

Notice

Korean Society of Anesthesiologists

<http://www.anesthesia.or.kr>

Editorial Board / Tel: +82-2-795-5129 / Fax: +82-2-792-4089 / E-mail: anesthesia@kams.or.kr

1. On-line manuscript review process

- 1) All proposed manuscripts for publication in the Korean Journal of Anesthesiology will be processed exclusively online.

Please use the "Questions and Answers" section of our website (<http://submit.ekja.org/>) for any concerns you may have vis-à-vis problems, questions, or suggestions for improvement. You may also direct them to the attention of the electronic manuscripts processing manager (editorial manager) (MEDrang, +82-2-6711-4711).

- 2) Processing publication-related inquiries for newly submitted manuscripts through the main number of the KJA would cause undue burden for the KJA in its general duties.

As such, these inquiries should be made entirely online in the "Questions & Answers" section of the website. Requests and orders - including the expected date of publication and the status of manuscript under review - should be made online, and responses shall be provided without delay upon confirmation.

2. Information and regulation for submitting manuscripts

- 1) The corresponding author will be notified by e-mail whenever there is any change in the status of a submitted manuscript. Authors could also obtain this information directly through the website. The KJA will

respond to all review inquiries. However, the expected Vol. No. cannot be provided, if it has not yet been confirmed; as such, we would not be able to entertain inquiries on this matter.

- 2) Doctoral and Master's dissertations should abide by the manuscript submission guidelines of the KJA and should accompany a scanned file of the thesis title and the signature(s) of the examiner(s). This information should be entered in the "Paper Information" section during the online submission process.
- 3) The corresponding author should be a faculty. The corresponding author will be notified by e-mail whenever there is any change in the status of a submitted manuscript, and any resubmission can only be made by the corresponding author.
- 4) A manuscript needs to be resubmitted if there is a change in the makeup of the manuscript authorship; thus, special care should be taken when registering authors.
- 5) Manuscript review is terminated after two reviews, but a member of the review committee may request for a 3rd review.

3. How to publish color images on www.ekja.org

Color images in the printed journal require an additional expense.

Instructions to Authors

Enacted March 24, 1995

Recently revised (14th) February 24, 2011

Korean Journal of Anesthesiology is the official scientific journal of the Korean Society of Anesthesiologists, published at the end of the every month. Its abbreviated title is "Korean J Anesthesiol." Korean Journal of Anesthesiology publishes definitive articles that can improve clinical care or guide further research in the field of anesthesiology. Manuscripts for submission to Korean Journal of Anesthesiology should be written according to the following policies. Korean Journal of Anesthesiology follows the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication*, available at: <http://www.icmje.org/>, if otherwise not described below.

General information

1. Publication types

Korean Journal of Anesthesiology focuses on clinical research, experimental research, case reports, reviews, letters to the editor, opinion, book reviews, and editorials.

2. Language

Manuscripts are recommended to be written primarily in English. Manuscripts in Korean, however, also can be received if the Citations, Acknowledgments, Tables, Figures, and References are written in English. Medical terminology should be written based on the most recent edition of Dorland's Illustrated Medical Dictionary and the most recent edition of English-Korean, Korean-English Medical Terminology, published by the Korean Medical Association (<http://kamje.or.kr/term/>).

3. Submission of manuscript

In addition to members of the Korean Society of Anesthesiologists, any researcher throughout the world can submit a manuscript if the scope of the manuscript is appropriate. Authors are requested to submit their papers electronically by using the online manuscript submission system, available at: <http://submit.ekja.org/>. Authors, reviewers, and editors send and receive all correspondences through this system. Final revisions by authors should be submitted within 1 week of the request.

4. Peer review process

Submitted manuscripts will be reviewed by 2 or more experts in the corresponding field. The Editorial Board may request authors to revise the manuscripts according to the reviewer's opinion. After revising the manuscript,

the author should upload the revised files with a reply to each item of the reviewer's opinion. The author's revisions should be completed within 90 days after the request. If it is not received by the due date, the Editorial Board will not consider it for publication again. To extend the revision period to more than 90 days, the author should negotiate with the Editorial Board. The manuscript review process should be finished the second review. If the authors wish further review, the Editorial Board may consider it. The Editorial Board will make a final decision on the approval for publication of the submitted manuscripts and can request any further corrections, revisions, and deletions of the article text if necessary. Statistical editing also is performed if the data need professional statistical review by a statistician. The review and publication processes that are not described in the Instructions for Authors will be incorporated into the Editorial Policy Statements approved by the Council of Science Editors Board of Directors, available at: http://www.council-scienceeditors.org/services/draft_approved.cfm.

