

Journal of Korean Academy of Oral Health is the official publication of the Korean Academy of Preventive Dentistry and Oral Health. The instruction to authors not described thereafter follows the 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication' prepared by International Committee of Medical Journal Editors (<http://www.icmje.org/>).

## GENERAL INFORMATION

### 1. Qualification as authors

The corresponding author should be a member of the Korean Academy of Preventive Dentistry and Oral Health. If they are not members, they should apply to membership before submission. However, there is an exception if The Editorial Board admits.

### 2. Research and publication ethics

For the policies on research and publication ethics that are not stated in these instruction, the Korean Academy of Preventive Dentistry and Oral Health Ethics Guideline, or the Good Publication Practice Guidelines for Medical Journals, available at [http://kamje.or.kr/intro.php?.body=eng\\_index](http://kamje.or.kr/intro.php?.body=eng_index), can be applied. In addition, research misconduct will be dealt according to the COPE flowchart (<http://publicationethics.org/resources/flowcharts>).

#### 2.1. Statement of human and animal rights

Authors should keep the ethical standards of the 1975 Helsinki Declaration (revised edition of 2008) and in principle undergo scrutiny of an independent Institutional Review Board (IRB) which reviews ethical issues of the human experiment. Description materials including photographs should not disclose subject's name, English initials, and hospital identification number.

In case of animal experiments, 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.

#### 2.2. Informed consent

The manuscripts related to the human subjects or samples drawn from humans must be receive the informed consent according to the rule of Institutional Review Board and stated on the manuscript.

#### 2.3. Disclosure of conflict of interest

If there are any conflicts of interest related to individual au-

thor's commitments or project support, it should be clarified and described in the manuscript. It must be written at the bottom of the cover. All authors must reveal all interests that related to research. And all authors should provide all of their personal signatures to verify they have revealed so.

#### 2.4. Originality and duplicate publication

The papers already published to other scientific journals are not considered will be rejected. If the paper contains similar work that has already been reported in another publication or has been published in the journal, the author should include copies of such material along with the submitted paper. The Editorial Board will decide on the matter of re-publication of the submitted paper and then consider for its acceptance. Also, the author should not submit a published paper to another journal without authorization. Only under the conditions of the 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals' this may be allowed.

#### 2.5. Authorship

Authors who meets all of following conditions can be listed: (1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND (2) Drafting the work or revising it critically for important intellectual content; AND (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.

#### 2.6. The role of the author responsible

The author has responsible for whole process of the paper contribution such as checking all included data in paper, the justification of research result, making an exchange of views among the co-authors during the preparing time for paper, and storing the record.

The corresponding author is the author who handed-in paper for publishing paper on journal, plays important role of paper contribution with reviewers, and can normally be the first author or main author. However, if the corresponding author is not a main author, you should present the main author's contact information on the journal.

### 3. Publication types

J Korean Acad Oral Health accepts original papers of research articles, case reports, reviews, letters, and The Editorial Board. Letter to editors is always welcomed on the published articles.

#### 4. Preparation of the manuscript

The format for word process program accepted in Hangul (.hwp) or Microsoft word (.doc) files. Authors are requested to submit their manuscripts via the electronic manuscript management system for JKAOH, <http://www.jkaoh.org/submission/Login.html>. Authors, reviewers, and editors send and receive all correspondences through this system. For other questions, please contact the editorial board of the Korean Academy of Preventive Dentistry and Oral Health (E-mail: [journal@jkaoh.org](mailto:journal@jkaoh.org)).

#### 5. Peer review process

All submitted manuscripts will be reviewed by three expert reviewers. Selection of the article will be based on the results of the review. If there is a discrepancy concerning the review, the selection will be decided pending further review by The Editorial Board.

#### 6. Cover letter

A Cover letter, signed by all authors, should be submitted electronically by using the online manuscript submission system at the same time as the manuscript. It should include;

- 1) information on prior or duplicate publication or submission elsewhere of any part of the work as defined in the Uniform Requirements;
- 2) a statement of financial or other relationships that might lead to a conflict of interest;
- 3) a statement that the manuscript has been read and approved by all the authors, that the requirements for authorship have been met, and that each author believes that the manuscript represents honest work; and
- 4) the name, address, and telephone number of the corresponding author who is responsible for communicating with the other authors about revisions and final approval of the proofs.

