

Instructions for Authors

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Editor-in-Chief

Dohern Kym, Department of Surgery and Critical Care, Burn Center

12, Beodeunaru-ro 7-gil (Yeongdeungpo-dong 7-ga 94-200), Yeongdeungpo-gu, Seoul, Korea, (Zip 07247)

Tel: +82-02-2639-5446,5438, Fax: +82-02-2678-4386

E-mail: journal@kburnj.or.kr

The goal of the Journal of Korean Burn Society (J Korean Burn Soc) is to inform members of the burn team of significant advances in burn research, education, delivery of acute care, rehabilitation, and prevention. Authors are invited to submit original articles on any aspect of burn care or rehabilitation for publication. The journal shall be issued on June 1 and December 1, twice a year.

Authors are encouraged to submit manuscripts online through the Journal's Web site at www.kburnj.or.kr. Manuscripts must be written in Korean or English. If the details are not described below, the style should follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publications available at International Committee of Medical Journal Editors (ICMJE) website ([http:// www.icmje.org](http://www.icmje.org)).

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RESEARCH AND PUBLICATION ETHICS

For the policies on research and publication ethics, follow the policies established by the 'Good Publication Practice Guidelines for Medical Journals' (http://kamje.or.kr/publishing_ethics.html) or the 'Ethical Guidelines on Good Publication' (<http://publicationethics.org/resources/guidelines>) or Ethical Considerations in ICMJE (<http://www.icmje.org/index.html>), especially those on the disclosure of conflicts of interest, statement of informed consent, statement of human and animal rights, Institutional Review Board, authorship, originality, duplicate publication, and clinical trials registry. Any attempt to duplicate publication or any fabrication, falsification and plagiarism will lead to automatic rejection, may prejudice the acceptance of future submissions, and may be highlighted within the pages of the journal. Submission of an article implies that the work described has not been published, that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in Korean or in any other language, including electronically without the written consent of the copyright-holder. Accepted manuscripts become the full property of the Korean Burn Society and may not be published elsewhere without the written consent of the publisher.

Readers are urged to respond to articles and to share ideas about burn care. Editors reserve the right to edit letters without changing meaning. All letters must be signed; no anonymous correspondence will be published.

Author and authorship

An author is considered as an individual who has made substantive intellectual contributions to a published study and whose authorship continues to have important academic, social, and financial implications. The ICMJE has recommended the following criteria for authorship: (1) substantial contributions to conception and design, acquisition, 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. Authors should meet criteria 1, 2, 3, and 4. These criteria are applicable to those journals that distinguish the authors from other contributors.

Contributors

All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. All persons who have contributed materially to the paper but whose contributions do not justify authorship may be listed under a heading such as "clinical investigators" or "participating investigators".

Duplicate publication

Manuscripts are only accepted for publication in journals if they have not been published elsewhere. Manuscripts published in this journal should not be submitted for publication elsewhere. If the author(s) wishes to obtain a duplicate or secondary publication for various other reasons, such as for readers of a different language, he/she should obtain approval from the editors-in-chief of both the first and second journal.

Conflict of interest

Conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence his/her actions (such relationships are also known as dual commitments, competing interests, or competing loyalties). All authors should disclose their conflicts of interest, i.e., (1) financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony), (2) personal relationship, (3) academic competition, and (4) intellectual passion. These conflicts of interest must be included as a footnote on the title page or in the acknowledgement section. Each author should certify the disclosure of any conflict of interest with his/her signature.

Protection of privacy, confidentiality, and written informed consent

The ICMJE has recommended the following statement for the protection of privacy, confidentiality, and written informed consent: The rights of patients should not be infringed without written informed consent. Identifying details should not be published in written descriptions, photographs, and pedigrees unless it is essential for scientific purposes and the patient (or his/her parents or

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Protection of human and animal rights

While reporting experiments that involve human subjects, it should be stated that the study was performed according to the Helsinki Declaration (<http://www.wma.net/en/30publications/10policies/b3/index.html>) and approved by the Research Ethics Committee (REC) or the Institutional Review Board (IRB) of the institution where the experiment was performed. A written informed consent should be obtained from all subjects. In the case of an animal study, a statement should be provided indicating that the experiment process, such as the breeding and the use of laboratory animals, was approved by the REC of the institution where the experiment was performed or that it does not violate the rules of the REC of the institution or the NIH Guide for the Care and Use of Laboratory Animals (Institute of Laboratory Animal Resources, Commission on Life Sciences, National Research Council, <http://www.nap.edu/readingroom/books/labrats/index.html>). The authors should preserve raw experimental study data for at least 1 year after the publication of the paper and should present this data if required by the editorial board.

