

Instructions to Authors

Enacted January 1, 2014

1st revised August 20, 2018

Recently revised February 20, 2019

1. General information

Science Editing (Sci Ed) is the official journal of the Korean Council of Science Editors (KCSE) and Council of Asian Science Editors (CASE). Anyone who would like to submit a manuscript is advised to carefully read the aims and scope section of this journal. Manuscripts should be prepared for submission to *Science Editing* according to the following instructions. For issues not addressed in these instructions, the author is referred to the International Committee of Medical Journal Editors (ICMJE) "Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org>). It also adheres completely to the Principles of Transparency and Best Practice in Scholarly Publishing (joint statement by COPE, DOAJ, WAME, and OASPA; <http://doaj.org/bestpractice>) if otherwise not described below.

2. Copyright and Creative Commons Attribution license

A submitted manuscript, when published, will become the property of the journal. Copyrights of all published materials are owned by KCSE. The Creative Commons Attribution License available from: <http://creativecommons.org/licenses/by/4.0/> is also in effect.

3. Research and publication ethics

The journal adheres to the ethical guidelines for research and publication described in Guidelines on Good Publication (<http://publicationethics.org/resources/guidelines>) and the ICMJE Guidelines (<http://www.icmje.org>).

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.

- Corresponding author and first author: *Science Editing* does not allow multiple corresponding authors for one article. Only one author should correspond with the editorial office and readers for one article. *Science Editing* does accept notice of equal contribution for the first author when the study was clearly performed by co-first authors.
- Correction of authorship after publication: *Science Editing* does not correct authorship after publication unless a mistake has been made by the editorial staff. Authorship may be changed before publication but after submission when an authorship correction is requested by all of the authors involved with the manuscript.

2. Originality, plagiarism and duplicate publication

Submitted manuscripts must not have been previously published or be under consideration for publication elsewhere. No part of the accepted manuscript should be duplicated in any other scientific journal without the permission of the Editorial Board. Submitted manuscripts are screened for possible plagiarism or duplicate publication by Similarity Check upon arrival. If plagiarism or duplicate publication is detected, the manuscripts may be rejected, the authors will be announced in the journal, and their institutions will be informed. There will also be penalties for the authors.

A letter of permission is required for any and all material that has been published previously. It is the responsibility of the author to request permission from the publisher for any material that is being reproduced. This requirement applies to text, figures, and tables.

3. Secondary publication

It is possible to republish manuscripts if the manuscripts satisfy the conditions of secondary publication of the ICMJE Recommendations (http://www.icmje.org/urm_main.html).

4. Conflict of interest statement

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.

7. Process for managing research and publication misconduct

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 ([\[ethics.org/resources/flowcharts\]\(http://publication-ethics.org/resources/flowcharts\)\). The discussion and decision on the suspected cases are carried out by the Editorial Board.](http://publication-</p></div><div data-bbox=)

8. Process for handling cases requiring corrections, retractions, 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, Republications 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.

9. Editorial responsibilities

The Editorial Board will continuously work to monitor and safeguard publication ethics: guidelines for retracting articles; maintenance of the integrity of the academic record; preclusion of business needs from compromising intellectual and ethical standards; publishing corrections, clarifications, retractions, and apologies when needed; and excluding plagiarism and fraudulent data. The editors maintain the following responsibilities: responsibility and authority to reject and accept articles; avoiding any conflict of interest with respect to articles they reject or accept; promoting publication of corrections or retractions when errors are found; and preservation of the anonymity of reviewers.

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.

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 three 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 e-mail. 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 MS 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.

Manuscript preparation is different according to the publication type, including original articles, reviews, case studies, essays, training materials, editorials, book reviews, correspondence, and video clips. Other types are also negotiable with the Editorial Board.

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-

stract, tables, figures, and references) with no more than a total of 10 tables and/or figures.

- **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 e-mail 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.
- **Abstract and keywords:** The abstract should be concise content of equal to or less than 250 words in an structured format including purpose, methods, results, and conclusion. Abbreviations or references are not allowed in the abstract. Up to 5 keywords should be listed at the bottom of the abstract to be used as index terms.
- **Introduction:** The purpose of the investigation, including relevant background information, should be described briefly. Conclusion should not be included in the Introduction.
- **Methods:** The research plan, materials (or subjects), and methods used should be described in that order. The names and locations (city, state, and country only) of manufacturers of equipment and software should be given. Methods of statistical analysis and criteria for statistical significance should be described.
- **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.
- **Conflict of interest:** Any potential conflict of interest that could influence the authors' interpretation of the data, such as financial support from or connections to companies, political pressure from interest groups, or academically related issues, must be stated.
- **Acknowledgments:** All persons who have made substantial contributions, but who have not met the criteria for authorship, are to be acknowledged here. All sources of

funding applicable to the study should be stated here explicitly.