#### 7. Copyrights

Copyrights of all published materials are owned by the Korean Academy of Preventive Dentistry and Oral Health. They are also followed by the *Creative Commons Attribution Non-Commercial License*. Copyright transfer agreement should be signed by all co-authors. A form is available from the Website (<http://www.jkaoh.org>).

#### 8. Language and terms

The language of the text can be not only Korean but also English. English can be written if there is no available Ko-

rean translation, such as proper noun, geography, or name. Personal, geographical, and generic names should be used as original. And numbers expressed in Arabic numerals. Temperature should be in Celsius (°C). And all measure unit should have blank spaces except °C and %.

#### 9. Title page (in the electronic manuscript system only)

The title page should contain the title of an article, full names of authors with their ORCID iDs, and institutional affiliation(s). If several authors and institutions are listed, it should be clearly indicated with which department and institution each author is affiliated by using superscript numbers in sequence. Information on corresponding author, including full name, address (institutional affiliation, city, zip code, and country), and email address, should be given in a separate paragraph. Funding sources should be informed as a footnote in the acknowledgement section. The running title should consist of no more than 10 words.

## INSTRUCTIONS FOR MANUSCRIPT PREPARATION

#### 1. Writing manuscripts

Manuscript should be prepared in A4 paper. Font size should be 11.0 point, row space 200%. The amount of the manuscript should not exceed 14 pages. The amount of case study should not exceed 7 pages. Page number should be typed in the center of the bottom of page.

#### 2. List of content

The structure of research article consists of Text (Introduction, Materials and Methods, Results, Discussion, Conclusions), Acknowledgement, References, Abstract, and Appendix. If the number is required following order is suggested.

1. 2. 3.
- 1.1. 1.2. 2.1. 2.2.
- (1) (2) (3)
- 1) 2) 3)

Each section should be written according to the following rules.

#### 3. Main text

##### 3.1. Title

Title should be concise and precise. The first word should be

capitalized.

### 3.2. Introduction

Clearly state the purpose of the article and summarize the rationale for the study. Give only strictly pertinent references, and do not review the subject extensively.

### 3.3. Materials and methods

Describe your methods clearly and in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. When reporting investigations involving human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation. *P* values should be described as  $P < 0.05$ .

Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and 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.

### 3.4. Results

Present results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations. Results, not in table, should be also noted. Citation of tables and figures should be provided as Table 1 and Fig. 1.

### 3.5. Discussion

Emphasize the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data given in the Results section. Include in the Discussion the implications of the findings and their limitations, and relate the observations to other relevant studies. Avoid unqualified statements and conclusions not completely supported by your data. State new hypotheses when warranted, but clearly label them as such. Include recommendations when appropriate.

### 3.6. Conclusions

It must be stated briefly about the purpose of article, summarize materials & methods and results of the study.

### 3.7. Acknowledgements

The contributors who helped administrative work, assisted in the research process or participated in proof-reading etc. can be described.

### 3.8. References

References should be listed in the order they were referred to in the main article and should be marked with each number at the top right upper hand corner. The journal name should be written according to the abbreviation of Index Medicus or KoreaMed. If not indexed Medicus and KoreaMed, the official abbreviation of the journal should be used. If there is no official abbreviation, the full name of journal may be written.

- The citation should be marked in parenthesis (right bracket) such as ')' according to the order of appearance in the text.
- If the multiple references are cited, they are separated by comma such as 2,5,10).
- If a consecutive number of references are cited together, then a hyphen '-' may be used between the first and the last number.  
example) Kim et al<sup>1)-3)</sup> ..., should be made<sup>11,14-16,23)</sup>.
- If an author is cited, a number using the top upper right hand corner should directly follow the author's name.
- If no author is cited, then a number will be marked after the last word of the sentence.
- A comma should follow the reference number cited and a period should be marked after the number at the top upper right hand corner.
- Up to two authors' surname is listed. However, more than three authors are cited, list only the first author's surname and using 'et al' for abbreviation, then the number at the top upper right hand corner should follow the abbreviation.
- Maximum number of references should be about 30. Short brief's maximum number of references should be under 20.

