Korean Journal of Radiology
Publication Instructions for Authors
(last updated: April 2019)

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OVERVIEW

The Korean Journal of Radiology, the official English language journal of the Korean Society of Radiology, publishes original contributions valuable to the advancement of medical diagnosis and treatment. Published monthly, the journal reports clinical and other investigations related to radiology and its allied sciences, publishing full-length Original Articles (including meta-analysis), Brief Communications, Reviews, Pictorial Essays, Letters to the Editor, and Editorials. We will undertake the evaluation of your manuscript with the understanding that the study followed the journal’s policies and guidelines explained hereinafter. Studies submitted to Korean Journal of Radiology should also follow established guidelines for reporting research studies (http://www.equator-network.org), including the STARD (Standards for Reporting of Diagnostic Accuracy) for studies dealing with diagnostic accuracy, the CONSORT (Consolidated Standards of Reporting Trials) for randomized controlled trials, and the PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) and the MOOSE (Meta-analysis Of Observational Studies in Epidemiology) for meta-analyses. Authors should appropriately describe the sex or gender of the study population (see, General Guideline for Manuscript Formatting).

REDUNDANT PUBLICATION AND RESEARCH ETHICS

Submitted manuscripts should not contain any previously published materials and should not be under consideration for publication elsewhere. The Council of Science Editors defines redundant publication as reporting substantially the same work more than once, without attribution of the original source(s). A manuscript that is potentially redundant includes the following characteristics: (1) at least one of the authors has contributed to both or all reports (if there are no common authors, plagiarism is more likely than redundant publication); (2) the subject or study populations are often the same or similar; (3) the methodology is typically identical or nearly so; and (4) the results and their interpretation generally vary little, if at all. Guidelines for multiple publications are based on instructions described in the Uniform Requirements for Manuscript Submitted to Biomedical Journals (Ann Intern Med 1988;108:258-265). If authors believe their manuscript may be redundant, they should ask the editor about this in a cover letter accompanying their submission and should clearly state the reuse/overlap of study materials in Materials and Methods of the manuscript. In the letter, the manuscript authors should explain how their report overlaps with already published material, or how it differs. To help the editor determine the possibility of redundant publication, a copy of such material previously published or being considered for publication elsewhere should also be submitted.

Any investigations involving humans and animals should be approved by the Institutional Review Board and Animal Care Committee, respectively, of the institution where the study took place. Korean Journal of Radiology will not consider any studies involving humans or animals without the appropriate approval. Korean Journal of Radiology may request a copy of the approval when necessary. Informed consent should be obtained, unless waived by the institutional review board, from patients who participated in clinical investigations. If experiments involve animals, the authors should also comply with NIH guidelines for the use of laboratory animals.

For the policies on the research and publication ethics not stated in these instructions, “Good Publication Practice Guidelines for Medical Journals (http://kamje.or.kr/publishing_ethics.html)” or “Guidelines on good publication (http://www.publicationethics.org.uk/guidelines)” can be applied. Descriptions appearing in each article are the responsibility of the authors and not of the Korean Journal of Radiology.

AUTHORSHIP AND CONFLICT OF INTEREST

Authors are required to make clear the nature of their contribution to their manuscript. To be listed as an author at byline, an individual has to meet all four categories established by the International Committee of Medical Journal Editors (ICMJE): (1) substantial contributions to conception and design, 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. The ICMJE further states that acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship. Individuals who have contributed substantially to some but not all of the four categories, or in other areas, should be listed in Acknowledgments. *Korean Journal of Radiology* seldom allows dual or shared corresponding authorship and does not allow adding authors or changing the first or the corresponding authors, once its decision of Minor Revision or Accept is made. If any author wishes to be removed from the byline, he or she should submit a letter signed by all authors, indicating his or her wish to be deleted from the list of authors. Any change in the name order in the byline requires a letter signed by all authors indicating agreement with the same. All potential conflicts of interest including any research funding, other financial support, and material support, if any exists, need to be clearly identified in the unblinded Full Title Page.

