

INSTRUCTIONS TO AUTHORS

Aims and Scope

Korean Journal of Lingual Orthodontics (KJLO) is the official publication of the Korean Association of Lingual Orthodontists. The aim of the Journal is to provide broad and in-depth analysis of latest treatment technique, use of new appliance, case reports, biomechanics, and diagnostic guidelines. The journal also seeks to propagate and exchange useful innovations, both in ideas and in practice, within the research community. As a mode of scholarly communication, it encourages scientific investigation through the rigorous peer-review system and constitutes a qualified and continual platform for sharing studies of researchers and practitioners.

Research Ethics

This regulation is revised based on the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” developed by the International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>) and are supplemented ethical principles and rules for references.

1. The manuscripts with following misconduct or dishonest act cannot be published either online or in journals.

- (1) Forgery (Fabrication): Record or reporting with making up data or research results that do not exist.
- (2) Alteration (Falsification): Manipulate research data, equipment, processes, or results intentionally distort research contents or results.
- (3) Plagiarism: Using others' ideas, research process, contents, and/or results without proper author-

ization or citation.

2. Only original contribution that has not been previously published or submitted elsewhere can be submitted.

- (1) Submissions are accepted only when they are not submitted elsewhere and have not been published elsewhere. All or part of manuscripts that are already published or submitted to *Korean Journal of Lingual Orthodontics* can publish in any other publication without permission of editorial board.
- (2) Multiple or duplicate publication is only limited to review article or publication with other language after receive approval from both journals.
- (3) The Journal does not accept any divided or salami manuscripts.
- (4) Misconduct or any other ethical violation will be judged (decided) on final deliberation by Editorial Board.

3. The manuscripts submitted to *Korean Journal of Lingual Orthodontics* should satisfy following ethical requirement.

- (1) When reporting experiments on human subjects, the manuscript must include a statement of acquirement of informed consent after indicate all possible physical and psychological damages on subjects and/or their guardians before the experiment is conducted, in accordance with the Helsinki <http://www.icmje.org>.
- (2) In case of clinical research, the manuscript must include a statement of approval from Institutional Review Board (IRB) or ethic committee. Clinical trial paper needs description of approval from IRB.

- (3) In case of clinical trial, we recommend register the clinical trial in public registry site that matches the criteria established by ICMJE or WHO to ensure scientific objectivity and transparency of study procedure.
- (4) Any information that could have revealed subjects' identities, such as name and initials, should not appear in the text. If a photo is presented, proper measures should be taken not to reveal the subjects identity. It should be stated that written informed consent for the photo and possible disclosure of subjects' identity was received.
- (5) When reporting experiments on animals, authors should describe the measures they have taken to ease pains and inconvenience to the subjects, and a statement identifying whether the NIH Guide for the Care and Use of laboratory Animals or IRB guideline was followed. When necessary, Editorial Board asks for approval letter issued by IRB or Animal Ethics Committee.

Preparing a Manuscript for Submission

1. General principles

- (1) MS Word (.doc) should be used for manuscripts. The manuscripts must be written with 1.5 spacing and 3 cm margins on A4 sized format.
- (2) The pages of manuscripts must be numbered consecutively, beginning on the title page and located at the center of the footer.
- (3) Manuscripts should be written in English. Font should be 10 of size and ground. For abbreviations, authors can refer to the "list of English abbreviations" provided by the journal. Other abbreviations, which are not listed on it, must be defined at the first mention in the text using parentheses. Abbreviations should be used in case that they appear in the text at least 3 times. Do not use abbreviation(s) in the title.
- (4) When the use of reagents or devices is reported

in the text, the name of manufacturer, city, state, and country should be indicated.

- (5) The use of the International Standardized (SI) units is encouraged.
- (6) The text of original articles is organized in the following order; title page, abstract, introduction, methods, results, discussion, acknowledgement, references, figure legends and tables.

2. Title page

The title page should have the following information in order. Article title, authors (affiliation, affiliation address, name), shortened title, contact information for corresponding authors (name, mailing address, telephone and fax numbers, and e-mail address of the author responsible for correspondence regarding the manuscript). A short running title should be provided if the article title is longer than 12 words. When authors have multiple affiliations, list the affiliation where most of the research was conducted. Other affiliations should follow the major affiliation with superscripts on each of them. The superscripts (only Arabic numerals) should refer to the co-authors belonging to the various affiliations as the first author. Authors must declare all financial, if relevant, any editorial assistance received to support the underlying research project and/or the preparation of the article for submission.

