

# Instructions for Authors

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The *Ewha Medical Journal* (Ewha Med J) is the official journal of Ewha Womans University College of Medicine and Ewha Medical Research Institute, and is published quarterly (last day of April, July, October and January). Manuscripts should comply with the instructions for the journal.

## How to Prepare a Manuscript

### Determination of Article Type

#### 1. Original articles

- 1) The manuscript of an original article should be organized in the following order: Title Page, Abstract and keywords, main text (Introduction, Methods, Results, Discussion), Acknowledgements, References, Tables, Figures Legends and Figures.
- 2) Main text
  - (1) Introduction: Briefly describe the purpose of the investigation, including relevant background information.
  - (2) Methods: Describe the research plan, the materials (or subjects), and the method used, in that order. Explain in detail how the disease was confirmed and how subjectivity in observations was controlled. When experimental methodology is the main subject of the manuscript, describe the process in detail to allow readers to recreate the experiment as closely as possible.
  - (3) Results: Results should be presented in logical sequence in the text, tables and illustrations and repetitive presentation of the same data in a different format should be avoided. The results should not include material appropriate to the discussion.
  - (4) Discussion: Observations pertaining to the results of the research and other related materials should be interpreted for your readers. Emphasize new and important observations; do not merely repeat the contents of the results. Explain the meaning of the observation together with its limits, and within the limits of the results connect the conclusion to the purpose of the research. In a concluding paragraph, summarize the results and their meaning.

#### 2. Review articles

- 1) A review is invited by the editor and should be a comprehensive analysis of a specific topic.
- 2) The manuscript of a review article should be organized as follows: Title Page, Abstract and keywords, Introduction, Main Text, Conclusion, Acknowledgments, References, Tables, Figure Legends, and Figures.
- 3) Review articles require an unstructured abstract equal to or less than 250 words.

#### 3. Case reports

- 1) The manuscript for a case report should be organized as follows: Title Page, Abstract and keywords, Introduction, Case(s), Discussion, Acknowledgments, References, Tables, Figure Legends, and Figures.
- 2) The Abstract should be unstructured, and its length should not exceed 150 words. The maximum length of a manuscript is 10 pages including tables and figures with no more than 15 references and no more than 6 authors.

#### 4. Images and solution

- 1) This type of manuscript will be published only for educational purposes under exceptional circumstances, when they illustrate a rare occurrence of clinical importance.
- 2) The manuscript should be organized as follows: Title Page, Body, References, Figure Legends and Figures.

#### 5. Letter to the editor

A letter sent to the Journal about issues of concern to its readers, to support or oppose a stance taken by the publication, to respond another author's opinion, to spread mass awareness and to analyze various policies in the medical field. There is no limitation regarding format.

#### 6. Other publication types

Other publication types such as important announcements for medicine or medical education may be accepted. Articles from medical students can be accepted according to the editors' decision. The required format can be discussed with the Editorial Board.

## Required Format

#### 1. Language

Manuscripts for original articles or review articles can be written in Korean or English. Manuscripts for case reports or images and solution should be written in English. An appropriate proofreading is required.

#### 2. File format

- 1) Submissions should be uploaded as Microsoft Word files with separate figure files.
- 2) Manuscripts should be double spaced on A4 paper (210 × 297 mm) with 30 mm margins at the top, bottom and left.
- 3) All manuscript pages are to be numbered consecutively, beginning with the abstract as page 1. Neither the authors' names nor their affiliations should appear in the manuscript.

#### 3. Components

- 1) Title page: Please state the following, (1) article title; (2) full name and

institutional affiliation of each author; (3) running title not exceeding 10 words; (4) name, postal and e-mail addresses, and telephone and facsimile numbers of the author responsible for correspondence; (5) conflict of interest statement; (6) any information concerning the sources of financial support and data availability; (7) the manuscript word count; and ORCID iDs of all authors.

## 2) Abstract

### (1) Original article: up to 250 words

Abstracts of original articles should be organized as follows:

Objectives: State the main aim of the study.

Methods: Describe how the study was done.

Results: State the main findings, including important numerical values.

Conclusion: State the single most important conclusion, highlighting controversial or unexpected observations.

### (2) Review article: up to 250 words

No structure is specified.

### (3) Case reports: up to 150 words

No structure is specified.

