

Instructions for Authors

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Journal of Electrodiagnosis and Neuromuscular Diseases (J Electrodiagn Neuromuscul Dis, JEND), an official journal of the Korean Association of EMG Electrodiagnostic Medicine, is published three times a year. It regards all aspects of EMG, electrodiagnostic medicine, and neuromuscular diseases, including clinical practice, experimental and applied research, and education, and its formal abbreviated journal name is J Electrodiagn Neuromuscul Dis.

The manuscript guidelines for JEND are based on the “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals” (<http://www.icmje.org/recommendations/>), and instructions which are not mentioned in the present guidelines are referred to the guidelines stated in the Recommendations.

Editorial Board will make the final decision on approval for the publication of submitted manuscripts and the publication order of accepted manuscripts. Editorial Board reviews ethics, rationality, originality, and scientific significance in accepting submitted manuscripts, and can request any further corrections, revisions, and deletions of the article if necessary.

1. General Guidelines

1-1. Qualifications for authorship

Authors should be limited to members of Korean Association of EMG Electrodiagnostic Medicine, associate members of Korean Association of EMG Electrodiagnostic Medicine or those who are associated with clinical practice, experimental and applied research, and education in the field of EMG, electrodiagnostic medicine, and neuromuscular diseases.

Authorship is credited to those who have direct involvement in the study and have made significant contributions to (a) conceptualization and design of the research, or acquisition, analysis, and interpretation of the data, (b) drafting of the manuscript or critical revision, and (c) approval of the submitted and final versions of the manuscript. The primary investigator is designated the first author of the study unless contested by the other authors. The corresponding author is directly responsible for communication and revision of the submitted manuscript.

In the case that more than one author contributed equally as the first author or the corresponding author, the acceptance of co-first or co-corresponding author should be determined through discussion of the Editorial Board. Everyone who is listed as coauthors should have made a substantial, direct, intellectual contribution to the work.

In the case of a change of authorship, a written explanation must be submitted. Change in either the first author or the corresponding author requires approval by the Editorial Board, and any changes of other authors require approval by the Editor-in-Chief.

1-2. Types of manuscript

Manuscripts include Original Articles, Case Reports, Brief communications, and Reviews, commissioned by the Editorial Committee on EMG, electrodiagnostic medicine, and neuromuscular diseases.

1-3. Duplicate or secondary publication

All submitted manuscripts should be original and should not be considered by other scientific journals for publication at the same time. No part of the accepted manuscript, including the table and the figure, should be duplicated in any other scientific journal without the permission of the Editorial Board. If duplicate publication related to the papers of this journal is detected, the manuscripts may be rejected.

But, if the authors have received approval from the editors of both journals (the editor concerned with secondary publication must have access to the primary version), secondary publication may be allowed only under the conditions for secondary publication stipulated in the “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals.” The secondary version informs that the paper has been published in whole or in part elsewhere, and the secondary version cites the primary reference.

If the unauthorized duplicate publication is discovered, authors will be announced in the journal, and their institutes will be informed and are subject to penalties and/or unfavorable

outcomes including prompt rejection or prohibited submission.

1-4. Ethical considerations

For all studies involving human subjects, the principles embodied in the Declaration of Helsinki 2013; (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>) should be upheld, informed consent must be obtained from all participants, and must be approved by a recognized Institutional Review Board (IRB) or research ethics committee.

Any information that could have revealed subjects' identities, such as name and initials, should not appear in the text. If a photo is presented, proper measures should be taken not to reveal the subject's identity, or written consent must be presented for the photo and possible disclosure of the subject's identity.

Experiments involving animals should comply with the NIH guidelines for the use of laboratory animals and/or be reviewed by an appropriate committee (Institutional Animal Care and Use Committee, IACUC) to ensure the ethical treatment of animals in research.

All manuscripts should be written with strict adherence to the ethical guidelines recommended by the International Committee of Medical Journal Editors (<http://www.icmje.org>). If necessary, the Editorial Board could ask for providing patients' written consent and IRB's approval.

Issues of ethical misconduct, plagiarism, and duplicate/redundant publication will be judged and dealt with according to the "Good Publication Practice Guidelines for Medical Journals" (https://www.kamje.or.kr/board/view?b_name=bo_publication&bo_id=13&per_page=).

For the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors (<http://publicationethics.org/resources/international-standards-for-editors-and-authors>) can be applied.

1-5. Copyright transfer

The Korean Association of EMG Electrodiagnostic Medicine is the owner of all copyright to papers published in JEND and has the right to publish, reproduce, distribute, and print the contents in other types of media.