- **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:

1. Jeong GH, Huh S. Update: Bibliometric analysis of publications from North Korea indexed in the Web of Science Core Collection from 1978 to July 2018. *Sci Ed* 2018;5:119-123. <https://doi.org/10.6087/kcse.135>
(In case number of authors is over 6)
2. Seo JW, Chung H, Seo TS et al. Equality, equity, and reality of open access on scholarly information. *Sci Ed* 2017;4:58-69. <https://doi.org/10.6087/kcse.97>

Books and book chapters:

3. Morris S, Barnas E, LaFrenier D, Reich M. *The handbook of journal publishing*. New York, NY: Cambridge University Press; 2013.
4. Cho HM, editor. *KOFST journals 2011*. Seoul: The Korean Federation of Science and Technology Societies; 2012. http://dx.doi.org/10.5082/Kofst_J_2011
5. Booth BA. Peer review. In: Coghill AM, Garson LR, editors. *The ACS style guide*. 3rd ed. New York, NY: Oxford University Press; 2006. p. 71-6.

Online sources:

6. Committee on Publication Ethics. Guidelines for retracting articles [Internet]. Committee on Publication Ethics; 2009 [cited 2013 Sep 20]. Available from: <http://publicationethics.org/files/retraction%20guidelines.pdf>
7. Testa J. *The Thomson Reuters journal selection process* [Internet]. Philadelphia, PA: Thomson Reuters; 2012 [cit-

ed 2013 Sep 30]. Available from: <http://wokinfo.com/esays/journal-selection-process/>

Conference papers:

8. Shell ER. Sex and the scientific publisher: how journals and journalists collude (despite their best intentions) to mislead the public. Paper presented at: 2011 CrossRef Annual Member Meeting; 2011 Nov 14-15; Cambridge, MA, USA.
9. Kim HW. Challenges and future directions on journal “perspectives in nursing science” in Korea. Poster session presented at: Asia Pacific Association of Medical Journal Editors Convention 2013; 2013 Aug 2-4; Tokyo, Japan.

Scientific and technical reports:

10. Kim SN, Park JR, Bae HS, et al. A study on the meta evaluation of Korean university evaluation. Seoul: Korean Educational Development Institute; 2004. Report No.: CR 2004-45.

News articles:

11. Kim R. SNU ranked 51st in university evaluation. Korean Times [Internet]. 2007 Nov 8 [cited 2013 Sep 25]. Available from: http://www.koreatimes.co.kr/www/news/nation/2007/11/117_13423.html

Dissertations:

12. Kim K. Quantum critical phenomena in superfluids and superconductors [dissertation]. Pasadena, CA: California Institute of Technology; 1991.

- **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 ^{a)}, ^{b)}, ^{c)}, 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, and PPT format over 600 dots per inch (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 includ-

ed). 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 e-mail. 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 1. Recommended maximums for articles submitted to *Science Editing*

Type of article	Abstract (word)	Text (word) ^{a)}	References	Tables & figures
Original article	250	2,500	20	10
Review	200	5,000	100	No limits
Case study	200	2,500	20	10
Training material	200	2,500	20	10
Essay	No	2,500	20	10
Editorial	No	1,000	10	3
Book review	No	1,000	10	3
Correspondence	No			
Letter to the editor	-	1,000	10	3
In reply	-	500	5	3
Video clip	No	30 MB, 5 min	-	-

^{a)}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.

3. Galley proof

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.

8. Page charges or article processing charges

No page charge or article processing charge applies. There is also no submission fee.

Contact Us

Editor-in-Chief: Kihong Kim

Department of Physics, Ajou University, 206 World cup-ro, Yeongtong-gu, Suwon 16499, Korea

Tel: +82-31-219-2584, Fax: +81-31-219-1615

E-mail: khkim@ajou.ac.kr

Editorial Office: Korean Council of Science Editors

Jisoo Yoon

The Korea Science & Technology Center 2nd floor,

22 Teheran-ro 7-gil, Gangnam-gu, Seoul 06130, Korea

Tel: +82-2-3420-1390, Fax: +82-2-563-4931

E-mail: kcse@kcse.org

NOTICE: These instructions to authors will be applied beginning with the February 2019 issue.