### 3) Key words: Up to five keywords should be listed in alphabetical order at the bottom of the abstract. For the selection of keywords, we recommend using Medical Subject Headings (MeSH, <http://www.ncbi.nlm.nih.gov/mesh/MBrowser.html>) in Index Medicus.

## 4) Main text

### 5) Acknowledgements: Name people who contributed substantially but who are not eligible as authors.

## 6) References

#### (1) All references should be written in English.

#### (2) Start on a separate page, numbering the references consecutively in the order in which they appear in the text. All references should be cited in the text.

#### (3) Journal names should be officially abbreviated according to Index Medicus.

#### (4) All authors are to be listed when six or fewer; when there are seven or more, the first six should be given, followed by 'et al.'

#### (5) The maximum number of reference(s) is 40 for original articles, 15 for case reports, and 50 for review articles.

#### (6) Examples of reference style

##### a. Journal article

· Cho CM, Cheong HI, Lee JW. Severe acute kidney injury with familial renal hypouricemia confirmed by genotyping of *SLC22A12*. *Ewha Med J* 2020;43(2):35-38.

· Bernsdorf M, Balslev E, Lykkesfeldt AE, Kroman N, Harder E, von der Maase H, et al. Value of postoperative reassessment of estrogen receptor  $\alpha$  expression following neoadjuvant chemotherapy with or without gefitinib for estrogen receptor negative breast cancer. *Breast Cancer Res Treat* 2011;128(1):165-170.

##### b. Book

· Gordon PH, Nivatvongs S. Principles and practice of surgery for the

colon, rectum and anus. 2nd ed. St Louis: Quality Medical Publishers; 1992.

##### c. Chapter in a book

· Dozois RR. Disorders of the anal canal. In: Sabiston DC, Lyerly HK, editors. Textbook of surgery: the biological basis of modern surgical practice. 15th ed. Philadelphia: W.B. Saunders; 1997. p.1032-1044.

##### d. Online publication

· Suzuki S, Kajiyama H, Shibata K, Ino K, Nawa A, Sakakibara K, et al. Is there any association between retroperitoneal lymphadenectomy and survival benefit in ovarian clear cell carcinoma patients? *Ann Oncol* 2008 Mar 19 [Epub]. <http://dx.doi.org/10.1093/>

##### e. Online source

· American Cancer Society. Cancer reference information [Internet]. Atlanta (GA): American Cancer Society; c2009 [cited 2010 Aug 10]. Available from: [http://www.cancer.org/docroot/CRI/CRI\\_0.asp](http://www.cancer.org/docroot/CRI/CRI_0.asp).

· National Cancer Information Center. Cancer incidence [Internet]. Goyang (KR): National Cancer Information Center; c2009 [cited 2010 Aug 10]. Available from: <http://www.cancer.go.kr/cms/statics>.

## 7) Tables

#### (1) Tables are to be numbered in the order in which they are cited in the text.

#### (2) A table title should concisely describe the content of the table so that a reader can understand the table without referring to the text.

#### (3) Each table must be simple and typed on a separate page with the heading above.

#### (4) Explanatory matter is placed in footnotes below the tabular matter and not included in the heading. All non-standard abbreviations are explained in the footnotes. For instance: Rad, radiation; Chemo, chemotherapy; NS, not significant. \* $P < 0.001$ .

#### (5) Footnotes should be indicated by \*, †, ‡, §, ||, ¶, \*\*.

#### (6) Statistical measures (such as SD and SEM) should be identified.

#### (7) Vertical rules and horizontal rules between entries should be omitted.

## 8) Figures

#### (1) Figures include graphs, line drawings, photographs and video clips. Line drawings are acceptable as clear black on white graphics and must be high quality.

#### (2) Each figure should be supplied as a single file in ppt, jpg, gif or pdf format and have a resolution of over 300 dots per inch. Supply artwork at the intended size for printing.

#### (3) Figures must be cited in the text and numbered in order or referred to as 'Fig.' followed by Arabic numbers. In the case of multiple images bearing the same number, use English letters after the numbers to indicate the correct order (e.g., Fig. 1A, Fig. 1B).

#### (4) The legends to illustrations should be placed at the end of the manuscript. Provide the figure title in a phrase and a description of the figure in the form of complete sentences in present tense. The legends should be a brief but comprehensive explanation of all infor-

mation in the figures. The legends to light microscopic photographs should include the name of the stain and magnification.

