

Information Authors

Revised, 2nd: May 1, 2020

STUDY CONDUCT AND POLICIES

1. Research and publication ethics

In regard to the process of reviewing and assessing the manuscripts, including the ethical guidelines and plagiarism/ duplicate publication and study misconduct, it should conform to the ethical guidelines specified in the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (<http://www.icmje.org/recommendations/>), which were established by the International Committee of Medical Journal Editors (ICMJE). For the policies on the research and publication ethics not stated in this instruction, Good Publication Practice Guidelines for Medical Journals 3rd (Korean Association of Medical Journal Editors, KAMJE; http://kamje.or.kr/intro.php?body=publishing_eth-ics) or Guidelines on Good Publication (Committee on Publication Ethics, COPE; <http://publicationethics.org/resources/guidelines>) can be applied.

2. Disclosure of conflicts of interest

Financial sponsorship should be stated in the conflicts of interest. Any other financial support associated with the study, including stocks or consultation arrangements with pharmaceutical companies should be stated at the end of the text, under a subheading "Conflicts of interest."

3. Statement of informed consent

Human study must conform to ethical standards, and be approved by the appropriate Institutional Review Board (IRB). A statement concerning IRB approval and consent procedures must appear at the beginning of the "Methods" section. Any systematic data gathering effort in patients or volunteers must be approved by an IRB or adhere to appropriate local/national regulations. Authors may be questioned about the details of consent forms or the consent process. On occasion, the Editor-in-Chief may request a copy of the approved IRB application from the author.

4. Statement of human and animal right

Clinical research studies must state that the work was done in accordance with the Ethical Principles for Medical Research Involving Human Subjects outlined in the Declaration of Helsinki in 1975 (revised in 2013; <http://www.wma.net/en/30publications/10policies/b3/index.html>). Clinical studies that do not meet the Declaration of Helsinki will not be considered for publication. Human subjects must not be identifiable. Patients' name, initial, hospital number, date of birth, or other protected health-care information must not be disclosed.

Animal research studies must state that the work was performed according to National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals must be observed. For experimental studies involving client-owned animals, authors must also include a statement on informed consent from the client or owner.

5. Authorship

The JIG follows the recommendations for authorship by the ICMJE, 2019 (<http://www.icmje.org/icmje-recommendations.pdf>) and Good Publication Practice Guidelines for Medical Journals 3rd Edition (KAMJE, 2019, https://www.kamje.or.kr/board/view?b_name=bo_publication&bo_id=13&per_page=). Authorship credit must be based on 1) substantial contributions to the concept and design, or 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. All authors must meet the above four conditions.

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. Any comment of the corresponding author is regarded as opinion of all coauthors.

When a large, multicenter group has 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 as well as the group name. Journals generally list other members of the group in the Acknowledgments. Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.

6. Originality and duplicate publication

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 paper should be duplicated in another scientific journal without permission by Editorial Board. If duplicate publications related to the papers of this journal are detected, sanctions against authors range from requesting their institutions to assess the facts, requesting a Letter to the Editor-in-Chief acknowledging the error and voluntarily withdrawing a paper, to a ban on publication in JIG up to 3 years.

7. Sex and gender equity in research

We encourage the use of the Sex and Gender Equity in Research (SAGER) guidelines (<http://doi.org/10.1186/s41073016-0007-6>) for reporting of sex (biological factor) and gender (identify, psychosocial or cultural factors) information in study design, data analysis, and manuscripts writing.

MANUSCRIPT PREPARATION AND FORMAT

JIG follows the Open Access Journal policy and publishes the following article types:

- Original articles
- Review article
- Editorial
- Brief report
- Image
- Letters to the editor

The other form could be submitted under the approval of the editorial board.

1. General principles

- 1) Manuscripts should be prepared using MicroSoft Word (.doc). All portions of the manuscript should be double-spaced with the font size of 12 with 3-cm blank margin

in both sides, top and bottom of A4-sized paper (21 × 30 cm). The numbers on each page of the manuscript should be placed at the center of the bottom in a sequential manner starting from the title page.

