

# **AUTHOR INFORMATION PACK**

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# DESCRIPTION

*Kaohsiung Journal of Medical Sciences (KJMS)*, is the official peer-reviewed open access publication of Kaohsiung Medical University, Taiwan. The journal was launched in 1985 to promote clinical and scientific research in the medical sciences in Taiwan, and to disseminate this research to the international community. It is published monthly by Elsevier.

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*KJMS* aims to publish original research and review papers in all fields of medicine and related disciplines that are of topical interest to the medical profession. Authors are welcome to submit reviews, original articles, short communications, and letters to the editor for consideration.

The journal is indexed in SCIE, Medline, ScienceDirect, Scopus, EMBASE, Elsevier BIOBASE, CAB Abstracts, Index Medicus, GeoAbstracts, BIOSIS, SIIC Data Bases, Nutrition Abstracts & Reviews and Global Health.

Kaohsiung Medical University (KMU, originally known as Kaohsiung Medical College ) was formally established in 1954. Apart from being the first private medical university in, the *KMU* has also become an important cradle for highly-skilled physicians and medical-related specialists. The *KMU* put its full attention to the steadily evolving areas of basic medical science and clinical medical research. It has therefore laid a solid foundation as the leading medical institution in Southern Taiwan.

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# **GUIDE FOR AUTHORS**

# INTRODUCTION

*Kaohsiung Journal of Medical Sciences (KJMS)*, is the official peer-reviewed open access publication of Kaohsiung Medical University, Taiwan. The journal was launched in 1985 to promote clinical and scientific research in the medical sciences in Taiwan, and to disseminate this research to the international community. It is published monthly by Elsevier.

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The Editorial Board requires authors to be in compliance with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (URMs), which are compiled by the International Committee of Medical Journal Editors (ICMJE); current URMs are available at http://www.icmje.org.

The Guide for Authors are revised periodically by the Editors as needed. Authors should consult a recent issue of the Journal or visit this page for the latest version of these instructions. Any manuscript not prepared according to these instructions will be returned immediately to the author(s) without review.

# **Types of article**

# Review Articles

These should aim to provide the reader with a balanced overview of an important and topical subject in medicine, emphasizing factors such as cause, diagnosis, prognosis, therapy or prevention. They should cover aspects of a topic in which scientific consensus exists as well as aspects that remain controversial and are the subject of ongoing scientific research. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. All articles or data sources should be selected systematically for inclusion in the review and critically evaluated.

While review articles are usually submitted by invitation only, unsolicited review articles will also be given due consideration.

Format guide Word limit: 3500 words Abstract: unstructured, 250 words Keywords: 3-5 References: 100 or less

# Original Articles

These articles typically include randomized trials, intervention studies, studies of screening and diagnostic tests, laboratory and animal studies, cohort studies, cost-effectiveness analyses, case-control studies, and surveys with high response rates, which represent new and significant contributions to the field.

Section headings should be: Abstract, Introduction, Methods, Results, Discussion, Conflicts of Interest Statement (if any), Acknowledgments (if any), and References.

The Introduction should provide a brief background to the subject of the paper, explain the importance of the study, and state a precise study question or purpose.

The Methods section should describe the study design and methods (including the study setting and dates, patients/participants with inclusion and exclusion criteria, patient samples or animal specimens used, the essential features of any interventions, the main outcome measures, the laboratory methods followed, or data sources and how these were selected for the study), and state the statistical procedures employed in the research.

The Results section should comprise the study results presented in a logical sequence, supplemented by tables and/or figures. Take care that the text does not repeat data that are presented in tables and/or figures. Only emphasize and summarize the essential features of the main outcome measures, and the main results.

The Discussion section should be used to emphasize the new and important aspects of the study, placing the results in context with published literature, the implications of the findings, and the conclusions that follow from the study results.

Format guide Word limit: 3000 words Abstract: unstructured, 250 words Keywords: 3-5 References: 40 or less

# Short Communications

These reports should be concise presentations of preliminary experimental results or technical aspects of clinical or experimental practice that are not fully investigated, verified or perfected but which may be of widespread interest or application.

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#### Letters to the Editors

Letters are welcome in response to previously published *KJMS* articles, and may also include interesting case reports, as well as other brief technical or clinical notes of general interest. Letters should have a title, no more than four authors, include appropriate references and the corresponding author's mailing and e-mail addresses. Letters are edited, sometimes extensively, to sharpen their focus. They may be sent for peer review at the discretion of *KJMS* Editors. Letters are selected based on clarity, significance, and space.

Format guide Word limit: 500 words No subheadings Begin with 'Dear Editor' References: 5 or less Tables/Figures: 1 maximum

# Contact details for submission

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# Ethics in publishing

Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication.

# Ethical Approval of Studies and Informed Consent

For human or animal experimental investigations, appropriate institutional review board or ethics committee approval is required, and such approval should be stated in the methods section of the manuscript. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed (World Medical Association. *Declaration of Helsinki: ethical principles for medical research involving human subjects*. Available at: http://www.wma.net/en/30publications/10policies/b3/17c.pdf).

