

INSTRUCTIONS FOR AUTHORS

THE KOREAN JOURNAL OF SPORTS MEDICINE

(Enacted in February 1999, most recently revised in March 2018)

AIMS & SCOPE

The Korean Journal of Sports Medicine (Korean J Sports Med, KJSM) is the official journal of The Korean Society for Sports Medicine. The journal is a peer-reviewed journal which publishes scientific articles regarding all aspects of sports medicine & sports science including clinical practice, experimental and applied research, and education.

The KJSM is published quarterly on the 1st day of March, June, September, and December.

GENERAL GUIDELINES

The KJSM follows the Open Access Journal policy. All contents of KJSM are freely available on the web. Digital files can be read, downloaded, and printed freely. For policies unstated in this instruction, “Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org>)” can be applied.

1. Authorship

Authorship is credited to those who have direct involvement in the study and have made significant contributions to (1) conceptualization and design of the research, or acquisition, analysis, and interpretation of the data, (2) drafting of the manuscript or critical revision, and (3) approval of the submitted and final versions of the manuscript. The primary investigator is designated the first author of the study, unless contested by the other authors. The corresponding author is directly responsible for communication and revision of the submitted manuscript. In the case of change of authorship, a written explanation must be submitted. Change in either the first author or the corresponding author requires approval by the Editorial Board, and any changes in the other authors require approval by the Editor-in-Chief.

2. Categories of Manuscripts

Manuscripts include original articles, case reports, review articles, editorials, and letter to the editor. Original articles should report basic experimental and clinical investigations that are well-documented and acceptable to critical readers. Case reports are considered for publication when at least one of the following criteria is met: (1) a rare condition is reported, (2) atypical symptoms and signs are observed, (3) new diagnostic or therapeutic methods are introduced. Review articles contain a comprehensive review of a subject of importance to the readers, and are commissioned by the editorial board to an invited expert in the field.

3. Language of Manuscript

All manuscripts must be written in Korean or clearly understandable English.

Correct medical terminology should be used, and jargon should be avoided.

Use of abbreviations should be minimized and restricted to those that are generally recognized. When using an abbreviated word, it should be spelled out in full on first usage in the manuscript followed by the abbreviation in parentheses.

Numbers should be written in Arabic numerals, but must be spelled out when placed in the beginning of a sentence.

Measurements should be reported using the metric system, and hematologic and biochemical markers should be reported in SI units (SI: International System of Units).

Genus, species, and Latin-derived words (Ex: *in vivo*, *in vitro*, *ad libitum*) should be italicized.

4. Ethical Issues

All manuscripts should be written with strict adherence to the ethical guidelines recommended by the International Committee of Medical Journal Editors (<http://www.icmje.org>). Issues of ethical

misconduct, plagiarism, and duplicate/redundant publication will be judged and dealt with according to the “Ethical Publication Practice Guidelines for Medical Journals” (<http://www.icmje.org>).

All submitted manuscripts should be original and should not be considered by other scientific journals for publication at the same time. No part of the accepted manuscript should be duplicated in any other scientific journal without the permission of the Editorial Board.

If duplicate publication related to the papers of this journal is detected, the manuscripts may be rejected, the authors will be announced in the journal, and their institutes will be informed. There will also be penalties for the authors.

When scientific misconduct is alleged, or concerns are otherwise raised about the conduct or integrity of work described in submitted or published papers, the editor should initiate appropriate procedures detailed by such committees such as the Committee on Publication Ethics (COPE) and may choose to publish an expression of concern pending the outcomes of those procedures. See COPE flowcharts for further guidance on retractions and expressions of concern (<https://publicationethics.org/resources/flowcharts>). If the procedures involve an investigation at the authors’ institution, the editor should seek to discover the outcome of that investigation, notify readers of the outcome if appropriate. If the investigation proves scientific misconduct, publish a retraction of the article. There may be circumstances in which no misconduct is proven, but an exchange of letters to the editor could be published to highlight matters of debate to readers. Expressions of concern and retractions should not simply be a letter to the editor. Rather, they should be prominently labelled, appear on an electronic or numbered print page that is included in an electronic or a print Table of Contents to ensure proper indexing, and include in their heading the title of the original article.

