

Instructions for Authors

General rules for manuscripts

1. Contribution requirement and scope of content

There are no specific limits to contribution requirements, but the scope of content should be in accord with the "Aims and Scope" of the journal. The manuscript categories are listed as: editorial, original article, review article, case report, correspondence, and commentary.

2. Manuscript examination and publication decision

The editors will make decisions concerning the publication and the order of the manuscript. Modifications may be required, or the manuscript may be rejected if the content is inappropriate or violates the contribution policies. The editors can make arbitrary revisions to the article if necessary as long as the original content is not affected.

3. Manuscript submission

Manuscripts should be submitted via our online manuscript submission system (<http://esubmit.kbcs.or.kr>) and signed authorship forms printed from the online system should be sent by mail or fax written below.

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4. Revised manuscript submission

Revised manuscripts are also submitted via the online manuscript submission system after answers to peer reviewers' comments are written down in classified order.

Detailed rules for manuscripts

1. Terms and submission requirements

- 1) Manuscripts should be MS Word documents in A4, each letter in size 10 font, 2 columns apart. Pages should be numbered, and the text should be justified 3 cm on the top, bottom, right, and left.
- 2) In the contents, the author's name or institution should be processed with OOO or XXX and the institution should be printed in the final draft.
- 3) Use abbreviations sparingly. However, if they are necessary, full terms should be used first with abbreviations put in brackets.
- 4) Arabic numbers are used. Weights and measures should be in meters and all measurements should be in SI units.
- 5) *p* for *p*-value (for statistical significance) should be written in small italic letters.
- 6) Manufacturer and name of the city and country should be declared in parentheses for drugs, chemicals, and instruments.
- 7) For human investigations, the principles outlined in the Helsinki Declaration (available from <http://www.wma.net>) should be followed and approval by the Institutional Review Board should be specified. Patient anonymity must be preserved and identifying information should not be published. If identifying information is essential, authors must provide a signed statement from the patient granting approval for the publication of identifying material, including photographs.
- 8) For experiments on animal subjects, the author should state that the use of animals (including mammals and birds only) in the manuscript was approved by the Institutional Animal Ethical Committee (AEC), or equivalent, in the paper. It should be clearly stated that animal use in the manuscript has complied with the principles of animal use, or the relevant institutional policies, in the paper. Copies of the protocol approved

by institutional AEC, or equivalent, should be available for review by the editorial board if necessary.

- 9) All authors are required to report potential conflicts of interest that could inappropriately influence the author's work. This includes specific financial, socio-political and research community interests.

2. Form of manuscripts

The original article file in MS Word should contain an abstract, key words, main text, acknowledgements, and references. Title pages or notes related to the text should not be included in the original article file. Tables should be submitted separately using MS Words and pictures or figures should be submitted as MS PowerPoint files.

1) Title page

- (1) The title page should include the kind of manuscript (original article, case report, etc.), the title of the article, all authors, institutions including the name of the city and country.
- (2) Academic degree and position are not inscribed after the authors' names, and the first letter of each name should be written in capital letters.
Ex) Kil Dong Hong, Kil-Dong Lee, Kildong Park
Department of Surgery, Breast Medical Center, Seoul, Korea
- (3) The description of the corresponding author should include name, institution, mailing address, telephone and fax numbers, and e-mail address.
- (4) A running title of no more than 10 words should be included, and if there has been any financial support or conference presentation, such information should be included.

2) Abstract

It should not exceed 300 words and should contain the following components in the order listed without

changing lines; purpose, methods, results and conclusion. This is only for the original articles.

3) Key Words

No more than 5 words are listed according to the alphabetical order; MeSH (Medical Subject Headings) authorized words only should be used.

Ex) Key Words: Breast, Carcinoma, Medullary

4) Main text

- (1) Introduction: Background and purpose should be stated clearly.
- (2) Methods: Method of the research should have sufficient scientific basis, and recreation should be possible based on this information.
- (3) Results: Describe objectively suiting the purpose of the study. If tables are used, the text should not repeat the contents but describe the important inclinations and issues.
- (4) Discussion: Describe if the results agree with the purpose or the hypothesis of the study and emphasize new and important observations. Compare to other authors' study results, argue and describe the justification and accuracy. Unrelated textbook-based content should not be included.
- (5) Conclusion: Content should be led by results and discussion, corresponding to the study purpose; a simple summarization of results is prohibited.

5) Acknowledgement

If necessary, please acknowledge anyone who contributed to the study.

6) References

- (1) Citing in the main text
 - References should be listed in the order they are cited in the text, and numbers should be in round

brackets, written in italic print. Numbers are put after the last name of the author; if the author does not have a last name, number are put after a period or a comma.

Ex) Kim(1) is ~; ~ on it,(6); ~ is made.(2-5)

- If there are two authors, all authors' last names are included. If there are three or more authors, "et al." is attached after the first author's last name.

Ex) Nogueras and Williams(3) is ~; Goldberg et al.(4) is ~

(2) References should not exceed thirty in number, and they should be listed in the order in which they are cited in the text.