For investigations in humans, state explicitly in the methods section of the manuscript that informed consent was obtained from all participating adults and from parents or legal guardians for minors or incapacitated adults, together with the manner in which informed consent was obtained (ex. oral or written).

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# Studies in humans and animals

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Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should comply with the ARRIVE guidelines and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

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Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

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All randomized controlled trials submitted for publication should include a completed Consolidated Standards of Reporting Trials (CONSORT) flow chart (please go to http://www.consort-statement.org for more information). This *KJMS* has adopted the ICMJE proposal from the International Committee of Medical Journal Editors (ICMJE) that require, as a condition of consideration for publication of clinical trials, registration in a public trials registry. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) do not require registration. Further information can be found at http://www.icmje.org.

# Identification of Patients in Descriptions, Photographs and Pedigrees

A signed statement of informed consent to publish (in print and online) patient descriptions, photographs and pedigrees should be obtained from all persons (parents or legal guardians for minors) who can be identified (including by the patients themselves) in such written descriptions, photographs or pedigrees. Such persons should be shown the manuscript before its submission. Omitting data or making data less specific to de-identify patients is acceptable, but changing any such data is not acceptable.

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Submitted manuscripts are considered with the understanding that they have not been published previously in print or electronic format (except in abstract or poster form) and are not under consideration in totality or in part by another publication or electronic medium.

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Articles should be written in English, using American English spelling, and meet the following basic criteria: the material is original, the information is important, the writing is clear and concise, the study methods are appropriate, the data are valid, and the conclusions are reasonable and supported by the data.

# Copyright

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see more information on this). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

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This journal has an embargo period of 0 months.

# Manuscript Submission

#### Online Submission

Manuscripts (meaning all submission items, including all text, tables, artwork, cover letter, conflicts of interest disclosures, and any other required documents/material) must be submitted online to the *KJMS* through EVISE. This system can be accessed at https://www.evise.com/profile/api/navigate/null. If assistance is required, please refer to the tutorials and/or customer support that are available on the EVISE website; you may also contact the Editorial Office. Please do not post, fax or e-mail your manuscripts to the Editorial Office.

# Important Information

• Articles should be in Microsoft Word document format and prepared in the simplest form possible. We will add in the correct font, font size, margins and so on according to the journal's style.

• You may use automatic page numbering, but do NOT use other kinds of automatic formatting such as footnotes, headers and footers.

• Put text, references, table headings and tables, and figure legends in one file.

• Figures must be submitted as separate picture files, at the correct resolution and named according to the figure number, e.g., "Fig1.tif", "Fig2.jpg". Please see section 9.8. for more information.

# Supporting Documents

The following documents must be included in your submission (refer also to the Checklist that follows these author instructions). Items (1), (2), and (3) are mandatory. Items (4), (5), (6) and (7) are required only if they are applicable to your manuscript.

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• title of the manuscript

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list of manuscripts that have been published, submitted, or are in press that are similar to the submission to the *KJMS* (and include in your submission copies of those similar manuscripts so that *KJMS* Editors can be assured there is no overlap)

• the signature of the first author or the corresponding author

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Consolidated Standards of Reporting Trials (CONSORT) flow chart for randomized controlled trials submitted for publication. See Section 4 for more information.

Signed Statement of Informed Consent. Articles where human subjects can be identified in descriptions, photographs or pedigrees must be accompanied by a signed statement of informed consent to publish (in print and online) the descriptions, photographs and pedigrees from each subject who can be identified. See Section 5 for more information.

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# PREPARATION

Text should be typed double-spaced on one side of white A4 ( $297 \times 210$  mm) paper, with outer margins of 2.5 cm. A manuscript should include a title page, abstract, text, references, conflicts of interest statement (if any), acknowledgments (if any), and figures and tables as appropriate. Each section of the manuscript should begin on a new page. Pages should be numbered consecutively, beginning with the title page.

# The Editorial and Peer Review Process

As a general rule, the receipt of a manuscript will be acknowledged within 1 week of submission, and authors will be provided with a manuscript reference number for future correspondence. If such an acknowledgment is not received in a reasonable period of time, the author should contact the Editorial Office.

Manuscripts are reviewed by the Editorial Office to ensure that the submission contains all parts. The submission will not be accepted if the author has not supplied all parts of the manuscript as outlined in this document.

Manuscripts are then forwarded to the Editor-in- Chief, who makes an initial assessment of it. If the manuscript does not appear to be of sufficient merit or is not appropriate for the Journal, then the manuscript will be rejected without review. Rejected manuscripts will not be returned to authors unless requested.

Manuscripts that appear meritorious and appropriate for the Journal are reviewed by at least two Editorial Board members or expert consultants assigned by the Editor-in-Chief. The *KJMS* follows a double-blind peer review process. The editors and reviewers will not disclose any information about a manuscript or its review to anyone except the manuscript's corresponding author.