Compliance of *Science Editing* to the Principles of transparency and best practice in scholarly publishing

(joint statement by COPE, DOAJ, WAME, and OASPA; <http://doaj.org/bestpractice>)

Posted in July 7, 2018 and printed in February 20, 2019

1. Website:

- i. The URL address of official journal web site: <https://www.escienceediting.org/>
- ii. 'Aims & Scope' statement: It is described at the masthead page.
- iii. Readership: It is primarily for scientific journal editors and personnels who works for scientific journals. Its readership can be expanded to other positions: Researchers on journal publishing and bibliometrics can get the recent topics of journal publishing and editing; Professors on communication can access and adopt a variety of data for education; Students can understand the recent trends of the journal publishing and editing; Policy makers are able to reflect the results of the articles to the nation-wide science promotion policies; The scientists are able to read the advancement in the journal to be submitted so that they have a better knowledge on the journal selection.
- iv. Authorship criteria: It is described at the Instructions to authors.
- v. Duplicate submission and redundant publication: It is described at the Instructions to authors.
- vi. pISSN: 2288-7474 eISSN; 2588-8063

2. Name of journal

The official journal title is *Science Editing*. Abbreviated title is Sc Ed.

3. Peer review process

It is described at the Instructions to authors. We adopts double-blind peer review.

4. Ownership and management

- i. Information about the ownership: This journal is owned by the publisher, the Korean Council of Science Editors (<https://www.kcse.org/>).
- ii. Management team of a journal
 - Journal management team (2017–2019)

- Journal Manager: Jisoo Yoon, Korean Council of Science Editors, Korea
- Manager of the Review Process: Jung A Kim, Associate Editor of *Science Editing*, Hanyang University, Korea
- Ethics Editor: Eun Seong Hwang, University of Seoul, Korea
- Statistics Editor: Yong Gyu Park, The Catholic University of Korea, Korea
- Manuscript Editors: Jae Hwa Chang, Infolumi, Korea; Jisoo Yoon, Korean Council of Science Editors, Korea
- Layout Editors: Da Hye Lee, Academya, Korea; Hyeon Jung Park, Academya, Korea
- Website and JATS XML File Producers: Jeonghee Im, M2community, Korea

5. Governing body

The governing body is the journal's editorial board.

6. Editorial team and contact information

- i. Editorial team is available from Editorial Board page at the front part of the journal.
- ii. Contact information
 - Jisoo Yoon
 - Managing editor
 - The Korea Science & Technology Center 2nd floor, 22 Teheran-ro 7-gil, Gangnam-gu, Seoul 06130, Korea, Tel: +82-2-3420-1390, Fax: +82-2-563-4931, E-mail: kcse@kcse.org

7. Copyright and licensing

- i. Copyright policy: All published papers become the permanent property of the Korean Council of Science Editors. Copyrights of all published materials are owned by the Korean Council of Science Editors. Permission must be obtained from the Korean Council of Science Editors for any commercial use of materials. Every author should sign the copyright transfer agreement forms.
- ii. Licensing information: This is an open-access journal distributed under the terms of the Creative Commons Attri-

bution Non-commercial license, which permits unrestricted use, distribution, and reproduction in any medium, provided the original work is properly cited for non-commercial purpose (<http://creativecommons.org/licenses/by/4.0/>).

iii. Deposit policy: According to the deposit policy (self-archiving policy) of Sherpa/Romeo (<http://www.sherpa.ac.uk/>), authors cannot archive pre-print (i.e. pre-refereeing), but they can archive post-print (i.e. final draft post-refereeing). Authors can archive publisher's version/PDF.

8. Author fees

Neither page charge, article processing fee nor submission fee will be applied. It is the platinum open access journal.

9. Process for the identification and dealing with allegations of research misconduct

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.

