1. General information

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1) Authorship

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, and/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 in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Every author should meet all of these four conditions. After the initial submission of a manuscript, any changes whatsoever in authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors of the paper. Copyright assignment must also be completed by every author.

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The corresponding author must inform the editor of any potential conflicts of interest that could influence the authors’ interpretation of the data. Examples of potential conflicts of interest are financial support from or connections to companies, political pressure from interest groups, and academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated.

5) 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 2013), available from: https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/. 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 health-care 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.

6) Statement of informed consent and institutional review board approval
Copies of written informed consent documents should be kept for studies on human subjects, which includes identifiable information or sensitive information. For clinical studies of human subjects, a certificate, agreement, or approval by the Institutional Review Board (IRB) of the author’s institution is required. If necessary, the editor or reviewers may request copies of these documents to resolve questions about IRB approval and study conduct.

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When the journal faces suspected cases of research and publication misconduct such as redundant (duplicate) publication, plagiarism, fraudulent or fabricated data, changes in authorship, an undisclosed conflict of interest, ethical problems with a submitted manuscript, a reviewer who has appropriated an author’s idea or data, complaints against editors, and so on, the resolution process will follow the flowchart provided by the Committee on Publication Ethics (http://publicationethics.org/resources/flowcharts). The discussion and decision on the suspected cases are carried out by the Editorial Board.

8) Process for handling cases requiring corrections, retraction, and editorial expressions of concern
Cases that require editorial expressions of concern or retraction shall follow the COPE flowcharts available from: http://publicationethics.org/resources/flowcharts. If correction needs, it will follow the ICMJE Recommendation for Corrections, Retractions, Replications and Version Control available from: http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/corrections-and-version-control.html as follows:

Honest errors are a part of science and publishing and require publication of a correction when they are detected. Corrections are needed for errors of fact. Minimum standards are as follows: First, it shall publish a correction notice as soon as possible detailing changes from and citing the original publication on both an electronic and numbered print page that is included in an electronic or a print Table of Contents to ensure proper indexing; Second, it shall post a new article version with details of the changes from the original version and the date(s) on which the changes were made through Crossmark; Third, it shall archive all prior versions of the article. This archive can be either directly accessible to readers; and Fourth, previous electronic versions shall prominently note that there are more recent versions of the article via Crossmark.

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4. Author qualifications, language requirement, and reporting guideline

1) Author qualifications
Any researcher throughout the world can submit a manuscript if the scope of the manuscript is appropriate.
Instructions to Authors

2) Language
Manuscripts should be submitted in good scientific English.

3) Reporting guidelines for specific study designs
Research reports frequently omit important information. As such, reporting guidelines have been developed for a number of study designs that some journals may ask authors to follow. Authors are encouraged to also consult the reporting guidelines relevant to their specific research design. A good source of reporting guidelines is the EQUATOR Network (http://www.equator-network.org/home/) and the United States National Institutes of Health/National Library of Medicine (http://www.nlm.nih.gov/services/research_report_guide.html).

5. Submission and peer review process

1) Submission
All manuscripts should be submitted via e-submission system available from: https://submit.escienceediting.org. If any authors have difficulty in submitting via e-submission system, please send a manuscript to kcse@kcse.org by the corresponding author.

2) Peer review process
Science Editing reviews all manuscripts received. A manuscript is first reviewed for its format and adherence to the aims and scope of the journal. If the manuscript meets these two criteria, it is checked for plagiarism or duplicate publication with Similarity Check. After confirming its result, it is dispatched to investigators in the field with relevant knowledge. Assuming the manuscript is sent to reviewers, Science Editing waits to receive opinions from at least two reviewers. In addition, if deemed necessary, a review of statistics may be requested. The authors’ names and affiliations are removed during peer review (double-blind peer review). The acceptance criteria for all papers are based on the quality and originality of the research and its scientific significance. Acceptance of the manuscript is decided based on the critiques and recommended decision of the reviewers. An initial decision will normally be made within 4 weeks of receipt of a manuscript, and the reviewers’ comments are sent to the corresponding author by email. The corresponding author must indicate the alterations that have been made in response to the reviewers’ comments item by item. Failure to resubmit the revised manuscript within 4 weeks of the editorial decision is regarded as a withdrawal. If further revision period is required, author should contact editorial office through form mail available from: https://www.escienceediting.org/about/contact.php. A final decision on acceptance/rejection for publication is forwarded to the corresponding author from the editor.