- (5) Video clips can be submitted for placement on the journal website. All videos are subject to peer review. Video files must be compressed to the smallest possible size that allows for high resolution and quality presentation. The size of each clip should not exceed 30 MB and it should be in high-quality MPEG2, AVI, WMV or asf format, and no longer than 5 minutes in duration.
- (6) All types of figures may be reduced, enlarged, or trimmed for publication by the editor.
- (7) If an illustration has been published previously, written permission from the original source should be obtained and copies of permission letters should be submitted.

### Abbreviations

Abbreviations should not be used in the title. Expansion of all abbreviations is required at first mention in the text, followed by the abbreviation in parentheses. Use of abbreviations should be kept to a minimum.

### Units of Measurement

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, liter, or their decimal multiples). Temperature should be in degrees Celsius.

### Reporting Sex/Gender

The term sex should be used when reporting biological factors and gender should be used when reporting gender identity or psychosocial/cultural factors. If only one sex is reported, or included in the study, the reason the other sex is not reported or included should be explained in the methods section, except for studies of diseases/disorders that only affect males (e.g., prostate disease) or females (e.g., ovarian disease). The sex distribution of study participants or samples should be reported in the results section, including for studies of human, tissues, cells, or animals. Study results should be disaggregated and all outcome data reported by sex.

## How to Submit a Manuscript

Manuscripts are submitted online to Ewha Med J via an online submission system (<http://www.emj.or.kr>). Submissions must be accompanied by a completed Author's Checklist and Author Consent Form. The Author Consent Form requires the individual signatures of all authors.

Contact the Editorial office if you have a problem submitting a manuscript.

- Tel: 82-2-2650-5851
- Fax: 82-2-2650-5850
- E-mail: E600091@ewha.ac.kr

## Things to Know after Submission

### 1. Peer review policy and process

All manuscripts are previewed for format. If the structure of the manuscript does not comply with the instructions, then the manuscript will not be accepted. A manuscript that satisfies the basic structural format is assigned to two reviewers for peer review; to minimize bias, the reviewers are blinded to the authors' identities. If there is a marked discrepancy in the decisions of the two reviewers or between the opinions of the author and the reviewer(s), the editor may send the manuscript to a third reviewer for additional comments and a recommended decision. Decisions about a manuscript should be based only on its importance, originality, clarity, and relevance to the journal's scope and content.

### 2. Submission of a revised manuscript

When you prepare a revised version of your manuscript, it is essential that you carefully follow the instructions in the Editor's letter regarding the preparation of a revised manuscript, particularly, the preparation of an annotated copy. Failure to do so will delay review of the revised manuscript and may result in return of the manuscript without review, for proper preparation. If a revision is not received within 6 months after the request, your file may be closed.

### 3. Withdrawing manuscripts after submission

Corresponding authors who wish to withdraw a manuscript after it has been submitted must provide a letter signed by themselves indicating that the corresponding author represents the wishes of all authors in withdrawing the manuscript. Manuscripts will not be withdrawn from consideration once they have been submitted, until the journal office receives the request in writing. Manuscripts cannot be withdrawn after final acceptance by the journal, except for reasons of scientific error or misconduct.

### 4. Fee

- Publication fee

The authors will be required to pay a fee of ₩380,000/US \$350 for publication.

- Offprints

A minimum of 100 offprints will be provided upon the authors' request, and at their expense.

## Ethical Policies

The journal follows the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals by the International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>) and the Good Publication Practice Guidelines for Medical Journals 3rd edition by the Korean Association of Medical Journal Editors (KAMJE, [https://www.kamje.or.kr/board/view?b\\_name=bo\\_publication&bo\\_id=13](https://www.kamje.or.kr/board/view?b_name=bo_publication&bo_id=13)).

### 1. Authors' responsibilities

- Statement of human rights

In studies of human subjects, the procedures should be in accordance with the 1975 Declaration of Helsinki (revised in 2013) (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>). A statement explicitly describing the ethical background to the studies being reported should be included in all manuscripts in the Materials and Methods section. Ethics committee or institutional review board approval should be stated.

Patients have a right to privacy that should not be infringed upon without informed consent. Do not use patients' names, initials, or hospital numbers, especially in illustrative materials. Identifying information should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Identifying details should be omitted if they are not essential, but patient data should not be altered or falsified in an attempt to attain anonymity. Complete anonymity is difficult to achieve in some cases, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity.