10. Publication ethics

i. Journal policies on authorship and contributorship: It is described at the Instructions to authors.

ii. How the journal will handle complaints and appeals; The policy of the journal is primarily aimed at protecting the authors, reviewers, editors, and the publisher of the journal. If not described below, the process of handling complaints and appeals follows the guidelines of the Committee of Publication Ethics available from: <https://publicationethics.org/appeals>

- Who complains or makes an appeal?: Submitters, authors, reviewers, and readers may register complaints and appeals in a variety of cases as follows: falsification, fabrication, plagiarism, duplicate publication, authorship dispute, conflict of interest, ethical treatment of animals, informed consent, bias or unfair/inappropriate competitive acts, copyright, stolen data, defamation, and legal problem. If any individuals or institutions want to inform the cases, they can send a letter to editor For the complaints or appeals, concrete data with answers to all factual questions (who, when, where, what, how, why) should be provided.
- Who is responsible to resolve and handle complaints and appeals?: The Editor, Editorial Board, or Editorial Office is responsible for them.

• What may be the consequence of remedy?: It depends on the type or degree of misconduct. The consequence of resolution will follow the guidelines of the Committee of Publication Ethics (COPE).

iii. Journal policies on conflicts of interest / competing interests: It is described at the Instructions to authors.

iv. Journal policies on data sharing and reproducibility; Open data policy: For clarification on result accuracy and reproducibility of the results, raw data or analysis data will be deposited to a public repository after acceptance of the manuscript. Therefore, submission of the raw data or analysis data is mandatory. If the data is already a public one, its URL site or sources should be disclosed. If data cannot be publicized, it can be negotiated with the editor. If there are any inquiries on depositing data or waiver of data sharing, authors should contact the editorial office. Clinical data sharing policy: This journal follows the data sharing policy described in "Data Sharing Statements for Clinical Trials: A Requirement of the International Committee of Medical Journal Editors" (<https://doi.org/10.3346/jkms.2017.32.7.1051>). As of July 1, 2018 manuscripts submitted to ICMJE journals that report the results of interventional clinical trials must contain a data sharing statement as described below. Clinical trials that begin enrolling participants on or after January 1, 2019 must include a data sharing plan in the trial's registration. The ICMJE's policy regarding trial registration is explained at <https://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>. If the data sharing plan changes after registration this should be reflected in the statement submitted and published with the manuscript, and updated in the registry record. All of the authors of research articles that deal with interventional clinical trials must submit data sharing plan. Based on the degree of sharing plan, authors should deposit their data after deidentification and report the DOI of the data and the registered site.

v. Journal's policy on ethical oversight: When the Journal faces suspected cases of research and publication misconduct such as a redundant (duplicate) publication, plagiarism, fabricated data, changes in authorship, undisclosed conflicts of interest, an ethical problem discovered with the submitted manuscript, a reviewer who has appropriated an author's idea or data, complaints against editors, and other issues, the resolving process will follow the flowchart provided by the Committee on Publication Ethics (<http://publicationethics.org/resources/flowcharts>). The Editorial Board will discuss the suspected cases and reach a decision. We will not hesitate to publish errata, corrigenda, clarifications, retractions, and apologies when needed.

vi. Journal's policy on intellectual property: All published papers become the permanent property of the Korean Coun-

cil of Science Editors. Copyrights of all published materials are owned by the Korean Council of Science Editors.

- vii. Journal's options for post-publication discussions and corrections: The post-publication discussion is available through letter to editor. If any readers have a concern on any articles published, they can submit letter to editor on the articles. If there founds any errors or mistakes in the article, it can be corrected through errata, corrigenda, or retraction.

11. Publishing schedule

It is to be published biannually. Supplement issues may be published.

12. Access

This is an open access journal distributed under the terms of the Creative Commons Attribution license (<http://creativecommons.org/licenses/by/4.0/>), which permits unrestricted non-commercial use, distribution, and reproduction in any medium, provided the original work is properly cited.

13. Archiving

Is accessible without barrier from National Library of Korea (<http://nl.go.kr>) in the event a journal is no longer published.

14. Revenue sources

Revenue sources of journal were from the support of publisher (the Korean Council of Science Editors), Korea Government's support, and advertising rates.

15. Advertising

Science Editing accepts advertisements on the following basis:

Eligibility of the advertised products or services

All products or services should be safe and reliable, and not cause any harm to the health and welfare of humans. Advertisements may promote information and technologies relevant for authors, editors, reviewers, and readers. Pharmaceutical products may also be considered.

- Advertising is separate from content. Advertisers and sponsors have no advance knowledge of our editorial contents, nor do the editors have advance knowledge of advertisers. Content is never altered, added, or deleted to accommodate advertising. Advertisers and sponsors have no in-

put regarding any of our editorial decisions or advertising policies.

