acknowledging the source to the publisher or readers.

### **Article 20 (Idea Plagiarism)**

1. “Idea Plagiarism” refers to the use of someone else’s ideas (theories, conclusions, hypotheses) in full, in large part, or in a partially revised form [see Article 19], “Fragmented Plagiarism”, without giving appropriate credit to the originator of the words or ideas.

2. Authors have an ethical responsibility to indicate the source of ideas with a footnote or reference.

3. Authors must not steal ideas encountered through the peer review of research proposals or articles submitted by others.

**Article 21 (Fragmented Plagiarism)** “Fragmented Plagiarism” refers to copying some parts of another person’s manuscript without proper acknowledgement of the original author.

**Article 22 (Plagiarism in Section)** “Plagiarism in section” refers to using some part of another author’s manuscript by combining sections of text, inserting additional words, or substituting words without acknowledging the original author.

### **Article 23 (Duplication of Publication)**

1. Materials previously published by the current author appearing in a subsequent work by the same author with significant verbatim or near-verbatim portions of his/her own work or depictions of an authors’ previously published results as new constitutes duplicate publication.

2. When duplication of publication occurs and readers do not recognize such duplication, the editors of the two journals involved must agree on the existence of the duplicate publication, and the author(s) must acknowledge that the same paper has been published previously in another journal. This applies in cases where an article has been translated into another language.

3. Simultaneous submission of a publication to another publisher's journal is prohibited. Only after rejection by one journal can an author seek to publish in another journal.

#### **Article 24 (Precautions regarding Research Misconduct and Copyright Infringement)**

1. Generally, when journals publish an academic paper, the copyright is assigned to the publisher. Thus, authors should be cautious about copyright infringement when re-publishing or reusing materials already published in one journal in another form.

2. Authors should be cautious regarding infringement of copyright even when sources are properly cited if using a substantial proportion of a manuscript from a copyright-protected source.

#### **Article 25 (Unethical Research Practices in the Review Process)**

1. A referee must not use specific information directly or indirectly related to the research discussed in a research proposal or obtained during a review process without the consent of the original author.

2. The followings are considered unethical research practices in the review process and must be avoided by referees:

a. Delegating the review of a journal article to a student or any third person.

b. Discussing a journal article with others while the article is still under review.

c. Retaining a copy of a journal article instead of returning or shredding it after review.

d. Directly or indirectly stealing the original author's idea during the review process.

e. Reviewing or evaluating a research article without reading it thoroughly or giving it sufficient critical consideration.

#### **Article 26 (Unethical Research Practices)** The followings are considered unethical research practices:

1. Presenting at a conference or seminar without acknowledging the other author (s) of the research.

2. Engaging in disrespectful communication or personal attacks while reviewing an article or proposal.

3. Announcing research results through the general media without appropriate verification procedures.

#### **Article 27 (Improper Writing)** The followings are considered improper writing:

1. Improper source of citation.

2. Alteration of references.

3. Sole dependence on an abstract of a published paper.

4. Citation of an article that was not read or understood.

5. Reuse of text.

6. “Salami” publication.

**Article 28 (Prohibition of the Distortion of References)** References should include only directly related sources. An unrelated reference shall not be cited for the purpose of intentionally manipulating the citation score of a paper or academic journal. An author shall not cite only those references that are “favorable” to her/his data or theory and must also cite references that may dispute or contradict her/his point of view.

**Article 29 (Reuse of Text)** “Reuse of text” refers to reusing some parts of a manuscript written by the author and already published. Text reuse is unethical and must be avoided when possible. In the case of unavoidable text reuse, the author should avoid copyright infringement by following standard referencing practices, including by properly referencing the prior publication.

**Article 30 (Other Writing Misconduct)** The followings are also considered writing misconduct:

1. Not informing readers of important relevant evidence that contradicts the author’s data or argument.
2. Citing defective theories or statistics in support of the research.
3. Intentionally distorting or obscuring the research method to avoid replication by other researchers.

## **Chapter 7. Procedures for Addressing Research Misconduct and Unethical Research Conduct**

### **Article 31 (Penalty)**

1. A member guilty of any of the items described in Chapter 6, Forms of Research Misconduct and Unethical Research Conduct, may receive a documentary warning, a 3-year prohibition on research-article submission, or expulsion from the Society after an investigation by the Research Ethics Committee.
2. If turned out to violated on Article 9 (Research Misconduct – authors of no contribution), the Society informs relevant organizations/government/parties the research misconduct.

### **Attachment**

1. (Enactment) These regulations shall take effect on January 25, 2013.
1. (Enactment) The revision shall take effect on December 1, 2020.