

*Journal of Korean Foot and Ankle Society* is the official journal of Korean Foot and Ankle Society, and is published 4 times a year on March 15th, June 15th, September 15th, and December 15th.

## 1. Aims and Scope

The journal covers all fields of clinical and basic research related to the foot and ankle. All manuscripts, except the invited review articles, should be original and contribute to the diagnosis and treatment of foot and ankle conditions. The journal publishes original articles, review articles, case reports, technical reports, editorials, and correspondences. For things not mentioned in the instructions, the 'Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (ICMJE Recommendations, 2013; <http://www.icmje.org>)' can be applied.

## 2. Language

Manuscripts should be written in Korean or English using correct medical terminology found in 'Terminology of Orthopedic Surgery (1997)' and 'Orthopaedics (7th edition, 2013)' published by the Korean Orthopaedic Association, and the 'English-Korean, Korean-English Medical Terminology (5th edition, 2009)' published by the Korean Medical Association. In Korean manuscripts, untranslatable medical terms, proper nouns, drug names, and units should be written in English. For a translated term that may not be correctly understood, add the English term in parentheses where it appears in the text for the first time, and use only the translated term thereafter.

## 3. Submission of Manuscript

### 1) Online Submission

- All manuscripts should be submitted via the online through the website (<http://www.jkfas.org>).
- A master file can be downloaded from <http://www.fas.or.kr>.
- Queries concerning manuscript submission should be directed to e-mail [office@jkfas.org](mailto:office@jkfas.org).

### 2) Author's Checklist and Copyright Transfer

- Author's checklist must be submitted with the financial disclosure and copyright transfer forms signed by all co-authors.

### 3) Research and Publication Ethics Guidelines

- All studies dealing with human subjects must receive an approval from the institutional review board, and include a statement in the manuscript that the study was approved by an institutional review board.
- Any research that involves a clinical trial should be registered at the Clinical Research Information Service (<https://cris.nih.go.kr/cris/index.jsp>) of Korea National Institute of Health, or at one of the national clinical trial registration sites accredited by the World Health Organization.
- All studies containing an animal experiment must receive an approval from an animal utilization committee or a similar committee of the institution, and include a statement in the manuscript that the study was approved by an animal utilization committee.
- Submitted manuscripts must not have been previously published or must not be under consideration for publication elsewhere. Secondary publication of a paper may be considered acceptable under specific circumstances according to recommendation from the International Committee of Medical Journal Editors (<http://www.icmje.org/icmje-recommendations.pdf>).
- Once recognized to have violated the research and publication ethics regulations, author(s) should expect some actions to be taken. Author(s) may be subjected to warning, manuscript submission limitation, membership interruption or deprivation, etc. And the editorial board may announce the fact to his/her institution and other relevant bodies. If the editorial board is not aware of the violations and the article has already been published, then a notice about this will probably be published with or without the author's explanation or approval. And the Journal follows the COPE Flowcharts (<http://publicationethics.org/resources/flowcharts>) for resolving cases of suspected misconduct.
- For policies on research and publication ethics not stated in the instructions, the 'Good Publication Practice Guidelines for Medical Journals 2nd' ([http://www.kamje.or.kr/intro.php?body=publishing\\_ethics](http://www.kamje.or.kr/intro.php?body=publishing_ethics)) or 'International standards for editors and authors' (<http://publicationethics.org/international-standards-editors-and-authors>) can be applied.

### 4) Authorship

- Authors should participate in planning or conducting a study,

contribute in acquiring and analyzing or interpreting the data, perform drafting and revising a manuscript, and approve the final version of an article.

- The corresponding author takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process. The corresponding author should also be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information in a timely and proper way, should questions about the paper arise after publication.
- Any change in the authorship is not possible after submission of the manuscript, unless confirmed by an agreement form on the proper reason of authorship change signed by all authors. Correction of authorship after publication is not possible, unless any mistake has been made during the publishing.
- Authors should disclose any potential conflicts of interest and financial support in relation to the manuscript.

#### 4. Peer Review and Copyright

The journal performs blind peer review of all submitted papers by more than two accredited experts in the foot and ankle area. A decision will be made whether they should be accepted, rejected, or returned for revision. The journal reserves the right to edit the language of papers accepted for publication for clarity and correctness, and to make formal changes. Proofs will be sent to the corresponding author for final approval.

Accepted manuscripts become the permanent property of this journal and may not be reproduced by any means, in whole or in part without the written permission.

#### 5. Preparation of Manuscript

Authors are required to submit their manuscripts after reading the following instructions. Any manuscript that does not conform to the requirements will be considered inappropriate and may be returned. In such a case, the manuscript is considered not submitted.

