

Instructions for Authors

2018. 04

1. General Guidelines

The Korean Journal of Neuromuscular Disorders (*Korean J Neuromuscul Disord*; *KJNMD* in acronym) is the official journal of the Korean Society of Neuromuscular Disorder publishing scientific and creative research papers in the field of neuromuscular disorders and related subjects, twice a year in June and December in Korean or English, corresponding to the language that is used in article. Supplements may be published on occasion of academic meeting or publication organized by the society. *KJNMD* follows the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals. (<http://www.icmje.org/recommendations/>, Accessed on March 27, 2014), if not otherwise described below. Manuscripts for submission to *KJNMD* should be prepared according to the following instructions.

2. Types of Manuscript

KJNMD publishes full-length original papers, case reports, brief communication, invited reviews, and other types of article requested by the editorial board.

3. Research and publication ethics

All of the manuscripts should be prepared based on strict observation of research and publication ethics guidelines recommended by the Council of Science Editors (<http://www.councilscienceeditors.org/>), International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org/>), World Association of Medical Editors (WAME, <http://www.wame.org/>), and the Korean Association of Medical Journal Editors (KAMJE, <https://www.kamje.or.kr/>, Accessed in April, 2018). Any study including human subjects or human data must be reviewed and approved by a responsible Institutional Review Board (IRB). Please refer to the principles embodied in the Declaration of Helsinki (<https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/> Accessed in April, 2018) for all investigations involving human materials. Animal experiments also should be reviewed by an appropriate committee (IACUC) for the care and use of animals. The editor-in-chief has the right to reject a manuscript if research misconduct is suspected. When violation of publication ethics related to the papers of *KJNMD* is detected, the authors will be announced in *KJNMD* and their institutions will be informed, and there will also be penalties for the authors.

3-1. Conflict of interest

The authors must inform the editor of any potential conflicts of interest that could influence the authors' interpretation of the data. Examples of potential conflicts of interest are financial support from or connections to pharmaceutical companies, political pressure from interest groups, and academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated. The guideline from the International Committee of Medical Journal Editors should be referred for otherwise undescribed in reporting conflicts of interest (<http://www.icmje.org/conflicts-of-interest/>, Accessed on March 27, 2014).



3-2. Authorship

KJNMD accepts authorship criteria recommended by the International Committee of Medical Journal Editors (ICMJE). 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; 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. Authors should meet conditions of 1, 2, 3, and 4. The contribution of each author should be explicitly described. A corresponding author should be designated when there are two or more authors. The corresponding author is primarily responsible for all issues to the editor and audience. The corresponding author should be responsible for all communications with *KJNMD* from submission to publication, keeps co-authors informed and involved during the review process, and corresponds with members of the scientific community after manuscript publication. For any changes regarding authorship, the corresponding author should submit the statement of reasons and the editorial board decides the approval of changes in authorship on request.

Redundant Publication and Plagiarism

A submitted manuscript must not be associated with any type of research misconduct, including fabrication, falsification, and plagiarism with intent to deceive by the authors. The cover letter to the editor-in-chief must declare that a submitted manuscript has not been published nor is under simultaneous consideration for publication elsewhere in whole or in part in any language except in the form of an abstract.

3-3. Research involving humans and animals

Research involving human subjects must comply with the principles of the Declaration of Helsinki (1964). Articles describing research involving humans and animals must state in the "Materials and Methods" section that the work was approved by the applicable institutional ethics committee or review board. The manuscript must also state that informed consent was obtained from the subjects, when appropriate.

4. Peer Review Process

All submitted manuscripts are to be initially evaluated by more than two experts under the review and revision guidelines. The acceptance criteria for all papers are based on the quality and originality of the research and its clinical and scientific significance. An initial decision will normally be made within 4 weeks of receipt of a manuscript, and the reviewers' comments are sent to the corresponding authors. Revised manuscripts must be submitted by the corresponding author. The corresponding author must indicate the alterations that have been made in response to the referees' comments item by item. Failure to submit the revised manuscript within 8 weeks of the editorial decision is regarded as a withdrawal.

