1. GENERAL INFORMATION

The Korean Journal of Family Medicine (KJFM) is an open access, peer-reviewed, online-only general medical journal published bimonthly on the 20th of odd months (January, March, May, July, September, and November: 6 times per year). The official journal of the Korean Academy of Family Medicine, KJFM’s main aim is to provide up-to-date evidence-based medical knowledge and high-quality continuing medical education for family physicians and other primary care clinicians. KJFM mainly publishes original articles, reviews, case reports, letters, editorials, and brief communications, covering a broad range of interests related with the field of family medicine. The topics covered include clinical management of common primary diseases (e.g., dyslipidemia, hypertension, diabetes, and obesity), health promotion (e.g., quitting smoking and drinking, exercising, and implementing lifestyle changes), cancer prevention and early detection, travel medicine, geriatrics, nutrition and diet, epidemiology, education (medical students, residents in family medicine, patients, etc.), medical ethics, and health care system. These subjects ultimately assist family physicians in primary care.

The journal welcomes practical, relevant original articles, reviews, and case reports pertaining to the field of family medicine for publication. This article provides instructions that authors need to follow for submitting manuscripts to KJFM. For issues not addressed in these instructions, the author may refer to the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (http://www.icmje.org).

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For policies on research and publication ethics not stated in these instructions, Guidelines on Good Publication Practice (http://www.publicationethics.org/resources/guidelines) or Good Publication Practice Guidelines for Medical Journals (http://kamje.or.kr/intro.php?body=publishing_ethics) can be applied.

- 3.1 Authorship
  The authors must ensure that they have met all the preconditions listed below before submitting a manuscript: (1) concept and design, or analysis and interpretation; (2) drafting the article or revising it critically for important intellectual content; (3) approved the final version to be published; and (4) agree to be accountable for all aspects of the work and ensure that questions related to
the accuracy or integrity of any part of the work are appropriately investigated and resolved. Group members who do not meet these criteria for authorship should be listed, with their permission, under “Acknowledgments.”

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Every author must also complete the copyright assignment.

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3.2 Originality and Duplicate Publication
A paper that has been published in another journal, or is under consideration for publication elsewhere will be rejected. In instances where the paper contains similar work that has 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 Committee of KJFM will decide whether to republish the submitted paper, and then consider its acceptance.
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The corresponding author must inform the editor of any potential conflicts of interest that could influence the authors’ interpretation of data. Examples of potential conflicts of interest are financial support from or connection with companies, political pressure from interest groups, and academically related issues. In particular, mention about funds received and used for research purposes at the bottom of the cover page. All authors must disclose all interests related to research such as consultation fees and stocks when submitting the paper and affirm the disclosure, if at all, by signing the paper.

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If the research involves human subjects, it must comply with the ethical standards of the Helsinki Declaration adopted in 1964 (http://www.wma.net/en/30publications/10policies/b3/); and, in principle, undergo scrutiny of an independent Institutional Review Board (IRB), which reviews ethical issues of human subject studies. In human subject studies, IRB’s approval and patient’s consent must be received and stated on paper. Description materials including photographs should not disclose the patient’s name, initials, and hospital identification number.

3.6 Process to Manage Research and Publication Misconduct
In suspected cases of research and publication misconduct, such as redundant
(duplicate) publication, plagiarism, fraudulent or fabricated data, changes in authorship, undisclosed conflict of interest, ethical issues with a submitted manuscript, appropriation of an author’s idea or data, and complaints against editors, the resolving process will be as per the flowchart provided by the Committee on Publication Ethics (http://publicationethics.org/resources/flowcharts). The Editorial Board’s decision on the suspected cases will be final.

3.7 Editorial Responsibilities
The Editorial Board will continuously work toward monitoring/safeguarding publication ethics. These include guidelines for retracting articles; maintaining integrity of the academic record; precluding business needs from compromising intellectual and ethical standards; publishing corrections, clarifications, rejections and apologies when needed; and detecting plagiarism and fraudulent data. Editors will always have the responsibility and authority to accept/reject articles, determine any conflict of interest for the articles they accept/reject, accept a paper when reasonably certain, publish corrections or retract articles when errors are found; and preserve the anonymity of reviewers.

