

Instructions to Authors

Revised: August 11, 2020
January 1, 2021
August 23, 2021
January 1, 2022

- Editorial office contact information
 - Inquiries about the submission of articles, editing, copyright works, forwarding, and purchase of the journal:
- The original manuscript should be submitted by online submission system in Stress (<http://www.stressresearch.or.kr/>)
- Manuscripts that have already been published in other journals or this journal shall not be published in duplication. Also, manuscripts that have been published in this journal shall not be published in other journals again.
- The Korean Society of Stress Medicine holds copyright of manuscript published in this journal. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without the prior written permission of the Korean Society of Stress Medicine.

Content and Types of Manuscripts

Manuscripts include the original research articles, review articles, case reports, research notes, and etc. The original research articles should be about experiments or researches of contents that widens new perspectives, and case reports are about stress relevant clinical cases. Review articles should be limited to cases when they are requested by editorial board or when they include broad and extensive literature searches about a theme.

Qualification of Author

The submitting qualification is limited to the regular members of the Korean Society of Stress Medicine. The primary author and the corresponding author must pay the membership fee.

Submission and Publication Dates of the Journal

This journal is periodically published on March 31st, June 30th, September 30th, and December 31st, and the submission dates of each issue are February 15th, May 15th, August 15th, and November 15th. Ethics of research and publication For the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors (<http://publicationethics.org/resources/international-standards-for-editors-and-authors>) can be applied.

1) Rules and regulations for human and animal research

If the subjects are human, the research must conform to the Declaration of Helsinki (revised 2013, <http://www.wma.net/en/30publications/10policies/b3>). If the work involves the use of animal, the author should ensure that the work has been carried out in accordance with the institution's Animal Ethics Committee. Authors should include a statement in the manuscript that informed consent was obtained for research with human subjects and should mention the registration number of their permission to perform human or animal researches and the date of permission. Copies of written informed consent and Institutional Review Board (IRB) approval for research should be kept. The privacy rights of human subjects must always be observed.

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.

2) Conflict of Interest

Authors must disclose any actual or potential conflict of interest including financial interests such as employment, stock ownership, honoraria, paid expert testimony, as well as any personal relationships, academic competition, and intellectual passion which may inappropriately influence, or be perceived to influence the work. Find additional information on potential conflicts of interest in ICMJE Uniform Disclosure Form for Potential Conflicts of Interest (http://www.icmje.org/doi_disclosure.pdf).

3) Authorship

Authorship credit should be based on following criteria

- (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
- (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 (ICMJE, 2017). Authors should meet all these conditions. If the one does not qualify for any of these conditions, the one should be classified as a contributor and be listed in acknowledgement. The order of the authors should also be decided by relative contribution to the work. For research articles with several authors, a short paragraph specifying their individual contributions must be provided. Please turn to the CRediT taxonomy (<https://casrai.org/credit/>) for the term explanation. Authors submitting manuscripts are required to provide their own personal, validated ORCID iD before completing the submission. If you do not yet have an ORCID iD, find additional information in ORCID's website (<http://www.orcid.org>).
- (5) If the co-author is a related person, specify it and submit a pre-disclosure form when submitting the manuscript. A related person means the researcher is a minor (under 19 years old) or a family member (within a cousins, such as a spouse or children).

4) Research and Publication Misconduct

When the Journal faces suspected cases of research and publication misconduct such as duplauthorship, undisclosed conflict of interest, ethical problem with a submitted manuscript, a reviewer who has appropriated an author's idea or data, complaints against

editors, and etc., the editorial committee will discuss and deal with the case according to Committee on Publication Ethics (COPE) flowchart.

Submission of an article implies that the work described has not been published previously, 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 English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service CrossCheck. For the manuscripts written in Korean, Copy Killer can be recommended.

5) Peer Review

Manuscripts are reviewed by two reviewers. The Editor-in-chief is responsible for the final decision regarding acceptance or rejection of articles. The editor can require re-revision in the case when the revision is insufficient, when additional revision is needed or when manuscript is against the instructions. The author will be asked to respond the reviewer's comment within 8 weeks. Upon request from the author, the submission deadline can be extended by 4 weeks only once.

During peer review process, followings are required to reviewers: reviewers' opinion should be objective; reviewers should have no conflict of interest with respect to the research, the authors and/or the research funders; reviewers should point out relevant published work which is not yet cited; reviewed article should be treated confidentially.

