Information for authors

The official journal of the Korean Thyroid Association has been published since 2008, and is come out every 6 month. The journal is continuously distributed on whole country, and so reflects the trait of Korean territory precisely. Journal editorial policy is independent of conflict of the Society.

We invite submission of articles on topics pertaining to the science and art of medicine that help fulfill the Journal’s mission of publishing "contemporary, ethical, clinically relevant information in Korean Thyroid Association that can be used by endocrinologists, endocrine surgeons, otolaryngologists, radiologists, pathologists, ophthalmologists, scientists, and related specialists to improve patient care and public health."

Categories of Publication Methods

1. Manuscripts can be written in English or Korean. International Journal of Thyroidology publishes full–length Original articles, both basic science and clinical issues, Reviews, Case reports, Image in Thyroidology, How I Do It and Letter to the Editor.

2. Reviews are usually solicited by the Editor–in–Chief and describe concise review on subjects of importance to medical researchers.

3. Original articles are papers containing results of basic and clinical investigations, which are sufficiently well documented to be acceptable to critical readers.

4. Case reports, Image in Thyroidology, How I Do It and Letter to the Editor deal with issues of importance to medical researchers.

Editorial Policies

1. Authorship

Authorship credit is based only on having made a substantial contribution to the published work by virtue of meeting all the following three criteria: Conception and design of project or analysis of the manuscript data; Drafting or critically revising the content of the manuscript submitted for publication, and; Giving final approval of the version to be published. All three criteria must be met for an individual to be listed as an author or co–author on a published paper.

Please note that other criteria, which do not qualify an individual for "author status", include the following: Supplying funding or other resources; Collecting data (only); General supervision of the research group, and being departmental chair or division chief.

2. Ethics

Manuscripts that include information obtained from human or animal research must include (in the text or an appropriate footnote) verification of the review and approval of the appropriate institutional
research oversight committee for the work that is reported. The cover letter must also state if the manuscript contains any portion that may be regarded as redundant or duplicate information, defined as a paper, data, tables, or figures that overlap substantially with already published information. We endorse the principles embodied in the Declaration of Helsinki (1964) and expect that all investigations involving human materials have been performed in accordance with these principles. For animal experiment, “the Guiding Principles in the Care and Use of Animals” approved by the American Physiological Society have to be observed. The Editor-in-Chief has the right to reject a manuscript if research misconduct is suspected. 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.

3. Copyright
Upon acceptance of an article, authors will be asked to transfer copyright. This transfer will ensure the widest possible dissemination of information. A letter will be sent to the corresponding author confirming receipt of the manuscript. A form facilitating transfer of copyright will be provided. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article.

4. Conflict of interest
A conflict of interest may exist when an author (or the author’s institution or employer) has financial or personal relationships that could inappropriately influence (or bias) the author's decisions, work, or manuscript. Corresponding author of an article is asked to let the Editor-in-Chief know potential conflict of interest possibly influencing their interpretation of data. Potential conflict of interest is applied even when the authors are confident that their judgments have not been influenced in the manuscript. Such conflicts may be financial supports or connections to pharmaceutical companies, political pressure from interest groups, or academic problems. The Editor-in-Chief will decide whether the information of the conflict should be included in the published paper. Before publishing such information, the Editor-in-Chief will consult with the corresponding author.

Immediately following the Acknowledgments section, a section entitled “Author Disclosure Statement” must be included. This text must be part of your MS file. In this portion of the manuscript, the authors must disclose any commercial association that might create a conflict of interest in connection with submitted manuscripts. This statement should include appropriate information for each author, thereby representing that competing financial interests of all authors have been appropriately disclosed according to the policy of the journal. It is important that all conflicts of interest, whether they are actual or potential, be disclosed. This information will remain confidential while the manuscript is being reviewed and will not affect the editorial decision.

Please see the Uniform Requirements for Manuscripts Submitted to Biomedical Journals at www.icmje.org/index.html#conflicts for further guidance. If no conflicts exist, the authors must state, “No competing financial interests exist.”
Manuscript Preparations

1. General
1) Format: Preparing in an electronic file made by Microsoft (MS) Word. Write in Korean or English with double line-spacing on one side of single A4 (21×30 cm) sheets with a margin of at least 3 cm on every side and standard 12 font.

2) Units of measurement: Authors should express all measurements in conventional units, with "Le Systeme International d'Unites" (SI units) given in parentheses throughout the text.

