

November 23, 2016

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Prof. Dong-Weon Lee
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Dear Prof. Dong-Weon Lee,

This letter is to certify that you are officially invited as an Associate Editor for the Journal of Mechanical Science and Technology (JMST). We sincerely thank you for accepting the call to work for the journal. As a formal matter between you and the JMST, I would like to let you know the following:

1. Your appointment to work as an Associate Editor is for three years (1st term: December 1, 2016 – November 30, 2019). Upon the completion of one term, you will receive a certificate of appreciation from the journal office. Your appointment may be extended beyond the date by agreement with you and the journal.
2. We ask you to assist the Editor, whom you work with, in making a decision on the manuscript submitted for possible publication by recommending its acceptance or rejection. Collecting three reviews (at least two significant ones) is preferred.
3. As the JMST covers a wide range of topics, sometimes you may be asked to handle such papers that may not match your expertise exactly. In this case, your search for proper reviewers would be greatly appreciated.
4. We request you to keep confidentiality to all information supplied to you in your capacity as a member in the journal's editorial board. Furthermore, we ask you to continue this confidentiality beyond your term as a member.
5. We would like to ask you to uphold the editorial standards of the journal by providing the most critical reviews. The most constructive criticism to the authors would enhance the standards of the journal.

The JMST's Associate Editors are ambassadors for the journal and well placed to promote it among colleagues and contacts. We feel very fortunate to work with you and we hope that you find your association with the JMST to be valuable and prosperous.

With best wishes,

Prof. Maenghyo Cho
Editor-in-Chief, JMST