- We reserves the right to decline or cancel any advertisement at any time.
- Advertisements for pharmaceutical products must conform to all regulations and policies of the Ministry of Food and Drug Safety, Republic of Korea in every respect.

Orders

Any individuals or organizations who are interested in advertising their products or services in the print copies of the journal or on its website are encouraged to contact the editorial office. The acceptance of advertisement will be discussed by the editorial board and will be ultimately approved by the publisher.

Advertisement fee

For one print copy issue, the advertisement price for one whole page is USD 1000 (or KRW 1,000,000). If the advertisement is half a page, the price is reduced by half. For a quarter of the page, this price is reduced by one quarter. For banner advertisements on the website, the price is negotiable according to the duration of its exposure on the journal homepage. The price is usually greater than that for print copies.

Disclaimer

Liability: Neither the publisher nor the editors will be legally liable for advertisements presented in the journal. In addition, they cannot guarantee the accuracy, completeness, or usefulness of the information provided.

Endorsement: The publisher and the editors do not endorse any products or services that are advertised.

Disclaimer: Neither the publisher nor the authors will be legally liable for any of the content of advertisements, so readers must keep this in mind when reading or seeing advertisements.

16. Direct marketing

Journal propagation has been done through the journal website and distribution of an introduction pamphlet. Invitations to submit a manuscript are usually focused on the presenters at conferences, seminars, or workshops if the topic is related to the journal's aims and scope.

Enacted on February 20, 2019

This is a guideline for reviewers who voluntarily participate in peer review process of the journal. All of the journal's contents including commissioned manuscripts are subject to peer-review.

Double blind peer review

Science Editing adopts double blind review, which means that the reviewers and authors cannot identify each others' information.

Role of reviewers

Peer reviewer's role is to advise editors on individual manuscript to revise, accept, or reject. Judgments should be objective and comments should be lucidly described. Scientific soundness is the most important value of the journal; therefore, logic and statistical analysis should be considered meticulously. The use of reporting guideline is recommended for review. Reviewers should have no conflict of interest. Reviewers should point out relevant published work which is not yet cited. Reviewed articles are managed confidentially. The editorial office is responsible for the final decision to accept or reject a manuscript based on the reviewers' recommendation.

How to become a reviewer

Reviewers are usually invited by the editorial office or recommended by authors. Anyone who wants to work voluntarily as a reviewer can contact the editorial office at <https://www.escienceediting.org/about/contact.php>.

When invited by the editorial office to review a manuscript, reviewers recommended by the authors will usually be invited to review corresponding manuscripts. Authors may recommend reviewers from the same institute. We recommend them not to decline the invitation to review solely for the reason that the authors are in acquaintance or from the same institution; we welcome reviewers in acquaintance with the authors who are eager to comment with affection. If review comments cannot be submitted within the 14 days of review period, please decline to review or ask for extension of the review period. If there is no review comment within the 7 days from acceptance to review, the reviewer will be given a notice.

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.

Ethical guideline for reviewers

1. Any information acquired during the review process is confidential.
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.In case of any of the above conflicts of interest, the reviewer should decline to review. If the reviewer still wishes to review, the conflicts of interest should be specifically disclosed. A history of previous collaboration with the authors or any intimate relationship with the authors does not prohibit the review.
3. Reviewer should not use any material or data originated from the manuscript in review; however, it is possible to use open data of the manuscript after publication.

Post-review work by the editorial office

Review opinions and decisions may be analyzed by the editorial office without identifying the reviewer.

Certificate of review

If it is required, please contact the editorial office at <https://www.escienceediting.org/about/contact.php>. The reviewers may be listed in the editorial for appreciation.

Mass media and press release

Any articles published in *Science Editing* can be released to mass media or press without any permission after publication. If the media or press wishes to have an interview with authors

of the article, they can contact the authors directly via email or their institute. Publisher or editor does not interfere with the contact between authors and the media or press. *Science Editing* welcomes any inquiries from the media or press worldwide on the article contents. Please use contact form for any inquiries available from: <https://www.escienceediting.org/about/contact.php>. Propagation of the journal articles through media and press by authors themselves is also welcome.

Disclaimer of warranties and liability

Enacted on February 20, 2019

Neither the publisher, the editors, the editorial board, or the organizations to which the authors are affiliated (herein “*Science Editing*”) make any specific promises or guarantees about the Services, including any content or submissions therein. *Science Editing* makes no commitment that the operation of the Services will be error-free, that any defects will be corrected, or as to the accuracy, completeness, reliability, availability, suitability, quality, non-infringement, operation, or result obtained from the use of Services included in, provided, accessible or distributed through *Science Editing*.