1-6. Journal Publication and Manuscript Submission

This journal is published three times a year on April 30, August 31, and December 31, and submission is often allowed. Submitted manuscripts are initially examined for the format, and then appointed a submission date and a submission number. The day of the decision of the publication shall be the day when the manu-

script is completed of its reviewing.

1-7. Submission of manuscripts

All submitted manuscripts must be accompanied by the official Copyright Transfer and Author Consent Form of JEND and must contain the title page, the title of the manuscript, manuscript, tables, and figures. The files of the title page, main text (the title of the manuscript, manuscript, and figure legends), tables, and figures must be submitted with the online submission system (<https://submit.e-jend.org>). The official Copyright Transfer and Author Consent Form must be submitted with the online submission system to the Editorial office. This form also should contain the title of the manuscript, date of submission, names of all authors, and written signatures. Note the corresponding author and provide his/her affiliation, email, telephone and fax numbers, and mailing address. Figures should be submitted as an original image (5x7 inches) or jpg file (at least 600 dpi, dots per inch).

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1-8. Review and revision of manuscripts

Submitted manuscripts will be reviewed by two peer reviewers selected from the Board's database of expert reviewers. Following review, the Editorial Board will decide whether the manuscript will be 1) accepted for publication 2) publication with minor revision, or accepted for publication following revision, 3) subject to major revision, or 4) denied publication.

For manuscripts which are either accepted for publication following revision or subject to major revision, the corresponding author must reply to reviewers' comments point by point and revise the manuscript with changes in red color and explain in detail what changes were made in the manuscript in "summary of revision" as soon as possible.

A manuscript that does not comply with the regulations for submission can be suggested to be adjusted or be reserved to be published or can be adjusted by the Editorial Board, if necessary, without affecting the original contents.

The reviewer and Editorial Board can request correcting English of the manuscript to a considerable level, and the author should accept it.

The manuscripts which are completed reviewing process shall be decided of its publication after reviewing of the Editorial Board, and a manuscript that does not comply with the regulations for submission can be rejected or delayed the acceptance.

When a manuscript is not resubmitted within two months of notification, it will be considered that the authors have withdrawn the manuscript from submission.

Manuscripts accepted for publication are generally published in order of submission, depending on the category of the manuscript and the date of acceptance for publication.

1-9. Charges for reviewing, publication and printing

There are no charges for reviewing, publication and printing, but illustrations that require extraordinary printing processes will be charged to the authors. The corresponding author is also charged a fee for the plate, English proof leading, offprints, and specialty printing.

2. Preparation of the Manuscript

2-1. Forms of the manuscript

Use Microsoft Office Word (versions after 2003) and ensure correct spelling and grammar. Set up the MS Word document for 1-inch margins on a letter or A4-sized paper. The manuscript must be written in 12-point font, and the sentences must be double-spaced including tables and figure legends. The length of the manuscript should not exceed 20 pages in original articles, 7 pages in the case report, and 30 pages in review article except for the tables and figures.

2-2. Use of language and unit

Draw up a manuscript in proper and clear English as per the orthography. When there is no appropriate translation of foreign medical terms, proper nouns, drug names, units, etc., use their originals in the manuscript. If foreign-language words are needed, capital and small letters should be clarified: in principle, proper nouns, place names, and names of persons should be written with a capital letter as the first letter and then small letters for the rest. If an original term has its translation whose meaning is unclear, place the original in a small parenthesis after its translation when it appears for the first time and then uses its translation alone.

Numbers should be written in Arabic numerals, and measurements should be reported using the metric system, and hematologic and biochemical markers should be reported in the International System (SI) of Units. (<http://physics.nist.gov/cuu/Units/index.html>)

2-3. Use of abbreviations

The use of abbreviations should be minimized and restricted to those that are generally recognized. When using an abbreviated word, it should be spelled out in full on the first usage in the manuscript, followed by the abbreviation in parentheses.

2-4. Word-spacing

In manuscripts, leave one space for each side, using arithmetic marks as \pm , =, +, - (minus), \times , etc. (ex. 25.3 ± 1.2). Leave no space for “-” (hyphen) between words (ex. post-stroke). Leave one space after “;”, “:”, “.” and “.”. Using parentheses, leave 1 space each side in English. And brackets in parentheses, apply square brackets. Ex) ([])

2-5. Order of manuscripts for original articles

The manuscript for original articles should be organized in the following order: 1) title page as a separate file, 2) Title of the manuscript 3) abstract and keywords, 4) introduction, 5) materials (or subjects) and methods, 6) results, 7) discussion, 8) conflict of interest, 9) acknowledgements (if necessary), 10) references, 11) figure legends 12) tables as separate files, and 13) figures as separate files.