It should be written in English. If there is no English description from textbooks or papers in Korean, it should be written by author's translation or Romanization of the Korean characters provided by the National Institute of Korean Language available at <http://www.korean.go.kr/>. The journal name

should be written according to the abbreviation of National Library of Medicine (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals>) and Korean Medical Journal Information (<http://journals.koreamed.org>).

## 1) Reference to articles of academic journals

The name of the author(s). title. the name of the journal year;volume: the beginning page to the last page.

### ① If there are six or less authors

- Kim KJ, Kim CY. The experimental review of erosive effects on in vivo in rats moral teeth by various beverages. *J Korean Acad Oral Health* 1988;12:13-25.
- Bosch JJ, Coops JC. Tooth color and reflectance as related to light scattering and enamel hardness. *J Dent Res* 1995;74:374-380.

### ② If there are seven or more authors

- Lee BJ, Bae KH, Park WC, Yang JY, Hwang SJ, No J, et al. The remineralization effects of the chewing gum containing xylitol, funoran, calcium hydrogen phosphate and casein phosphopeptide on the bovine tooth enamel. *J Korean Acad Oral Health* 2003;27:553-567.
- Walker G, Cai F, Shen P, Reynolds C, Ward B, Fone C, et al. Increased remineralization of tooth enamel by milk containing added casein phosphopeptide-amorphous calcium phosphate. *J Dairy Res* 2006;73:74-78.

### ③ If it is a supplement in a volume

- Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994;102 Suppl 1:S275-282.

### ④ If to be published on a website before paper publication

- Ha JE, Oh KJ, Yang HJ, Jun JK, Jin BH, Paik DI, et al. Oral health behaviors, periodontal disease and pathogens in preeclampsia: A case-control study in Korea. *J Periodontol*. 2011 Apr 12 [Epub]. DOI:10.1902/jop.2011.110035.

## 2) Reference to textbook

The name of the author(s). the title of the book. edition. published city:publishing company;publishing year: the beginning page to the last page.

- Kim JB, Paik DI, Moon HS, Choi YJ, Shin SC, Kwon HK, et al. *Clinical Preventive Dentistry*. 5th ed.

Seoul:Komoonsa;2002:241-275.

## 3) If referring to a chapter of a book

- Neenan ME, Easley M, Ruiz M. Water fluoridation. In: Harris NO, Garcia-Godoy F. *Primary preventive dentistry*. 6th ed. New Jersey:Pearson Education Inc.;2004:45-72.

## 4) If referring to a thesis of a degree

The name of the author(s). the title of degree. [name of degree]. published city:publishing university;publishing year.language.

- Choi WC. Reasons for extraction of permanent teeth among primary dental consumers in metropolitan area of Korea [dissertation]. Seoul:Seoul National University;1999. [Korean].

In case of master's thesis, [dissertation] should be displaced as [master's thesis].

## 5) If referring to a website/homepage

- Health Insurance Review and Assessment. News and Information, Statistics, Statistics data, Medical Expenses Statistics 2010 [internet]. [cited 2011 Sep 30]. Available from: <http://www.hira.or.kr>.
- National Clinical Research Coordination Center. Clinical Research Information Service [Internet]. Seoul: Korean Association of Medical Journal Editors; c2008 [cited 2010 Apr 19]. Available from: <http://ncrc.cdc.go.kr/cris/index.jsp>.

## 6) If referring to a report

- Moon SK, Heo J. Improvement of rural health care delivery system and discuss ways to vitalize public health organizations. Seoul:Korea Rural Economic Institute;1986:100-112.
- Ministry of Health and Welfare. 2010 Korean National Oral Health Survey: II. Survey results. Seoul:Ministry of Health and Welfare;2011:218.

## 7) If it is a dictionary or a similar reference

Stedman's medical dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; 119-120.

## 4. Abstracts and keywords

- Abstract should follow the sequence headings 1) Objectives, 2) Methods, 3) Result(s), 4) Conclusion(s). It should be written according to the English abstract, but should not exceed over 300 words.

- The next line of abstract, less than or equal to six keywords should be written. The first word of the keywords should be capital letter.
- The keywords should be selected from MeSH (Medical Subject Heading) (<http://www.nlm.nih.gov/mesh/MBrowser.html>).