- 2) Manuscripts should be submitted in English. Medical terminology should be written based on the most recent edition of English-Korean Korean-English Medical Terminology, published by the Korean Medical Association.
- 3) Acronyms should only be used when absolutely necessary for clarity. In cases in which the use of acronyms is desirable due to the repetition, the acronym should be expressed in a parenthesis when the corresponding terminology first appears in the manuscript.
- 4) Laboratory measurements should be used in International System of Units (SI) units. However, in some cases, non-SI units (conventional units) can also be used in a versatile manner. But the usage of units should be consistent.
- 5) The manuscript should be arranged in the following order: title page, abstract and keywords, main text (introduction, methods, results and discussion), conflicts of interest, acknowledgments, references, tables and figures.
- 6) All authors are encouraged to provide Open researcher and contributor ID (ORCID). Additional information about ORCID is available at <http://orcid.org/>.

2. Original articles

Title page and abstract

- 1) The title page should be as follows: the title of the manuscript, a short running title less than 50 characters, names of all authors and their current affiliations. In cases in which the authors belong to multiple affiliations, the affiliations during the study being reported should be matched to the authors' names using a superscript of Arabic numerals
- 2) The title of the manuscript should be no longer than 20 English words. The first letter of each word of the title must be capitalized. Acronyms should not be used in title except for special situations.
- 3) At the bottom of the title page, the corresponding author's name, address, and e-mail address should be indicated.
- 4) Provide the word count for the text only, excluding abstract, acknowledgments, figure legends, and references.
- 5) The number of figures and tables should be provided in the title page.
- 6) The word count for the abstract should be no more than 250 words, consisting of four sections: Background, Meth-

ods, Results, and Conclusion.

- 7) Three to 10 keywords relevant to the content of a manuscript should be attached after the abstract. In principle, the keywords should be found in MeSH terms of the Index Medicus (<http://www.nlm.nih.gov/mesh/MBrowser.html>).
- 8) **Author names and affiliations:** On the title page, write Each author's name (first name, middle name, and family name) followed by the highest academic degree, full institutional mailing addresses and ORCID (Open Researcher and Contributor ID) number. Each author on the list must have an affiliation. The affiliation includes department, university, or organizational affiliation and its location, including city, state/province (if applicable), and country. Authors have the option to include a current address in addition to the address of their affiliation at the time of the study. The current address should be listed in the byline and clearly labeled "current address." At a minimum, the address must include the author's current institution, city, and country. If an author has multiple affiliations, enter all affiliations on the title page.

Main text

- 1) **The main text should be structured as Introduction, Methods, Results, and Discussion.** Use headings and subheadings in the Methods section and Results section. Every reference, figure, and table must be cited numerically in the order mentioned in the text.
- 2) **Introduction:** Present the research purpose briefly and clearly, together with only the background information that is relevant to the purpose
- 3) **Methods:** Materials, methods, and study design should be presented in detail. In experimental research, methods should be described in such a manner that the experiments can be reproduced by the readers. A statement concerning IRB approval and consent procedures must appear at the beginning of the Methods section. The description for the reagents, kits machines used in the experiment should be precise with full descriptions for the kit number, company name, city and the country of its origin.
- 4) **Results:** A detailed description of the study results should be clearly arranged in a logical manner. In cases in which tables are used, the contents described in tables should not be redundantly described in the main text, but the important trends and points should be emphasized. In-

section of references with previously published data is not allowed in results section. Description of previously reported data or personal opinion should be mentioned in discussion section. In tables, figures, virgule constructions and within parentheses, 'minute' should be described with 'min' and 'hour with 'hr', and no 's' should be added to them

- 5) **Discussion:** New and important observations should be emphasized. A redundant description of the results is not acceptable. The significance and limitation of the observed findings should be described. There should be a link between the conclusions and the goals of the study. Conclusions not adequately supported by the data must be avoided.

Conflicts of interest

Any potential conflict of interest relevant to the manuscript is to be described. If there are no conflicts of interest, authors should state that none exist.