##### 1) General Requirements

- Manuscripts must be submitted as MS-Word files. The text should be typed in 11-point font and double-spaced.
- The manuscripts should be arranged in the following order: Cover letter, Title page (without author informations), English abstract, Manuscript (Introduction, Materials and Methods, Results, Discussion, Conclusion), Acknowledgements, References, Tables, Figure legends.
- All pages and manuscript text with line should be numbered

sequentially, starting from the abstract.

- Information on the authors and their affiliations should only appear in the cover and nowhere else throughout the manuscript.
- Units of measurements should be expressed in the metric system and according to the International System of Units (SI).
- The use of English abbreviations should be minimized. When necessary, spell out the full term where it appears in the text for the first time, add the abbreviation in parentheses, and use the abbreviation thereafter.
- To cite a reference with an author in the text, insert the author's last name only and the citation number in superscript, e.g., 'Brown<sup>1)</sup>'. If the reference has two or more authors, cite the authors' name in the following manner: In case of two authors, 'Brown and Copper<sup>2)</sup>'; in case of three or more authors, 'Brown et al.<sup>3)</sup>'.
- The citation number should be after and not before the period or a comma, e.g., 'described.<sup>3)</sup>' not 'described<sup>3)</sup>'.
- If two or more citation numbers are required, separate the numbers with a comma (,) or a hyphen (-) and add a bracket at the end, e.g., Boyes<sup>1-3)</sup>, Chapman<sup>1,2,7)</sup>

##### 2) Cover Letter

- The cover letter should contain the full title of the paper (in Korean and in English), authors' names and affiliations (in Korean and English), and contact informations of the corresponding author including the address, telephone number, FAX number and e-mail address.
- When authors from different institutions/addresses are included, the institution where most of the work was performed should be presented first. The other authors should be matched with their institutions by placing the relevant symbol in superscript after each author's name and institution in the order of \*, +, †, §, ||.

##### 3) Title Page

- In the title page, only the title of manuscript should be written in Korean and in English. Information on the authors and their affiliations should not be present for blind peer review.
- The abbreviated title will be printed at the top of each page of the published paper, and should be no longer than 30 characters in Korean and 50 characters in English (including spaces and punctuation).

##### 4) Abstract

- The English abstract must be written in the following format,

and should not exceed 300 words.

**Purpose:** The rationale or objective of the study should be clearly described in one or two sentences.

**Materials and Methods:** The procedures conducted to achieve the goal of study should be described.

**Results:** The most important research and analysis results should be presented in a logical manner with data.

**Conclusion:** The conclusion derived from the results should be described in one or two sentences, and must accord with the study objective.

- At the end of the abstract, up to 5 keywords should be given in English, preferably in Medical Subject Headings (MeSH) terminology.
- References are not allowed in the abstract.

## 5) Introduction

- Clearly state the purpose of the study with relevant research background. General informations not directly related to the study should be avoided.

## 6) Materials and Methods

- Institutional review board (IRB) approval should be stated.
- Describe the study design (prospective or retrospective, duration of the study, inclusion and exclusion criteria) and the demographics, length of follow-up, and follow-up methods.
- Explanations of the experimental methods should be concise.

## 7) Results

- Study results should be reported in a clear and logical manner. Data obtained from biological measurements should be analyzed using appropriate statistical methods. All data in the text must be presented in a consistent manner throughout the manuscript.
- The contents of the tables should not be duplicated in the text.

## 8) Discussion

- In the discussion, data should be analyzed to draw the conclusion which accords with the purpose of the study. Care should be taken to avoid descriptions on the historical facts or textbooks and irrelevant to the purpose and results of the study. A discussion on the weaknesses and the limitations of the study should also be included.

## 9) Conclusion

- The conclusion derived from the results should be described

in one to two sentences, and must accord with the purpose of the study.

## 10) References

- The number of references is limited to 30 for original articles and 10 for case reports and technical reports.
- The references should be listed on a separate page according to the citation order in the text (not alphabetically), and should be written in English.
- Non-published findings and personal communications should not be included in references.
- References to journal articles should conform to the journal title abbreviations used in the Index Medicus (MEDLINE).
- Names of up to 6 authors are presented. If the number of authors is greater than or equal to 7, only the first six authors are presented followed by 'et al'.
- The last name is followed by initials of the first name, without any degree or qualification.
- Examples of references are as follows:

Journal article

1. **Mannino R, Zuelzer W, McDaniel C, Lyckholm L.** *Advance directives and resuscitation issues in the care of patients in orthopaedic surgery.* *J Bone Joint Surg Am.* 2008;90:2037-42.
2. **Mann RA, Pfeffinger L.** *Hallux valgus repair. DuVries modified McBride procedure.* *Clin Orthop Relat Res.* 1991;272:213-8.
3. **Choi YR, Lee HS, Jeong JJ, Kim SW, Jeon IH, Lee DH, et al.** *Hallux valgus correction using transarticular lateral release with distal chevron osteotomy.* *Foot Ankle Int.* 2012;33:838-43.
4. **Hong KD.** *Treatment of the tibial fracture.* *J Korean Orthop Assoc.* 1972;11:112-8.