3) Peer review process for handling submissions from editors, employees, or members of the editorial board
All manuscripts from editors, employees, or members of the editorial board are processed same to other unsolicited manuscripts. During the review process, submitters will not engage in the selection of reviewers and decision process. Editors will not handle their own manuscripts although they are commissioned ones.

6. Manuscript preparation

1) General requirements
- The main document with manuscript text and tables should be prepared in an Microsoft Word (docx) or RTF file format.
- The manuscript should be double spaced on 21.6 × 27.9 cm (letter size) or 21.0 × 29.7 cm (A4) paper with 3.0 cm margins at the top, bottom, right, and left margin.
- All manuscript pages are to be numbered at the bottom consecutively, beginning with the abstract as page 1. Neither the author’s names nor their affiliations should appear on the manuscript pages.
- The authors should express all measurements according to International System (SI) units with some exceptions such as seconds, mmHg, or °C.
- Only standard abbreviations should be used. Abbreviations should be avoided in the title of the manuscript. Abbreviations should be spelled out when first used in the text—for example, extensible markup language (XML)—and the use of abbreviations should be kept to a minimum.
- The names and locations (city, state, and country only) of manufacturers should be given.
- When quoting from other sources, a reference number should be cited after the author’s name or at the end of the quotation.

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2) Original articles
Original articles are reports of basic investigations. The manuscript for an original article should be organized in the following sequence: title page, abstract and keywords, main text (introduction, methods, results, and discussion), conflict of interest, acknowledgments, references, tables, figure legends, and figures. The figures should be received as separate files. Maximum length: 2,500 words of text (not including the ab-
• Title page: The following items should be included on the title page: (1) the title of the manuscript, (2) author list, (3) each author’s affiliation, (4) the name and email address of the corresponding author, (5) when applicable, the source of any research funding and a list of where and when the study has been presented in part elsewhere, and (6) a running title of fewer than 50 characters.

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• Results: The results should be presented in logical sequence in the text, tables, and figures. If resulting parameters have statistical significance, P-values should be provided, and repetitive presentation of the same data in different forms should be avoided. The results should not include material appropriate for the discussion.

• Discussion: Observations pertaining to the results of the research and other related work should be interpreted for readers. New and important observations should be emphasized rather than merely repeating the contents of the results. The implications of the proposed opinion should be explained along with its limits, and within the limits of the research results, and the conclusion should be connected to the purpose of the research. In a concluding paragraph, the results and their meaning should be summarized.

• ORCID (Open Researcher and Contributor ID): ORCID of all authors should be described.

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• Appendix: If any materials are not enough to be included in the main text such as questionnaires, they can be listed in the Appendix.

• Supplementary materials: If there are any supplementary materials to help the understanding of readers or too great amount data to be included in the main text, it may be placed as supplementary data. Not only text, audio or video files, but also data files should be added here.

• References: In the text, references should be cited with Arabic numerals in brackets, numbered in the order cited. In the references section, the references should be numbered and listed in order of appearance in the text. The number of references is limited to 20 for original articles. All authors of a cited work should be listed if there are six or fewer authors. The first three authors should be listed followed by “et al.” if there are more than six authors. If a reference has a digital object identifier (DOI), it should be supplied. Other types of references not described below should follow The NLM Style Guide for Authors, Editors, and Publishers (http://www.nlm.nih.gov/citingmedicine).

Journal articles:

Books and book chapters:

Online sources:

Tables: Tables are to be numbered in the order in which they are cited in the text. A table title should concisely describe the content of the table so that a reader can understand the table without referring to the text. Each table must be simple and typed on a separate page with its heading above it. Explanatory matter is placed in footnotes below the tabular matter and not included in the heading. All non-standard abbreviations are explained in the footnotes. Footnotes should be indicated by superscript letters (a), (b), (c), and so on. Statistical measures such as standard deviation (SD) or standard error (SE) should be identified. Vertical rules and horizontal rules between entries should be omitted.