4. SUBMISSION AND PEER REVIEW PROCESS

4.1 Qualification for Authors
- Any researcher from across the world can submit a manuscript if the scope of the manuscript is appropriate.

4.2 Submission
Authors should submit their manuscripts online via the electronic submission system of KJFM (http://www.kjfm.or.kr/submission/Login.html). Once you have logged on to your account, the online system will lead you through the submission process in a step-by-step process. The submission instructions are available on the website. All articles submitted to the journal must comply with these instructions. Failure to do so will result in the return of the manuscript and possible delay in publication.

4.3 Peer Review Process
KJFM reviews all the manuscripts. A manuscript is reviewed first for its format and suitability to the aims and scope of the journal. If a manuscript clears these criteria, it is sent to the two most relevant investigators in the field. The selection of the article will be based on the review outcome. If there is a discrepancy concerning the review, the selection will be decided pending further review by the Editorial Committee. The editor will inform the author about the final decision on acceptance/rejection for publication.

5. MANUSCRIPT PREPARATION

5.1 Language and Terminology
All manuscripts should be written in English. In principle, write the generic names of drugs in the article; provide the brand name only if it is intended for a particular pharmaceutical product.

5.2 General Requirements
The main document comprising the manuscript text and tables should be developed in MSWord or RTF format.

The manuscript should be double-spaced on 21.6 × 27.9 cm (letter size) or 21.0 × 29.7 cm (A4) paper, with 3.0 cm margins at the top, bottom, right, and left margin.

All manuscript pages are to be numbered at the bottom consecutively, beginning with the Abstract as page 1. Neither the authors’ names nor their affiliations should appear on the manuscript pages.

Authors should express all measurements in conventional units, with International System (SI) units.

Only approved and standardized abbreviations (http://www.kafm.or.kr/judge/nonmoon/rule_2.html), appearing on the homepage should be used; abbreviations should not be used in main titles or in the abstract. With the exception of measuring units, abbreviations should be expanded when they are first introduced in text with the abbreviation in parenthesis. From the next instance of usage of the word, use the abbreviation independently.

The names and locations (city, state, and country only) of manufacturers should be given.

When quoting from other sources, give a reference number after the author’s name, or at the end of the quotation.

5.3 Reporting Guidelines for Specific Study Designs
Authors should be aware of the information that must be included in the content of the research, according to the research design, and this must reflect in their articles. Random contrast study should refer to CONSORT, diagnostic research to STARD, observational research to STROBE, and systemic investigation to MOOSE and PRISMA.

CONSORT (Consolidated Standards of Reporting Trials): http://www.consort-statement.org/

STARD (Standards for Reporting of Diagnostic Accuracy): http://www.stard-statement.org/

STOBE (Strengthening the Reporting of Observational Studies in Epidemiology): http://www.strobe-statement.org/

PRISMA (Preferred Reporting Items of Systematic Reviews and Meta-Analyses): http://www.prisma-statement.org/

5.4 Original Articles
Original articles are reports of basic investigations. There is no word count limit on the length of the article, including the title page, tables, figures, and references. The number of tables and figures should not exceed 10. The manuscript for an original article should be organized in the following sequence: cover letter, main text (title page, abstract and keywords, introduction, methods, results, and discussion, conflict of interest, acknowledgments (if necessary), and references), and tables and figures (should be received as separate files).
• Title page: Include the following items on the title page: (1) the title of the manuscript; (2) authors’ list; (3) names of each author’s affiliation, (4) the name, phone number, fax number, and e-mail address of the corresponding author; (5) if necessary, state the source of any research funding and list of where and when the study has been presented in part elsewhere; and (6) running title of fewer than 15 words.

If there are more than two authors, their names should be listed sequentially, beginning with the author who has made the greatest contribution to the article in the descending order and each author’s name separated by a comma. If the author’s affiliation is different, then separate it with a semicolon according to the author’s order. If the affiliation is different from the first author, the authors should be marked “1,” “2,” “3,” and so forth in Arabic numerals, which should appear in superscript at the top-right-hand corner of the author’s name and before the affiliation.