6) Copyright

The copyright of the whole content of papers published in the Journal belongs to Korean Society of Stress Medicine (KSSM) and KSSM has the right to publish, distribute, and publish to the Journal or other media. All authors should sign the copyright transfer form when their manuscript is submitted.

Writing a Manuscript

1) General Directions

- (1) The original manuscript should be written in either Hangul Word processors (HWP) or Microsoft (MS) Word.
- (2) The 10 pt size of Batang font (for manuscripts in Korean) or Arial (for manuscripts in English) should be used.
- (3) The manuscript should be written single-spaced in A4 sized papers (210×297 mm) which has a margin space of at least 25 mm (1 inch) in the top, bottom, left and right.
- (4) During submission, the authors should review and submit the checklist on the online submission system.
- (5) When the manuscript is written in English, the author will be asked to attach a proof of correction in English.

2) Languages and Writing Principles

- (1) Manuscript must be written in Korean or in English only
- (2) The language of or terms in the manuscript should be Korean or English. The Korean research terms should follow the latest edition of the Glossary of Science and Technology published by the Ministry of Education, Science and Technology, and the Medical Glossary published by the Korean Medical Association, and should be written in Korean. Chinese characters may be written in parentheses if necessary, and English terms should be used if the translation is difficult. Generic names of drugs should be used if the study is not based on a specific product.
- (3) Overuse of abbreviations is prohibited, and the use of abbreviations must be minimized. Only standardized abbreviations may be used, and abbreviations should not be used in titles or abstracts. If not in measurement units, abbreviations should be specified in parentheses when they first appear in the text, and used independently thereafter.
- (4) The original spellings should be used for proper nouns (name of a person, name of a location, etc.). For units of measurement such as length, height, mass, and volume, the metric system is used, with decimals. The Celsius scale is used for temperature, and mmHg for blood pressure. For clinical test values, the common units or the International System of Units (SI) are used.
- (5) Scientific names or words from Latin (et al., in vivo, in vitro, etc., ad libitum) are printed in italics, so they should be underlined or written in italics.

3) Manuscript Structure

- (1) Original Articles consist of ① Title page ② Abstract and keywords in Korean (if the foreigners submit the manuscript, abstract in Korean can be omitted) ③ Abstract and keywords in English ④ Introduction ⑤ Materials and Methods ⑥ Results ⑦ Discussion ⑧ References ⑨ Tables and Figures, and every part begins in a new page.
- (2) Case Reports consist of ① Title page ② Abstract and keywords in Korean (if the foreigners

submit the manuscript, abstract in Korean can be omitted) ③ Abstract and keywords in English ④ Introduction ⑤ Case Records ⑥ Discussion ⑦ References ⑧ Tables and Figures.

- (3) Research Notes consist of ① Title page ② Abstract and keywords in Korean (if the foreigners submit the manuscript, abstract in Korean can be omitted) ③ Abstract and keywords in English ④ Main Text ⑤ References ⑥ Tables and Figures.

Declaration of Authors

- (1) Names of authors should be written on the website when submitting through internet, but should not be written in article file.
- (2) If the number of authors is two or more, the names should be listed in the order of contribution to the research and article preparation, and separated by commas. If the affiliations of the authors are different, the names should be listed in the order of contribution to the research and article preparation, and separated by commas. For authors whose affiliation is different from that of the first author, a superscript such as (1) and (2)··· is added to the name of the author and the affiliation. The name of the corresponding author is marked with an asterisk (*). The corresponding author is responsible for the revision of the article during the review process. If there is no corresponding author, editorial board will consider the first author as the corresponding author. Names of authors in English are written in the order of "first name (last name)." If the given name is separated by a space, then capitalization of the first letter of each given name should be made.

Contents of Each Part of a Manuscript

1) Title Page

- (1) The title of the article
- (2) Author names and affiliations (department, location, and position) in Korean and English, ORCID, the corresponding author's name and complete address, including e-mail, phone number, and fax number
- (3) Acknowledgements
 - ① If necessary, those who have contributed to the study but are not qualified to be authors may be included in Acknowledgements.
 - ② The specific role appreciated should be clearly expressed (e.g., data gathering, financial support, statistical processing, experimental analysis, etc.). The authors should notify the person that his or her name will appear in Acknowledgements, and consent should be obtained in advance.
- (4) Conflicts of interest
 - ① Any actual or potential conflict of interest should be disclosed and be reported in English. E.g.) The authors declared no conflict of interest. Access to following URL and download the form to report any conflict of interest (<http://www.icmje.org/conflicts-of-interest/>). Authors should fill in the form in English and submit it during the submission of manuscript to our online submission system..