Figures and legends for illustrations: Figures should be numbered, using Arabic numerals, in the order in which they are cited. Each figure should be uploaded as a single image file in either uncompressed EPS, TIFF, PSD, JPEG, or PPT format over 600 dpi or 3 million pixels (less than 6 megabytes). Written permission should be obtained for the use of all previously published illustrations (and copies of permission letters should be included). In the case of multiple prints bearing the same number, English letters should be used after the numerals to indicate the correct order (e.g., Fig. 1A; Fig. 2B, C).

3) Reviews
Reviews are invited by the editor and should be comprehensive analyses of specific topics. They are to be organized as follows: title page, abstract and keywords, main text (introduction, text, and conclusion), conflict interest, acknowledgments, references, tables, figure legends, and figures. There should be an unstructured abstract of no more than 200 words. The length of the text excluding references, tables, and figures should not exceed 5,000 words. The number of references is limited to 100.

4) Case studies
Case studies are intended to report practical cases that can be encountered during editing and publishing. Examples include interesting cases of research misconduct and publication ethics violations; experience of new and creative initiatives in publishing; and the history of a specific journal development. They are to be organized as follows: title page, abstract and keywords, main text (introduction, text, and conclusion), conflict interest, acknowledgments, references, tables, figure legends, and figures. There should be an unstructured abstract of 200 words maximum. The length of the text excluding references, tables, and figures should not exceed 2,500 words. The number of references is limited to 20.

5) Essays
Essays are for the dissemination of the experience and ideas of editors for colleague editors. There is no limitation on the topics if they are related to editing or publishing. They are to be organized as follows: title page, main text (introduction, text, and conclusion), conflict interest, acknowledgments, references, tables, figure legends, and figures. The length of the text excluding references, tables, and figures should not exceed 2,500 words. The number of references is limited to 20.

6) Training materials
Training materials are for training editors or publishers. If there are new standards, policies, technologies, guidelines or trends, they can be submitted for training editors or publishers. It may be unsolicited or commissioned. This publication type will be able to provide the practical information for the journal advancement. They are to be organized as follows: title page, abstract and keywords, main text (introduction, text, and conclusion), conflict interest, acknowledgments, references, tables, figure legends, and figures. There should be an unstructured abstract of 200 words maximum. The length of the text excluding references, tables, and figures should not exceed 2,500 words. The number of references is limited to 20.
7) Editorials
Editorials are invited by the editor and should be commentaries on articles published recently in the journal. Editorial topics could include active areas of research, fresh insights, and debates in all fields of journal publication. Editorials should not exceed 1,000 words, excluding references, tables, and figures. References should not exceed 10. A maximum of 3 figures including tables is allowed.

8) Book reviews
Book reviews are solicited by the editor. These will cover recently published books in the field of journal publication. The format is same as that of Editorials.

9) Correspondence
Correspondence (letters to the editor) may be in response to a published article, or a short, free-standing piece expressing an opinion. Correspondence should be no longer than 1,000 words of text and 10 references.

In reply: If the Correspondence is in response to a published article, the Editor-in-Chief may choose to invite the article’s authors to write a Correspondence Reply. Replies by authors should not exceed 500 words of text and 5 references.

10) Video clips
Video clips can be submitted for placement on the journal website. All videos are subject to peer review and must be sent directly to the editor by email. A video file submitted for consideration for publication should be in complete and final format and at as high a resolution as possible. Any editing of the video will be the responsibility of the author. Science Editing accepts all kinds of video files not exceeding 30 MB and of less than 5 minutes duration, but Quicktime, AVI, MPEG, MP4, and RealMedia file formats are recommended. A legend to accompany the video should be double-spaced in a separate file. All copyrights for video files after acceptance of the main article are automatically transferred to Science Editing.

