

SUBMISSION GUIDELINES

Enacted: November 1999
Amended: November 2012
Amended: March 2014
Amended: December 6, 2016
Amended: May 2018
Amended: June 2020
Amended: January 2023

AIMS AND SCOPE OF THE JOURNAL

The Korean Journal of Clinical Geriatrics is an official publication of The Korean Academy of Clinical Geriatrics and is an open-access and peer-reviewed journal to provide academic research and the recent information on clinical geriatrics. The journal mainly covers the issues related to the clinical management of older adults such as diagnosis, treatment, and prevention of the disease as well as social and public health policy. The Journal publishes articles three times a year (April 30, August 30, and December 30) either in Korean or English, and the Journal may publish a supplementary issue when necessary.

ACCEPTABLE TYPES OF MANUSCRIPTS

The Journal accepts original articles, review articles, case reports, brief communications, and letters to the editor.

PUBLISHING ETHICS

1. Publishing Ethics Checklist

By complying with the Declaration of Helsinki (enacted in 1975 and amended in 2013), the researcher who uses human subjects must state in his or her manuscript that the researcher obtained a written informed consent from the human subjects after clearly explaining the purpose of the research and potential risks associated with the experiment. The author must not reveal the identity of human subjects in any form, and the identity of the human subjects must also be protected for the submission of research-related photos. Also, the author must make a statement in the manuscript that he or she obtained the permission of the research plan by the Institutional Review Board (IRB).

For animal clinical research, the author must make a statement in the manuscript that the research has been approved by the Institutional Review Board (IRB). Alternatively, the author must state that the research has been conducted in accordance with relevant laws and regulations or NIH Guide for the Care and Use of Laboratory Animals (1996, ILAR [Institute of Laboratory Animal Resources] Committee on NRC, National Academic Press pp125, <http://www.nap.edu/read/5140/chapter/1>).

2. Prohibition of Duplicate Submission

The Korean Journal of Clinical Geriatrics does not publish a manuscript that has been already published in the same Journal or any other journals. The author must submit a copy of the published article along with the current manuscript

to the Journal when the author submits a similar manuscript. The Journal's editorial board makes a decision on whether or not it should be a duplicate submission. The published article in The Korean Journal of Clinical Geriatrics shall not be published in another journal without the permission from the Journal. The author, however, may be allowed to republish his or her article in another journal only when such publication satisfies the criteria of the secondary publication that was established by the International Committee of Medical Journal Editors (ICMJE)– 'Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals (<http://www.icmje.org/recommendations/>).

3. Authorship

According to the ICMJE guideline, the author(s) is the one who makes a substantial intellectual contribution to the research. The author must 1) make substantial contributions to the development of the conception, data collection and analysis, or interpretation of results, AND 2) draft important intellectual content of the article or revise its main contents, AND 3) approve all aspects of the finalized version of the manuscript for the submission and the publication 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. The one who meets the four criteria should be identified as an author. The author(s) shall not change the name of the corresponding author, the first author, or coauthor(s) after the submission of the article. Those who have participated in the research but are not qualified as authors must be classified as non-author contributors. The non-author contributors should be recognized at the acknowledgment section for their contributions to the article.

All authors on manuscripts are required to provide their own personal, validated number (Open Researcher and Contributor Identifier: ORCID) on the submission. If you do not yet have an ORCID, find additional information in ORCID's website (<http://www.orcid.org>).

4. Handling Violations of Publishing Ethics

The Journal follows the publishing ethics guidelines established by the Korean Association of Medical Journal Editors (KAMJE) 'Good Publication Practice Guideline for Medical Journals (https://www.kamje.or.kr/board/lists? b_name=bo_publication)'. If there are any violations of the ethical guideline in published academic papers, it will be processed according to the flowchart by the Publication Ethics Committee (https://www.kamje.or.kr/board/view? b_name=bo_reference&bo_id=41&per_page=). Retraction will be noticed in the same way as the general manuscript.

5. Disclosure of Conflict of Interest

All authors must disclose all potential conflicts of interest (financial or personal relationship), that may affect the interpretation of the results or integrity of the research, to the journal editor. The author must make a statement of the research sponsorship at the bottom of the title page. Additionally, the author must indicate financial relationships (such as employment, consultancies, stock ownership/option, honoraria, patents, and paid expert testimony) or any other potential conflicts of interest at the title page. Finally, all authors must complete and sign and then submit the 'Copyright transfer agreement and disclosure of conflict of interest' form to the journal editor.

TRANSFER OF COPYRIGHT

1. All authors must complete and sign both the 'copyright transfer agreement' form and then they should scan and submit them along with the manuscript.

