

INFORMATION FOR AUTHORS

Revised February 20th, 2023

SUBMISSION OF MANUSCRIPTS

Manuscripts for publication and related correspondence should be submitted via the e-submission system on the KJO website (<https://submit.e-kjo.org>). MS Word is the only accepted document format, and we recommend using default MS Word typefaces and type sizes. Questions can be sent to the office@e-kjo.org

GENERAL INFORMATION

The *Korean Journal of Orthodontics* consists of original research, clinical articles, reviews, case reports, and other materials on orthodontics and related subjects.

Manuscripts submitted for consideration must be original, unpublished, and not under consideration elsewhere, and are subject to editorial revision. Authors must follow the guidelines described further ahead.

Comments and opinions stated in the articles and communications herein are those of the author(s) and not necessarily those of the editor(s) or publisher, and the editor(s) and publisher decline any responsibility or liability for such content. Neither the editor(s) nor the publisher guarantee, warrant, or endorse any product or service advertised in this publication; neither do they guarantee any claim made by the manufacturer of such product or service. For the research and publication ethics policies not covered in these guidelines, the Code of Research Ethics (<https://www.acpjournals.org/doi/10.7326/M22-1460>) of the Korean Association of Orthodontists (KAO), the Good Publication Practice Guidelines for Medical Journals, or the COPE guidelines (<https://publicationethics.org/guidance/Guidelines>) can be applied. Reader must determine for themselves whether to act on the information contained in the publication, and neither the Journal nor its sponsoring organizations shall be liable for any injury or damage arising from the publication of erroneous information.

KJO encourages all authors to follow standard research ethics. For submissions, studies on humans must comply with the Declaration of Helsinki (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>) and its recommendations for physicians in biomedical research involving human subjects. To satisfy this requirement, authors must obtain appropriate informed consent from study participants. The investigational protocols must have been reviewed and approved by a formally constituted Institutional Review Board (IRB) for human studies. Authors must state in the Materials and Methods section that they received

informed consent from the participants as well as IRB approval for their study or have received a statement from the IRB that IRB approval and/or informed consent was unnecessary. In the submission of selected series, such as case reports that have no Materials and Methods sections, authors must provide IRB approval in a cover letter. If there is any particular reason for not obtaining informed consent, authors should provide a formal document on the reason during submission. When reporting experiments on animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals (<https://www.nap.edu/catalog/12910/guide-for-the-care-and-use-of-laboratory-animals-eighth>) was followed.

AUTHORSHIP AND CONTRIBUTORSHIP

To be listed as an author, one should have contributed substantially to all four categories established by the International Committee of Medical Journal Editors (ICMJE): 1) substantial contributions to the conception or design of the work, or the acquisition, analysis, or interpretation of data for the work; 2) drafting the work 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 were appropriately investigated and resolved. The ICMJE further states that acquisition of funding, collection of data, or general supervision of the research group alone do not justify authorship. Individuals who have contributed substantially to some but not all four categories or in other areas should be listed in the Acknowledgments section. Detailed information about all authors, including the job title or position of each author at the time of research and author credits, should be submitted to the KJO e-submission system and listed on the title page.

GUIDELINES FOR ORIGINAL ARTICLES

Organize your manuscript as follows:

The body of the text, excluding the abstract, references, tables, and illustrations, should not exceed 3,500 words for research articles and 1,500 words for brief reports. Remove all evidence of authorship to ensure blind peer review.

Abstract. A structured abstract of 250 words or less is preferred. Briefly state the purpose of the study, methods, primary results, principal conclusions, and

any clinical implications. Select up to four keywords that best describe the study from the Keywords List in the *KJO* e-submission system and list them beneath the abstract. To ensure the keyword search function of the *KJO* website works as expected, keywords should not be randomly created by authors.

Introduction. State the study objective and background. Authors may refer to literature, but an excessive review is strongly discouraged.