(5) Funding

List sponsorship information directly after Acknowledgement and Conflicts of interest sections. Include grant numbers and the full name of the funding body. Funding information is recommended to be specified by FundRef ID. The information on FundRef ID can be found in <http://www.crossref.org/fundref>.

(6) Signature

The corresponding author signs it at the end of the paper.

2) Title

- (1) The title of the article should be written with the minimum number of words with which the content of the article can be summarized. "A Study on-" or "A Review on-" should not be used as part of a title

3) Abstract

- (1) The additional abstract should be written in English when the article is in Korean, and in Korean when the article is in English.
- (2) Korean abstract should include less than 400 letters (including spaces) and should explain include four entries (Background, Methods, Results, and Conclusions) in plain languages.
- (3) English abstract should include less than 250 words. Abstract of original article should be structured with the heading Background, Methods, Results, and Conclusions. Case reports and research notes should have an unstructured abstract.
- (4) The long abstract will be edited arbitrarily based on the international journal regulations.
- (5) At the bottom of the abstract, keywords should be added.

4) Key words

- (1) At the bottom of the abstract, three to five keywords should be added based on the Medical Subject Headings (MeSH). Use the generic term only if the term does not exist in MeSH.

5) Introduction

- (1) The Introduction describes the purpose of the research and explains why the article is important. The background of the study and the relevant principles are summarized, but the references are limited to those that are directly related to the study.
- (2) Related topics should not be extensively listed, as in a review. The Introduction should not include the results or conclusions of the study.

6) Materials and Methods

- (1) The materials and method section presents research design, the selection of subjects and the standards of the selection, and research methods.
- (2) The research methods should be described in sufficient detail that another researcher may duplicate the study by following them.
- (3) The patients, experimental animals, or control groups involved in the study should be clearly described.
- (4) If subjects are patients, age, sex, other characteristics, and ways of diagnosis should be explained in detail. In particular, the methods used to diagnose subjects' diseases or conditions and to control for observer bias should be explained.
- (5) It is recommended that the measurements for their studies be approved by the copyright owners. When an approved measurements were used, the authors acknowledged in the manuscript.
- (6) For equipment and reagents, the names should be given, as well as the manufacturers (city and country, in order), in parentheses.
- (7) A reference may be provided for well-known methods, including methods for statistical analysis. If a method that is not yet well-known is used, or if a conventional method has been modified in the article, the relevant information should be briefly introduced in addition to providing a reference, and the rationale and pros and cons of the method should be supplied.

7) Results

- (1) The results should be described in a logical order, with tables and figures matched with the main text. Do not repeat in the main text all the data included in the tables and figures, but describe the main points.
- (2) The statistical method used should be described in detail so that the results in the article can be verified. If possible, the research findings should be quantified, and the indices that represent the measurement error or uncertainty should be provided. If the research data is based on samples, a statistical verification process should be performed in order to generalize the results. The statistical computer software used should be specified.
- (3) Do not repeat data from the tables and describe important points and trends.
- (4) If the presented data could imply distinguishing privacy or identities, they should be excluded or properly handled.

8) Discussion

- (1) In the Discussion section, important or novel findings in the results are highlighted, and conclusions are made accordingly. Do not repeat statements that have already been made in Introduction and Results.
- (2) Other relevant reports may be compared and discussed and then correlated with the purpose and conclusions of the study. Avoid making any conclusion that is not based on the study data, or any baseless assertion. A new hypothesis may be suggested on the basis of the acquired data, and an appropriate method to verify the hypothesis should be included.

9) References

The References should be listed in the form below when they are quoted in the main text. Quoting from abstract or personal communications should be restrained. If an article that has been approved but not yet published is referred to, it should be listed as "in press." If an article that has been submitted but not yet accepted for publication needs to be referred to, the reference should be noted as "in submission"

(1) Number of references

The number of references should be 60 or less.