- Statement on the welfare of animals

All animal studies should have the relevant approval and follow the ARRIVE guidelines (<https://www.nc3rs.org.uk/arrive-guidelines>). When reporting experiments on animals, indicate whether the institution's or a national research council's guide for, or any national law on, the care and use of laboratory animals was followed.

- Conflicts of interest

Authors are responsible for disclosing all funding sources that supported their work as well as all institutional or corporate affiliations. To prevent ambiguity, authors must explicitly state whether potential conflicts do or do not exist currently and over the past 5 years. These include but are

not limited to consultant arrangements, stock or other equity ownership, stock options, patent licensing arrangements, payments for conducting or publicizing the study, and consulting relationships with investment companies. A completed conflict of interest form should be submitted during manuscript submission.

- Funding sources

All sources of funding should be declared on the title page. Information on the funding source (including grant identification, if available) must also be completed. Authors must describe the role of the study sponsor(s), if any, in study design; in the collection, analysis, and interpretation of data; in the writing of the report; and in the decision to submit the paper for publication. If the funding source had no such involvement, the authors should so state.

- Redundant publication and plagiarism

Redundant publication is defined as "reporting (publishing or attempting to publish) substantially the same work more than once, without attribution of the original source(s)." Characteristics of reports that are substantially similar include the following: (a) "at least one of the authors must be common to all reports (if there are no common authors, it is more likely plagiarism than redundant publication)," (b) "the subjects or study populations are the same or overlapped," (c) "the methodology is typically identical or nearly so," and (d) "the results and interpretation have little or no variations." When submitting a manuscript, authors should include a letter informing the Editor of any potential overlap with other already published material or material being evaluated for publication and should also state how the manuscript submitted to *Ewha Med J* differs substantially from this other material. If all or part of the patient population was previously reported, this should be mentioned in the Materials and Methods section, with citations of the appropriate reference(s).

- Authorship

All designated authors should be qualified for authorship, and those who are qualified should be listed. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, that is from inception to the published article. Authorship credit should be based only on 1) substantial contributions to conception and design or 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. Conditions 1, 2, and 3 must all be met. The corresponding author is primarily responsible for all issues to the editor and audience. A corresponding author should be designated when there are two or more authors. When a large, multicenter group conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors and the group name.

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- Data sharing statement

The journal accepts the ICMJE Recommendations for the data sharing statement policy (<http://icmje.org/icmje-recommendations.pdf>). All manuscripts that report clinical trial results should be submitted with a data sharing statement following the ICMJE guidelines of September 1, 2018. Authors may refer to the data sharing statement of the International Committee of Medical Journal Editors (<http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trialregistration.html#two>).

- Clinical trial registration

A clinical trial, defined as "any research project that prospectively assigns human subjects to intervention and control groups to study the cause-and-effect relationship between a medical intervention and a health outcome," should be registered to the primary registry prior to publication. Ewha Med J accepts registration in one of the primary registries in the WHO International Clinical Trials Portal (<http://www.who.int/ictrp/en/>), NIH ClinicalTrials.gov (<http://www.clinicaltrials.gov/>), ISRCTN Registry ([www.ISRCTN.org](http://www.ISRCTN.org)), or the Clinical Research Information Service (CRIS), Korea CDC ([https://cris.hih](https://cris.hih.go.kr/cris/index.jsp)

[go.kr/cris/index.jsp](https://cris/index.jsp)). The clinical trial registration number should be provided at the end of the Abstract.

## 2. Reporting guidelines for specific study designs

Authors are encouraged to consult the reporting guidelines relevant to their specific study design in order not to omit important information. A good source of reporting guidelines is the EQUATOR Network (<http://www.equator-network.org/>) and the United States National Institutes of Health/ National Library of Medicine ([http://www.nlm.nih.gov/services/research\\_report\\_guide.html](http://www.nlm.nih.gov/services/research_report_guide.html)).

## 3. Other policies

- Open access policy

Ewha Med J is an open access journal. Accepted peer-reviewed articles are freely available on the journal website for any user, worldwide, immediately upon publication without additional charge. Articles are distributed under the terms of the Creative Commons Attribution Non-Commercial License (<http://creativecommons.org/licenses/by-nc/4.0/>) which permits unrestricted non-commercial use, distribution, and reproduction in any medium, provided the original work is properly cited.

- Advertising policy

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