5. Language

Manuscripts should be written in Korean or English. When the manuscript is prepared in Korean, medical terms must follow the Medical Terms Dictionary provided by Medical Terms Committee of the Korean Medical Association (<http://term.kma.org>, Accessed on March 27, 2014), or the Neurological Terms Dictionary of Korean Neurological Association (<http://new.neuro.or.kr/dictionary/>, Accessed in April, 2018).

6. Review and Publication Fee

All manuscripts except requested papers by the editorial board may be charged with prescribed review fee and publication fee. Cost of special printing and extra issue publication will be charged to the author.

7. Copyrights

All published papers become the permanent property of the Korean Society of Neuromuscular Disorders, and must not be published elsewhere without written permission. A copyright transfer form signed by all authors should be submitted to the editorial office on acceptance via e-mail or fax.

8. Submission of Manuscript

KJMND offers authors web-based manuscript submission at <http://esubmit.knmd.or.kr/>. Please review the instructions at the website carefully and submit your manuscript and all figures exactly as instructed to avoid rejection or a delay in processing.

9. Manuscript Preparation

1) General Style

The manuscript should be in the following sequence: title page, abstract and keywords, introduction, materials and methods, results, discussion, acknowledgments, disclosure, author contribution, references, figure legends, and tables. The main body of the manuscript and all tables included must be provided in Microsoft Word format. The text must be written in double-spaced 10-point font, on A4 sized (21.0 x 29.7cm) paper with a minimum of 2.5cm margins on each side. Abbreviations should only be used for terms that are used at least twice, and should be defined separately on first use in the Abstract and main text. All units should be given in metric system (The International System of Units: SI units).

2) Cover letter

The cover letter should contain all the following information: title of the manuscript, the full names of all authors and affiliations where the work was performed, a running title (less than 50 characters including spaces), and the contact information for the corresponding author including the complete address, telephone number, fax number, and email address. When the manuscript is prepared in Korean, title of the manuscript, the full names of all authors and affiliations also should be provided in Korean. When there are multiple authors from multiple affiliations, use numbers as superscripts in the order of appearance (e.g., 1.2.3). Sources of funding should be stated on this page under a subheading.

3) Title page

The English title of the paper must be provided on this page. When the manuscript is prepared in Korean, title must be provided in Korean as well. The author names should not appear on this page.

4) Abstract and keywords

The abstract must appear on a separate page and should be prepared in English. All original articles must include an abstract that do not exceed 250 words, and be organized into Background, Methods, Results, and Conclusions. Three to six keywords should be provided at the bottom of abstract. For the selection of keywords, refer Medical Subject Headings (MeSH) in National Center for Biotechnology Information

(<http://www.ncbi.nlm.nih.gov/mesh/>)

5) Main Text

The main body of the manuscript must be prepared under the following subheadings: Introduction, Materials and Methods, Results, and Discussion.

In Introduction, provide the purpose of the research in a concise and clear way, and only include the details regarding the background that are related to the purpose.

In Methods, describe the materials (or subjects) and the methods in detail. The sources of the apparatus or reagents used should be provided in detail (name of company, city, (state), and country). Articles describing research involving humans and animals must state in this section that the work was approved by the applicable institutional ethics committee or review board. The manuscript must also state that informed consent was obtained from the subjects, when appropriate. Methods of statistical analysis and criteria for statistical significance also should be described. For names of drugs, devices, and other products, Generic names should be used. When proprietary brands are used in research, include the brand name and the name of the manufacturer in parentheses after the first mention of the generic name in the Methods section. Genes or related structures in a manuscript should include the names and official symbols provided by the US National Center for Biotechnology Information (NCBI) or the HUGO Gene Nomenclature Committee.