**MANUSCRIPT TYPES**

- *Korean Journal of Radiology* publishes Original Articles (including meta-analysis), Brief Communications, Reviews, Pictorial Essays, Letters to the Editor, and Editorials.
- Brief Communication is a short original research article which reports an evaluation of unique, previously unreported techniques, procedures or clinical case series which include a small number of subjects. The results may be presented descriptively without any formal statistical analysis or hypothesis testing. This category is not to publish a mere case report but to succinctly report an original research investigation. Therefore, all other structural components of a typical original research article are required (see below for further instruction). The category of a submitted manuscript can be changed by editors at any stage of the review process (for example, from original article to brief communication) without a notice to authors, as some papers are erroneously submitted as original articles by authors.
- Review is a narrative comprehensive scholarly review on a specific topic and is generally published as a commissioned paper at the request of the editor(s). We evaluate unsolicited submissions, but many of them are in fact turned away to the authors after a review by the editor(s).
- Pictorial Essay is a unique type of educational review which exhibits a series of cases or images as visual educational material. The amount of text is smaller than that of a typical narrative review article and messages are mainly delivered by figures and their legends.
- Editorials are mostly written by the editor(s).
- Key features of articles *Korean Journal of Radiology* publishes are as shown in the below table.

<table>
<thead>
<tr>
<th>Manuscript Type</th>
<th>Full Title Page (unblinded)</th>
<th>Main Document (blinded)</th>
<th>Maximum No. of Figure Parts</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abstract: Word Limit and Format</strong></td>
<td>*<em>Body Text</em>: Word Limit and Format</td>
<td><strong>Maximum No. of Figure Parts</strong></td>
<td><strong>Notes</strong></td>
<td></td>
</tr>
<tr>
<td>Original Article (including meta-analysis)</td>
<td>Required (see Manuscript Formatting)</td>
<td>300 words; structured including Objective, Materials and Methods, Results, and Conclusion sections</td>
<td>3000 words; structured including Introduction, Materials and Methods, Results, and Discussion sections</td>
<td>15</td>
</tr>
<tr>
<td>Brief Communication</td>
<td>Required (see Manuscript Formatting)</td>
<td>300 words; structured including Objective, Materials and Methods, Results, and Conclusion sections</td>
<td>2000 words; structured including Introduction, Materials and Methods, Results, and Discussion sections</td>
<td>10</td>
</tr>
<tr>
<td>Review</td>
<td>Required (see Manuscript Formatting)</td>
<td>120 words; unstructured</td>
<td>4500 words; unstructured–use section headings appropriately</td>
<td>24</td>
</tr>
<tr>
<td>Pictorial Essay</td>
<td>Required (see Manuscript Formatting)</td>
<td>120 words; unstructured</td>
<td>2500 words; unstructured–use section headings appropriately</td>
<td>30</td>
</tr>
<tr>
<td>Meeting Abstract</td>
<td>Not for regular submissions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Excludes abstract, keywords, references, tables, and figure legends.*
1. General Guidelines
   • The manuscript must be written in English.
   • For medical terms such as proper nouns, generic names of medicines, and units of measurement, use the original term. The use of acronyms and abbreviations is discouraged and should be kept to a minimum. When used, they are to be defined where first used, followed by the acronym or abbreviation in parentheses. Measurements and laboratory values should be in accordance with the *International System of Units* (SI) (resources: “SI Units in Radiation Protection and Measurements, NCRP Report no. 82” [August 1985]; “Now Read This: The SI Units Are Here,” JAMA 1986;255:2329-2339).
   • Report *p* values to three decimal places (i.e., 0.xxx). For *p* values less than 0.001, report as “*p* < 0.001.”
   • The names and locations (city and state or country) of manufacturers of equipment and non-generic drugs should be given.
   • All text files should be in Microsoft Word format (doc or docx). Do not upload text files as pdfs.
   • The manuscript should use 12-point font size and be double spaced on 21.6 cm by 27.9 cm (letter size) or 21.0 cm by 29.7 cm (A4) paper, with an approximate 3-cm margins.
   • Authors should not number the pages or the lines. The page and line numbers will automatically be generated when an uploaded manuscript is converted to pdf format, with the blinded title page being page 1.
   • *Korean Journal of Radiology* performs double-blinded review of the submitted manuscripts. Authors’ names or initials, their affiliations, or any other remarks that may identify the authors should not appear in the blinded Main Document, Figures, or any other materials for review. In case those are found, the editorial office will ask the authors to reupload the files after hiding them or will delete them on behalf of the authors before sending the manuscript for peer review.
   • Do not mix tables with the text. Tables should be placed collectively in the Main Document after references on separate pages.
   • For the initial submission, embed figures in the Word file. For a revised submission, upload figures as separate image files.
   • Please also refer to the most recent articles published in *Korean Journal of Radiology* for style.
   • Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex or gender. If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they determined race or ethnicity and justify their relevance.