Acknowledgments

The acknowledgments should be presented after the main text and before the reference list. Acknowledgments should contain brief statements of assistance, financial support, and prior publication of the study in abstract form, where applicable. Any other matters associated with research funds, facilities and drugs which were used in the current manuscript should also be given in the Acknowledgments

References

- 1) References should be listed in the sequence cited in the paper, and sequential numbers should be attached in the middle or at the end of the corresponding sentences in the body of the text. The reference list should be given at the end of the document, after the main text and acknowledgments (if applicable) and before the tables.
Original articles are limited to 40 references. Reference numbers in the text should appear in chronological order in normal type and in square brackets, e.g., "In the study by Norton et al. [23]..."
- 2) The names of all authors must be listed by the last name and the initials of first and middle names in each reference. List all authors when the number of authors is 6 or less. If 7 or more, list the first 6 authors and add "et al." Inclusive page numbers must be provided. The notation of academic journal names should be used with acro-

nys approved by Index Medicus. (Available form: <http://www.nlm.nih.gov/archive/20130415/tsd/serials/lji.html>)

- 3) All the references should be described in the following format:

Journals: authors' names (list the first 6 authors and add "et al."), title, journal name, year, volume, and page number

e.g., Amos-Landgraf JM, Ji Y, Gottlieb W, Depinet T, Wandstrat AE, Cassidy SB, et al. Chromosome breakage in the Prader-Willi and Angelman syndromes involves recombination between large, transcribed repeats at proximal and distal breakpoints. *Am J Hum Genet* 1999;65:370-86.

Book: authors' name(s), title, number of editions, place of publication, publisher, year of publication, and page numbers.

e.g., Imura H. The pituitary gland. 2nd ed. New York: Raven Press; 1974. p. 453-90.

Chapter in a book: authors' name(s), title, number of editions, place of publication, publisher, year of publication, chapter number and title, and page numbers.

e.g., Speroff L, Fritz MA. Clinical gynecologic endocrinology and infertility. 7th ed. Philadelphia: Lippincott Williams & Wilkins; 2005. Chapter 29, Endometriosis; p. 1103-33.

Dissertation: author, title [book type], place of publication, publisher, year of publication.

e.g., Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. [St. Louis]: Washington University; 1995.

Web sites: author(s), title [type of medium], place of publication, publisher, year of publication [date of update, date of citation], URL.

e.g., International Union of Biochemistry and Molecular Biology. Recommendations on biochemical & organic nomenclature, symbols & terminology etc. [Internet]. London: University of London, Queen Mary, Department of Chemistry; 2006 [updated 2006 Jul 24; cited 2007 Feb 22]. Available from: <http://www.chem.qmul.ac.uk/iubmb/>.

Conference proceedings: author(s), paper title, In: editor(s), conference title, the year, place, place of publication, publisher, year of publication, and page numbers.

Tables

- 1) Tables should be double-spaced and inserted on a separate page at the end of the text document, with the table number, table title and legend given above the table.
- 2) Titles of tables should be concise using a phrase and a clause. The first letter of each word of the title should be capitalized.
- 3) The numbers should be allocated accordingly in order in which the table was quoted in the main text.
- 4) For acronyms, provide the full names below the corresponding table. Symbols should be marked with small alphabet letters in the order of its usage, such as, a, b, c, d, e with their respective descriptions in the footnote.
- 5) Tables should be easy to understand while functioning independently.
- 6) Unnecessary longitudinal lines should not be drawn. Horizontal lines should be refrained from being used as much as possible

Figures and figure legends

- 1) Submit the figures separately from the main text. The resolution power of the pictures and photographs is expected to exceed 300 dpi. Figures should be included with online submissions, either as JPEG, GIF, TIFF, BMP, PICT with RTF manuscripts or embedded in the PDF file.
- 2) If two or more figures require the same number, Arabic numerals should be followed by letters (e.g., Fig. 1A, Fig. 1B).
- 3) An author may request pictures to be printed in color, but the cost of this will be charged to the author.
- 4) Assign sequential numbers (Arabic numerals) in the order referenced in the paper.
- 5) Figures legends should be written at the end of the manuscript, should be described with complete sentences rather than incomplete phrases or a clause. The expansions for the abbreviations used within the figure should be placed in the legend.
- 6) For microphotographs, describe the dyeing method and magnification ratio.
- 7) The description of footnotes below the figure should follow the order of that of acronyms and then symbols. Symbols should be marked with small alphabet letters in the order of its usage, such as, a, b, c, d, e, in superscript.

Supplemental data

Nonessential tables and figures may accompany articles as

online-only supplemental files. All online-only supplementary files should be combined in one document file (whenever possible) and uploaded separately during the submission process. This file must be clearly labeled as “Online-Only Supplemental Material.” In addition, supplemental onlineonly files must be referenced in the main text of the manuscript at least once (e.g., “Supplemental Table S1”).

