

Instructions to Author

Enacted December 30, 2010
Revised on June 1, 2014

Manuscripts for submission to *Surgical Metabolism and Nutrition* should be prepared according to the following instructions. *Surgical Metabolism and Nutrition* follows the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication* [1].

1. General Consideration

A. Language

Manuscripts must be written in Korean, but manuscripts in English are possible following revising by a professional linguistic reviewer.

B. Manuscript Categories

Surgical Metabolism and Nutrition publishes original articles, case reports, review articles, editorials, and letters to the editors.

- i. **Original articles:** original articles are full-length reports on basic and clinical investigation of nutritional and metabolic support for peri-operative patients.
- ii. **Case reports:** only cases that are reported for the first time or collections of rare cases are qualified for review.
- iii. **Review articles:** review articles are usually requested by the Editor in Chief. However, unrequested reviews could be considered after contacting the Editor in Chief by e-mail (cmcgslee@catholic.ac.kr) to determine the appropriateness of the review to *Surgical Metabolism and Nutrition*.
- iv. **Editorials:** editorials are invited articles written as a companion to an article for publication.
- v. **Letter to the editor:** brief reports related to articles published in *Surgical Metabolism and Nutrition*. The editor can forward the Letter to the corresponding author of the article for discussion. The correspond-

ing author can report the refutation of Letter as "Author reply".

C. Peer review and publication process

All submitted manuscripts are subject to editorial peer review. After peer review, acceptance for publication and order are decided by the editorial board. If authors are asked to revise the manuscript, authors should re-submit the revised manuscripts and response to revision within a suggested period of time. Unless the author keeps the limited period for revision of the manuscript, the re-submitted article should be regarded as the initial submission.

D. After acceptance

Editor will send the author's page proof, and authors are permitted to correct inappropriate phrases and grammar, except for content of the text. After corrections, authors should finally submit manuscripts within a limited period of time.

E. Copyright

On acceptance, all authors should transfer copyright of their article to *Surgical Metabolism and Nutrition*. Accepted articles are the permanent property of *Surgical Metabolism and Nutrition*, and the commercial use of articles without written consent of the publisher is prohibited.

2. Online Submission Process

All manuscripts for *Surgical Metabolism and Nutrition* must be submitted through the KSSMN Submission System website (www.smn.or.kr/submission). Authors have to log into their account in the on-line system, which will lead the authors through the submission process. To start the submission process, select "New Manuscript".

3. Manuscript Preparation Guideline

A. Contents and Consideration

- i. Manuscripts must be submitted as MS-WORD (2003 or higher) files using a normal, plain format (e.g., 10 point, Time Roman or Arial for English, 명조체 or 고딕체 for Korean). Manuscripts must be double-spaced with wide margins throughout and divided as follows: 1) Title Page, 2) Structured Abstract, 3) Text, 4) Acknowledgement, 5) References, 6) Tables, and 7) Figure Legends. Each section should begin on a separate sheet and follow in that order.
- ii. In Korean articles, academic words recommended by the “Medical Dictionary” published by the Korean Medical Association in 2001 should be used. Medical terms without suitable translated words, proper noun, place name, anthroponym, or unit could be presented in English.
- iii. Terms that are presented frequently may be abbreviated in English. Abbreviations must be used consistently and defined on first use.
- iv. Arabic numbers should be used, and all units use SI unit (International Systemic of Units). Use a comma after thousands (ex: 10,000).
- v. Regarding devices, reagents, and medicine, information on manufacturing company, city, and nation should be provided in parenthesis.

B. Title Page

- i. Title page is comprised of 1) Article title, 2) Authors' name, 3) Authors' affiliation, 4) Corresponding author, and 5) Source of financial and material support or Presentation at an official scientific meeting.
- ii. Article title is concrete and contents of the study are implicated. Titles such as “study about” should be avoided, and a title that is too short may lack important information, such as design (which is particularly important in identification of randomized, controlled trials).
- iii. Authors' name and affiliations should be provided.

When affiliations of authors are different, those should be discriminated in front of affiliation and behind the author's name as superscripts of Arabic numerals without parenthesis.