3. Abstract

The abstract must be no more than 300 words and should be divided with the headings: Purposes, Materials & Methods, Results, Conclusion. Case abstract should be an unstructured paragraph, not be more than 200 words.

4. Key words

A list of key words no more than five should be provided below the abstract. Each key word should start with a capitalized letter, and be separated by a semi colon. Use of terms from the medical subject headings

(MeSH) list of Index Medicus is recommended (<http://www.nlm.nih.gov/mesh/meshhome.html>).

5. Main text

1) Original articles

All original manuscripts must include the following:

- Introduction - Provide a context or background for the study, which must be explicitly related to the aims of the study. The introduction should not contain either results or conclusions.
- Materials & Methods - Describe the plan of research, characteristics of subjects, and the length and methods of observation in as much details as possible. Statistical methods used should be outlined. Indicate that the study has received the permission from the ethical committee for experiments on human subjects, and from the animal experiments committee for experiments on animals.
- Results - Results should be presented in logical sequence in the text. Tables and illustrations and repetitive presentation of the same data in different forms should be avoided. The results should not include material appropriate to the discussion. All data in the text must be presented consistently.
- Discussion - Discussion should explain results in relation to any hypotheses advanced in the introduction. This may include an evaluation of the methodology and of the relationship of new information to the existing corpus of knowledge in that field.
- Conclusion - Conclusions should be described concisely and clearly, which are taken through the logical process of development from the aim of study to discussion.

2) Case reports

General rules for original articles apply to other types of manuscripts as well. The format should include introduction, case report, and discussion which are similar to that of an original article. The abstract must be no more than 200 words and list key words of no more than five. Describe briefly the case and other issues that are only directly related to the case. Avoid

an exhaustive literature review, but provide a focused discussion on the aspects of interest that the reported case brings in. List no more than 20 references.

3) Reviews

Review articles, focused on specific topics of research, are submitted only if requested by the editorial board. The format and structure of review articles follow those of original articles, but authors can change them freely, if necessary. An abstract must be included.

4) Letters to the editor or Brief communication

The journal welcomes readers' comments on articles published recently in the journal or topics of interest. Letters to the editor or brief communication will be the rapid publication of new findings of unique importance in clinical settings that lead to the new direction of a short and concise communication. It could be organized in the following sequence: the title, main text (not divided into separate section), key words (not more than 3), references, tables, and figures. Abstract is not required. The number of tables and figures in total should not exceed three. References should not exceed ten.

5) Editorial

Editorials express opinions on current topics of interest or provide comments on papers published elsewhere in the same issue. Editorials are usually solicited by the Editor. Tables and/or figures may be included. References should not exceed ten.

6) Perspective, Statement or Commentary

Perspective or commentary presents a viewpoint on an important area of research. Perspective focuses on a specific field or subfield within a larger discipline and discuss current advances and future directions. Perspective or commentary is written only at the invitation of the Editorial Board. The formatting requirements for Perspectives or commentary are similar to those for Letter to the editor or Brief communication. Statements are welcome on any topic. They can be overview statements, comments about surveys, and evidence-based

or eminence-based consensus recommendations. They should contain a tight linear argument and be more than just a mini-review. The format and structure of statements follow those of review articles.

7) Images

General rules for case reports apply to images as well. This section presents unusual or classic, challenging or informative images. The format should include title page, question with short case description, answers, references and images. Discussion should include important features of the images, differential diagnosis, and clinical significance. Number of references should be less than five. Up to four figures of high quality are accepted.

6. Acknowledgements

A brief acknowledgement of persons who made a genuine contribution, yet not active and sufficient enough to be co-authors.

7. References

References should be numbered consecutively as a superscript in the order in which they are first mentioned in the text, and listed at the end of the manuscript. The names of all authors should be cited up to 6 authors; in case there are more than 6 authors, the first three authors should be cited, followed by the expression “, et al.”. Journal titles are abbreviated in accordance with the style of Index Medicus. Abstracts are not accepted as a reference.