2. Full Title Page
   • Should be submitted as a separate single Microsoft Word file.
   • Includes the following items:
     - Title
     - Names, ORCID ID (please refer to orcid.org), academic degree, affiliations, and addresses of the authors: full author name, not initials, must be provided in the order of first name, middle name (if exists), and last name for all participating authors, e.g. John (first name ) Doe (last name).
     - Contact information of the corresponding author: name , mailing address , phone number, fax number, and e-mail address.
     - Type of manuscript
     - Word count excluding abstract, references, tables, and figure legends
     - Acknowledgments
     - Conflicts of interest statement and funding
   • The information provided on the Full Title Page and the information entered at the manuscript submission website (http://mc.manuscriptcentral.com/kjr) must be the same.

3. Main Document

**Original Article and Brief Communication**
   • The Main Document should be submitted as a separate single Microsoft Word file and includes in the order of blinded title page, structured abstract (word limit of 300 words), keywords, introduction, materials and methods, results, discussion, references, tables, and figure legends.
   • On the blinded title page, write only the title and type of the manuscript. Do not include the authors’ names, or other details.
   • Abstract should start on a separate page and should be structured including Objective, Materials and Methods, Results, and Conclusion. The Objective and Conclusion need to be consistent with those in the main text and should use the same wording. The Results should present the main outcomes of the study using specific numerical data (e.g., absolute numbers and/or rates) with appropriate indicators of statistical uncertainty, such as 95% confidence intervals or *p* values. *P* values should never be presented alone without the actual data that are being compared. Do not use reference citations in the abstract. Abbreviations should be minimized and, if used, must be defined within the abstract by full terminology followed by abbreviation in parenthesis.
• The first paragraph of materials and methods should address whether the study was conducted under an approval by the Institutional Review Board (with or without patient informed consent) and Animal Care Committee of the institution where the study took place for any investigation involving humans and animals, respectively.
• If the study includes reuse/overlap of materials previously published or under consideration for publication elsewhere, clearly state the reuse/overlap in materials and methods.

Review
• The Main Document for a Review should be submitted as a separate single Microsoft Word file and includes in the order of a blinded title page (which includes only the title and the type of the manuscript), an unstructured abstract (word limit of 120 words), keywords, body text, references, tables, and figure legends. The body text does not require a structured format. Use section headings appropriately to separate and organize the text. However, an introductory paragraph and a summary or conclusion paragraph at the front and at the end, respectively, should be clearly distinguished.

Pictorial Essay
• The Main Document for a Pictorial Essay should be submitted as a separate single Microsoft Word file and includes in the order of a blinded title page (which includes only the title and the type of the manuscript), an unstructured abstract (word limit of 120 words), keywords, body text, references, tables, and figure legends. The body text does not require a structured format. Use section headings appropriately to separate and organize the text. However, an introductory paragraph and a summary or conclusion paragraph at the front and at the end, respectively, should be clearly distinguished.

4. References
• Start on a separate page in the Main Document, numbering the references consecutively in the order in which they appear in the text.
• All references must be cited in the text.
• Unpublished data should not be cited in the reference list, but parenthetically in the text, for example: (Smith DJ, personal communication), (Smith DJ, unpublished data).
• Journal names should be abbreviated according to the Index Medicus.
• All authors are to be listed when six or fewer; when there are seven or more, the first six should be given, followed by “et al.”
• Inclusive page numbers (e.g., 111-114) are to be given.