5. Fee for publication

For Unsolicited Manuscripts, a part of the publication cost will be charged to the corresponding authors. An additional fee will be charged for color prints.

6. Copyrights

Copyrights of all published materials are owned by the Korean Society of Anesthesiologists.

Research and publication ethics

For the policies on research and publication ethics that are not stated in these instructions, the Good Publication Practice Guidelines for Medical Journals, available at: http://kamje.or.kr/publishing_ethics.html, or the Guidelines on Good Publication, available at: <http://www.publicationethics.org.uk/guidelines>, can be applied.

1. Conflict-of-interest statement

If there are any conflicts of interest, authors should disclose them in the manuscript.

2. Statement of informed consent

Copies of written informed consents and Institutional Review Board (IRB) approval for clinical research should be kept. If necessary, the editor or reviewers may request copies of these documents to resolve questions about

IRB approval and study conduct.

3. Statement of human and animal right
Clinical research should be done in accordance of the Ethical Principles for Medical Research Involving Human Subjects, outlined in the Helsinki Declaration of 1975 (revised 2000). Clinical studies that do not meet the Helsinki Declaration will not be considered for publication. Human subjects should not be identifiable, such that patients' names, initials, hospital numbers, dates of birth, or other protected healthcare information should not be disclosed. For animal subjects, research should be performed based on the National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals should be maintained.
4. Registration of the clinical trial research
Any researches that deals with clinical trial should be registered to the primary national clinical trial registration site such as Korea Clinical Research Information Service (CRiS, <http://cris.cdc.go.kr>) or other sites accredited by WHO or International Committee of Medical Journal Editor.
5. Authorship
Authorship credit should be based on 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; and 3) final approval of the version to be published. Authors should meet these 3 conditions. If the number of authors is greater than 6, there should be a list of each author's role for the submitted paper.
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. Any part of the accepted manuscript should not be duplicated in any other scientific journal without the permission of the Editorial Board. If duplicate publication related to the papers of this journal is detected, the authors will be announced in the journal and their institutes will be informed, and there also will be penalties for the authors.
7. Secondary publication
It is possible to republish manuscripts if the manuscripts satisfy the condition of secondary publication of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, available at: <http://www.icmje.org>.

Manuscript preparation

1. Word processors and format of manuscript
Manuscripts should be submitted in the file format of

Microsoft Word 2003 or higher. Manuscripts should be written in a 10 points or larger, double-space with a wide margins of 2 cm on each side and 3 cm for the upper and lower ends.

2. Abbreviation of terminology
Abbreviations should be avoided as much as possible. When they are used, full expression of the abbreviations following the abbreviated word in parentheses should be given at the first use.
For example: target controlled infusion (TCI)
After that, "TCI" can be used instead of "target controlled infusion." Common abbreviations, however, may be used, such as DNA. Abbreviation can be used if it is listed as a MeSH subject heading (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=mesh>).
3. Word-spacing
 - 1) Leave 1 space for each side, using arithmetic marks as +, -, ×, etc.
Ex) 24 ± 2.5
Leave no space for hyphen between words.
Ex) intra-operative
 - 2) In an English manuscript, leave 1 space after "," and ";" . Leave 2 spaces after "." and ":".
 - 3) Using parentheses, leave 1 space each side in English, and leave no space in the Korean manuscript.
 - 4) Brackets in parentheses, apply square brackets.
Ex) ([])
 - 5) Manuscripts in Korean should obey the rules of Korean spelling (<http://korean.go.kr/>).
4. Citations
 - 1) If a citation has 2 authors, write as "Hirota and Lambert". If there are more than 3 authors, apply 'et al.' at the end of the first author's surname. Ex) Kim et al. [1].
 - 2) Citation should be applied after the last word or author's surname.
Ex) It is said that hypertension can be brought [1] and the way to injure brain [2] is...
Ex) Lee et al. [3] reported...
Ex) Choi and Kim [4] reported...
 - 3) Apply citation before a comma or period.
Ex) ...is reported [1],
 - 4) Identify reference by several or coupled Arabic numbers, enclosed in square brackets on the line as [1,3,5].
5. Arrangement of manuscript
The article should be organized in the order of title, abstract, introduction, materials and methods, discussion, acknowledgments, references, table, figure, and figure legends... Each new section's title should begin on a new page. The conclusion should be included in the discussion section. Number pages consecutively, beginning with the abstract page. Page numbers should

be placed at the middle of the bottom of page. For survey-based clinical studies, the original survey document does not need to be included in the body of the manuscript but may be supplemented in an appendix.