Figures should be submitted with an online submission system as separate files, named as the number of figures of the text and figure legends in JPEG, TIFF, GIF format (ex: Fig1.jpg).

Title page

The title page should be uploaded online as a separate file and should describe the title of the article, full names of authors, institutional affiliation(s) with each author. English names should not be described in initials. All authors' ORCIDs should be described.

If authors belong to different organizations, the chief research organization should be specified in the first place, and the other one's shoulder is specified in the order of Arabic numerals (e.g., 1,2,3).

In the title page, the corresponding author must be identified, and his or her contact information (postal address, e-mail, telephone, and fax numbers) should be listed, and if necessary, financial support might be described as a footnote. Running title with 50 spaces maximum should be described.

Title of the manuscript

The title of the manuscript page should contain the only title. Do not include author information on the title page for a blind peer review. The author names should not appear on this page.

The title should be short, specific, and informative to present clearly the objective of the study and should not use the expres-

sions, such as “study about---“ or “clinical study about---.“ The title should contain less than 20 words. The first letter of words except article, preposition, and conjunction should be capitalized. Drug names in the title should be written with generic names, not product names.

Title of the manuscript

Abstract should summarize the content and should not exceed 250 words in the original article and 200 words in the case report. In the original article, a structured abstract with the headings of Objective, Methods, Results, and Conclusion must succinctly describe the paper. Use complete sentences and do not number the results. At the end of the Abstract, list up to 5 relevant Keywords which are in accordance with the Medical Subject Headings (MeSH) in the Index Medicus (<http://www.nlm.nih.gov/mesh>). Keywords should be written with a capital letter as the first letter and then small letters for the rest and separate each word by a semicolon (;). The abstract of the case report should be non-structured, with no more than 5 Keywords attached. Brief communications should not describe abstract and keywords.

Introduction

Introduction should clearly present the objective of the study, and a brief background to inform the readers of the relevance of the study may be necessary.

Materials & Methods

Describe the participants or research materials of the study, divided by subsection titles, and describe the experimental methods in a logical and systematic manner so that they can be reproducible by another investigator. Explain in detail the inclusion and exclusion criteria for both the experimental and control groups. Experimental drugs should be stated in the generic name. When proprietary brands are used, include the brand name and the name of the manufacturer in parentheses after the first mention of the generic name. When using experimental devices or other products, state the brand name then follow with the name of the manufacturer, city (state), and country in parentheses, e.g., Flow Cytometer (Coulter Electronics Inc., New York, NY, USA). To ensure anonymity during the peer review process, the authors' affiliations or the institutional setting of the study should not be revealed. Subsection titles should be listed in order to 1), (1), A), (A).

Precisely describe the statistical analysis methods, computer programs, and criteria for determining significance.

(Description of participants)

Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors),

and, unless inappropriate, report the sex or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex or gender. If the study was done involving an exclusive population, for example, in only one sex, authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they determined race or ethnicity and justify their relevance.

Results

Results should be summarized and described logically the significant findings and trends observed in the results, giving the main or most important objective. Results can be sectioned by subsection titles listed in order to 1), (1), A), (A). Avoid extensive repetition of contents of the tables and figures in the text. In statistical expression, mean and standard deviation should be described as mean \pm SD, and mean and standard error as mean \pm SE. The letter 'p' in p-value is written in the lower case.

Discussion

Refrain from an excessive review of historical studies, textbook facts, or irrelevant references. Interpret the results with respect to the objective of the study, and describe differences with previous studies and significant findings, which lead to the deduction of the conclusion. Accentuate newly obtained observations from the study and include significant limitations of the study. Do not repeat the results in detail or other information that is given in the Introduction or the Results section.

Conclusion

Conclusions should avoid unqualified statements that are not adequately supported by the data and describe briefly novel findings of the study, according to the purpose of the study.

Acknowledgment

If necessary, persons who have made contributions to the study, but who are not eligible for authorship may be named in this section. Their contribution must be specified, such as data collection, financial support, statistical analysis, or experimentation.

References

References must be written only to the cited body. It is recommended that only important references are recorded, and the number of references is within 40. References should be numbered in order of appearance in the text using Arabic numerals in square brackets such as [1], [2-4], and [5,7,9]. A bracket is placed after the author's name, or before the period in a sentence. In case the author should be mentioned, write only “last name” and list

the first two author and add “et al.” if the authors are more than three (e.g., one author: Kim, two: Park and Jeong, more than three: David et al.). The English name is written the last name in conjunction with capital letters of first and middle names. If the reference is Korean, then list the English version in the reference section. List all authors when they are six or fewer; when there are seven or more, list only the first six and add ‘et al.’. If an article has been accepted but not yet published, the assigned month to be published could be written. Journal titles should be abbreviated in style used in the Index Medicus. If the reference is not listed in Medicus, use the full name of the journal. All other references should be listed, as shown in the “Uniform Requirement for manuscripts submitted to Biomedical Journals” (2008).