Materials and Methods. Describe the experimental design procedures and material/subjects used. Only supply details if the methods are original or essential for understanding; otherwise, provide references. Also in this section, clearly state the information on IRB approval status, including the board's identity and the review number even for exempted studies. 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 and the sex of animals or cells, and describe the methods used to determine sex and gender. If the study was performed on an exclusive population, for example on only one sex, authors must provide a rationale except in obvious cases (e.g., prostate cancer). Authors must define how they determined race or ethnicity and justify their relevance.

Results. Present essential results with minimum discussion. Use tables, charts, and photographs to clarify the findings. State statistical data properly. All measurements should be expressed in metric units, or metric equivalents may appear in parentheses after the original measurements.

Discussion. Indicate the significance of the data and the limitations. Interpretation of the results should be clearly explained. Do not repeat the contents of the introduction in this section, which also should not exceed half the length of the entire article. Speculate on the findings in light of other reports, including opposing views. Further studies may be suggested in the final paragraph.

Conclusions. Briefly state a clear conclusion of the study. Do not repeat information from the Results in this section.

Acknowledgements. Enter acknowledgements in the online system during submission. Any individuals who contributed to the study or the manuscript but do not meet authorship requirements can be listed here. Mentions of any individuals or organizations in this section requires permission in writing from them.

Funding sources, which are declared in the Funding section, should not be detailed in this section.

Author Contributions. All authors should satisfy the prerequisites described in the Authorship and Contributorship section. Select the roles of all authors in the e-submission system based on the CRediT taxonomy. The corresponding author should complete this information during submission, and all authors should have reviewed, discussed, and agreed to their individual contributions prior to manuscript submission.

Conflicts of Interest. All authors should report all financial and personal relationships that could be viewed as potential conflicts of interest. Such information will be confidential and will not be available to reviewers. If the manuscript is accepted and published, the information will be disclosed with the article. Guest editorials, review articles, and communications should not imply any conflict of interest. Conflict of interest disclosure forms (ICMJE) of each author should be uploaded through the e-submission system. If the authors have nothing to disclose, please check the following option during submission: "No potential conflict of interest relevant to this article was reported."

Funding. Enter funding information for the research in the online system during submission. Providing a FundRef ID is recommended, including the name of the funding agency, country, and, if available, the number of the grant provided by the funding agency. If the funding agency has no FundRef ID, please ask the agency to contact the FundRef registry (e-mail: fundref.registry@crossref.org). Additional details on the Funder Registry are available at <http://www.crossref.org/fundref/>. If the author(s) received no financial support for the research, authorship, or publication of the article, the authors should declare it: "None to declare."

Supplementary Material. Only directly relevant experimental data should be included in the full text of manuscripts. Supporting data files should be uploaded for review as supplementary material, in a separate file from the manuscript. Please note that supplementary files are not edited or proofed out during the Production process and will be published online as they are received.

References. Cite references selectively, approximately 30 citations or a maximum of 50 (depending on the type of article, please see "Author's Checklist" below), and number them consecutively in the order in which they are cited. Ensure the references are complete and presented in the proper style and format. Journal titles should be abbreviated according to the style used in Index Medicus. References should follow the formats detailed below.

Otherwise, ICMJE recommendations can be followed (https://www.nlm.nih.gov/bsd/uniform_requirements.html).

Journal Article

- Anhoury P, Nathanson D, Hughes CV, Socransky S, Feres M, Chou LL. Microbial profile on metallic and ceramic bracket materials. *Angle Orthod* 2002;72:338–43.
- Kocher MS, Kim YJ, Millis MB, Mandiga R, Siparsky P, Micheli LJ, et al. Hip arthroscopy in children and adolescents. *J Pediatr Orthop* 2005;25:680–6.

Book

- Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

Book Chapter

- Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, eds. *The genetic basis of human cancer*. New York: McGraw-Hill; 2002. p. 93–113.