3) Abbreviations: Except for units of measurement, abbreviations are strongly discouraged. Except for units of measurement, the first time an abbreviation appears, it should be preceded by the words for which it stands. Manuscripts containing research data, generally follow the order: Title page, Abstract, Text, Acknowledgment, References, Tables, and Figure legends. Start each section at the top of a new page.

2. Title page
This should contain the title of an article, full names of authors and institutional affiliation(s). If several authors, and institutions are listed, they should be clearly indicated with which department and institution each author is affiliated. In a separate paragraph, address for correspondence, including the name of corresponding author, degree, address (institutional affiliation, city, zip-code and country telephone and fax numbers, and e-mail address) should be given. The corresponding author will receive all correspondence regarding the manuscript, as well as proof pages and reprint requests. Also indicate where the paper was presented, and if applicable, provide a brief acknowledgment of any grants and/or other assistance received. A running title, 50 characters or less including blank, should not be declarative or interrogative sentences.

3. Abstract and key words
Abstract must be organized and formatted according to the following headings: (1) Background and Objectives, (2) Materials (Subjects) and Methods, (3) Results, and (4) Conclusion. The Abstract must be organized and formatted according to the following headings: (1) Background and Objectives, (2) Materials (Subjects) and Methods, (3) Results, and (4) Conclusion. The Abstract length is typically 250 words in English and 600 words in Korean. Up to five keywords should be listed at the bottom of abstract to be used as index terms. For the selection of keywords, refer Medical Subject Heading (MeSH) in Index Medicus. If suitable MeSH terms are not yet available for recently introduced terms, present terms may be used.

4. Text
The text is to be divided into five sections with the following headings: Introduction, Materials (Subjects) and Methods, Results, Discussion. Define abbreviations at first mention in text and in each table and figure. If a brand name is cited, supply the manufacturer's name and address (city and state/country). Maximum length of manuscript is 3,500 words in English and 10,000 words in Korean (exclusive of the title page and abstract), 30 references and a total 10 images.

1) Introduction: Brief background, references to the most pertinent papers generally enough to inform readers, and relevant findings of others are described. The specific question to which the authors’ particular investigation is studied should be also described.
2) Materials (Subjects) and Methods: Explanation of the experimental methods should be concise and sufficient for repetition by other qualified investigators. Procedures that have been published previously should not be described in detail. However, new or significant modifications of previously published procedures need full descriptions. The sources of special chemicals or preparations should be given along with their location (name of company, city and state, and country). Method of statistical analyses and criteria of significance level should be described. In Case Reports, case history or case description replace the Materials and Methods section as well as Results section.

3) Results: This part should be presented logically using text, table and illustrations. Excessive repetition of table or figure contents should be avoided. At the end of results, emphasize or summarize only important observations.

4) Discussion: The data should be interpreted concisely without repeating materials already presented in the results section. Speculation is permitted, but it must be supported by the presented data of authors and be well founded.

5) Acknowledgments: All persons who have made substantial contribution, but who are not eligible as authors are named in acknowledgment.

5. References

Citation of references in the text should be made by giving consecutive number in parenthesis. They should be listed in the order of citation in the text with consecutive number in this separate section. List all authors up to six. If more than six, list the first six and add "et al". The titles of journals should be abbreviated according to the style used in Index Medicus.

1) Style for papers in periodicals is: name and initials of six authors, et al(.) full title of article(.) journal name( )year( ;) volume( : )first page( – )last page numbers(.)

2) Style for Book: name and initials of all authors(.) title of the book(.) edition(.) place(:) publisher( ;)year( ;) (p.)(first page( – )last page(.)

3) Style for chapter of a book: name and initials of all authors(.) title of the chapter(.) (In: )editor of the book (, editor.) title of the book(.) edition(.) place(:) publisher( ;)year( ;) (p.)(first page( – )last page(.)

4) Conference proceedings

5) Dissertation
6) In press

7) Electronic Material
   (1) Journal article in electronic format
   (2) Monograph in electronic format
   (3) Computer file

8) Authors should compile lists of references for their publications in accordance with the Citing Medicine, NLM style guide.

6. Table
   Tables must be cited in the order in which they appear in the text using Arabic numerals. The table’s legend may include any pertinent notes and must include definitions of all abbreviations and acronyms that have been used in the table. Tables submitted with multiple parts will be renumbered. The significance of results should be indicated by appropriate statistical analysis. For footnotes use the following symbols, in sequence: *, †, ‡, §, ‖, ¶, **, ††, ‡‡. All units of measurement and concentration should be designated. If you use data from another published or unpublished source, obtain permission and acknowledge them fully.