Supplement

1. **Turner CH, Robling AG.** *Mechanisms by which exercise improves bone strength.* *J Bone Miner Metab.* 2005;23 Suppl:16-22.

Journal article in press

1. **Merckley T, Reed Y, Greenfield R.** 2003 *Giant cell formation in rabbit long-term bone marrow cultures.* *J Bone Miner Res.* Published online October 13, 2003; doi:10.1359/JBMR.0303011.

Article from an online journal

1. **Kaul S, Diamond GA.** *Good enough; a primer on the analysis and interpretation of noninferiority trials.* *Ann Intern med [Internet].* 2006 [cited 2007 Jan 4];145:62-9. Available from: <http://www.annals.org/cgi/reprint/145/1/62.pdf>

Book

1. Coughlin MJ, Mann RA. *Surgery of the foot and ankle. 7th ed. Philadelphia: Mosby; 1999.*

Book chapter

1. Coughlin MJ, Mann RA. *Hallux valgus. In: Coughlin MJ, Mann RA, Saltzman CL, editors. Surgery of the foot and ankle. 8th ed. Philadelphia: Mosby; 2006. p.183-362.*

## 11) Tables

- Tables should be prepared with English characters and Arabic numerals and be provided with a brief title in a phrase or a clause. Use capital letters for the first letter of each noun and adjective in the title.
- Each table should have at least 3 rows but not exceed one full page.
- Tables should be numbered in the order in which they are mentioned in the text.
- If an abbreviation is used in a table, it should be defined in a footnote below the table.
- The symbols should be used in the following order: \*, †, ‡, §, ¶, ††, \*\*, ††, †††. Each symbol must be defined in a footnote.
- Tables should be understandable and self-explanatory without references to the text.
- A table presented in a previously published article should not be included in the present work.

## 12) Figure Legends

- Figures should be numbered in the order in which they are mentioned in the text.
- Figure legends should be provided in sentences and not in phrases or clauses, on a separate page.
- Photomicrographic figures should include the staining method and the magnification in the legend.

## 13) Figures

- Papers containing unclear photographic prints may be rejected.
- Each figure should be prepared in a separate file. The name of an image file should not contain the name(s) of the author(s) (e.g Fig 1.jpg). If a figure contains two or more photographs, they should be assigned an Arabic numeral followed by capital letters in the English alphabet (example: Fig. 1A, Fig. 1B).
- Photographs of different patients should not be included in one figure. Any personal information on the patient should be

removed.

- Arrows or letters in figures should be inserted by Photoshop or Powerpoint. When accepted, the original figure files should be submitted.
- When using a digital camera, set the resolution to a minimum of 300 dpi (dots per inch), and set the size of the image to 5×7 in (127×178 mm). Color and grayscale images, such as radiographs, must have a minimum resolution of 300 dpi, and line art drawings such as graphs must have a minimum resolution of 1,200 dpi.
- Image files should be submitted in JPEG or GIF file (less than 2 megabyte).
- Any illustrations previously published should be accompanied by the written consent of the copyright holder, which should be indicated in the legend.

## 6. Other Types of Manuscripts

All other types of manuscripts should meet the above mentioned requirements if they are not described below.

English abstract should be in a structured format of up to 300 words for original articles, and in an unstructured format of up to 200 words for review articles, case reports, and technical reports.

### 1) Review Articles

Review articles should focus on a specific topic, and are invited by the editorial board.

### 2) Case Reports and Technical Reports

The general background and the significance related to the report should be mentioned first without the title of 'Introduction'. After that, the case reports are described in the order of Case report, Discussion, References, and the technical reports in the order of Technique, Discussion, References.

### 3) Correspondence

The journal welcomes readers' comments or criticisms on the articles published recently in the journal.

## 7. Publication Fee

There is no author's submission fee or other publication-related fee for the *Journal of Korean Foot and Ankle Society*, since all costs of the publication process are underwritten by Korean Foot and Ankle Society.