2. The Korean Journal of Clinical Geriatrics has the copyright of the accepted articles for publication. Consequently, the Korean Academy of Clinical Geriatrics has the right to publish, distribute, and print the published article in the Journal or other media. The accepted articles are published under a Creative Commons license and 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.

SUBMISSION OF MANUSCRIPT

1. The author must submit his or her manuscript through the Korean Journal of Clinical Geriatrics' online submission system (www.ekjcg.org/submission/Login.html). All subsequent procedures are also done at the same submission system, and the author can check the status of the submission through the system. The editor, however, provides the information on the review process and publication decision only to the corresponding author.
2. All authors must complete and sign 'the copyright transfer agreement' form, and upload it after scanning.
3. When the author cites contents in articles, books, or other intellectual properties that are protected by the copyright, the author must obtain the permission for citations from the copyright owners before the submission of his or her article to the Journal. Additionally, the author must put citations in all relevant areas (main text, figures, tables, and others).
4. The Korean Journal of Clinical Geriatrics is free of charge for article processing charges (APCs) for submission, review and publication.

REVIEW AND DECISION PROCEDURES

1. The editor conducts an initial review, and the editor may return the manuscript to the author and request for revision when the submitted manuscript does not meet requirements in the submission guidelines.
2. Based on the recommendation made by two or more reviewers, the editorial board makes a decision on whether or not to publish the submitted manuscript, and the board may recommend for revision and resubmission to the author. Reviewers can request two or three times of revisions.
3. The editorial board may consult with an expert(s) in English editing or statistics if it is necessary.
4. In a separate document, the author must explain how he or she addresses each of reviewers' concerns when the decision is 'revise and resubmit.' The author must resubmit the document along with the revised manuscript.
5. The Journal considers that the author withdraws the submission from the Journal when the author does not make a response within two months after the editorial board's recommendation for 'revise and resubmit.'
6. Appeals against the editorial decision can be submitted by e-mail or in writing with a detailed opinion on the reviewer's/editors' comments within 5 days from the date of notification. In case of re-examination determined by the editorial committee, the final decision will be given through an additional peer-review process and re-appeals are not considered for this decision. The detailed process follows the review regulation.

MANUSCRIPT PREPARATION GUIDELINES

1. General Guideline

- 1) The manuscript must be submitted in Microsoft Word format (.doc). The manuscript must be written with the font size of 10 points (Malgun Gothic or Dotum for Korean and Time New Romans or Arial for English version) with dou-

ble-spaced in A4 (212×297 mm) paper size. The author must leave uniform margins of 3 cm at the top, bottom, left, and right of every page and the author must insert a page number consecutively at bottom center on each page, beginning with the title page. The author(s) must not include any information on the author's(s) name and his or her affiliation in the main text except the title page.

2) In case of the manuscript written in Korean, the author must follow appropriate Korean grammar, and the author also must use academic terminologies in the Korean Department of Education's most recent science and technology glossary and the Korean Medical Association's medical glossary. The author(s) must use a generic name of medicine rather than a brand name unless his or her research focus is on a specific brand of medicine.

3) To be consistent throughout the manuscript, the author must explain a test result by choosing only one unit from either Conventional Units or International System of Units.

4) The author must minimize the use of abbreviations for the clarity. The author, however, may use the abbreviations when necessary. On its first appearance, however, the abbreviation must be spelled out completely and the abbreviation must be placed in parenthesis. After that, the author is allowed to use only the abbreviation in the text without further explanation.

5) The author must put its model name, manufacturer, city, state, and country in parenthesis immediately after a machine and an equipment's name. It is generally an accepted rule that a generic name shall be used for a reagent, but the author may be allowed to use its brand name in parenthesis along with its generic name. The author must indicate its manufacturer, city, state, and country when he or she uses the reagent's brand name.

2. Manuscript order

Manuscripts must include these elements in the following order: ① Title page, ② Abstract & Keywords, ③ Main text ④ Acknowledgement (optional), ⑤ REFERENCES, ⑥ Tables, and ⑦ Figure legends and Figures. Each of such elements must begin with a new page. Abstract, References, and Tables/Figures should be written in English. The title page containing authors' information and the figure files should be uploaded as separate files from the rest of the manuscript.

① Title Page

The title page must include the following in sequence: 1) Title, 2) Authors' names, their affiliations, and their ORCID IDs, 3) Funding, and 4) Conflict of interest.

- Title of the Manuscript: The title should summarize the main ideas of the manuscript, and it should be concise only with necessary words. The author must avoid the phrases such as 'research on' and 'test on' in the title. The first letter of each note of the English title must start with a capital letter.