Online, the retraction and original article should be linked in both directions and the retracted article should be clearly labelled as retracted in all its forms (Abstract, full text, PDF). Ideally, the authors of the retraction should be the same as those of the article, but if they are unwilling or unable the editor may under certain circumstances accept retractions by other responsible persons, or the editor may be the sole author of the retraction or expression of concern. The text of the retraction should explain why the article is being retracted and include a complete citation

reference to that article. Retracted articles should remain in the public domain and be clearly labelled as retracted.

For all studies involving human subjects, the principles embodied in the Declaration of Helsinki (<http://www.wma.net/e/policy/b3.htm>) should be upheld, and recommended to be approved by research ethics committee. For animal subjects, the 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.

For the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors (<http://publicationethics.org/international-standards-editors-and-authors>) can be applied.

5. Conflict of Interest

All authors must individually disclose (1) any association or financial arrangement they might have with a company whose product is pertinent to the study or with a company making a competing product, and (2) any funding, grants, or equipment provided for the study. Conflict of interest must be disclosed during the online submission process on the appropriate web page.

6. Rights and Permissions

Use of previously published figures, graphics, scales, etc., should be accompanied by a written permission for use by the copyright holder, and this must be stated in the manuscript.

7. Copyright Transfer

The Korean Society of Sports Medicine is the owner of all copyright to papers published in the KJSM, and has the right to publish, reproduce, distribute, and print the contents in other types of media.

8. Submission of Manuscript

Manuscripts should be submitted through the on-line Manuscript Central website (<http://submit.kjasm.org>). Other correspondences can be e-mailed to Dr. Jin Goo Kim, Editor, The Korean Journal of Sports Medicine, c/o Orthopedic Department Chief of Sports Center, Konkuk University Medical Center, 120-1 Neungdong-ro (Hwayang-Dong), Kwangjin-gu, Seoul 05030, Korea (Tel: +82-2-2030-7631, Fax: +82-2-2030-7749, e-mail: boram107@

hanmail.net or sportsmed@sportsmed.or.kr).

EDITORIAL POLICY (PEER REVIEW & REVISIONS)

All manuscripts are peer-reviewed by more than 3 accredited experts (2 reviewers and 1 editor) in the respective field. The publication decision is based on the comments and recommendations of the reviewers, which is sent to the corresponding author for manuscript improvement. The Editor is responsible for final decisions when there is disagreement among reviewers. The corresponding author is notified as soon as possible of the editor's decision. When the final revised manuscript is completely acceptable according to the KJSM format and criteria, it is scheduled for publication in the next available issue. Rejected papers will not be peer-reviewed again.

Authors should revise the manuscript according to the reviewers' comments. When submitting a revision, authors should provide detailed responses to the reviewers' comments. A revised paper should be submitted within 90 days of the decision notice unless otherwise indicated. If a revision is not submitted within the deadline, the manuscript will be considered withdrawn.

Manuscripts accepted for publication are generally published in order of submission, depending on the category of the manuscript and the date of acceptance for publication.

PUBLICATION CHARGE

In original articles and case reports, the publication fee is US \$30 per page regardless of a member or a non-member. Including the design fees and printing ones, actual cost should be paid by authors when other specific printing process is needed.

The publication cost is subjected to change according to the society's financial situation.

PREPARATION OF MANUSCRIPTS

Manuscripts should be submitted as MS Office Word files (versions after 2003), and will be converted into PDF files on site. Authors should check converted files before final submission.

The text should be typed in 10 point and double-spaced on

A4 paper (210×297 mm). The margins should be 2.5 cm on all sides.

Original articles should not exceed 10 pages from abstract to references and case reports should not contain more than 5 pages.

Each page should be numbered in the middle of the lower margin, and all sentences must be numbered sequentially throughout the entirety of the manuscript, starting with the Abstract.

All papers must be accompanied by a Title Page. The Title Page should contain the title of the manuscript, the authors' names, academic degrees and respective affiliations. Provide a full title of the article, and full names and affiliations of all the authors. The surnames of the authors should be capitalized. If some of the authors are in different affiliations, place numbers as superscripts 1, 2, 3 ... after the surname of authors and before the name of their affiliations in English, after in Korean. The corresponding author must be identified, and his or her contact information (postal address, E-mail, telephone and FAX numbers) should be listed.

Titles should be short and descriptive. It is not advisable to use expressions like "clinical research on-" or "the study on-" in the title. All sources of funding for the study should be stated here.