Registration of the clinical research

Any research that deals with clinical trial should be registered to the primary national clinical trial registration site such as <http://cris.nih.go.kr/cris/index.jsp>, or other sites accredited by World Health Organization or ICMJE.

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Editorial office of J Korean Burn Soc

06208 Bestian Hospital, 429 Dogok-ro, Gangnam-gu, Seoul, Republic of Korea

Tel: +82-70-7609-9317, Fax: +82-70-4757-1230, +82-70-7005-4233

E-mail: journal@kburnj.or.kr

Publication fee

Upon acceptance of an article, certain amount of fee should be paid. All images should appear in color and all expenses related to it will be paid by the society. But, the actual cost of extra issue and line printing, etc. will be paid by the author.

REVIEW PROCESS

The decision on the acceptance of unsolicited manuscripts is based on the results of a peer review by at least two anonymous referees. To ensure unbiased review, reviewers receive manuscripts

without the authors' names. When the editorial board requests revisions, authors should complete the revision within 4 weeks or else it will be considered as withdrawn by the author.

MANUSCRIPT PREPARATION

Original articles

The manuscripts for original articles should be organized in the following order: title page, abstract, main text, conflict of interest, acknowledgement, references, tables, figure legends, and figures. .

Preferred file formats

Preferred file formats for the main text and tables are .doc or .docx. The file format of figures should be .doc, .docx, .jpg, .jpeg, .ppt, .pptx, .tif, or .tiff. The manuscript should be double spaced on 21.0×29.7 cm (A4) paper with 3.0-cm margins at the top, bottom, and left. Standard font size is 12 pt.

Cover letter

The cover letter should address the following questions:

1. Why is this manuscript suitable for publication in J Korean Burn Soc?
2. Why will your study inspire researchers or clinicians, and how will it improve patient care or public health, or drive the understanding of disease forward?

Title page

Please state the title of the article, full name of each author, authors' affiliations, and running title. Also include the name, postal address, telephone, FAX, and e-mail of the corresponding author, and the place and date of any scientific meetings where the material may have been presented. The running title must be within in English.

Abstract

The word count should not exceed 250 words in a structured format (see below). Abstract should be written in English (not Korean) and as following order.

Purpose: State why the study was done, the main aim.

Methods: Describe patients, laboratory materials, and other methods used and the nature of the study (randomized clinical trial, retrospective review, experimental study, etc.).

Results: State the main findings, including important numerical values.

Conclusion: State the main conclusion, highlighting controversial or unexpected observations.

Keywords: These should be listed at the bottom of the abstract to be used as index terms, 5 words or less. Medical Subject Heading (MeSH; <http://www.nlm.nih.gov/mesh>) terms are highly recommended for selection of keywords.

Main text

The main text of the manuscripts should have pages for the INTRODUCTION, METHODS, RESULTS, DISCUSSION and CONCLUSIONS. CONFLICTS OF INTEREST and ACKNOWLEDGMENTS paragraphs may be included following CONCLUSIONS. CONCLUSIONS may be omitted as summarizing at the end of DISCUSSION.

INTRODUCTION: Briefly describe the purpose(s) of the investigation, including relevant background information.

METHODS: Describe the research plan, materials or subjects, and methods used. Explain in detail how the disease was confirmed and how subjectivity in observations was controlled. When experimental methodology is the main issue of the paper, describe the process in detail so as to recreate the experiment as precisely as possible. When quoting specific materials, equipment, or proprietary drugs, the name and address of the manufacturer must be given in parentheses. Generic names should be used instead of commercial names.

RESULTS: RESULTS should be presented in logical sequence in the text, tables, and illustrations and repetitive presentation of the same data in different forms should be avoided. Any data mentioned in the Methods must be presented in the RESULTS section.

DISCUSSION: Results should be interpreted for readers. Emphasize new and important observations. Do not merely repeat the contents of the Results. Explain the meaning of the observations with its limitations. The answer to the purpose of the research should be connected to the results.

CONFLICTS OF INTEREST: Any conflicts of interest should be disclosed.

ACKNOWLEDGMENTS: Include the names of those who contributed substantially to the work described in the manuscript, but who have not fulfilled the requirement for authorship. Also mention sources of funding for research or publication.

References

Limit the number of references to 30 for original articles. There is no limitation in Review articles.

Any and all available works can be cited in the reference list. Acceptable sources include:

- Published or accepted manuscripts
- Manuscripts on preprint servers, if the manuscript is submitted to a journal and also publicly available as a preprint

Do not cite the following sources in the reference list:

- Unavailable and unpublished work, including manuscripts that have been submitted but not yet accepted (e.g., "unpublished work," "data not shown"). Instead, include those data as supplementary material or deposit the data in a publicly available database.
- Personal communications (these should be supported by a letter from the relevant authors but not included in the reference list)

References are listed at the end of the manuscript and numbered in the order that they appear in the text. In the text, cite the reference number in round brackets (e.g., "We used the techniques developed by our colleagues (19) to analyze the data"). J Korean Burn Soc uses the numbered citation (citation-sequence) method and first six authors, et al.