(2) Citation in text

Citation of references in the text should follow Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers 2nd edition (2007) (<http://www.nlm.nih.gov/citingmedicine>). Reference should be numbered serially in the order of appearance in the text, with numbers in brackets [] (e.g., social support [1], fatigue [2,3], depression [4-6]). When multiple references are cited together, use commas to indicate a series of non-inclusive numbers (e.g., [1], [2,3], [4-6], or [7-9,13]). If there are one or two authors, include the last name of each. If there are three or more authors, include only the last name of the first author followed by "et al." (e.g., Beck [3], Jo & Kim [7], Cox et al. [11]).

(3) References in the References List

References should be listed on a separate page at the end of the paper in the order of citation. References should be written in English and listed according to the NLM style guide for authors, editors, and publishers, 2nd Edition, 2007 (<http://www.nlm.nih.gov/citingmedicine>). A full journal name should be written on the list.

① Journals

- For six or fewer authors, list all authors.

Parsons CE, Crane C, Parsons LJ, Fjorback LO, Kuyken W. Home practice in mindfulness-based cognitive therapy and mindfulness-based stress reduction: A systematic review and meta-analysis of participants' mindfulness practice and its association with outcomes. *Behaviour Research and Therapy*. 2017;95:29-41. <https://doi.org/10.1016/j.brat.2017.05.004>

- For more than six authors, list the first six followed by et al.

Herd T, Li M, Maciejewski D, Lee J, Deater-Deckard K, King-Casas B, et al. Inhibitory control mediates the association between perceived stress and secure relationship quality. *Frontiers in Psychology*. 2018;9:217. <https://doi.org/10.3389/fpsyg.2018.00217>

② Book

Bennett JE, Dolin R, Blaser MJ. Principles and practice of infectious diseases. Philadelphia, PA: Elsevier Health Sciences; 2014.

③ Book chapter

Massaro D. Broadening the domain of the fuzzy logical model of perception. In HL Pick, P Broek, DC Knill (Eds.), *Cognition: Conceptual and methodological issues*. Washington, DC: American Psychological Association; 1992. p. 51-84.

④ Dissertations and Theses

Min ES. The effects of aroma essential oil inhalation on ANS response, electroencephalogram and concentration. [dissertation]. Daejeon: Eulji University; 2015.

Huang HY. The Relationship between interpersonal problems and student adaption to college of Chinese students studying in Korea [master's thesis]. Seoul: Seoul National University; 2007.

⑤ Web page

Statistics Korea. 2010 life tables for Korea [Internet]. Seoul: Statistics Korea; 2011 [cited 2012 January 16]. Available from: http://kostat.go.kr/portal/korea/kor_nw/3/index.board?bmode=read&aSeq=252533

10) Tables

- (1) There should be no more than six tables and figures in total.
- (2) Tables should be prepared in English on a new page.
- (3) The order of tables is followed by the order quotations in the main text. A brief and clear title should be presented on the top and necessary explanation should be presented at the bottom of the table.
- (4) The top horizontal line should be written with two separate lines, but other horizontal lines should be written with one line only. No vertical line should be drawn in the table.
- (5) When an explanation is required, alphabets instead of marks could be used as a superscript [a], b, c)···.
- (6) When preparing a table, the mean and standard deviation (mean \pm SD) and the number of subjects should be presented, as well as the applied statistical method, in the footnote of the table. The number of responses and ratios should be presented as for ratios, and correlation coefficient values as for correlation coefficients.

11) Figures or Photographs

- (1) Figures or photographs that were quoted in the main text should be listed with orderly numbers on a new page. Necessary explanation should be presented at the bottom of figures or photographs.
- (2) The size of figures or photographs should not be bigger than 127×173 mm (5×7 in) unless it is necessary.
- (3) The resolution of figures or photographs should be at least 300 dpi and presented

separately when submitted electronically.

(4) The format of electronic files is:

- Encapsulated Post Script (eps)
- Tagged Image File Format (tif or tiff) or JPEG (jpg)

Other Provisions

Other particulars should be followed by the system of the latest issue of the journal. It is referred to the "Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org>) or decision of the editorial committee.

Contact Info on Inquiry

- Submission: Online submission <http://www.stressresearch.or.kr/>

- Authors submitting manuscripts will be required to pay the expenses for peer review and publication.

- Review fee: For peer review of submitted manuscripts, the review fee is ₩100,000. (In case of speedy reviewing, review fee is ₩300,000)

- Publication fee: For accepted manuscripts, the publication fee is ₩400,000.

- Inquiry of manuscript submission, editing, copyright, purchase of issue

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