KJSM requires the corresponding author to sign a copyright transfer agreement on behalf of all authors. The letter should also include a statement that the manuscript is submitted by agreement of all authors, and that it is not under consideration for publication elsewhere and will not be submitted elsewhere unless rejected by KJSM or withdrawn by the corresponding author's written notification to the editor. Author check list and Copyright transfer can be found during the submission process via homepage.

1. Reporting Guidelines for Specific Study Designs

For the specific study design, such as randomized control studies, studies of diagnostic accuracy, meta-analyses, observational studies and non-randomized studies, it is recommended that the authors follow the reporting guidelines listed in the following table.

Initiative	Type of study	Source
CONSORT	Randomized controlled trials	http://www.consort-statement.org
STARD	Studies of diagnostic accuracy	http://www.stard-statement.org
PRISMA	Preferred reporting items of systematic reviews and meta-analyses	http://www.prisma-statement.org
STROBE	Observational studies in epidemiology	http://www.strobe-statement.org
MOOSE	Meta-analyses of observational studies in epidemiology	http://www.consort-statement.org/resources/downloads/otherinstruments/moose-statement-2000pdf

2. Original Articles

Original papers should be structured in the following order: Abstract, Introduction, Methods, Results, Discussion, Acknowledgements (when applicable), References, Tables, Figure legends, Figures.

1) Abstract

An abstract succinctly describe the paper in 250 words or less in English. It has following headings: Purpose, Methods, Results, and Conclusion. Quotation of references is not available in the abstract. Use complete sentences and do not number the results. At the end of the Abstract in the alphabetical order, list up to 5 relevant Key Words which are in accordance to the Medical Subject Headings (MeSH) in the Index Medicus (<http://www.nlm.nih.gov/mesh>).

2) Introduction

Clearly present the objective of the study and its relationship to earlier work in the field. A brief background to inform the readers of the relevance of the study may be necessary. However, avoid extensive review of the literature.

3) Methods

Describe the participants or research materials of the study, and explain in detail the inclusion and exclusion criteria for both the experimental and control groups. Describe the experimental methods in a logical and systematic manner so that they can be reproducible by another investigator. Experimental drugs should

be stated in the generic name. When proprietary brands are used, include the brand name and the name of the manufacturer in parentheses after the first mention of the generic name. When using experimental devices or other products, state the brand name then follow with the name of the manufacturer, city, and country in parentheses (e.g., Flow Cytometer [Coulter Electronic Inc., New York, NY, USA]). To ensure anonymity during the peer review process, the authors' affiliations or institutional setting of the study should not be revealed.

Statistical analysis and criteria for determining significance should be described in enough detail to allow the knowledgeable reader with access to the original data to verify the reported results.

4) Results

Present the results concisely in logical sequence in the text. Tables and figures can be used in minimum, and their information should not be repeated in the text.

5) Discussion

The discussion section should provide an interpretation and explanation of the results in relation to existing knowledge. Emphasis should be given to important new findings and new hypotheses should be described clearly. The conclusive remark must be supported by facts and data. This section should not contain repetition of the Results section or reiteration of the Introduction section.

6) Acknowledgements

Specify contributions for the article, such as administrative support, technical assistance, critical reviews of the manuscript, and financial support.

7) References

- The references should be listed in order of citation in the text.
- Cite only references which are quoted in the text. Limit the number of references 30.
- When quoting a reference in the text, identify references with Arabic superscript numerals in order of citation. Do not parenthesize the superscript numerals, and hyphenate (-) when

citing 2 or more references in consecutive order.

Ex) ---injury³. ---spine^{2-5,12}, ---Kim and Woo¹, ---Park et al.³,

- List all authors when there are 6 or fewer; when there are 7 or more, list the first 3, followed by “et al.”
- Journal names should be abbreviated according to the format listed in the Index Medicus. If the journal is not listed in the Index Medicus, write the journal’s official abbreviation or the journal name in full.
- The following are reference styles. For references not listed below, refer to the reference style recommendations of the Uniform Requirements for the Manuscripts submitted to Biomedical Journals (http://www.nlm.nih.gov/bsd/uniform_requirements.html).