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- Abstract and Keywords: Abstract should follow the sequence Headings, Background, Methods, Results, and Conclusion. It should not exceed 250 words. Four to six keywords should be listed below the abstract. On the last line, identify the keywords using terms from the Medical Subject Headings (MeSH: http://www.ncbi.nlm.nih.gov/mesh).

- Introduction: State the background and purpose of the article and elaborate its significance. Summarize the rationale and give only pertinent references. Do not reiterate or list related topics diffusely and do not include data or conclusions from the work being reported.

- Methods: Describe the research plan, the materials (or subjects), and the methods used in that order. The names and locations (city, state, and country only) of manufacturers of equipment and program should be given. Methods of statistical analysis and criteria for statistical significance should be described. Describe statistical methods with enough detail to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing such as the use of P-values, which fails to convey important quantitative information. For generalization of the study sample, discuss the eligibility by statistical methods unless it is a
total number study or a case report. When the results of the data in the text are given, provide details specifically in terms of average, proportion, or correlation coefficient to describe the difference between study groups or the relevant size and direction of variables. Also, specify the standard computer statistics program used.

- Results: Present your results in a logical sequence in the text, tables, and figures. Do not repeat in text the data provided in tables or figures, but describe and summarize important findings and points.

- Discussion: Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results sections. State the implications of the findings and their limitations, including implications for future research. Link the conclusions with the goals of the study by discussing and comparing the relevant results of other research data. Avoid unqualified statements and conclusions not completely supported by the data. State new hypotheses when warranted, and recommendations (when appropriate) may be included.

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- Journal articles:


- Book & book chapter:

- Online sources:

- Conference papers:

- Scientific and technical reports:

- News:

- Dissertation:

- Law:
  16. Board of Audit and Inspection Act, Law No. 4937 (Jan 5, 1995).

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figure. In the case of multiple prints bearing the same number, use English letters after the numerals to indicate the correct order; for example, Fig. 1A, Fig. 2B, C.

- **5.5 Reviews**
  - Reviews should be a comprehensive analysis of specific topics, which are organized as follows: cover letter, main text (title page, abstract and keywords, introduction, text, conclusion, conflict of interest, acknowledgments (if necessary), and references), tables, and figures. There should be an unstructured abstract equal to or less than 350 words. There is no word limit for reviews.

- **5.6 Case reports**
  - Case reports will be accepted only when clinically important information is presented about unique cases. A case example should be one that has never been observed up to the present time and has never been reported before. If the case example is determined to be significant enough, although it may relate to a very common condition or a description that may not be appropriate to delineate, the decision to accept the article or not will be taken after the review by the Editorial Committee. Case reports should be organized as follows: cover letter, main text (title page, abstract and keywords, introduction, case report, discussion, conflict of interest, acknowledgments (if necessary), and references), tables, and figures. There should be an unstructured abstract equal to or less than 250 words. The length of the text excluding references, tables, and figures should not exceed 2,500 words. The number of references is limited to 10.

- **5.7 Brief Communications**
  - Brief communication is a short article describing clinical or experimental findings of importance or great advancement. It should follow the guidelines of the original article and should be limited to 3,000 words excluding references, tables, and figures. The number of tables and figures in total should not exceed more than three. Further, individual commentary relating to the recent publication in KJFM or opinions on particular topics of academic interest may be written.

6. **FINAL PREPARATION FOR PUBLICATION**

- **6.1 Final Version**
  - After the paper is accepted for publication, the authors should submit the final version of the manuscript. The names and affiliations of the authors should be double-checked and if the originally submitted image files were of poor resolution, higher resolution image files should be submitted at this time. Color images must be created as CMYK files. Send the electronic original with appropriate labeling and arrows. The EPS, TIFF, Adobe Photoshop, JPEG, or PPT formats are preferred for submission of digital files of photographic images. Symbols (e.g., circles, triangles, squares), letters (e.g., words, abbreviations), and numbers should be large enough to be legible on reduction to the journal’s column widths. All symbols must be defined in the figure caption. If the symbols are too complex to appear in the caption, they should appear on the illustration itself, within the area of the graph or diagram, not to the side. If references, tables, or figures are moved, added, or deleted during the revision process, renumber them to reflect such changes so that all tables, references, and figures are cited in
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