Instructions for Authors

Enacted October 15, 1949
Recently revised December 15, 2017

General Information
The Journal of the Korean Medical Association (JKMA) is the official peer-reviewed, open-access, monthly journal of the Korean Medical Association (KMA). Manuscripts for submission to the JKMA should be prepared according to the following instructions. For issues not addressed in these instructions, the author is referred to the “Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals” (http://www.icmje.org).

Research and Publication Ethics
For the policies on the research and publication ethics not stated in these instructions, Guidelines on Good Publication (http://publicationethics.org/resources/guidelines) or Good Publication Practice Guidelines for Medical Journals (http://kamje.or.kr/intro.php?body=publishing_ethics) can be applied.

1. Conflict of interest statement
Conflict of interest exists when an author or the author’s institution, reviewer, or editor has financial or personal relationships that inappropriately influence (bias) his or her actions. Such relationships are also known as dual commitments, competing interests, or competing loyalties. These relationships vary from being negligible to having great potential for influencing judgment. Not all relationships represent true conflict of interest. On the other hand, the potential for conflict of interest can exist regardless of whether an individual believes that the relationship affects his or her scientific judgment. Financial relationships such as employment, consultancies, stock ownership, honoraria, and paid expert testimony, are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion (http://icmje.org/ethical_4conflicts.html). If there are any conflicts of interest, authors should disclose them in the manuscript. The conflict of interest may occur during research process; however, important point is the disclosure itself. If there is a disclosure, editors, reviewers, and reader can approach the manuscripts after understanding the situation where the research work was processed.

2. Statement of human and animal right
Clinical research should be done in accordance of the Ethical Principles for Medical Research Involving Human Subjects, outlined in the Helsinki Declaration of 1975 (revised 2013, http://www.wma.net/en/30publications/10policies/b3). Clinical studies that do not meet the Helsinki Declaration will not be considered for publication. Human subjects should not be identifiable, such that patients’ names, initials, hospital numbers, dates of birth, or other protected healthcare information should not be disclosed. For animal subjects, research should be performed based on the National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals should be maintained.

3. Statement of informed consent and institutional review board approval
Copies of written informed consents should be kept for studies on human subjects. For the clinical studies of human subjects, there should be a certificate, agreement, or approval by the Institutional Review Board (IRB) of author’s institute. If necessary, the editor or reviewers may request copies of these documents to resolve questions about IRB approval and study conduct.

4. Registration of the clinical trial research
Any researches that deal with clinical trial should be registered to the primary national clinical trial registration site such as Korea Clinical Research Information Service (CRIS, http://cris.nih.go.kr), other primary national registry sites accredited by World Health Organization (http://www.who.int/ictrp/net-work/primary/en/) or ClinicalTrial.gov (http://clinicaltrial.gov/), a service of the United States National Institutes of Health.
5. Authorship and author’s responsibility
The corresponding author takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and typically ensures that all the journal’s administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements, are properly completed, although these duties may be delegated to one or more coauthors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information. Authors are responsible for the whole content of each article. Co-authorship should be based on the following criteria:

1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2) Drafting the work or revising it critically for important intellectual content; AND
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.

If any persons who do not meet above four criteria, they may be placed as contributors in Acknowledgments section. Description of co-first authors or co-corresponding authors is also accepted if corresponding author believes that their roles are equally contributed.

6. Originality and duplicate publication
Manuscripts under review or published by other journals will not be accepted for publication, and articles published in this journal are not allowed to be reproduced in whole or in part in any type of publication without permission of the Editorial Board. Figures and tables of this journal can be used freely if original source is verified according to Creative Commons Attribution Non-commercial License. It is mandatory for all authors to resolve any copyright issues when citing a figure or table from a other journal that is not open access.