6. Figure Legends
• Start on a separate page after Tables in the Main Document. Legends should be numbered in the order in which they are cited, using Arabic numerals.
• Write a description using one complete sentence rather than a phrase or paragraph.
• In case of the use of previously published figures, the original source must be revealed in the figure legend.
• Provide a short title for each figure.

7. Figures
• For the initial submission, embed images in the Word file.

Journal article

Book

Chapter in a book

Web content

5. Tables
• Start on a separate page after References in the Main Document. Tables should be numbered using Arabic numerals. The title of the table should be clearly stated in the form of a sentence or a paragraph. The first letters of nouns and adjectives should be capitalized.
• Tables should not be longer than one page and should contain at least four lines and two columns of data.
• Tables are to be numbered in the order in which they are cited in the text.
• Abbreviations should be defined in a foot note below each table in an alphabetical order.

6. Figure Legends
• Start on a separate page after Tables in the Main Document. Legends should be numbered in the order in which they are cited, using Arabic numerals.
• Write a description using one complete sentence rather than a phrase or paragraph.
• In case of the use of previously published figures, the original source must be revealed in the figure legend.
• Provide a short title for each figure.

7. Figures
• For the initial submission, embed images in the Word file.
• For a revised submission, images must be uploaded (do not embed) as separate tif/tiff files.
• All figure parts related to one patient should have the same figure number and use English letters after the numerals to distinguish each figure part, e.g. Fig. 1A, 1B, 1C, and so on. Do not label figure numbers directly on the figures. Match the figure number with the name of the image file, e.g. Fig_1A.jpg.
• Labels/arrows should be of professional quality and touch the edge of the feature being labeled. Do not use equilateral triangles for arrowheads. All labels should be large enough to be visible on printed pages. We recommend authors to use black arrows with white borders or vice versa according to the background of labels.
• Remove all names and all other identifiers of the patient, authors, and authors’ institutions from the figures.
• After cropping to the area of interest, images should be at least 300 dpi in resolution and a minimum of 3 inches to a maximum of 7 inches both in width and height.
• Written permission from the prior publisher should be obtained for the use of all previously published illustrations and copies of the permission letter should be submitted.

SUBMISSION OF MANUSCRIPT AND CHECKLIST

• Electronic submission is the only method of submitting manuscripts to Korean Journal of Radiology. Authors should go to the http://mc.manuscriptcentral.com/kjr.
• Submission checklist is as shown in the below box.

☐ Cover letter.
☐ Certificate of English editing (non-native English-speaking authors only)
☐ All texts files in Microsoft Word format (doc or docx).
☐ Complete Full Title Page (Please provide ORCID IDs for all authors) as a separate Microsoft Word file.
☐ Main Document as a separate Microsoft Word file, including in the order of blinded title page, abstract, keywords, body text, references, tables, and figure legends.
☐ Word limit for abstract: 300 words for Original Article and Brief Communication, and 120 words for Review and Pictorial Essay.
☐ Approximately 5 non-MeSH keywords.
☐ For the initial submission, embed figures in the Word file. For a revised submission, upload figures as separate image files.
☐ Digital figures must be at least 300 dpi and a minimum of 3 inches to a maximum of 7 inches in width and height. Use tif/tiff for revised manuscripts.

☐ For previously published materials, send written permission to reprint.
☐ Provide copies of any materials for which there is overlap with your manuscript (see REDUNDANT PUBLICATION AND RESEARCH ETHICS).