Online Publication

- Zhang M, Holman CD, Price SD, Sanfilippo FM, Preen DB, Bulsara MK. Comorbidity and repeat admission to hospital for adverse drug reactions in older adults: retrospective cohort study. *BMJ* 2009;338:a2752. doi:10.1136/bmj.a2752

Online Source

- World Health Organization (WHO). WHO statistical information system [Internet]. Geneva: WHO; 2014 [cited 2014 Feb 1]. Available from: <http://www.who.int/research/en/>

Legends for Illustrations. Legends should be written in English on a separate page. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, each should be clearly explained in the legend. For previously published figures, the legend should fully acknowledge the original source. Ensure all figures have been mentioned sequentially in the text.

Tables. Do not embed tables in the body of the text. Number tables consecutively in the order in which they are cited in the text and provide a brief title for each. Ensure each table is cited in the text. Explain nonstandard abbreviations using footnotes. If a table has been previously published, include a footnote fully acknowledging the original source. A maximum of seven tables can be included.

Illustrations. Letters, numbers, and symbols should be clear, even, and proportional to the figures. Do not

embed illustrations in the body of the text, but indicate their location within the text. Preferred formats for images are .jpg or .tiff. Ensure figures remain legible if reduced for publication. Photographic images should be submitted as high resolution .JPG or .TIFF files. Disqualified images may affect the editorial decision for acceptance or delay publication. Authors must provide color figures for reviews as well as for publication if requested by KJO editors.

Rights, Permissions, and Patient Consent. Illustrations or tables that have previously appeared in copyrighted material must be accompanied by written permission for their use from the copyright holder and original author, and the legend must properly acknowledge the original source. Photographs of patients or human subjects must be accompanied by written informed consent for publication signed by the person (parent or guardian for minors). Each statement must be on a separate page that includes the manuscript title and all author names. Informed consent forms, available for download in the e-submission system, should be signed by patients (parents or guardians for minors), scanned digitally, and then uploaded during manuscript submission. This step is strictly required for case reports.

Copyright Release. All manuscripts must be accompanied by the Copyright Release Form signed by one of the authors acting on behalf the others: “The undersigned author agrees to transfer all copyright ownership of the manuscript entitled “[title of the article]” to the Korean Association of Orthodontists in case of publication. The undersigned author warrants that the manuscript is original, unpublished, and not under consideration elsewhere, and does not infringe the copyrights of third parties.” The Copyright Release Form can be downloaded from the e-submission system. Once signed, it should be scanned and uploaded in the designated copyright release section during manuscript submission.

GUIDELINES FOR SYSTEMATIC REVIEWS AND META-ANALYSES

Systematic reviews and meta-analyses submitted to the *Korean Journal of Orthodontics* should be prepared in compliance with PRISMA (preferred reporting items for systematic reviews and meta-analyses) guidelines. Please consult the PRISMA checklist and flow diagram. Helpful information is available in the article “The PRISMA Statement for Reporting Systematic Reviews and Meta-Analyses of Studies That Evaluate Health Care Interventions: Explanation and Elaboration” (<http://www.plosmedicine.org/article/info:doi/10.1371/journal.pmed.1000100>). Further information on reporting systematic reviews is also in the “Cochrane Handbook

for Systematic Reviews of Interventions” (<http://www.cochrane-handbook.org>).

These guidelines are supplemental to *KJO*’s Guidelines for Original Articles that describe how to meet general submission requirements, such as figure formats, reference style, required releases, and blinding.

GUIDELINES FOR RANDOMIZED CLINICAL TRIALS

Randomized clinical trials must meet current CONSORT (Consolidated Standards of Reporting Trials) requirements. Consult the CONSORT checklist and flow diagram.

These guidelines are supplemental to *KJO*’s Guidelines for Original Articles that describe how to meet general submission requirements such as figure formats, reference style, required releases, and blinding.

OTHER ARTICLES AND SUBMISSIONS

For other articles and submissions, follow the above guidelines as well as the below considerations depending on the manuscript type.

Case reports. These should present clinical cases of general interest accompanied by high-quality records of case information. Inclusion of the following sections in the manuscript is preferred: introduction; diagnosis and etiology; treatment objectives; treatment alternatives; treatment progress; results; discussion; and conclusions.

