Instructions for Authors

Initial version October, 1981

Outline
1. Research and publication ethics
2. Publication types
3. Peer review
4. Copyright statement and Creative Commons license
5. Manuscript submission
6. Publication charges and reprints
7. Correction policy
8. Manuscript preparation

1. Research and publication ethics
For human research, the study should follow the Declaration of Helsinki, available from https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/. For animal studies, the authors should indicate how they minimized pain or discomfort to the animals in keeping with The Institutional Guide for the Care and Use of Laboratory Animals. Correct use of the terms “sex” (when reporting biological factors) and “gender” (identity, psychosocial or cultural factors) must be done. The sex and/or gender of study participants and the sex of animals or cells should be described unless inappropriate. Also, the methods used to determine sex and/or gender should be described. If the study was conducted involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they determined race or ethnicity and justify their relevance. Any article that contains personal medical information about an identifiable living individual requires the patient’s explicit consent before we can publish it.

Approval from the Institutional Review Board (IRB) is required for clinical research. Clinical trials should be registered with a primary national clinical trial registration site, such as the registry sponsored by the United States National Library of Medicine (https://clinicaltrials.gov), or the Korea Clinical Research Information Service (CRIS), available from https://cris.nih.go.kr or other sites accredited by the World Health Organization (WHO) or the International Committee of Medical Journal Editors and the registration number should be cited in the Abstract. Informed consent must be obtained from the person involved prior to submission and its obtainment must be stated in the materials and methods of the manuscript.

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data, 2) drafting the article or revising it critically for important intellectual content, and 3) final approval of the version to be published according to The Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Each and every author’s participation should be stated specifically using the following terms: conceptualization, data curation, formal analysis, funding acquisition, investigation, methodology, project administration, resources, software, supervision, validation, visualization, writing-original draft, and writing-review and editing. Any papers that are forged, altered, plagiarized, redundant, or dishonest cannot be published.

The submitted manuscript will be checked for plagiarism using CrossCheck (http://crossref.org/services/similaritycheck/). Secondary publication is allowed only if its language is different, the readers are different, and the two journal editors agree.

Regarding policies on research and publication ethics that are not stated in these instructions, the guidelines of the Committee on Publication Ethics (COPE) available from https://www.publicationethics.org, can be applied.

2. Publication types
Commentaries: There are commissioned for only invited articles. Original papers should not be submitted.

Original articles: These describe new findings from clinical studies or basic research that may contribute to clinical diagnosis and treatment or an understanding of pathogenesis or epidemiology.

Case reports: A report on a single case or an analysis of a few cases to add to the clinical spectrum. The case should be significant clinically, new, and rare.

Review articles: A concise compilation of the knowledge and skill in a specific area to provide hints for patient management or outline recent research activity. A review article is usually invited by the editorial board.

Brief reports: Reserved for the rapid and concise circulation of simple, but meaningful data, preliminarily remarkable findings before a full description, or a follow-up study.

Letters to the editor: Any comments or opinions on published papers or suggestions for the journal are welcomed.
3. Peer review
Every submitted manuscript is peer-reviewed by at least three reviewers before deciding whether to accept or reject it, or return it for revision. The review system is single blinded so that authors cannot identify reviewers. The review process is carried out through a manuscript management system. If the authors are asked to revise the manuscript, they should revise it based on the reviewers’ comments or provide a reasonable answer to the reviewers’ comments justifying why they did not revise it. The authors should reply and upload the revised manuscript within 8 weeks after receiving the review results. Otherwise, they are considered to have withdrawn the manuscript. However, the authors can extend the due time in case of requiring more times for revision after notification.

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A publication fee will be charged to the author based on the number of pages, colored inserts (all figures except X-ray images should be published in color), and number of reprints, as below.

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8. Manuscript preparation
The manuscript should be prepared with Microsoft Word. It should be double-spaced in font size 10 on A4 sized paper. Number the pages consecutively, beginning from the title page.

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The manuscript should be in the following order:

**Original article:** title page, abstract, introduction, materials and methods, results, discussion, conflicts of interest, acknowledgements, references, figure legends, tables, and figures.

**Case reports:** title page, abstract, introduction, case report, discussion, conflicts of interest, acknowledgements, references, figure legends, tables, and figures.
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Review articles: title page, abstract, introduction, main text, conclusion, conflicts of interest, acknowledgments, references, figure legends, tables, and figures.

Commentaries, Brief reports, Letters to the editor: title page, main text, conflicts of interest, acknowledgments, references (figure legends, tables, and figures if included).

Title page: The title page should contain the title of the paper, full names of the authors, institutional affiliation, corresponding author address, and footnotes. A running title of no more than 50 characters should be included. Each and every author’s participation should be stated specifically using the following terms: conceptualization, data curation, formal analysis, funding acquisition, investigation, methodology, project administration, resources, software, supervision, validation, visualization, writing-original draft, and writing-review and editing. Also, all authors are required to submit his/her ORCID number.

Abstract: The abstract for an original article should be described continuously under the subheadings Background/Aims, Methods, Results, and Conclusions and is limited to 200 words. It is limited to 150 words without subheadings for case reports. Also an abstract for review articles is limited to 200 words. Five or fewer keywords should be supplied below the abstract and should refer to the terms from Medical Subject Headings (MeSH). The abstract should not contain abbreviations or references.

Main text

Original articles: The rationale for the study and pertinent background should be outlined in the Introduction. The Introduction should not contain results or conclusions. The Materials and Methods should outline the scheme of the study, materials, and methods in that order. It should clearly state how the diagnosis of the patient was confirmed and how the patient was observed. The Materials and Methods should be described in sufficient detail so that another investigator could repeat the work. Ethical guidelines for human or animal studies should be described and the registration number of the institutional review board or institutional animal welfare committee should be cited. Obtainment of informed consent from the person involved must be stated in the manuscript. The number of references is limited to ten. Otherwise, the format is same as for case reports.

Brief reports: It should not exceed 1,500 words and there should be no more than three tables and figures. The main text should not be divided into an Introduction, Materials and Methods, and Discussion. Obtainment of informed consent from the person involved must be stated in the manuscript. The number of references is limited to ten. Otherwise, the format is as same as for case reports.

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