- iv. Designate a corresponding author and include a complete mailing address, telephone number, fax number, and e-mail address. Specify the address to which requests for reprints should be sent.
- v. If the manuscript was presented at an official scientific meeting, specify the name of the meeting and the city where it was held.
- vi. All sources of financial and material support should be presented at the bottom of the title page.

C. Abstract

- i. Title, authors, affiliation of authors, and abstract are listed.
- ii. In original and review articles, the abstract should not exceed 250 words. Original articles should be arranged with the following subheadings: Purpose, Materials and Methods, Results, Conclusions.
- iii. Abstract of case reports is limited to no more than 150 words. Editorial and Letter to editorial do not require the abstract.
- iv. Do not use abbreviations in the abstract.
- v. Up to five keywords should be listed at the bottom of the abstract. These words should be drawn from the *Medical Subject Heading (MeSH) terminology in the United States National Library of Medicine's (NLM) MEDLINE database* [2]. The first letter of the keyword should be capitalized and the remaining letters should be lower case; they should be separated by a comma, with a period at the end of the last word.

D. Text

i. Original Article

The main text of the original article should include Introduction, Methods, Results, and Discussion sections. Introduction should provide a brief background and aims of the study. Methods should clearly

provide your selection of the observational or experimental participants, including eligibility and exclusion criteria and a description of the source population in the case of clinical research. In addition, give statistical methods and provide references and brief descriptions for methods that have been published. Give reasons for using new or modified methods.

Methods of clinical trial should be presented with the approval of the institutional review board (IRB) and informed consents from patients enrolled in that trial. Results are listed according to the order of figures and tables presenting the results of study. Do not repeat all data in the figures or tables in the text of the results section and emphasize the important results briefly.

Discussion should be limited to important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or previously given information in the Results section. Avoid content unrelated to the results.

ii. **Case Report**

Case report should be divided into Introduction, Case report, and Discussion. The number of figures or illustrations should not exceed 5.

iii. **Review**

Introduction, main body, and conclusions should be listed.

iv. **Citation of reference in text**

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parenthesis.

E. Acknowledgement

List all persons who have made substantial contributions to the work reported in this manuscript, but who are not authors.

F. References

References should be numbered consecutively in the or-

der in which they are first mentioned in the text. All international or domestic references should be listed in English and should be represented in Vancouver style. The abbreviated journal title should be written according to the *List of Journals Indexed for MEDLINE* [3] and the *List of KoreaMed Journals* [4]. The number of references should be limited to 30 in original articles, 40 in review articles, and 15 in case reports.

References to books or journals with six or fewer co-authors must list all authors. References with seven or more authors should list only the first six followed by "et al." Names should be separated by a comma and one space. References should follow the rules of the *International Committee of Medical Journal Editors: Uniform requirements for manuscripts submitted to biomedical journals* [1].

References to manuscripts accepted but not published at the time of submission should be designated as "In press."

References to manuscripts accepted but only electronically published at the time of submission should be designated as "In print".

References to websites should be limited to official government websites.

Personal communications or unpublished data must be cited within the text and not in the references and should use the following format: "(Name, personal communication)" or "(Name, unpublished data)."

For reference material not described here, follow the *NLM Style Guide for Authors, Editors, and Publishers* [5].

<Examples>

Journal

Coia LR, Engstrom PF, Paul AR, Stafford PM, Hanks GE. Longterm results of infusional 5-FU, mitomycin-C, and radiation as primary management of esophageal cancer. *Int J Radiat Oncol Biol Phys* 1991;20:29-36.

Book

DeVita VT Jr, Hellman S, Rosenberg SA, eds. *Cancer: Principles and Practice of Oncology*. Vol 2. 4th ed. Philadelphia: Lippincott, 1998.

Chapter in Book

Ginberg RJ, Kris MG, Armstrong JG. Cancer of the lung.

In: DeVita VT Jr, Hellman S, Rosenberg SA, eds. Cancer: Principles and Practice of Oncology. Vol 2. 4th ed. Philadelphia: Lippincott, 1993:673-758.