• Journal articles:

- Brandon B, Pearce PZ. Training to prevent golf injury. *Curr Sports Med Rep* 2009;8:142-6.
- Dandona P, Nix D, Wilson MF, et al. Procalcitonin increase after endotoxin injection in normal subjects. *J Clin Endocrinol Metab* 1994;79:1605-8.

• Entire book:

- Fauci AS, Harrison TR. *Harrison’s principles of internal medicine*. 17th ed. New York: McGraw-Hill Medical; 2008.

• Part of a book:

- Holschneider CH, Berek JS. Valvar cancer. In: Berek JS, Novak E, editors. *Berek & Novak’s gynecology*. 14th ed. Philadelphia (PA): Lippincott Williams & Wilkins; 2007. p. 1549-80.

• Online sources:

- Lee PH, Nan H, Yu YY, McDowell I, Leung GM, Lam TH. For non-exercising people, the number of steps walked is more strongly associated with health than time spent walking. *J Sci Med Sport* 2012 Nov 12 [Epub]. <http://dx.doi.org/10.1016/j.jsams.2012.10.005>.
- National Cancer Information Center. Cancer incidence [Internet]. Goyang (KR): National Cancer Information Center; c2010 [cited 2010 Jun 20]. Available from: <http://www.cancer.go.kr/cms/statics>.

8) Tables & Figure legends

Tables should be prepared separately from the text, and each

table should be created in MS Word on separate pages.

The title of the tables should be written in phrases, and capitalized only the first letter of nouns and adjectives. The title should be placed above the table, and abbreviations and footnotes are placed under the table. Number the tables in order of appearance in the text (e.g., Table 1, Table 2). All abbreviations used in the table must be spelled out in full under the table in the following order: abbreviation, colon, full word. Table footnotes should be indicated in superscripts in the following order: *, †, ‡, §, ||, ¶, **, † †, ‡ ‡ (e.g., *p<0.05).

Figure and photo files made by PPT, JPG, or TIF are all acceptable. Submitted images must have a minimum resolution of 300 dpi, (a minimum of 3 mega pixels when digital cameras are in use). Image files should be in JPEG or GIF format and no larger than 5 megabytes. If a paper is accepted, authors may be asked to submit higher resolution figure files.

Legends should be submitted separately from the text, and each legend should be typed on separate pages. They should be written in full sentences to describe the content of the figure, and only the first letter of the legend should be capitalized. For lengthy legends continuing beyond one line, the left margin of the following lines should start at the same point as the first line. Any symbols, marks or abbreviations made in the figure must be explained in the legend. Figures containing histologic slides should be accompanied by legends explaining tissue origin, stain method, and microscopic amplification.

3. Case Reports

General guidelines and order of manuscript preparation are the same as for the original article.

Case reports are considered for publication only if they report rare conditions, atypical symptoms and signs, novel diagnostic or therapeutic approaches, or describe atypical findings for populations residing in Asia and the Pacific Rim. The Editorial Board will determine whether the case report fulfills the above criteria for acceptance of publication. The manuscript is structured in the order of Abstract, Introduction, Case report, Discussion, Acknowledgements (when applicable), References, Tables, and Figures. The abstract should be non-structured and limited to 150 words. The introduction should briefly state the background and significance of the case. The actual case report should describe

the clinical presentation and the diagnostic and therapeutic measures taken. The discussion should focus on the uniqueness of the case and should not contain extensive review of the disease or disorder. Maximum word count is limited to 1,500 words including references and figure legends. Limit the number of references 10.

4. Review Articles

The invited review is a focused review of a specific topic written by an expert in the field nominated by the Editorial Board.

SUBMISSION APPLICATION & COPYRIGHT TRANSFER

All submitted manuscripts must be accompanied by the official Submission Application & Copyright Transfer Form of the Korean Society of Sports Medicine, in which the authors declare that the submitted manuscript has not been previously published nor

will it not be submitted elsewhere, acknowledge that the Korean Society of Sports Medicine will review and edit the manuscript, and authors agree to transfer copyright of the paper to the Korean Society of Sports Medicine when published in the KJSM. The Submission Application & Copyright Transfer Form must contain the title of the manuscript, date of submission, names of all authors, authors' affiliations, and written signatures. Note the corresponding author and provide his/her affiliation, E-mail, telephone and fax numbers and mailing address. The Form must be sent to the Editor in Chief by fax or postal service.

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