Sample References

1) Journals:

Authors: full title of the article. journal name year;volume:the first and last page number.

(e.g., Curr A, Dietz: Traumatic cervical spinal cord injury: relation between somatosensory evoked potentials, neurologic deficit and hand function. Arch Phys Med Rehabil 1996;77:48–53.)

2) Book:

Authors: Book title. edition. place: publisher; year, the first and last page number.

(e.g., Cailliet R: Shoulder pain. 3th ed. Philadelphia: FA Davis; 1991, pp32–35.)

3) Book chapter

Authors: title of the chapter. In: editor. The book title. edition. place: publisher; year, the first and last page number.

(e.g., Kottke FJ: The neurophysiology of motor function. In: Kottke FJ, Lehmann JF, editors. Krusen’s handbook of physical medicine and rehabilitation. 4th ed. Philadelphia: Saunders; 1990, pp234–269.)

4) Online resource

National Library of Medicine: Fact sheet: AIDS information resources [Internet]. Bethesda: National Library of Medicine; 2003 [cited 2007 Mar 26]. Available from: <http://www.nlm.nih.gov/pubs/factsheets/aidsinfo.html>.

Tables

Tables should be uploaded online as separate files and numbered in order of appearance in the main text (Table 1, Table 2, etc.). Table should be easy to understand and unique. The total number of

tables should not exceed more than five. Title of table should be briefly written as a phrase or sentence. The first letter except article, preposition, and conjunction, should be capitalized. The title of table is written above the table, and footnote should be described below the table. All abbreviations should be spelled out in footnote in order of abbreviation, colon, and unabbreviated name (e.g., NCS: nerve conduction study). The symbols (*, †, ‡, §, ||, ¶, **, ††, ‡‡) should be superscripts and be used in the indicated sequence (e.g., * p < 0.05).

Figure legends

Figure legends must appear on a separate page at the end of the manuscript written in the Microsoft Word file. Write sentences to be understood fully without relying on the main text. Only the first sentence written in capital letters. The second sentence should be set on the starting line of the first sentence. Explain any abbreviation and symbol in the legend. Figures containing histologic slides should be accompanied by legends explaining tissue origin, stain method, and microscopic amplification.

Figures

Figures should be uploaded online as separate files and numbered in order of appearance in the main text (e.g., Fig. 1). If more than two figures are used in the same number, insert the alphabet after Arabic number (e.g., Fig. 1A, Fig. 1B) and record as a single file. Arrows should be inserted to be easily understood. All images should be saved in JPEG, TIFF, GIF or PPT format within 3 MB. The minimum resolutions required are 300 dpi. At online submission, set a file name as the same title as written in main text and legends (e.g., Fig1.jpg).

When already published figures or graphs are inserted, the written consent of the author should be attached and acknowledged in the manuscript.

2-6. Articles other than the original manuscript

The general guidelines abide by the original article section.

Invited review

An invited review is a contemplation focused on a certain topic appointed by the Editorial Board. The abstract is limited to less than 250 words, the number of main text less than 30 pages, and the references no more than 60.

Case Report

Case report deal with any unique features, novel diagnosis or treatment, or others accepted in Editorial Board. The abstract should be non-structured and limited to 200 words, with no more

than 5 keywords attached. Introduction should be briefly written about background and significance of the case. Main texts are composed of the course of clinical features, diagnosis, and treatment. Discussion should focus on the significance of the case, and tedious review should be avoided. The number of table and figure is limited to five in total, and the number of references should not exceed more than ten. The maximum word count is limited to 1,500 words, excluding references, tables, and figure legends.

Brief communication

Brief communication deal with already reported findings or cases, but with any unusual features, or features that are considered to be important. Abstract and keywords are not required. The text is limited to 700 words. Up to seven references should be listed. Only one table or figure is allowed, and acknowledgment should

not be written.

3. Copyright Transfer and Author Consent Form

Copyright Transfer and Author Consent must be used the official form made by the Korean Association of EMG Electrodiagnostic Medicine (available and posted at the journal on 'www.kanem.or.kr' or 'www.e-jend.org'). In addition, the title of the manuscript, date of submission, names of all authors, affiliation, and address, and phone number must be recorded with the handwritten signature of all authors. Also, the name and email address of corresponding author should be recorded. Completed Copyright Transfer and Author Consent Form should be submitted at on-line submission system to the Editorial Office.