7. Secondary publication
It is possible to republish manuscripts if the manuscripts satisfy the condition of secondary publication of the “Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals” (http://www.icmje.org/publishing_4overlap.html) as followings: Certain types of articles, such as guidelines produced by governmental agencies and professional organizations, may need to reach the widest possible audience. In such instances, editors sometimes deliberately publish material that is also being published in other journals, with the agreement of the authors and the editors of those journals. Secondary publication for various other reasons, in the same or another language, especially in other countries, is justifiable and can be beneficial provided that the following conditions are met. The authors have received approval from the editors of both journals. The editor concerned with secondary publication must have a photocopy, reprint, or manuscript of the primary version. The priority of the primary publication is respected by a publication interval of at least 1 week, unless specifically negotiated otherwise by both editors.

The paper for secondary publication is intended for a different group of readers; an abbreviated version could be sufficient. The secondary version faithfully reflects the data and interpretations of the primary version. The footnote on the title page of the secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part and states the primary reference. A suitable footnote might read: “This article is based on a study first published in the [title of journal, with full reference].”

8. Process to manage the research and publication misconduct
When the Journal faces suspected cases of research and publication misconduct such as duplicate publication, plagiarism, fraudulent or fabricated data, changes in authorship, undisclosed conflict of interest, ethical problem with a submitted manuscript, a reviewer who has appropriated an author’s idea or data, complaints against editors, and etc., the resolving process will be followed by flowchart provided by the Committee on Publication Ethics (http://publicationethics.org/resources/flowcharts). The discussion and decision on the suspected cases are done by Editorial Board.

9. Editorial responsibilities
Editorial board will continuously work for monitoring/safeguarding publication ethics: guidelines for retracting articles; maintenance of the integrity of the academic record; preclusion of business needs from compromising intellectual and ethical standard; publishing corrections, clarifications, retractions and apologies when needed; no plagiarism, no fraudulent data. Editorial board checks manuscripts to confirm the originality of text through Similarity Check. If the value of similarity index is unexpectedly high, it will be screened more precisely on plagiarism or duplicate publication. Editors are always keeping following responsibilities: responsibility and authority to rejected/accept article; no conflict of interest respect to articles they reject/accept; acceptance of a paper when reasonably certain; promoting publication of correction or retraction when errors are found; preservation of anonymity of reviewers.
**Manuscript Preparation**

1. **Publication types**

The Journal publishes opinion, editorial, review article on focused issues, pharmacotherapeutics, continuing education column, health policy, research article, practice guideline, special contribution, health technology. A physician of Korea, correspondence, and affairs of the KMA. Most manuscripts are commissioned but those of publication types such as research article, practice guideline and correspondence may be unsolicited.

**Opinion**

It is a proposal of a new idea or constructive policy suggestion, determined to be of interest to physicians and health care providers in Korea. Authors are invited by editorial board. No sectional division is required. Title author, affiliation, main text and the reference are required. Total number of references is recommended equal to or less than 40. Number of word count of main text should be equal to or less than 2,000 excluding references, tables, and figures.

**Editorial**

It is an introductory remark on papers published in ‘focused issue of this month.’ Generally, an organizer of the focused issue is invited to write the editorial. In the editorial, the papers in ‘focused issue of this month’ should be cited. No sectional division is required. Title, author, affiliation, main text and the reference are required. Total number of references is recommended equal to or less than 40. Number of word count of main text should be equal to or less than 4,000 excluding references, tables, and figures.

**Review article in focused issue of this month**

It is a review of new medical information for general physicians in the field of primary care or specialists in various areas. Authors are generally invited by the organizer of the ‘focused issue of this month.’ Sections consist of abstract, introduction, main text, and conclusion. Total number of references is recommended equal to or less than 80; however, it is negotiable. Number of word count of abstract should be equal to or less than 250; those of main text, 6,000 excluding abstract, references, tables, and figures.

**Pharmacotherapeutics**

It is for the introduction of informative therapeutic drug regimen for general physicians or specialists in various fields. Authors are invited by editorial board. Sections consist of abstract, introduction, main text, and conclusion. Total number of references is recommended equal to or less than 40. Number of word count of abstract should be equal to or less than 250; those of main text, 5,000 excluding abstract, references, tables, and figures.