6. Organization of manuscript

1) Clinical or experimental research

(1) Cover page

· Title

Title should be concise and precise. The first word should be capitalized. Drug names in the title should be written with generic names, not brand names.

· For the title, only the first letter of the first word should be capitalized.

Ex) Effect of smoking on bronchial mucus transport velocity under total intravenous anesthesia.[O]

Ex) Effect of Smoking on Bronchial Mucus Transport Velocity under Total Intravenous Anesthesia.[X]

· Provide drug names as generic names, not product names.

Ex) In CPR, Isosorbide Dinitrate is, [O]

Ex) In CPR, Isosorbide Dinitrate (Isoket[®]) is, [X]

Ex) In CPR, Isoket[®] is, [X]

· Running title

A running title of no more than 40 characters, including letters and spaces, should be described. If inappropriate, the editorial board may revise it.

· Previous presentation in conferences

Title of the conference, date of presentation, and the location of the conference may be described.

(2) Abstract

All manuscripts should contain a structured abstract that is written only in English. Provide an abstract of no more than 250 words. It should contain 4 subsections: Background, Methods, Results, and Conclusions. Quotation of references is not available in the abstract. A list of keywords, with a maximum of 6 items, should be included at the end of the abstract. The selection of keywords should be from MeSH (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=mesh>) and should be written in small alphabetic letters with the first letter in capital letter. Separate each word by a comma (,), and mark a period (.) at the end of the last word.

Ex) Key Words: Carbon dioxide, Cerebral vessels, Oxygen, Spinal analgesia.

Ex) Key Words: Fentanyl, GABA, Meperidine, Methandone, Morphine-6-glucuronide.

(3) Introduction

The introduction should address the purpose of the article concisely and include background reports that are relevant to the purpose of the paper.

(4) Materials and methods

The materials and methods section should include sufficient details of the design, subjects, and methods of the article in order, as well as the data analysis methods and control of bias in the study. Sufficient details need to be addressed in the methodology section of an experimental study so that it can be further replicated by others.

When reporting experiments with human or animal subjects, the authors should indicate whether they received approval from the Institutional Review Board for the study. When reporting experiments with animal subjects, the authors should indicate whether the handling of the animals was supervised by Institutional Board for the Care and Use of Laboratory Animals. "American Society of Anesthesiologists physical status classification" should not be abbreviated. As a rule, subsection titles are not recommended.

· Units

Laboratory information should be reported in International System of Units [SI], available at: <http://physics.nists.gov/cuu/Units/index.html> or <http://physics.nists.gov/Document/sp811.pdf>.

Exceptions

A. The unit for volume is "L", others in "dl, ml, µl".

Ex) 1 L, 5 ml

B. The units for pressure are mmHg or cmH₂O.

C. Use Celsius for temperature

D. Units for concentration are M, mM, µM.

E. When more than 2 items are presented, diagonal slashes are acceptable for simple units. Negative exponents should not be used.

Ex) mg/kg/min [O], mg · kg⁻¹ · min⁻¹ · [X]

F. Leave 1 space between number and units.

Ex) 5 mmHg

Exception) 5%, 36°C

G. Units of time

Ex) hour: 1 h = 60 min = 3600 s, day: 1 d = 24 h = 86400 s

· Machine and equipment

Provide model name and manufacturer's name, city, state, and country.

Do not put "." between words when writing the names of countries.

Ex) U.S.A. [X], USA [O]

· For drug names, use generic names... If a brand name should be used, insert it in parentheses after the generic name. Provide [®] or [™] as a superscript and the manufacturer's name and country.

· Ions

Ex) Na⁺ [O], Mg²⁺ [O], Mg⁺⁺ [X], Mg⁺² [X]

Ex) Premedicated magnesium [O]

Ex) Premedicated Mg²⁺ [O]

· Statistics

Precisely describe the methods of statistical analysis methods and computer programs so that reader can reproduce the same results if the original data are

available. Mean and standard deviation should be described as mean \pm SD, also mean and standard error as mean \pm SEM. P values should be described as $P < 0.05$.

(5) Results

Results should be presented in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat all of the data in the tables or illustrations in the text; emphasize or summarize only the most important observations. Results can be sectioned by subsection titles but should not be numbered. Citation of tables and figures should be provided as Table 1 and Fig. 1.

(6) Discussion

The discussion should be described to emphasize the new and important aspects of the study, including the conclusions. Do not repeat the results in detail or other information that is given in the Introduction or the Results section. Describe the conclusions according to the purpose of the study but avoid unqualified statements that are not adequately supported by the data. Conclusions may be stated briefly in the last paragraph of the Discussion section.