7. Figure
   Figures must be cited in the order they appear in the text using Arabic numerals. Figure legends should appear within the document in a separate section after the references. Figure legends are required for all article types and should be double–spaced in the manuscript. All relevant and explanatory information extraneous to the actual figure, including figure part labels, footnotes, abbreviations, acronyms, arrows, and levels of magnification in insets, should be defined in the legend text. If figures have multiple parts (e.g., A, B, C, D), each part must be counted as a separate image in the total number allowed. Submit a photograph that will not reveal the person’s identity. Figures must be submitted as separate files saved in JPEG, TIFF, GIF, EPS, or PPT format (do not embedded the figures in the Microsoft Word manuscript file). The figure resolution should be at least 600 dpi for grayscale and color images, and 1,200 dpi for line figures at final size. Color images must be saved in CMYK mode (and not in RGB mode).

8. Case report
   Case report can be written briefly and do not have to meet the same requirements and preparations. Submissions should have up to five A4 pages and include an Introduction and Discussion. Maximum length of abstract is 150 words, 20 references, and a total of four authors.

9. Image in Thyroidology
   Images that may help make clinical decisions while being interesting and educational in terms of the evaluation and treatment of thyroidology should be prepared with a manuscript. The manuscript
should not be more than 1 page (A4), with the number of references limited to 5. Figures can be submitted as EPS, JPEG, and TIFF file types. Color and gray-scale images must be at least 600 dpi. Line art(bitmap images must be at least 1200 dpi.

10. How I Do It
"How I Do It" should offer a novel, substantive approach to an existing clinical practice. Its manuscripts should have clear practical value with originality and quality of illustrations. The manuscript should not be more than 1 page (A4), with the number of references limited to 5.

11. Letter 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 1 page (A4), with the number of references limited to 5.

12. Reviews and Special contributions
Review articles should follow the instructions except for the Special contribution.

* Other requirements are in accordance with the International Committee of Medical Journal Editors, Uniform Requirements for Manuscripts Submitted to Biomedical Journals, October 2008.

---

**Manuscript Submission**

1. Authors must submit their manuscript online through http://www.thyroid.kr/thesis/Login.html and the instructions on the site should be closely followed. Enter your ID and password into the boxes provided. Through individual Author Centers on this website, authors can view the status of their manuscripts as they progress through the review process. Notification of the disposition of each manuscript will be sent by E-mail to the corresponding author on the day of decision.

2. Editorial and peer review process and acceptance: Manuscripts submitted online are received on the day of submission and quickly assigned to more than three reviewers. Acceptance of the manuscript is decided, based on the critiques and recommended decision of the referees.

3. Revised Manuscripts and Submission: Three repeated decisions of "review after revision" are regarded as "rejection". If you have been invited to submit a revised manuscript, please submit it online via your author center following instructions found there. The reviewed manuscripts are returned back to the corresponding author with comments and recommended revisions. Please include your responses to the reviewer comments and a cover letter to the Editor-in-Chief.

4. CrossCheck is a multi-publisher initiative to screen published and submitted content for originality. To find out more about CrossCheck visit http://www.crossref.org/crosscheck.html. All manuscripts submitted to International Journal of Thyroidology may be screened, using the iThenticate tool, for textual similarity to other previously published works.

---

**Copyright and Payment Information**

1. Korean Thyroid Association reserves the right to exclusive publication of all accepted manuscripts. The corresponding author should send a signed copyright transfer which has all authors sign on pages.
2. The costs of review and publication
A fee of 45,000 won is required to cover the costs of publication and will entitle you to receive 50
covered reprints of your work. Authors will be charged for all color illustrations.

Editorial office
Editor-in-Chief: Seung Won Lee, MD
Department of Otolaryngology–Head and Neck Surgery, Soonchunhyang University College of Medicine,
SoonchunHyang University Hospital, 170 Jomaru-ro, Wonmi-gu, Bucheon 14584, Korea. Tel: +82–
32–621–5450, Fax: +82–32–621–5016, Email: lsw0922@schmc.ac.kr
Assistant Editor: Kyoung Ho Oh, MD
Department of Otolaryngology–Head and Neck Surgery, Korea University College of Medicine, 123
Email: anamjigu@gmail.com

3. Manuscripts should be submitted online at http://www.thyroid.kr/thesis/Login.html.