**Continuing education column**

It is for the official continuing medical education (CME) for physicians in Korea who should attend the CME courses. The study of this section and the dispatch of the answers to questions will be substitutes of the credits for CME. Authors are invited by editorial board. Sections consist of abstract, introduction, main text, and conclusion. Total number of references is recommended equal to or less than 40. Number of word count of abstract should be equal to or less than 250; those of main text, 5,000 excluding abstract, references, tables, and figures.

**Research article**

It is an unsolicited publication. Manuscripts should be original and fall into one of the three categories: First, important clinical studies directly related to patient care; second, epidemiological data supporting evidence-based medicine; and third, highly practical translational research. We are particularly interested in the results of the first clinical trial among Korean people or well-standardized and randomly sampled national data. The sections consist of abstract, introduction, methods, results, and discussion. Total number of references is recommended equal to or less than 40. Number of word count of abstract should be equal to or less than 250; those of main text, 5,000 excluding abstract, references, tables, and figures.

**Practice guideline**

Manuscripts with this publication type can be either unsolicited or commissioned. We generally consider guidelines on relatively common diseases that can be encountered by general physicians or primary health care physicians. The content should be evidence-based one. A priority will be given to interdisciplinary works. Sections consist of abstract, introduction, main text, and conclusion. Total number of references is recommended equal to or less than 80; however, it is negotiable. Number of word count of abstract should be equal to or less than 250; those of main text, 7,000 excluding abstract, references, tables, and figures.

**Special contribution**

Manuscripts not fitting to other publication types may be included. Sections consisted of abstract, introduction, main text, and conclusion. Total number of references is recommended equal to or less than 50. Number of word count of abstract should be equal to or less than 250; those of main text, 5,000 excluding abstract, references, tables, and figures.

**Health technologies**

It is for the propagation of the excellent reports of new health technologies from National Evidence-based Healthcare Collaborating Agency, Republic of Korea. Out of them, about four reports a year shall be selected by the Editorial Board. Corresponding author of the report shall be invited to submit the manuscript. Sections consisted of abstract, introduction, main text, and conclusion. Total number of references is recommended equal to or less than 50. Number of word count of abstract should be equal to or less than 250; those of main text, 5,000 excluding abstract, references, tables, and figures.
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ed equal to or less than 50. Number of word count of abstract
should be equal to or less than 250; those of main text, 5,000
excluding abstract, references, tables, and figures.

A Physician of Korea
This section is to commemorate the memory of a deceased
Korean doctor who made a significant contribution to the
advancement of medicine in Korea. The memorial article can
either be written by the editorial board or be submitted by
an individual. Each year, two to four deceased doctors are
featured in articles managed by the selection committee. The
article is to include the physician’s profile, photo, a summary of
the physician’s contributions, and notable accomplishments. It
should not exceed 700 words.

Correspondence
It is a scientific comment on the previously published articles.
Anyone can send correspondence to editor on the content
of the papers. The response by authors will be followed. No
sectional division is required. Total number of reference is re-
commended to equal to or less than ten. Number of word
count of main text should be equal to or less than 2,000 ex-
cluding references.

2. Supplementary Issue
When special topics are necessary to be published; however, the
content is too long to be included in one issue, supplementary
issue may be published. Also, to commemorate the special
events, it may be also considered.

3. Qualification for Authors
Research article can be submitted only by members of KMA.
Correspondence can be submitted by any researchers or
physicians. No qualification of authors is required for com-
misioned articles.

4. Language and Terminology
Manuscripts for the Journal can be prepared in Korean or
in English. In the case of Korean text, all tables, figures, and
references should be prepared in English. Medical terminology
should be written based on the most recent edition of
Dorland’s Illustrated Medical Dictionary. Korean medical terms
should be selected from the most recent edition of English-
Korean English Medical Terminology published by KMA. Vocabulary difficult to translate into Korean can be used
in English. Abbreviations in English should be minimized, but
when needed, write the full expression the first time it appears
followed by its abbreviation in parentheses.