(7) Acknowledgments

Persons or institutes who contributed to the papers but not enough to be coauthors may be introduced. Financial support, including foundations, institutions, pharmaceutical and device manufacturers, private companies, or intramural departmental sources, or any other support should be described.

(8) References

The description of the journal reference follows the descriptions below. Otherwise, it follows the NLM Style Guide for Authors, Editors, and Publishers (Patrias, K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling, DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 [updated 2009 Jan 14; cited 2009 May 1]. Available at: <http://www.nlm.nih.gov/citingmedicine>).

- References should be obviously related to documents and should not exceed 30. References should be numbered consecutively in the order in which they are first mentioned in the text. Provide footnotes in the body text section. All of the references should be stated in English, including author, title, name of journal, etc.
- If necessary, the editorial board may request original documents of the references.
- The journal title should be listed according to the List of Journals Indexed for MEDLINE, available at: <http://www.nlm.nih.gov/tsd/serials/lji/html>, or the List of KoreaMed Journals, available at: <http://koreamed.org>.
- Six authors can be listed. If more than 6 authors are listed, only list 6 names with 'et al.'

- Provide the start and final page numbers of the cited reference.
- Abstracts of conferences are not allowed to be included in the references. The American Society of Anesthesiologists (ASA) refresher course lecture is not acceptable as a reference.

· Description format

A. Regular journal

Author name. Title of journal Name of journal published year; volume: start page- final page.

Ex) Rosenfeld BA, Faraday N, Campbell D, Dorman T, Clarkson K, Siedler A, et al. Perioperative platelet activity of the effects of clonidine. *Anesthesiology* 1992; 79: 256-61.

Ex) Hirota K, Lambert DG. Ketamine: its mechanism(s) of action and unusual clinical uses. *Br J Anaesth* 1996; 77: 741-4.

Ex) Kang JG, Lee SM, Lim SW, Chung IS, Hahm TS, Kim JK, et al. Correlation of AEP, BIS, and OAA/S scores under stepwise sedation using propofol TCI in orthopedic patients undergoing total knee replacement arthroplasty under spinal anesthesia. *Korean J Anesthesiol* 2004; 46: 284-92.

Ex) '2006; 7(Suppl 1): 64-96' '2007; 76: H232-8'

B. Monographs

· Author. Book name. Edition. Place, press. Published year, pp (start page)-(End page).

· If reference page is only 1 page, mark 'p'.

· Mark if it is beyond the 2nd edition.

Ex) Nuwer MR. Evoked Potential monitoring in the operating room. 2nd ed. New York, Raven Press. 1986, pp 136-71.

C. Translated documents cannot be used as references. The original document should be provided as references.

D. Any separate author of a chapter should be provided.

Ex) Blitt C. Monitoring the anestheized patient. In: *Clinical Anesthesia*. 3rd ed. Edited by Barash PG, Cullen BF, Stoelting RK: Philadelphia, Lippincott-Raven Publishers. 1997, pp 563-85.

E. Secondary citations that may occur when an author takes and uses information from another source cannot be allowed as references.

F. Electronic documents

· Journal articles in electronic format

Ex) Grainge MJ, Seth R, Guo L, Neal KR, Coupland C, Vryenhoef P, et al. Cervical human papillomavirus screening among older women. *Emerg Infect Dis* [serial on the Internet]. 2005 Nov [2005 Nov 25]. Available from <http://www.cdc.gov/ncidod/EID/vol11no11/05-0575.htm>.

· Monograph in electronic format

Ex) Reeves JRT, Mailbach H. CDI, *Clinical dermatology illustrated* [monograph on CD-ROM]. CMEA Multimedia Group producers. 2nd ed. Version 2.0 San Diego: CMEA; 1995.

- Computer files
- Ex) Hemodynamic III. the ups and downs of hemodynamics [computer program]. Version 2.2 Orlando (FL).
- G. PhD thesis
 - Author. Title of thesis [kind of degree]. Place: School, Year.
 - Ex) Youssef NM. School adjustment of children with congenital heart disease (Doctoral dissertation). Pittsburgh (PA): Univ. of Pittsburgh, 1988.
- H. In press
 - Ex) Leshner AI. Molecular mechanisms of cocaine addiction. *N Engl J Med* 1996 [in press]

(9) Table

- Type or print each table on a separate sheet of paper.
- Number tables consecutively in the order of their first citation in the text.
- Supply a brief title
 - Tables should be more than 4 rows and should not be over 1 page.
- Except for titles and first letters, all of the text in the tables should be written in small alphabetic letters.
- In demographic data, sex would be provided as M/F, and age in yr. Data of year, weight, height, and any other units would be provided with 1 decimal place.
- "±" sign in the upper column of table should be lined up with the lower column.
- Footnotes should be provided consecutively in order of the cited tables or statistics.
- Marks for footnote should be given in order of *, †, ‡, §, ¶, ††, †††, ††††... When marks are used to explain items of the table, indicate them with superscripts.
- Define all abbreviations except those approved by the International System of Units. Define all abbreviations every time they are repeated.