## 5. Tables and figures

### 5.1. Tables

- Tables and Figures should be cited in the text. Title and the explanation of Tables and Figures should be written in English.
- Table number is written in the form of Table 1, Table 2, Table 3. Title should be in paragraph or phrase. The first letter of noun and adjective should be written in capital letter in title. There should be no vertical line in the Table.
- If the abbreviation is used in the Table, it would be recommended to re-described a full name at the annotation. Mark should be used in the order of \*, †, ‡, §, ||, ¶, \*\* by superscript on the right side of the part that needs explanation, and the annotation should be recorded according to the symbols listed below the table.
- The unit used in a table should be marked within the table as much as possible precluding the need to list outside of the table. At the annotation of the table, such as explanation of the abbreviation, meaning of the values, and applied statistical method should be stated. The *P* of the *P* value should be capitalized in italic.

### 5.2. Figures

- Figures and photographs should be clear and of sufficient size that when reduced for publication each time will still be legible.
- Explanation for Figures should be written in English. Number of Figures should be in a form of Fig. 1, Fig. 2. The first word of the title and explanation should be in capital letter.
- If figures are not original, author must contact each publisher to request permission as necessary.
- When illustrating a figure, use a scale bar or a line graph for average or proportion, and list measures using standard deviation or standard error and must show their *P* values.

## 6. Abbreviation of terminology

Abbreviations should be avoided as much as possible. When they are used, full expression of the abbreviations following the abbreviated word in parentheses should be given at the first use. Abbreviation can be used if it is listed as a MesH subject heading (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=mesh>).

## 7. Equipments and reagents

- pH electrode (8102BUNWP; Orion Ross™, Beverly, MA, USA)
- NaCl (Sigma Aldrich, MO, USA)

## 8. Guidelines for manuscripts that are not original articles

Manuscripts in general follow the submission guidelines of the original articles.

### 8.1. Guidelines for review and special articles

Sequence headings of the manuscript (1) Title page with the title only (2) English abstract and keyword (3) Introduction (4) Text (5) Conclusion (6) Acknowledgements (if necessary) (7) References (8) Tables (9) Figures should be written in order each on a separate page.

### 8.2. Guidelines for case reports

Case reports describe unique cases that make an important teaching point or scientific observation. Case reports may describe unusual and instructive cases or new information on diseases.

The list of content is suggested as follows:

(1) Title page with the title only (2) English abstract and keyword (3) Introduction (4) Case report (5) Discussion (6) Acknowledgement (if necessary) (7) References (8) Tables (9) Figures

## 9. CROSSCHECK

CrossCheck is a multi-publisher initiative to screen published and submitted content for originality. To find out more about CrossCheck, visit <http://www.crossref.org/crosscheck.html>. All manuscripts submitted to Journal of Korean Academy of Oral Health may be screened, using the Thenticate tool, for textual similarity to other previously published works.

## 10. Fees for Review and Publication

- Once a manuscript passes the submission regulatory review and is determined to be reviewed, the review fee of

60,000 Won determined by the editorial board should be paid.

- After receiving a publication decision, the fee necessary for publication and photo disassembly is paid in principle by the authors, and supplements are provided on the actual cost basis upon the request by the authors.
- For an acknowledged paper (whose research grant information is described), 40,000 Won per page is charged, and for an unacknowledged paper, 250,000

Won is charged for 7 standard pages and 40,000 Won is charged per additional page.

## 11. Publication interval and receipt of manuscript

It is published quarterly in March 30th, June 30th, September 30th and December 30th. Manuscript can be received at any time. The manuscript that does not keep the instruction to authors may be rejected before review.

## Revised History

Enacted: 1967. 3. 5	Revised: 1978. 12. 28	Revised: 1995. 6. 20	Revised: 1998. 3. 30
Revised: 2002. 6. 1	Revised: 2005. 1. 26	Revised: 2005. 10. 1	Revised: 2007. 3. 30
Revised: 2008. 5. 1	Revised: 2010. 3. 30	Revised: 2010. 9. 30	Revised: 2011. 6. 1
Revised: 2012. 3. 30	Revised: 2012. 6. 30	Revised: 2014. 9. 30	Revised: 2015. 6. 30
Revised: 2019. 3. 30	Revised: 2020. 3. 30		