5. Manuscript Preparation
Manuscripts should be prepared as a word-processor computer
file with software such as Hangul, Open Office or Microsoft
Word on 21.0 x 29.7 cm (A4) pages, double-spaced, with 3
cm margins at the top, bottom, and side margins. The text
should be prepared in 10 point font.

1) Cover letter
General information about an article and its authors is pre-
sented on a cover page. It includes the article title, abbreviated
article title, author information, affiliations, any disclaimers,
word count, conflict of interest, and the number of tables and
figures. Open Researchers and Contributors ID (ORCID) of all
authors should be provided, that can be registered and ob-
tained from: http://orcid.org/.

2) Title
Manuscript title should be concise and distilled to present the
content of text. Phrase or sentence type title is eligible.

3) Abstract and keywords
Regardless of the language of the body of the text, an English
abstract should be included for required publication types.
The abstract should be unstructured, but should contain an
introductory remark, main issues, points of discussion, and a
conclusive remark. At the bottom of the abstract include 3-5
keywords in English and in Korean. Using keywords from the
Medical Subject Heading (http://www.nlm.nih.gov/mesh/) list
is recommended.

4) Main text
The text should be prepared using the following format.
(1) For proper nouns, generic names of medicine, and units
of measurements, use the original terms. Numbers should
be expressed in Arabic numerals, and standard metric units
(International System of Units; SI units) should be used
(mm, cm, kg, mL). Blood pressure and temperature may be
used as mmHg, °C, etc.).

(2) The scientific names of biological organisms, including bact-
eria, fungi, and parasites, should be italicized, and fully
spelled (e.g., Toxocara canis) when they first appear in the
text, and written with a genus-abbreviated form (e.g., T. canis) thereafter.

(3) P-values (P), gene names, in vivo, in vitro, and in situ should be
italicized.

(4) The company names and locations (city, state, and country)
of each reagent and equipment should be provided, and
chemical names of reagents and drugs should be used.
[e.g., 2X PCR Premix (Genenmed Inc., Seoul, Korea),
Prazi-quantel (Shinpoong Pharmaceutical Company Ltd.,
Seoul, Korea)].

5) Tables and figures
Tables and figures should be prepared in English and number-
ed in the order they are cited in the text. The title of a table

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should appear above the table, and the title and explanation of a figure should appear below it. Notes at the bottom of tables should be in the order of abbreviations and superscripts. Superscripts $a$, $b$, $c$, $d$... should appear to the right of words. Statistical values are given in a format of an average with its standard deviation (SD) or standard error (SE). For photomicroscopy figures, staining methods, magnification values, and reference scales should be given. When a figure is composed of more than 2 figure parts, each figure may be captioned separately [e.g., Figure 1A. Chest radiograph shows ...; Figure 1B. Transverse CT scan demonstrates ...] or together using a parenthesis [e.g., Figure 1 (A,B) CT scans obtained at levels of great vessels (A) and main bronchi (B), respectively, show ...]. Figures’ contrast should be at least 600 dpi with a width of 810 mm. Recommended format of figure is TIFF.

6) Funding agency
When there is a funding agency, the FundRef ID of that agency is recommended to be added of which information is available from: http://www.crossref.org/fundref/.

7) English correction
When submitting an English manuscript, a certificate of English calibration should be obtained from a professional institution and submitted along with the paper.

8) Acknowledgment
An acknowledgement is accepted only on submitted papers.

6. References

Journal articles

Entire book

Chapter in a book

Online data

Manuscript Submission
1. Electronic Submission of Manuscript
Authors are requested to submit their manuscript via e-mail to jkmamaster@kma.org. Before submission, check list should be checked by authors.

2. Page Charges
For a commissioned manuscript, there is no page charge. As for the unsolicited manuscript of publication type of research article or practice guideline, a page charge of 100,000 Korean won a page shall be requested before publication.