(10) Figures and illustrations

- Korean Journal of Anesthesiology publishes in full color, and encourages authors to use color to increase the clarity of figures. Please note that color figures are used without charge for online reading. However, since it will be charged upon the publication, authors may choose to use colors only for online reading.
- Standard colors should be used (black, red, green, blue, cyan, magenta, orange, and gray). Avoid colors that are difficult to see on the printed page (e.g. yellow) or are visually distracting (e.g. pink). Figure backgrounds and plot areas should be white, not gray. Axis lines and ticks should be black and thick enough to clearly frame the image. Axis labels should be large enough to be easily readable, and printed in black.
- Figures and photographs should be submitted as tif files. Submit files of figures and photographs separately from the text of the paper. Width of figure should be 84 mm (one column). Contrast of photos or graphs should be at least 600 dpi. Contrast of line drawings should be at least 1,200 dpi. The powerpoint file (ppt,

pptx) is also acceptable.

- Number figures as "Fig. (Arabic numeral)" in the order of their citation. (ex. Fig. 1)
- Photographs should be submitted individually. If Figure 1 is divided into A, B, C and D, do not combine it into 1, but submit each of them separately. Authors should submit line drawings in black and white.
- In horizontal and vertical legends, the letter of the first English word should be capitalized.
- Connections between numbers should be denoted by "—" , not "~". Do not space the numbers. (ex. 2—4)
- Figures (line drawings) should be clearly printed in black and white.
- Figures should be explained briefly in the footnotes. The format is the same as the table format.
- An individual should not be recognizable in the photographs or X-ray films unless written consent of the subject has been obtained and is provided at the time of submission.
- Pathological samples should be pictured with a measuring stick.

(11) Legends for figures and photographs

- All of the figures and photographs should be described in the text separately.
- The description order is the same as in the footnotes in tables and should be in recognizable sentences.
- Define all abbreviations every time they are repeated.

2) Case Reports

Case reports describe unique cases that make an important teaching point or scientific observation. Case reports may describe unusual and instructive cases, novel anesthetic techniques, novel use of equipment, or new information on diseases that are of importance to anesthesiology.

Rarity of a disease condition is itself not an acceptable justification for a case report.

- (1) Cover page: Same as clinical and experimental studies.
- (2) Abstract: Should not be divided into sections and should not exceed 150 words.
- (3) Introduction: Should not be separately divided. Briefly describe the case and background without a title.
- (4) Case report: Describe only the clinical statement that is directly related to diagnosis and anesthetic management.
- (5) Discussion: Briefly discuss the case, and state conclusions at the end of the case. Do not structure the conclusion section separately.
- (6) References: Do not exceed 15 references.
- (7) Tables and figures: Proportional to clinical and experimental studies.

3) Reviews

Review articles synthesize previously published

material into an integrated presentation of our current understanding of a topic. Review articles should describe aspects of a topic in which scientific consensus exists, as well as aspects that remain controversial and are the subject of ongoing scientific disagreement and research. Review articles should include unstructured abstracts equal to or less than 250 words in English. Figures and tables should be provided in English. Body text should not exceed 30 A4 pages, and the number of figures and tables should be equal to or less than 6.

4) Letter's to the Editor

Cover pages should be formatted as those of clinical research papers. Omit title page. The body text should not exceed 1,000 words and should have no more than 5 references. A figure or a table may be used. A maximum of five authors is allowable. Letters may be edited by the Editorial Board and if necessary, responses of the author of the subject paper may be provided.

Further information on Letters to the Editor is available on the Notice section under the Author Resource in Author Center. Available from <http://submit.ekja.org>.

5) Opinion

Opinion should include brief constructive comments on the articles published in Korean Journal of Anesthesiology and interesting cases. Opinion should be submitted no more than 3 months after the paper has been published. Their formats will be same as Letters to the Editor.

6) Book Reviews and Announcements

Book reviews as well as News of Scientific Societies and scientific meeting dates in Korea or abroad can be included. Their formats will be same as Letters to the Editor.

7. Recently revised instructions for authors will be applied from the March 2011 issue.