REVIEW PROCESS AND MANUSCRIPT DECISION

• Submitted manuscript will first be evaluated at the editorial office regarding the completeness and suitability to Korean Journal of Radiology of the submitted materials. Modifications/corrections may be requested to the authors at this stage before starting the peer review.
• Submitted manuscripts will generally be reviewed by two peer reviewers, who are experts in the submitted subject matter and make suggestions to the editor(s), as well as by the editor(s).
• Korean Journal of Radiology performs double-blinded peer review of the submitted manuscripts. Both the peer reviewers and the authors are not revealed to the other.
• Authors can monitor the progress of the manuscript throughout the review process at http://mc.manuscriptcentral.com/kjr.
• Submitted manuscripts will be rendered one of the following decisions:
  Accept: The manuscript is accepted for publication.
  Minor Revision: A revision needs to be submitted within 30 days of the decision. Otherwise, the manuscript will be treated as a new submission.
  Major Revision: A revision needs to be submitted within 90 days of the decision. Otherwise, the manuscript will be treated as a new submission.
  Reject: Resubmission allowed: Authors are allowed to resubmit their work. However, it is effective only when they are able to respond to the various reviewer comments and make substantial changes to the study. This type of manuscript is generally not suitable for publication unless the authors conduct further research or collect additional data. The resubmitted manuscript will be treated as a new submission.
  Reject: No further consideration: The paper will no longer be considered for publication.
• A decision to accept a manuscript is not based solely on the scientific validity and originality of the study content; other factors are considered including the extent and importance of new information in the paper as compared with that in other papers being considered, the Journal’s need to represent a wide range of topics, and the overall suitability for Korean Journal of Radiology.
• Decision letters usually, but not always, convey all factors considered for a particular decision. Occasionally, the comments to the authors may appear to be
inconsistent with the editorial decision, which takes into consideration reviewers’ comments to the editor, as well as the additional factors listed above.

• If, as the author(s), you believe that we have rejected your article in error, perhaps because we have misunderstood its scientific content, please send an appeal by e-mail to the editorial office (kjr@radiology.or.kr). However, appeals are ineffective in most cases and are discouraged.

• Submitted manuscripts can be withdrawn by authors’ request at any time before they are formally accepted for publication. However, any withdrawal after a manuscript has entered “under review” status will not be allowed a resubmission after the withdrawal.

**INSTRUCTIONS FOR SUBMISSION OF REVISED MANUSCRIPT**

• A Major Revision and a Minor Revision should be submitted within 90 days and 30 days, respectively, of the decisions. Otherwise, the manuscript will be treated as a new submission.

• Please carefully read and follow the instructions written here and those included in the manuscript decision e-mail.

• To start the submission of a revised manuscript, log in at the http://mc.manuscriptcentral.com/kjr. Click the “Manuscripts with Decisions” queue or “Manuscripts Awaiting Revision” queue in the “My Manuscripts” area. Then, find the submission you wish to start the revision process for and click on the “Create Revision” link for that manuscript. Authors can also click on the revision link in the “Author Resources” area.

• To continue with a revised manuscript that has yet to be submitted, click on the “Revised Manuscripts in Draft” queue in the “My Manuscripts” area. Find the submission you wish to continue with and then click on the “Continue Submission” button.

• Please submit a point-by-point response to the editor/reviewer comments by directly putting it in the box provided in “View and Response to Decision Letter” page or by uploading the same as a Microsoft Word document file (doc/docx) on the “File Upload” page.

• Any changes in the authorship should be reported to the editor in the cover letter.

• For file uploading, if you have updated a file, please delete the original version and upload the revised file. To designate the order in which your files appear, use the dropdowns in the “order” column on the “File Upload” page.

• For a revision, we require both annotated and clean copies of the Main Document. Each should be a separate Microsoft Word document. The annotated copy should have changes tracked using the track changes function in Microsoft Word with marginal memos indicating changes (for example, R2-3 indicates response to comment #3 of Reviewer #2).

• The figures for a revised manuscript should be in tif/tiff format.

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**PUBLICATION FEE**

Authors whose manuscripts are finally accepted for publication in the *Korean Journal of Radiology* will be charged a minimum publication fee: 100,000 KRW for Korean authors and 100 USD for non-Korean authors, which only apply to Original Article, Brief Communication, Review, and Pictorial Essay. No publication fees for Letter to the Editor or Editorial. Publication fee is waived for invited articles regardless of article types.