Peer Review Process
Each manuscript is peer-reviewed by two independent referees. If statistical analysis of data is included, a statistician will be additionally asked to review the manuscript. A decision to accept or reject manuscripts will be made by the Editorial Board. The review and publication processes that are not described in the Instructions to Authors will incorporate the Editorial Policy Statements Approved by the Council of Science Editors Board of Directors (http://www.councilscienceeditors.org/). During peer review process, followings are required to reviewers: reviewers’ opinion should be objective; reviewers should have no conflict of interest with respect to the research, the authors and/or the research funders; reviewers should point out relevant published work which is not yet cited; reviewed article should be treated confidentially.

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Authors’ Pre-submission Checklist

Manuscript title: _____________________________________________________________

Please check (✔) all the following items before submission of the manuscript.

1. General guidelines
   ✓ The manuscript submission contains one original manuscript, this checklist, the copyright transfer
   agreement, a statement of originality, and a disclosure of conflict of interest. (The copyright agreement
   form should be submitted as a PDF file.)
   ✓ The manuscript should be typed in Hangul (hwp) or MS-word with upper, lower, left, and right margins
   of 30 mm, 10.0 point font size, and line spacing of 200%.
   ✓ Special terminology should be drawn from the most recent edition of English-Korean Medical
   Terminology published by the Korean Medical Association.

2. Cover page
   ✓ The title of the paper, names of authors, and their affiliations should be presented in both English and
   Korean.
   ✓ The ORCID of all of the authors should be presented.
   ✓ An abbreviated title of 10 words or less should appear in English.
   ✓ In the lower part of the cover page, the name, mailing address, email address, telephone number,
   and fax number of the corresponding author should appear, along with an indication of any previous
   presentation of the content of the manuscript at a scientific meeting, if relevant.

3. Abstract and keywords as required by publication type
   ✓ The word count must be no more than 250 and the total word count should appear below the
   abstract.
   ✓ The keywords should be drawn from the most recent version of the Medical Subject Heading (MeSH) list.

4. Main text
   ✓ The sections should be ordered as specified by the Instructions to Authors.
   ✓ The in-line citations in the main text should be formatted as specified by the Instructions to Authors.

5. References
   ✓ Every article that appears in the reference list must be cited in the main text.
   ✓ The number of references should not exceed that specified in the Instructions to Authors.
   ✓ The references should be enumerated and listed in the order they are first cited in the text.
   ✓ The abbreviations of journal titles should be drawn from PubMed or KoreaMed.
   ✓ All references are to be written in English.
   ✓ The references should be formatted as specified by the Instructions to Authors.

6. Tables and figures
   ✓ The table titles and figure legends should be written in English.

Criteria for research article submission. All three item numbers should be satisfied.

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<th>No.</th>
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<td>1</td>
<td>Corresponding author is a member of the Korean Medical Association</td>
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<td>2</td>
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<td>Clinical study directly linked to patient care</td>
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Copyright transfer agreement, statement of originality, and disclosure of conflict of interest

To: Publisher of Journal of the Korean Medical Association

Title of submitted manuscript:

I (We) hereby certify that I (we) agreed to submit the manuscript entitled as above to Journal of the Korean Medical Association with the following statements:

- This manuscript is original and there is no copyright problem, defamation and privacy intrusion. Any legal or ethical damage should not be directed to Journal of the Korean Medical Association due to this manuscript.
- All authors contributed to this manuscript actually and intellectually and have responsibility equally to this manuscript.
- This manuscript was not published or considered for publication to any other scientific journals in the world. It will not be submitted again to other journals without permission from Editor of Journal of the Korean Medical Association, if it is accepted for publication.
- Copyright of this manuscript shall be transferred to the Korean Medical Association eternally. It is recognized that it will be published according to the Creative Commons Attribution Non-commercial License.
- If there is any potential conflict of interest of this manuscript such as any financial support or benefits have been received by the author(s) that could affect the work reported in the article, it is disclosed.

Date: . . .

Name:               Signature:               Name:               Signature:

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