11) Commissioned or unsolicited manuscripts
Unsolicited manuscript with publication types of original articles, case studies, essays, training materials, video clips, and correspondence can be submitted. Other publication types are all commissioned or invited by the Editorial Board.

Table 1 shows the recommended maximums of manuscripts according to publication type; however, these requirements are negotiable with the editor.

<table>
<thead>
<tr>
<th>Type of article</th>
<th>Abstract (word)</th>
<th>Text (word)</th>
<th>References</th>
<th>Tables &amp; figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original article</td>
<td>250</td>
<td>2,500</td>
<td>20</td>
<td>10</td>
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<tr>
<td>Review</td>
<td>200</td>
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<td>No limits</td>
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<td>Case study</td>
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<td>Training material</td>
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<td>20</td>
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<tr>
<td>Essay</td>
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<td>2,500</td>
<td>20</td>
<td>10</td>
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<tr>
<td>Editorial</td>
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<td>Book review</td>
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<td>Correspondence</td>
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<tr>
<td>Letter to the editor</td>
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<td>In reply</td>
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<tr>
<td>Video clip</td>
<td>No</td>
<td>30 MB, 5 min</td>
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Maximum number of words is exclusive of the abstract, references, tables, and figure legends.

7. Final preparation for publication

1) Final version
After the paper has been accepted for publication, the author(s) should submit the final version of the manuscript. The names and affiliations of the authors should be double-checked, and if the originally submitted image files were of poor resolution, higher resolution image files should be submitted at this time. Color images must be created as CMYK files. The electronic original should be sent with appropriate labeling and arrows. The EPS, TIFF, Adobe Photoshop (PSD), JPEG, and PPT formats are preferred for submission of digital files of photographic images. Symbols (e.g., circles, triangles, squares), letters (e.g., words, abbreviations), and numbers should be large enough to be legible on reduction to the journal's column widths. All of the symbols must be defined in the figure caption. If the symbols are too complex to appear in the caption, they should appear on the illustration itself, within the area of the graph or diagram, not to the side. If references, tables, or figures are moved, added, or deleted during the revision process, they should be renumbered to reflect such changes so that all tables, references, and figures are cited in numeric order.

2) Manuscript corrections
Before publication, the manuscript editor may correct the manuscript such that it meets the standard publication format. The author(s) must respond within 2 days when the editor
contacts the author for revisions. If the response is delayed, the manuscript's publication may be postponed to the next issue.

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The author(s) will receive the final version of the manuscript as a PDF file. Upon receipt, within 2 days, the editorial office (or printing office) must be notified of any errors found in the file. Any errors found after this time are the responsibility of the author(s) and will have to be corrected as an erratum.

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How to write review comments

After entering the e-submission system with ID and password, please download PDF files and supplementary files. It is not necessary to comment on the style and format, but just concentrate on the scientific soundness and logical interpretation of the results.

• Comment to authors: Summarize the whole content of manuscript in one sentence. Please make a specific comment according to the order of each section of the manuscript. Page mark is good to trace the review comment. The reviewer’s recommendation on acceptance should not be stated at the comment to authors. Consider if the peer review opinion may increase the quality of manuscript or further research by author.

• Comment to editor: Both the strength and shortness of the manuscript are recommended to be added. The reviewer’s recommendation on acceptance may be added here including special opinion to editor.

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2. Please inform the editor on any conflicts of interest as follows:
   - Reviewer is a competitor.
   - Reviewer may have an antipathy with the author(s).
   - Reviewer may profit financially from the work.
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☐ Sequence of title page, abstract and keywords, main text, acknowledgments, references, tables, figure legends, and figures. All pages numbered consecutively, starting with the abstract.

☐ Title page with article title, authors’ full name(s) and affiliation(s), corresponding author’s email, running title (less than 50 characters), and acknowledgments, if any.

☐ Abstract up to 250 words for original articles and up to 200 words for reviews, essays, and features. Up to 5 keywords.

☐ All table and figure numbers are found in the text.

☐ Figures as separate files, in EPS, TIFF, Adobe Photoshop (PSD), JPEG, or PPT format.

☐ References listed in proper format. All references listed in the reference section are cited in the text and vice versa.

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