- Authors' Names: The names of the authors should be ordered by the level of their contributions when the article is co-authored, and there must be a comma between authors' names. For the authors' names in English, their first names must come first and last names next. When the authors' affiliations are different, put the same Arabic number in the superscript form on the authors' names for those who are affiliated with the same institution, and then indicate their affiliations. The corresponding author's name and his or her contact information (mailing address, phone number, fax number, email address) must be at the bottom of the title page in English. All authors are required to provide their ORCID ID.

- Funding: Information on research grants or assistance with drug supplies from a third party should be described. In case of no financial support, the authors shall write as "none".

- Conflict of interests should be disclosed in the title page. If the authors do not have any conflict of interest, please

state “The authors declare no conflict of interest” and upload “Copyright transfer agreement and disclosure of conflict of interest’ form”.

② Abstract & Keywords

1) Original article

The author shall divide an English Abstract into four sections such as Background, Methods, Results, and Conclusion, and compose it clearly and concisely within 250 words.

2) Review article and Case report

The abstract must be written in one paragraph without dividing sections and putting their headings within 250 words.

3) Keywords

The author must list Keywords immediately below the English Abstract with from three to five keywords in their alphabetical order. For the selection of the keywords, the author may use Index Medicus’ s Medical Subject Heading (MeSH, <http://www.nlm.nih.gov/mesh/MBrowser.html>) as a reference and avoid the use of an abbreviation, if possible.

③ Main text

1) Original articles

The manuscript may be written in Korean or English. The main text must be structured as follows: Introduction, Methods, Results, and Discussion.

- Introduction: The introduction must clearly and concisely present the background and purpose of research, without stating research results and conclusions.
- Methods: This section must articulate the selection methods of research subjects and analytical strategies so that other researchers should be able to reproduce the same experiment. Also, the author must indicate the exact statistical program’ s name and its version.
- Results: The authors must write the research results logically and clearly. The author shall briefly explain only the important contents of tables and figures if they are used in the manuscript.
- Discussion: The author should discuss important findings of his or her research in relation to prior works and the same author should also discuss the values and implications of the findings, and the limitations of the research as well. The author, however, should not simply reiterate the same materials that have been already discussed in the result section. Additionally, the author must make conclusion only within the scope of the present research results.

2) Review articles

Usually, the Journal’ s editorial board invites a specific author for a review article; but any author may submit a review manuscript to the Journal. The manuscript of the review article should be written in Korean, in principle, but it can be written in English according to the decision of the editorial board if necessary. The main text should be structured as follows: Introduction, Main body, and Conclusion.

3) Case Reports

A case report can be written in Korean and English and the main Text should be structured as follows: Introduction, Case report, and Conclusion.

4) Brief Communications

A brief communication is a short essay which discusses a new research perspective or a report of important research development. The author must follow the format of the original article, but the brief communication must be within 5,000 words in length, and the total number of tables and figures together shall not exceed two. The Journal’ s editorial

board may ask the author of an original article to resubmit it as a brief communication.

5) Letter to the Editor

An author may submit a letter to the editor and provide a critique of a recently published article in *The Korean Journal of Clinical Geriatrics* or a new perspective to a certain academic subject and issue.

④ Acknowledgment

The non-author contributor should be recognized at the acknowledgment for his or her contribution to the article. The roles of the non-author contributor must be clearly stated at the acknowledgment (e.g., data collection, financial assistance, data analysis, or experiment analysis). The author must inform the non-author contributor that he or she will be acknowledged in the article and then obtain consent for it before the submission of the article.

⑤ REFERENCES

- 1) Use the term of 'References' rather than 'Bibliography,' and all references must be written in English.
- 2) References should be numbered in the order that they appear in the text and cited in square brackets in the text. References are cited after an author's name or the last word of related contents and a period or comma is placed after the reference number (e.g., "The prevalence of diabetes ... in elderly patients [23].")
- 3) Put the author's names up to six and add 'et al' after these six author names to shorten the list of author's names if there are more than six authors. Use the abbreviations of journal names that have been approved by *Index Medicus*.
- 4) The author should not cite only an abstract of an article, but, if it is necessary, the author must indicate that he or she cites only the abstract rather than the whole article. The author shall put "in press" or "forthcoming" when he or she cites articles that have been accepted for publication but have not been published yet. On the other hand, the author must indicate "unpublished observation" for the manuscript that its publication decision has not been made yet, and, in such a case, the author must obtain the permission for a citation from the author of the unpublished manuscript.

① Periodicals

Author. Title of article. Title of Periodical year; volume number (issue number): a starting page number–an ending page number (skip putting an issue number for the journals that have the continued page numbers between different issues)

– when the number of authors is six

Moritz DJ, Kasl SV, Berkman LF. Cognitive functioning and the incidence of limitations in activities of daily living in an elderly community sample. *Am J Epidemiol* 1995;141:41–9.