The Results should be presented in logical sequence in the text, tables, and illustrations. Excessive repetition of table or figure contents should be avoided. Results should not be presented in duplicate as table and figure.

In Discussion, The data should be interpreted concisely without repeating materials already presented in the results section. Summary or conclusion should be included at the end of this section. We recommend authors to describe clinical or biomedical significance of the study. Speculation is permitted, but it must be clearly supported by results presented in the study or literature published.

6) Acknowledgements

If necessary, persons who have made substantial contributions, but who have not met the criteria for authorship, are acknowledged here. Gratitude for the specific role (e.g. data collection, financial aid, statistical treatment, research analysis, etc) of the research contributor must be stated explicitly.

7) Conflicts of Interest

Conflicts of interest are provided as recommended by International Committee of Medical Journal Editors. All authors should disclose any financial and personal relationships with other people or organizations that could inappropriately affect the study. Even in case the authors have no conflicts of interest, the authors should declare it: All authors have no conflicts of interest.

8) References

References should be cited with Arabic numerals as superscripts (e.g. 3,⁷; 10-12), numbered in the order cited. In the references section, the references should be numbered in order of appearance in the text and listed in English as separate pages. For the original papers, the numbers of references are not limited, but preferably within 40. List all authors when they are six or fewer; when there are seven or more, list only the first six and add "et al.". If an article has been published online, but not has yet been given an issue or pages, the digital object identifier (DOI) should be supplied. For an article accepted for publication yet not published, indicate it by using "in press". Journal titles should be abbreviated in the style used in the

Index Medicus. If the reference is in Korean, then list the English version listed in the reference. Other types of references not described below should follow The NLM Style Guide for Authors, Editors, and Publishers (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>). Do not reference papers that are "submitted"; these can be specified as unpublished data in the body of the text. Personal communications should also be mentioned in the body of the text only.

Examples of reference styles

Journal articles

- Lee KS, Choi IS. A clinical study of brain tuberculomas based upon 20 case records. *J Korean Neurol Assoc* 1985;3:241-253.
- Kim JY, Lee S, Kim SJ, Yang H, Park KS, Park S, et al. Ultrasonography as a diagnostic method in radial neuropathy at the spiral groove. *Korean J Neuromuscul Disord* 2013;5:50-54.

Book

- Wyllie E. *The treatment of epilepsy*. 2nd ed. Baltimore: Williams & Wilkins, 1997;97-98.

Book chapter

- Caine CB, Duvoison RFC, McGeer E. Speculation on the etiology of Parkinson's disease. In: Hassler RG, Christ JF, eds. *Advances in neurology*. 2nd ed. Vol. 40. New York: Raven Press, 1984;353-360.

Online publication

- Scheidl E, Bohm J, Sim6 M, Rozsa C, Bereznaï B, Kovacs T. et al. Ultrasonography of MADSAM neuropathy: Focal nerve enlargements at sites of existing and resolved conduction blocks. *Neuromuscul Disord* 2012 Apr 16. [Epub]. DOI : 10.1016/j.nmd.2012.03.005.

Online resources

- Neuromuscular Home Page. Chronic immune neuropathies: demyelinating [Internet]. Washington (MO, USA): Neuromuscular Disease Center, Washington University; c2012 [cited 2012 Jun 7]. Available from: <http://neuromuscular.wustl.edu/antibody/pnimdem.html>.

9) Tables and figures

Tables are prepared at the end of text file but figures should be submitted separately from the text. Figure legends should be typed at the end of text with Tables on separate sheets. Tables should be simple and should not duplicate information in figures. Title all tables and number them with Arabic numerals in the order of their citation. Type each table, with a title, on a separate sheet in English. Each table should be included as a Word table in order to ensure correct column alignment. Cite and number tables in the order they are mentioned in the text. The total number of tables should not exceed more than five. Use horizontal lines only above and below column headings and at the bottom of a table. Do not use vertical lines. Each column should have an appropriate heading, and if numerical measurements are given, the unit should be added to column headings. The significance of results should be indicated by appropriate statistical analysis. Table footnotes should be indicated with superscripted lower-case letters in sequence: ^a, ^b, ^c, ^d... Within a table, if a nonstandard abbreviation is used or description may be necessary, then list them under annotation below.