Website

<http://www.nso.go.kr>/Accessed November 18, 2004

G. Tables and Figures

- i. Tables and figures are numbered in the order of text. Each table and figure is cited in the text in English and Arabic numerals.
Ex) - 있다 (Table 1). -이다 (Fig. 1). Table 2는 -.
- ii. Tables and figures should capture information from the text concisely and display it efficiently. In addition, they should provide information of detail and precision.
- iii. Brief title of tables and figures should be descriptive or phrase in the above line of tables and the section of figure legends, respectively. Only the first character of the title should be capitalized. The first character of each cell in tables is also capitalized.
- iv. Figure legends must describe all abbreviations and acronyms used in the figure. This section should be typed on a separate page.
- v. Explain all nonstandard abbreviations in footnotes, and use the following symbols, in sequence: *, †, ‡, §, ||, ¶, **.
Ex) Rad = radiation; Chemo = chemotherapy; NS = not significant. *P<0.001.
- vi. Upload each illustration as a separate file in a specific format (for example: JPEG or TIF). Compounding figures (1A, 1B, -) should be supplied as a single file. Line drawings are acceptable as clear black on white graphics and must be high quality. All figures must be supplied at the correct resolution.
1200 dpi for black and white line art
600 dpi for black and white photograph
300 dpi for color photograph.
- vii. Written permission should be obtained for use of all previously published materials and authors should provide a full acknowledgement in the figure legend.

viii. For photomicrograph, indicate the staining method and a measure of magnification in figure legends.

Ex) H & E stain, ×400

ix. Each table should be described on a separate sheet of paper.

4. Ethical Issues

A. Conflict of interest statement

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

B. Statement of informed consent

Copies of written informed consent and IRB approval for clinical research should be maintained. If necessary, the editor or reviewers may request copies of these documents in order to resolve questions about IRB approval and study conduct.

C. Statement of human and animal rights

Clinical research should be conducted in accordance with the Ethical Principles for Medical Research Involving Human Subjects, as outlined in *The Declaration of Helsinki* [6]. Clinical studies that do not meet the Helsinki requirements will not be considered for publication. Human subjects should not be identifiable; patients' names, initials, hospital numbers, dates of birth, or other protected health-care information should not be disclosed. For animal subjects, research should be conducted 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.

D. Authorship

Authorship of the manuscript submitted in *Surgical Metabolism and Nutrition* 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; or 3) final approval of the version to be published. Authors must meet at least one of these three conditions.

E. Originality and duplicate publication

All submitted manuscripts should be original and should not be under consideration for publication by other scientific journals at the same time. No part of the accepted manuscript should be duplicated in any other scientific journal without the permission of the Editorial Board of *Surgical Metabolism and Nutrition*. If duplicate publication related to materials in this journal is detected, the authors will be held responsible and their institutions will be informed; there will also be penalties for the authors.

Abstracts and posters from scientific conferences and results presented at meetings are not considered as prior publication.

F. 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* [1].

5. References

1. International Committee of Medical Journal Editor: Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication [Internet]. International Committee of Medical Journal Editor; 1979 [Updated 2008 Oct; cited 2009 Aug 1]. Available from: <http://www.icmje.org/>.
2. National Library of Medicine (US): MeSH [Internet]. Bethesda (MD): National Library of Medicine (US); 1954 [updated 2009, cited 2009 Aug 1]. Available from: <http://www.ncbi.nlm.nih.gov/sites/entrez?db=mesh>.
3. National Library of Medicine (US): Journals [Internet]. Bethesda (MD): National Library of Medicine (US); 2009 [cited 2009 Aug 1]. Available from: <http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals>.
4. Korean Association of Medical Journal Editors: KoreaMed: List of Journals [Internet]. Seoul (Korea): Korean Association of Medical Journal Editors; 1997 [updated 2009, cited 2009 Aug 1]. Available from: <http://www.koreamed.org/JournalBrowser.php>.
5. National Library of Medicine (US): Journals [Internet]. Bethesda (MD): National Library of Medicine (US); 2009 [cited 2009 Aug 1]. Available from: <http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals>.
6. World Medical Association: Declaration of Helsinki [Internet]. Ferney-Voltaire (France): World Medical Association; 1964 [updated 2008 Oct; cited 2009 Aug 1]. Available from: <http://www.wma.net/e/policy/b3.htm>.