Do not include citations in abstracts or author summaries.

J Korean Burn Soc uses the reference style outlined by the International Committee of Medical Journal Editors (ICMJE), also referred to as the "Vancouver" style. Example formats are listed below.

Additional examples are in the ICMJE sample references.

A reference management tool, EndNote, offers a current style file that can assist you with the formatting of your references. If you have problems with any reference management program, please contact the source company's technical support.

Journal name abbreviations should be those found in the National Center for Biotechnology Information (NCBI) databases.

- Journal article

1. Jeong DH, Park MG, Melich G, Hur H, Min BS, Baik SH, et al. Laparoscopic repair of parastomal and incisional hernias with a modified Sugarbaker technique. *J Korean Surg Soc* 2013;84:371-6.

2. Nilsson H, Stranne J, Stattin P, Nordin P. Incidence of groin hernia repair after radical prostatectomy: a population-based nationwide study. *Ann Surg* 2013 Jun 6 [Epub]. <http://dx.doi.org/10.1097/SLA.0b013e3182975c88>

- Book

3. Townsend CM Jr, Beauchamp RD, Evers BM, Mattox KL. *Sabiston textbook of surgery: the biological basis of modern surgical practice*. 19th ed. Philadelphia: Elsevier Saunders; 2012.

- Chapter in a book

4. Neumayer L, Vargo D. Principles of preoperative and operative surgery. In: Townsend CM Jr, Beauchamp RD, Evers BM, Mattox KL. *Sabiston textbook of surgery: the biological basis of modern surgical practice*. 19th ed. Philadelphia: Elsevier Saunders; 2012. p.211-39.

- Dissertation

5. Hong GD. The relationship between low serum cholesterol level and cancer mortality [dissertation]. Seoul (KR): Seoul National University; 2009.

- Conference paper

6. Rice AS, Brooks JW. Cannabinoids and pain. In: *Proceedings of the 10th World Congress on Pain*;

2002 Aug 17-22; San Diego, CA. Seattle (WA): IASP Press; 2003. p.437-46.

- Online sources

7. American Cancer Society. Cancer reference information [Internet]. Atlanta (GA): American Cancer Society; c2009 [cited 2011 Mar 10]. Available from: http://www.cancer.org/docroot/CRI/CRI_0.asp.

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 the 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 nonstandard abbreviations are explained in the footnotes. Statistical measures, such as the standard deviation (SD) or standard error of the mean (SEM), should be identified.

Figures

Figures contain graphs, line drawings, photographs or video files, etc. Each figure should be supplied as a single file. Illustrations in color are encouraged. Label each illustration with the figure number. Figures are separated from figure legends. Indicate the scale of size for photomicrographs. Include brief, but comprehensive, footnotes. The contrast of figure files should be at least 300 dpi.

Case reports

These should be organized in the following order: title page, unstructured abstract less than 150 words in English, main text, references, tables, figure legends, and figures. The main text consists of the INTRODUCTION, CASE REPORT, DISCUSSION sections. CONFLICTS OF INTEREST and ACKNOWLEDGMENTS paragraphs may be included following DISCUSSION. Limit the number of references to 10. Otherwise, it follows the style and format of original articles.

Review articles

These are organized as follows: title page, unstructured abstract less than 300 words, main text, references, tables, figure legends, and figures. The main text consists of the INTRODUCTION, MAIN BODY, CONCLUSION sections. CONFLICTS OF INTEREST and ACKNOWLEDGMENTS paragraphs may be included following CONCLUSION. The number of references should be limited to 80. Otherwise, it keeps the style and format of original articles.

Letters to the editor

It is organized as follows: title page, main text, and references. The word count should not exceed 1,000.

GENERAL TEXT STYLE

Verb tense: Authors should use the past tense to describe past events and data. Use the present tense for authors' opinion and generally accepted facts.

Description of localities: The names and locations (city, [state], nation) of manufacturers of equipment and non-generic drugs should be given. For Korean localities, refer to the Guidelines for the Romanization of Korean localities available at http://www.korean.go.kr/09_new/dic/rule/rule_roman.jsp.

Units: SI units should be used for measurements. The unit of temperature is degrees Celsius (°C).

Abbreviations: Any abbreviation must be used consistently and must be defined at the first use. Commonly used abbreviations would be described in article without explanation. Refer to 'Abbreviation, Acronym and Unit'.

Numbers: In the text, numbers equal to or less than nine should be written as text. Numbers larger than nine should be Arabic numerals, except when beginning a sentence

- The unmentioned introduction should be followed by common practice.