**Instructions and rules for reviewers (update Dec 18, 2015)**

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**The Ergonomics Society of Korea and policy**

The Ergonomics Society of Korea (ESK) was founded in 1982 and is the largest nonprofit association for ergonomics professionals in Korea, with more than 2000 members. The purpose of the society is to contribute to development, distribution, and application of ergonomics technology for overall human and social well-being. The society focuses on the role of humans in a complex system, the design of process, procedures, software, products, equipment and facilities for human use, and the development of environments for accessibility, comfort, safety and well-being. The mission of the society is to promote the goals by supporting communications among interdisciplinary fields through online journals, websites, technical meetings and conferences.

**The Journal of the Ergonomics Society of Korea and policy**

The aim of the Journal of the Ergonomics Society of Korea (abbreviated as J Ergon Soc Korea or JESK) (eISSN 2093-8462) is to expand knowledge of ergonomics and related fields and to support communications among the members who have interest in these fields. The journal launched in 1982 is published bimonthly in every February, April, June, August, October, and December by the Ergonomic Society of Korea, with the following address:

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J Ergon Soc Korea publishes the articles about people in relation to systems including hardware, software, and environmental factors. Evaluative reviews of the literature, definitive articles on methodology and procedures, and empirical articles reporting original research are considered for publication. J Ergon Soc Korea also periodically publishes special sections that focus on important issues on ergonomics in an integrated manner. To propose a special section topic, contact the editor at the address:

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**Article types**

The following types of articles may be published: Research articles deal with previously unpublished original research that is experimental (field or laboratory based), methodological, or theoretical in nature. These articles report a single experiment, concept or modeling that is fully developed and includes a statistical analysis. Application articles deal with previously unpublished original research that applies ergonomics disciplines to development of software, process, procedures, products, facilities, and human centered systems or environments. Technical articles deal with previously unpublished illustration of new technologies, a synthesis of published work on a special topic, a review of technology trend, and a research report. Suitably revised papers documented in the proceedings of the ESK conferences may be submitted for consideration as a technical article, if the chair-person of the presentation recommends them for publication.

**Article peer review process**

J Ergon Soc Korea is a peer refereed journal. All the articles should be published through a totally double-blind review by two referees. Any information on authors or referees should not be revealed to each other side during the review process. When you accept the review invitation please complete the review within about 4-5 weeks.

After the two referees agree to accept an article it may proceed to the publishing process. If the two referees disagree to accept, the article is returned to the author. Referees may ask the author to revise or re-review for the revised article. Accepted and timely revised articles (within 1 year) are often published within 2 to 4 weeks. All the submissions and reviews must be processed through the online submission and review system of the website of J Ergon Soc Korea (http://jesk.or.kr).

**Submission of a review report**

When you got a review invitation email,the editor of J Ergon Soc Korea had decided that you are the right person to review the manuscript. To accept or decline the invitation of review, please proceed to the following:

1. After log in, click the “Reviewer” link on the right side of the online submission and review system (http://jesk.or.kr).
2. In the reviewer home page, click the title link to browse the manuscript. You can download the manuscript file on the Manuscript Information page. Please accept the review invitation by clicking the “I will review” button (1) if the manuscript is within your expertise, (2) if you have enough time to review the manuscript within 4 weeks, and (3) if you have no direct conflict of interest with the manuscript. Otherwise click the “I will not review” button to decline the invitation.
3. Click again the title link in the review requested page to write a review report.
4. In the section of review report: (1) Please rate whether the manuscript is within the scope of the journal. The manuscript outside of the scope will not be accepted for publication. Please refer to the policy of the ESK. (2) Please rate whether the manuscript is worth reading to the readers or does it add any value to the existing knowledge. (3) Please rate the manuscript is logically described. (4) Please rate whether the typing of the manuscript conforms to the editing rule of the J Ergon Soc Korea. The manuscript violating the editing rule will not be accepted for publication. Please refer to the editing rule of the J Ergon Soc Korea. (5) In the revised manuscript case, please check out whether the revised manuscript is submitted within 1 year since it has been requested to revise. The manuscript not revised until 1 year since it has been requested to revise will not be accepted for publication. Click the rating scale checkbox for each question. Please write the reason on the review opinion text area whenever you rated “Poor” for the above review questions. You may attach a file describing an extended review opinion. Finally please make a decision on the manuscript by clicking one of the following checkboxes (1) “Accept for publication” which means approval for publication as it is, (2) “Accept after revision” which means approval for publication with provision of minor revision (3) “Re-review after revision” which asks the submitter to revise the manuscript for further review, and (4) “Reject for publication” which means the manuscript is not suitable for publication. Please click the “Complete” button to finish writing the review report.

**Publication policies and ethics**

Papers that have been published elsewhere in the open literature in the same form will not be accepted. Suitably revised papers presented in the proceedings of certain technical meetings or conferences such as the biannual conferences of ESK may be submitted for consideration.

Please read carefully and abide by the code of ethics released in the international standards for authors and editors (http://publicationethics.org/international-standards-editors-and-authors) while reviewing the manuscript.