Science Editing provide the Services, including any content or submissions included in, provided, accessible, or distributed through *Science Editing* “AS IS” and without warranties or representations of any kind (express, implied, and statutory, including but not limited to the warranties of title and non-infringement and the implied warranties of merchantability and fitness for a particular purpose), all of which *Science Editing* and its suppliers and licensors disclaim to the fullest extent permitted by law. Your use of the Services provided, accessible, or distributed through *Science Editing* are at your sole risk.

To the extent permitted under applicable law, neither *Science Editing* nor the authors of Services, including any content or submissions included in, provided, accessible, or distributed through *Science Editing*, assume responsibility or legal liability for any injury and/or damage to persons, animals or property as a matter of products liability, malpractice, failure to warn, negligence or otherwise, or from any use or operation of any ideas, instructions, methods, tests, products or procedures displayed on the Services or incorporated in the Content or any Submission from *Science Editing*. Practitioners and researchers must rely on their own experience, knowledge and judgment in evaluating or applying any information, which remains their professional responsibility. Because of rapid advances in the medical sciences and changes

in government regulations and clearances, we recommend that independent verification of diagnoses, treatments, indications choice of drugs and drug dosages should be made. Discussions, views, and recommendations expressed in *Science Editing* may not be considered absolute and universal for every situation. *Science Editing* or the authors or Services shall not be held responsible or legally liable for the failure by any user of the Services, Content or Submission to use due care in the use and validation of results made available through the Services or included in the Content or any Submission, nor will *Science Editing* be responsible or legally liable for any medical treatment provided by users to their patients, whether or not the Services, Content or Submission included in, provided, accessible or distributed through *Science Editing* were used in connection with such treatment.

TO THE EXTENT PERMITTED UNDER APPLICABLE LAW, IN NO EVENT SHALL *Science Editing* OR THE AUTHORS OF SERVICES, INCLUDING ANY CONTENT OR SUBMISSIONS INCLUDED IN, PROVIDED, ACCESSIBLE, OR DISTRIBUTED THROUGH *Science Editing*, BE LIABLE FOR ANY DAMAGES (INCLUDING, WITHOUT LIMITATION, CONSEQUENTIAL, SPECIAL, INCIDENTAL, INDIRECT, OR SIMILAR DAMAGES, PERSONAL INJURY (INCLUDING DEATH), LOSS OF PROFITS, CORRUPTION OR LOSS OF DATA, BUSINESS INTERRUPTION OR ANY OTHER COMMERCIAL DAMAGES OR LOSSES) ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE SERVICES OR THE CONTENT OR SUBMISSIONS, OR SHALL THE LIABILITY OF *Science Editing* OR AUTHORS OF SERVICES EXCEED A SUM EQUAL TO THE FEES PAID BY YOU HEREUNDER, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Author's checklist

- Manuscript in MS Word (docx) or RTF format.
- Double-spaced typing with 11-point font.
- 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 e-mail, 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.
- The number of references is limited to 20 (for original articles, case studies, and essays), 100 (for reviews), or 10 (for editorials, book reviews, and letters to the editor).

Copyright transfer agreement

Manuscript ID _____

Manuscript title _____

Corresponding author name _____

Fax _____ E-mail _____

The authors of the article hereby agree that the Korean Council of Science Editors holds the copyright on all submitted materials and the right to publish, transmit, sell, and distribute them in the journal or other media.

Corresponding author

Print name _____

Signed _____

Date _____

Co-authors

Print name _____

Signed _____

Date _____

Print name _____

Signed _____

Date _____

Print name _____

Signed _____

Date _____

Print name _____

Signed _____

Date _____

Conflict of interest form

Manuscript ID _____

Manuscript title _____

As the corresponding author, I declare the following information regarding the specific conflicts of interest of authors of our aforementioned manuscript.

Examples of conflicts of interest include the following: source of funding, paid consultant to sponsor, study investigator funded by sponsor, employee of sponsor, board membership with sponsor, stockholder for mentioned product, any financial relationship to competitors of mentioned product, and others (please specify).

Author	No conflict involved	Conflict (specify)
1.		
2.		
3.		
4.		
5.		
6.		

I accept the responsibility for the completion of this document and attest to its validity on behalf of all co-authors.

Corresponding author (name/signature) _____

Date _____