1) Examples of reference style:

Journal articles

Lee JK, Kim YS, Kim SE, Ryu SH, Lee JW, Moon JS. Comparative value of sigmoidoscopy and stool cytotoxin-A assay for diagnosis of pseudomembranous colitis. *Intest Res* 2005;3:61-67.

Foroughi S, Foster B, Kim N, et al. Anti-IgE treatment of eosinophil-associated gastrointestinal disorders. *J Allergy Clin Immunol* 2007;120:594-601.

Supplement

Parsonnet J. *Helicobacter pylori*: the size of the problem. *Gut* 1998;43(Suppl 1):S6-S9.

Online publication

Asger A, Møller JM, Daugaard PC, Kjæ SU, Erik S. Effects of phosphodiesterase-5 inhibition by sildenafil in the pressure overloaded right heart. *Eur J Heart Fail* doi:10.1016/j.eheart.2008.09.016. Published online ahead of print 12 March 2008.

Books

Day RA. How to write and publish a scientific paper. 3rd ed. Phoenix: Oryx, 1988.

A chapter in a book

Costa M, Furness JB, Llewellyn-Smith IF. Histochemistry of the enteric nervous system. In: Johnson LR, ed. *Physiology of the gastrointestinal tract*. Volume 1. 2nd ed. New York: Raven, 1987:1-40.

Websites

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

Other literatures

Refet to International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Sample References (http://www.nlm.nih.gov/bsd/uniform_requirements.html).

8. Tables

Each table must be simple and typed on a separate page. All tables should be numbered consecutively in the order in which they are first mentioned in the text. Each table should have a clear and self-explanatory title (a form of clause or phrase is encouraged) without a period. Capitalize the first letter of nouns and adjectives. Vertical rules and horizontal rules between entries should be omitted. If abbreviations are used,

provide with a note showing the original terms at the bottom of the table. For footnotes, use the following symbols, in sequence: *, †, ‡, §, ||, #, **, ††, ††.

9. Figures legends

Figure legends should be typed 1.5- spaced on a page of main text. Provide with a subtitle and explanation for the figure in English as brief as one paragraph. When presenting a microphotograph, indicate stain methods and level of magnification.

10. Figure

Only high-resolution figure files (minimum 300 dpi) should be submitted, preferably in JPEG, GIF or TIF format. Each figure should be submitted in a separate single file. Figures should be numbered consecutively in the order in which they are first mentioned in the text. Symbols, arrows, and letters should be used to indicate parts of illustrations. If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce the figure. The authors should state at the bottom of the figure that they received the permission. All types of figures may be reduced, enlarged, or trimmed for publication by the editor.

Submission of Manuscript

1. Online submission system

All manuscripts must be submitted through the online submission system of the journal. You can access the online submission system via www.kalo.or.kr. Please click "Journal" on the website. If you have any questions, please contact the Editorial Office.

The Editorial Office Contact Information

Address:

Department of Orthodontics, Kangnam Sacred Heart Hospital, Hallym University, 1 Singil-ro, Yeongdeungpo-gu, Seoul 07441, Korea.

Tel: +82-2-829-5233, Fax: +82-2-829- 5365

E-mail: kjlo@kalo.or.kr

2. Peer review

The peer review afterward is conducted through the system as well. All manuscripts undergo peer review by at least three reviewers with relevant expertise who are selected by the editorial board. The decision to publish will be made by the editorial board of the journal after the peer review. The board has the right to reject and demand the revision of the submitted manuscripts if the board believes that the manuscripts do not abide by the rules of the regulations. The editorial board has the right to revise and edit the styles and structures of submitted manuscripts within the context if necessary. Once the decision on publication as an accept, revision or reject is made, it is directly notified to the corresponding author. After the final draft of manuscripts are proven to be appropriate according to the publication policies and styles of the journal, the decision of publication is finalized and expected publication date will be given. Rejected manuscripts are not to be considered again.

3. Copyright

Upon the submission of manuscripts, all authors must sign and submit the "Copyright Transfer Agreement Form", and it is not permitted to change the first or corresponding author, or to add or remove co-author(s) once the manuscript is submitted. The Copyright Transfer Agreement Form must be submitted through the online submission system of the journal.

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