All online-only supplemental files are subject to review, but such files will not be copyedited or proofread by EnM production staff. As such, authors are encouraged to review their supplemental files carefully before submitting them.

Lists that include names of principal investigators or writing groups may also be submitted as online-only supplements if they exceed 150 words. Otherwise, the names of principal investigators or writing groups should be listed in an appendix at the end of the main document, before the references.

3. Review article

A review article is a review focusing on a specific title and commissioned by the Publication Committee for publishing. Manuscripts submitted as review articles will be subjected to the same review process as original research articles. Instructions for original articles should be followed for review articles. A review article should include an abstract not exceeding 200 words, for which the number of references should not exceed 60.

4. Editorial

Editorials are commissioned for the purpose of commenting on a specific paper published by the journal, not to reflect the views of the Society. There is no limitation on the format. But an editorial should be written in no more than four pages (A4) with the number of references limited to 20.

5. Brief report

Short communications of original research are published as case report. The purpose of the category is to permit publication of very important, high-quality mechanistic studies that can be concisely presented. These manuscripts should include a short nonstructured abstract (150 words maximum), Introduction, Methods, Results, and Discussion.

The total manuscript length should not exceed 1,200 words, excluding references and abstract. Brief reports can include a maximum of 20 references and two figures or tables.

6. Image

Images that may help make clinical decisions while being

interesting and educational in terms of the treatment of endocrinology and metabolism should be prepared with a manuscript. The manuscript should not be more than one page (A4), with the number of references limited to five.

7. Letters to the editor

A letter should contain constructive criticisms or comments on a specific paper published by the journal within the previous 6 months. The manuscript should be no more than one page (A4), with the number of references limited to five

MANUSCRIPT SUBMISSION, REVIEW AND PUBLICATION

- 1) Authors should submit manuscripts via the electronic manuscript management system for JIG (<https://acomskisti.re.kr/journal/intro.do?page=logo&journalSeq=J000161>). Please log in as a member of the system and follow the directions. The revised manuscript should be submitted through the same web system.
- 2) Submitted manuscripts are first reviewed by journal editors. If a manuscript fails to comply with the submission guidelines or the checklist (JIG Submission Checklist), it will be rejected for review and then returned to the author, to be re-written and re-submitted according to the submission guidelines.
- 3) All submitted manuscripts are peer-reviewed by three anonymous reviewers who are specialists in the relevant field, and the review period would not exceed 3 months. Publishing will be determined based on the review result and revisions or additions will be recommended to the authors as appropriate. Editorial Board determines whether manuscripts are acceptable. If changes are needed, the authors are recommended to revise and amend the manuscripts within 3 months. If the revised manuscript is not returned within this period, it will be deemed that the author has decided not to pursue publication.
- 4) If necessary, the Editorial Board may consult statisticians during the review process.
- 5) Authors of a revised manuscript must describe on a line by line basis how the manuscript was revised according to the instructions of the referees.
- 6) The finally accepted manuscript will be reviewed by manuscript editor for the consistency of the format and the completeness of references. The manuscript may be revised according to the style guides of the journal.

- 7) Before publication, the galley proof will be sent via email to the corresponding author for approval. Galley changes must be returned within 48 hours. Changes should be limited to those that affect the accuracy of the information presented
- 8) The ORCID ID will be displayed in the published article for any author on a manuscript who has a validated ORCID ID when the manuscript is accepted.

OTHERS

- 1) If it is necessary to revise a manuscript, the Publication Committee may do so insofar as it does not impact the original text, and according to its editing policy on wording and formats.
- 2) The submission fee (₩10,000) will be assessed for articles submitted beginning June 2020. The fee will not be refunded regardless of editorial decision (including editorial rejection).

Fees should be paid by credit card. If a credit card cannot be used, a check or wire transfer can be accepted. There is no author's publication-related fee since all article processing cost is supported by Korean Interdisciplinary Society of Genetic & Genomic Disorders until there is a policy change. However, if designing, plating or special printing is required for the publication, the actual expenses for these shall be paid for by the author.

- 3) Publication by the journal shall be deemed to mean that the author has consented that the copyright thereof will be transferred to the journal.

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