

# Author's Checklist

Before sending your manuscript to the editorial committee, please ensure that you have checked the following criteria:

## A. Confirmation by authors

Items	Check points	Check
Originality	Confirm that neither the manuscript submitted nor any part of it has been published or is being considered for publication elsewhere	<input type="checkbox"/>
Research ethics	Confirm that your study complies with the ethical guidelines for research and publication described in Good Publication Practice Guidelines for Medical Journals and Guidelines on Good Publication	<input type="checkbox"/>
Disclosure	Disclose any commercial associations with specific products or financial support from any company	<input type="checkbox"/>
Funding	Acknowledge any research funds, sponsorships, or grants	<input type="checkbox"/>
Thesis	State that your article is a thesis for a degree such as a master's or PhD degree, if applicable	<input type="checkbox"/>
Presentation	If your article was presented in a national or international meeting, describe this	<input type="checkbox"/>
English proofreading	State whether your article was revised or edited by a professional English proofreader	<input type="checkbox"/>

## B. Structure of article

Items	Check points	Check
Sequence	Title page, abstract and keywords, main text, conflict of interest, acknowledgements, references, table legends and figure legends	<input type="checkbox"/>
File format	MS word 2007 or later version in English Times New Roman fonts 10-point font with double line spacing on A4-sized paper with 2.5-cm margins	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Title page	A manuscript title, running title, and each author's full name and affiliation should be provided A running title not exceeding 40 characters in length Full contact information of the corresponding author should be provided. Any financial disclosures or support, thesis, and presentation history should be included.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Manuscript	Does not exceed 5,000 words in length for a review article Does not exceed 3,000 words in length for an original article/case report or literature review/special topic Does not exceed 2,000 words in length for an editorial Does not exceed 1,500 words in length for a case report/idea and innovation Does not exceed 200 words in length for an image Does not exceed 800 words in length for a letter/discussion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Abstract	Original article: structured abstract with background, methods, results, and conclusion, which does exceed 300 words (in length) Review article, case report and literature review: unstructured abstract in one paragraph, which does not exceed 300 words (in length) Case report, idea and innovation: unstructured abstract in one paragraph, which does not exceed 200 words (in length) No abstract for an image Key words (3-10) should be selected from heading words in Medical Subject Headings (MeSH)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Main text	Original article: include introduction, methods, results, and discussion; do not include a conclusion Case report and literature review: include introduction, case report, literature review, and discussion Case report/ idea and innovation: include introduction, case report or idea, and discussion All table and figure numbers appear in the text The main text should not include the affiliations and names of the authors, especially in the methods	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
References	No more than 100 references are cited in a review article No more than 40 references are cited in an original article/case report and literature review/special topic No more than 20 references are cited in a case report/idea and innovation No more than 5 references are cited in a letter/discussion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Figures	Each figure should be submitted in a separate file Minimum resolution: 600 dpi for photos/color images and 1,200 dpi for line art in resolution Figure legends should have a detailed explanation Each subfigure is denoted by the letters, A, B, C (ex: Fig. 1A, Fig. 1B, Fig. 1C) Figure legends should be placed on a separate page at the end of the manuscript Figures should not be included in the manuscript and should be uploaded on the submission system Maximum of 20 figure parts for an original article/review article/special topic Maximum of 8 figure parts for a case report and literature review/case report/idea and innovation Maximum of 4 figure parts for image/letter/discussion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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