The corresponding author will usually be notified within 10 weeks of whether the submitted article is accepted for publication, rejected, or subject to revision before acceptance (however, do note that delays are sometimes unavoidable). If revisions are required, authors are asked to return a revised manuscript to the Editorial Office via the EVISE within 30 days. Please notify the Editorial Office in advance if additional time is needed or if you choose not to submit a revised manuscript.

# **Peer review**

This journal operates a double blind review process. All contributions are typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. More information on types of peer review.

# Double-blind review

This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:

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*Blinded manuscript (no author details):* The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

# **Title Page**

The title page should contain the following information (in order, from the top to bottom of the page):

- article category
- article title
- declaration of any potential financial and non-financial conflicts of interest
- running title not exceeding 50 characters

*IMPORTANT:* please do NOT include any author names and affiliations or corresponding author information on the title page (this information should be listed in your cover letter instead) because the *KJMS* follows a double-blind peer review process.

# Abstract and Keywords

An unstructured abstract (i.e., in one single paragraph with no subheadings), of no more than 250 words in length, and 3-5 relevant keywords (in alphabetical order) are required for the following article categories: Review Articles, Original Articles, and Short Communications.

Keywords should be taken from the Medical Subject Headings (MeSH) list of Index Medicus (http://www.nlm.nih.gov/mesh/meshhome.html).

No abstract or keywords are required for Letters to the Editor.

# Main Text

The text for Original Articles should be organized into the following sections: Introduction, Methods, Results, Discussion, and References. Each section should begin on a new page.

# Abbreviations

Where a term/definition will be continually referred to, it must be written in full when it first appears in the text, followed by the subsequent abbreviation in parentheses. Thereafter, the abbreviation may be used. An abbreviation should not be first defined in any section heading; if an abbreviation has previously been defined in the text, then the abbreviation may be used in a subsequent section heading. Restrict the number of abbreviations to those that are absolutely necessary.

# Numbers

Numbers that begin a sentence or those that are less than 10 should be spelled out using letters. Centuries and decades should be spelled out, e.g., the *Eighties or nineteenth century*. Laboratory parameters, time, temperature, length, area, mass, and volume should be expressed using digits.

# Acknowledgments

General acknowledgments for consultations and statistical analyses should be listed concisely, including the names of the individuals who were directly involved. Consent should be obtained from those individuals before their names are listed in this section. All financial and material support for the research, work, writing and editorial assistance from internal or external agencies, including commercial companies, should be clearly and completely identified.

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*Standard journal articles* Hsu SW, Shu K, Lee WC, Cheng YT, Chiang PH. Adrenal myelolipoma: A 10year single-center experience and literature review. Kaohsiung J Med Sci 2012;28:377-82.

[dataset] [5] Oguro M, Imahiro S, Saito S, Nakashizuka T. Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1; 2015. https://doi.org/10.17632/xwj98nb39r.1.Journal supplement Kaplan NM. The endothelium as prognostic factor and therapeutic target: what criteria should we apply? J Cardiovasc Pharmacol 1998;32(Suppl 3):S78–80.

*Journal article not in English but with English abstract* Kawai H, Ishikawa T, Moroi J, Hanyu N, Sawada M, Kobayashi N, et al. Elderly patient with cerebellar malignant astrocytoma. No Shinkei Geka 2008;36:799-805. [In Japanese, English abstract]

*Book with edition* Bradley EL. Medical and surgical management. 2nd ed. Philadelphia: Saunders; 1982, p. 72–95.

*Book with editors* Letheridge S, Cannon CR, editors. Bilingual education: Teaching English as a second language. New York: Praeger; 1980.

*Book chapter in book with editor and edition* Greaves M, Culligan DJ. Blood and bone marrow. In: Underwood JCE, editor. General and systematic pathology. 4th ed. London: Churchill Livingstone; 2004, p. 615–72.

*Book series with editors* Wilson JG, Fraser FC, editors. Handbook of teratology, vols. 1-4. New York: Plenum Press; 1977-1978.

*Bulletin* World Health Organization. World health report 2002: reducing risk, promoting healthy life. Geneva, Switzerland: World Health Organization; 2002.

# Electronic publications

Duchin JS. Can preparedness for biological terrorism save us from pertussis? Arch Pediatr Adolesc Med 2004;158:106–7. Available at http://archpedi.amaassn.org/cgi/content/full/158/2/106. Accessed June 12, 2004.

Smeeth L, Iliffe S. Community screening for visual impairment in the elderly. Cochrane Database Syst Rev 2002(2):CD001054. https://doi.org/10.1002/14651858. CD1001054.

*Theses* Ayers AJ. Retention of resin restorations by means of enamel etching and by pins. MSD thesis, Indiana University, Indianapolis, 1971.

*Website* American Association of Oral and Maxillofacial Surgeons. Wisdom teeth. Rosemont, IL: AAOMS, 2008. Available at http://www.aaoms.org/wisdom\_teeth.php. Accessed November 15, 2008.

*Company/manufacturer publication/pamphlet* Eastman Kodak Company, Eastman Organic Chemicals. Catalog no. 49. Rochester, NY: Eastman Kodak; 1977, p. 2–3.

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