Brief Reports. These should present original manuscripts of scientific results characterized by an early stage, a small scale in design, or a new innovative orthodontic technique. This report format may include preliminary findings from pilot data. Submissions in this category should include an abstract under 150 words, a main body of the report under 1,500 words, and references with no more than four tables or figures combined.

Readers Forum. *KJO* welcomes questions and commentaries that stimulate healthy discussions on orthodontics and related subjects. Please also submit a signed copyright release.

PEER REVIEW PROCESS

Manuscripts will be pre-reviewed by *KJO* editors to examine their format and scope. *KJO* biostatisticians will also verify the statistics in the study and may require modifications if necessary. Manuscripts will then be peer-reviewed by three experts in the field. Editorial decisions such as acceptance, rejection, or requests for revision will be notified to the corresponding author.

ADDITIONAL INFORMATION

Article Processing Charge. The *Korean Journal of Orthodontics* is an open access journal. All accepted articles will be immediately and permanently available for readers to access, download, and share in return for

an article processing charge (APC). To publish in the *Korean Journal of Orthodontics*, authors are required to pay an APC of USD 350 (overseas authors only) or KRW 350,000 (domestic authors only) for all published papers (including original articles, case reports, and brief reports). Upon editorial acceptance, the corresponding author is notified that payment is due, which is only possible by credit card.

Author’s Checklist. The following checklist is intended to help authors prepare a complete submission for *KJO*. We strongly encourage you to use this form and confirm whether your submission is prepared and organized according to *KJO* policy.

General Checklist

1. Microsoft Word was used to create the manuscript (no other word-processing programs are allowed). Yes No
2. All evidence of authorship was removed from the text, including the abstract, methods, discussion, and references. Yes No
3. For case reports, authors have uploaded the Informed Patient Consent Form to the *KJO* e-submission system (templates are available in this system). Yes No

Abstract

4. English text has been proofread. Yes No
5. Abstract is in structured form (excluding case reports and brief reports). Yes No

Body

6. References are sequentially numbered and in superscript where they are mentioned in the text. Yes No
7. Overall, the text was written according to the format suggested by the *KJO* (authors may also consult *KJO*’s website to reference formatted articles published in recent issues). Yes No

References

8. References were cited with reference numbers in superscript following the format required by the *KJO*. Yes No
9. References were numbered consecutively in the order in were cited. Yes No
10. When there are more than six authors, up to six names were listed with “et al.” used for the remainder. Yes No
11. Journals titles were abbreviated according to the style used in Index Medicus. Yes No
12. Reference formats (year;volume:start page–end page.) followed the style used in PubMed. Yes No
13. Page numbers were not repeated (for example: 123–126 becomes 123–6.) and pagination information ended with a period. Yes No
14. Book citations were presented in the format suggested by the *KJO*. Yes No

Tables

15. Table titles were written in English, without undefined abbreviations. Yes No
16. Abbreviations were explained in footnotes. Yes No
17. Overall, tables were presented in the format suggested by the *KJO* (authors may also consult *KJO*'s website to reference formatted articles published in recent issues). Yes No

Illustrations (Figures)

18. Illustrations are either black-and-white or color, and are subject to revisions upon the editors' request. Yes No
19. Legends for illustrations were written in complete English sentences, providing information at a relevant level of detail and precision. Yes No
20. Images are high resolution with minimum 300 dpi, 3 mega pixels, and in jpg, png, tiff, tif, bmp, gif, ppt, pptx, xls, xlsx file format. Yes No
21. Histologic photomicrographs stated the type of stain and magnification. Yes No
22. Statistical significance was noted in any figures. Yes No

Manuscript Limitations

23. The manuscript is organized per the below table.

Article type	Abstract	Manuscript body	Number of references	Number of figures	Number of tables
Original Article	250	3,500	50	15	7
Systematic Review, Meta Analysis	250	5,000	50	Not limited	
Case Report	250	3,500	30	15	5
Brief Report	150	1,500	30	10	
Review Article	250	5,000		Not limited	

Yes No

- Consider submitting any content that exceeds these limits as supplementary material