(3) When listing the author's name, the last name should be written first, and the first name in capital initials should follow. If there are 6 or fewer authors, all of them should be included and if there are 7 or more authors, "et al." should be attached after the sixth author.

Ex) Lee MH, Hong KD. or Lee MH, Hong KD, Kim CS, Oh MG, Park JH, Lee SS, et al.

(4) Journal abbreviations follow Index Medicus.

(5) References inscription forms are as below.

- Journal: Trock BJ, Leonessa F, Clarke R, Multi-drug resistance in breast cancer: a meta-analysis of MDR1/gp 170 expression and its possible functional significance. *J Natl Cancer Inst* 1997; 89:917-31.

<Recitation from other article>

Cohnheim J. Congenitales quergestreigtes muskelsarkom der nieren. *Virchows Arch* 1875;65:64.

Cited from Sell S. Stem cell origin of cancer and differentiation therapy. *Crit Rev Oncol Hemotol* 2004;51:1-28.

If it is waiting for publication, "in press" is written after the name of the article.

- Books: Heywang-Köbrunner SH, Schreer I,

Dershaw DD. *Diagnostic Breast Imaging*. New York: Thieme; 1997. p.104-5.

- Chapter of the book: Dozois RR. Disorders of the anal canal. In: Sabiston DC, Lysterly HK, editors. *Textbook of Surgery: The Biological Basis of Modern Surgical Practice*. 15th ed. Philadelphia: W.B. Saunders; 1997. p.1032-44.
- Conference presentation: 28th Annual San Antonio Breast Cancer Symposium. The origins of estrogen receptor status in breast cancer. San Antonio: American Cancer Society; 2005.
- Conference presentation abstract: Shackleton M, Vaillant F, Simpson KJ. A single mammary stem cell can reconstitute a functional mammary gland. 28th Annual San Antonio Breast Cancer Symposium. 2005;94. Abstract #201.
- Publication in a public institution: International Commission on Radiation Units. Dosespecification for reporting external beam therapy with photons and electrons. ICRU Report 29. Washington: 1978. p.8-25.
- Link/URL: Clinical practice guidelines in oncology - v.2.2006. National Comprehensive Cancer Network. http://www.nccn.org/professionals/physician_gls/PDF. Accessed July 17th, 2005.
- Other type of articles should be referenced according to Citing Medicine: NLM Style Guide for Authors, Editors, and Publishers (available from <http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=citmed>).

7) Tables and figures

(1) Number all tables and figures in the order of their citation in the text. If a table or figure is cited in the text, it should be inscribed before the punctuation mark.

Ex) ~ is shown (Table 1), ~ is good (Figure 1).

- (2) The title of the table should be put in a phrase or a clause on the top portion of the table, and only the first letter should be in capitals with no any punctuation marks at the end.
- (3) Figure titles should be put in a phrase, and the description should be in full sentences.
- (4) Tables are only used when necessary, and should be easy to interpret without reading the text. Regarding table configuration, there should be one horizontal row and vertical rows should not be expressed.
- (5) Any abbreviations used for tables and figures should be defined below the table. If symbols are used, they should be utilized in this order: *, †, ‡, §, ||, ¶, **, Ex) RT=radiotherapy; NS=not significant.
* $p=0.001$; † $R=0.415$.
- (6) Resolution for color, gray, and black & white figures should each be 300, 900, and 1,200 dpi respectively, and size should be in 3.4 inches (7.5×10.0 cm) or in 5.7 inches (12.5×17.5 cm), saved in JPG or TIF files. These figures should be submitted in a compressed file after being loaded into MS PowerPoint. Original JPG or TIF files are submitted to the publisher after being approved.
- (7) If multiple photographs or illustrations are included in same number, A, B, and C letters are attached after the Arabic numbers.
Ex) Figure 1A~, Figure 1B~
- (8) Staining method and magnifying power should be stated when using optical microscope figures, and reduced scale should be stated when using electron microscope figures.
Ex) H&E stain, $\times 100$

- (9) Original drawings should be used for line drawing figures, and referred drawings should have approval from the original author.

Other articles

1. Review articles

Clinical analysis of a topic chosen by the publisher should include abstract, introduction, main text, conclusion, references, tables, and illustrations in written order. The abstract should not exceed 300 words, and there is no limit to the number of references.

2. Case reports

Unique case (not previously reported, previously reported but carries characteristics of one's country, has different symptoms from previous reports, new diagnosis, or treatment attempts made) reports should include an abstract, case, discussion, references, and picture in written order. Abstracts should not exceed 150 words and there should be no more than 15 references.

3. Editorial

Authoritative commentary on topics of current interest or trends described in essay form (A4 paper, 5-6 pages).

4. Commentary

Describe briefly in 2-4 pages (A4 paper) subjects that need to be emphasized or that need published articles.

5. Correspondence

Describe briefly in 2-4 pages (A4 paper) a proposal or question for the journal.