– when the number of authors is seven or more

Ravaglia G, Forti P, Maioli F, Boschi F, Cicognani A, Bernardi M, et al. Determinants of functional status in healthy Italian nonagenarians and centenarians: A comparative functional assessments by the instruments of geriatric practice. *J Am Geriatr Soc* 1997;45:1196–202.

– when an organization is an author

The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996;164:282–4.

– when there is a supplement with a certain volume

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health*

Perspect 1994;102 suppl 1:275-82.

- when there is a supplement with a certain issue

Payne DK, Sullivan MD, Massie MJ. Women's psychological reaction to breast cancer. *Semin Oncol* 1996;23(1 Suppl 2):89-97.

- Anonymous authors

Cancer in South Africa [editorial]. *S Afr Med J* 1994;84:15.

- when indicating the type of article

Enzensberger W, Fischer PA, Metronome in Parkinson's disease [letter]. *Lancet* 1996;347:1337.

Clement J, De Bock R. Hematological complication of hantavirus nephropathy (HVN) [abstract]. *Kidney Int* 1992;42:1285.

- when the article is in the process of printing

Leshner AI. Molecular mechanisms of cocaine addiction. *N Engl J Med*. In press 1996.

② Books, and Book Chapters

Author. Title of work. Edition. The City (the State): publisher; year. p. a starting page-an ending page.

- Personal authors

Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

- chapter in an edited book

Philips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Taven Press; 1995. p. 465-78.

③ Conference papers

Author. Title of paper. Conference Proceeding (put conference name when no proceeding is published); the date of the conference; the place of the conference. The place of publication: Publisher; year.

Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EEMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

④ Dissertations and Theses

Author. Title of doctoral dissertation or master's thesis. The city where the institution granting the degree is located. Name of the institution granting the degree; year. Language.

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis (MO): Washington Univ.; 1995.

⑤ Online Magazine Articles

- Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* [serial online] 1995 Jan-Mar [cited 1996 Jun 5]; 1(1):[24 screens]. Available from: <http://www.cdc.gov/ncidod/EID/eid.htm>.

- From website/ homepage

AMA: helping doctors help patients[Internet]. Chicago: American Medical Association; c1995-2007. [cited 2008 Feb 22]. Available from: <http://www.ama-assn.org>.

⑥ Tables

1) Tables must be concisely written in English, within the manuscript on a new page, and their contents must clear to the readers without reading the explanations on tables in the main text. When it is inappropriate to write tables in English like the cases of some surveys, however, the author may be allowed to write the tables in Korean. In this

case, tables must be consistently written in Korean throughout the manuscript.

- 2) Each table should be numbered in Arabic numerals in the order of their citation in the text (e.g., Table 1.).
- 3) Include a concise title of a table in the form of phrase or clause, where only the first letter of the title shall be capitalized.
- 4) All tables must be double-spaced and each table must take one page.
- 5) Do not use vertical lines inside a table and also use horizontal lines only when they are necessary.
- 6) Include units of measurement inside a table, and do not capitalize them when they are not necessary. However, capitalize "P" in "P value."
- 7) Put a footnote immediately below a table. By numbering each of them, provide the explanations of any abbreviations and specific information used in the table. The abbreviations must be explained continuously in the order of introduction without changing a line (ex: BMI, body mass index; CVD, cardiovascular disease; SBP, systolic blood pressure; DBP, diastolic blood pressure). The notes on specific information shall be made by inserting superscript symbols (in the order of *, †, ‡, §, ||, ¶, **). The first letter of each note must start with a capital letter.

⑦ Figures

- 1) Each figure should be submitted/uploaded with a separate file and the titles/legends of the figures should be also written in the main manuscript. Titles of figures should be concise in the form of phrases or clauses, and only the first letter of the title shall be capitalized. A figure legend must be a concise explanation of the figure in the form of sentences.
- 2) All figures must be with 300 dpi or higher resolution.
- 3) Each figure should be numbered in Arabic numerals (e.g., Figure 1.) in the order of their introduction in the main text. Add an alphabet letter immediately next to the Arabic number when the author created two or more figures by using the same figure number (e.g., Figure 1A, Figure 1B).
- 4) For footnotes on abbreviations and specific information in figures and photos, the author shall follow the same techniques as explained in Tables section in the present guidelines.

Others

Amended submission guidelines shall be effective from June 2014.

Amended submission guidelines shall be effective from December 2016.

Amended submission guidelines shall be effective from December 2018.

Amended submission guidelines shall be effective from June 2020.

Amended submission guidelines shall be effective from January 2023