All the legends for figures should be typewritten in double space. Do not use separate sheets for each legend. Figure legends should describe briefly the data shown, explain any abbreviations or reference points in the photographs, and identify all units, mathematical expressions, abscissas, ordinates, and symbols.

10) Figures

Cite figures in numerical order (Fig. 1, Fig. 2, etc) as they appear in the text. If a figure contains two or more images, an alphabet may be added after the figure number (Fig. 1a, 1b, etc). Figures must be submitted as separate files saved in JPEG, TIFF, EPS or PPT format (do not embed figures in the manuscript file). All images should be above the following image resolutions; Line Art (an image composed of lines and text) 600 dpi, Halftone (a continuous tone photograph, which contains no text) 300 dpi, Combination (Line Art + Halftone) 600 dpi. Color illustrations will have to be approved by the Editor. A limited number of color figures may be printed in the journal without the cost, at the discretion of the Editor. Otherwise, the additional cost for color figures will be notified prior to the publication and should be paid by the author. Photographs of recognizable persons should be accompanied by a signed release from the patient or legal guardian authorizing publication. Legends for figures should be full sentences in English and appear on a separate page at the end of the manuscript file. Microscopic figure of histological specimen must provide tissue of origin, staining method, and magnification with unit bar.

11) Offprints

Offprints may be ordered at cost price when the page proofs are returned. The corresponding author, at no cost, will be provided with a PDF file of the article via e-mail.

11. Articles Other Than Original Manuscript

The following types of article are included: Invited Review, Editorial, Case Report, Brief Communication, and Letters to the Editor.

The general guidelines abide by the original article section.

Invited Review

An invited review is a contemplation focused on a certain topic appointed by the editorial board, and published after the proofreading process. The English abstract is limited less than 250 words. In invited review, a structured format as in original articles is not necessary.

Editorial

The editor-in-chief or editorial board members may present their opinions on the articles published on the same volume and number of the journal. Editorial should be no more than 400 words. The number of table or figure is limited to one and the references no more than 5.

Case Report

The manuscript should be in the following sequence: title page, abstract and key words, introduction, case description, discussion, acknowledgments, references, figures and figure legends. The abstract should be no more than 200 words in English in one paragraph. Up to three keywords should be listed. The main text should be no more than 1,500 words. In the main text, first describe the general background and significance regarding the case with no subheading. The case and its related results are to be described under the subheading of "Case", and authors' opinions and speculations under "Conclusion". Tables and figures are limited to three in total, and the numbers of references are limited no more than 20.

Brief Communication

Brief communication deals with already reported findings or cases, but with any unusual features or fea-

tures that are considered to be worthy to be reported in a brief form. A brief communication manuscript should be prepared in the following sequence: title page, abstract and key words, text without section titles, acknowledgments, references, and figures or tables. An abstract is not required and the text is limited to 700 words. Up to three keywords should be listed. Only one table and/or two figures are allowed and the numbers of references are limited no more than 10.

Letters to the Editor

Constructive criticisms and opinions on certain articles published in the journal within the last six months are accepted. The text is limited to 1,000 words, and references to five.

■ **Revisions of the instruction**

- 1) This guideline enforces from June 1, 2009.
- 2) This guideline enforces from April 16, 2008 (Modification).
- 3) This guideline enforces from June 3, 2016 (Modification)
- 4) This guideline enforces from April 17, 2018 (Modification)

■ **Contact information of the editor-in-chief**

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■ **Delegation**

Other items that are not stated on this guideline follow the decision of the editorial board.