

Instructions to Authors

AIMS AND SCHEDULES

The Journal of Trauma and Injury is an official publication of the Korean Society of Trauma and an international, peer-reviewed open access journal. The aim of this journal is to contribute to saving lives of patients who underwent traumatic events through active communication and exchange of study information on trauma and provision of education and training on trauma. For achieving aims, this journal publishes original basic and clinical researches on trauma-associated medical fields such as surgeries including general surgery, chest surgery, orthopedic surgery, neurosurgery, plastic surgery, head and neck surgery, gynecology and ophthalmology, emergency medicine, anesthesiology, neuro-psychiatrics, rehabilitation medicine and radiology including interventional radiology. Furthermore, this journal has established relationship with the Armed Forces Medical Command and Armed Forces Capital Hospital because of the Korean special situation with North Korea and publishes basic and clinical researches about the battle field trauma unique in Korea. Also this journal includes all items closely associated with medicine, disaster and department of emergency, emergency medical technicians and nurses, social infrastructures and systems, government policies and supports. The Journal of Trauma and Injury was launched in June 1988 with Korean and English Languages and has finally settled as an English language. This Journal is published four times in a year, the last day of March, June, September, and December.

GENERAL GUIDELINES

Ethical guidelines

General

This journal adheres to the ethical guidelines for research and publication described in 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication' (<http://www.icmje.org>; International Committee of Medical Journal Editors [ICMJE]), 'Good Publication Practice Guidelines for Medical Journals' (http://kamje.or.kr/publishing_ethics.html; Korean Association of Medical Journal Editors [KAMJE]), and 'Guidelines on Good Publication' (<http://publicationethics.org/resources/guidelines>; Committee on Publication Ethics [COPE]).

Statement of human and animal right

Clinical research studies must state that the work was done in accordance with the Ethical Principles for Medical Research Involving Human Subjects outlines in the Helsinki Declaration in 1975 (revised 2013). Clinical Studies that do not meet the Helsinki Declaration will not be considered for publication. Human subjects must not be identifiable. Patients' name, initials, hospital number, date of birth, or other protected healthcare information must not be disclosed. Animal research studies must state that the work was performed according to National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals must be observed.

Description of participants

Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultur-

al factors), and, unless inappropriate, report the sex or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex or 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.

Authorship

All authors must have made a significant intellectual contribution to the manuscript according to the criteria formulated by the ICMJE. Each author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or 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. All authors should meet criteria 1, 2, 3, and 4. General supervision of the research group is not sufficient for authorship. All authors must state they have approved the final draft submitted. Any changes to the author list after submission, such as a change in the order of the authors, or the deletion or addition of authors, needs to be approved by a letter requesting the change signed by all the authors participating.

Scope of publication

The journal publishes the original articles, case reports/case series, review articles, editorials, correspondence, and articles commissioned by the Editorial Committee which are related to basic or clinical research on trauma.

Assurances

Informed consent

Human study must conform to ethical standards, and be approved by the appropriate Institutional Review Board (IRB). A statement concerning IRB approval and consent procedure must appear at the Methods section. Any systematic data gathering effort in patients or volunteers must be approved by an IRB or adhere to appropriate local/national regulations. Authors may be questioned about the details of consent forms or the consent process. On occasion, the Editor-in-Chief may request a copy of the approved IRB application from the author.

Obligation to register clinical trial

Clinical trial, defined as “any research project that prospectively assigns human subjects to intervention and comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome”, should be registered to the primary registry prior to publication. Journal of Trauma and Injury accepts the registration in any of the primary registries that participate in the World Health Organization (WHO) International Clinical Trials Portal (<http://www.who.int/ictcp/aboutdetails/en/index.html>) as well as <http://actr.org.au/>, <http://www.clinicaltrials.gov/>, <http://isrctn.org/>, www.umin.ac.jp/ctr/index/htm, and <http://www.trialregister.nl/>. The clinical trial registration number shall be published at the end of the abstract and Method section. Reporting of randomized controlled trials should follow the guidelines of the Consolidated Standards Of Reporting Trials Statement (<http://www.consort-statement.org>).

Conflict of interest

The authors must acknowledge any conflict of interest they may have in the submission. The conflicts of interest may fall under any of the following categories: guarantor

of the article; specific author contributions; financial support; potential competing interests.

Copyright

In view of copyright laws, accepted papers must complete the assignment forms. The papers will not be published until the copyright is complete. Korean Society of Trauma owns all the copyrights in articles published in Journal of Trauma and Injury, and all the authors are considered to have consented to the copyrights at the time of manuscript submission. The Transfer of Copyright Agreement should be submitted by all authors with initial submission of all preferred works by online at '<http://www.jtraumainj.org/main.html>'.

Originality and duplication publication

All submitted manuscripts should be original and should not be considered by other scientific journals for publication at the same time. Manuscripts are only accepted for publication in journals if they have not been published elsewhere. No part of the accepted manuscript should be duplicated in another scientific journal without permission by Editorial Board. If duplicate publications related to the papers of this journal are detected, the publication of the papers can be disapproved in the journal based on the decision of the Editorial Board. If the authors wish to obtain a duplicate or secondary publication for various other reasons, such as for readers of a different language or extracting any manuscript partially, they should obtain approval from the Editors-in-Chief of both the first and second journal.

Redundant publication and plagiarism

Redundant publication is defined as "reporting (publishing or attempting to publish) substantially the same

work more than once, without attribution of the original source(s)". Characteristics of reports that are substantially similar include the following: (a) "at least one of the authors must be common to all reports (if there are no common authors, it is more likely plagiarism than redundant publication)," (b) "the subject or study populations are often the same or similar," (c) "the methodology is typically identical or nearly so," and (d) "the results and their interpretation generally vary little, if at all."

If all or part of your patient population was previously reported, this should be mentioned in the Materials and Methods, with citation of the appropriate reference(s).

All manuscripts submitted to Journal of Trauma and Injury may be screened using the iThenticate service, in conjunction with Crosscheck.

Cover letter

The cover letter should inform the editor that neither the submitted material or portions have been published previously or are under consideration for publication elsewhere. When more than one related manuscript has been published or is under consideration for publication by this or other journals, authors are required to declare this in their letter and to enclose copies of those publications for an editorial perusal. All authors have seen and approved the final manuscript. The cover letter must briefly explain each author's individual contributions.

Preparation manuscripts

The manuscript should be written with double-line spacing and 3 cm margins on A4 sized format. Number pages consecutively, beginning from the title page.

Title page

Provide a concise title. List the full names of all authors and their institutional affiliation. In a multi-authored work

involving more than a single institution, indicate individual affiliation by means of superscript Arabic numbers. Indicate a change of address in a similar fashion. List the footnotes to the title page. Provide the contact information for the corresponding author (name, address, telephone number, fax number and e-mail address), and running title less than 50 letters. Information on the research funding sources should be provided.

Abstract

Abstract of original articles must contain 300 words or less and must be organized as follows: Purpose, Methods, Results, and Conclusions. Abstract of Reviews, Case Reports/Case Series, and Editorials must contain 250 words or less in unstructured form. Five or less key words from MeSH terms (<http://www.nlm.nih.gov/mesh/meshhome.html>) should be provided at the end of the abstract.

Introduction

The rationale for the study should be summarized and pertinent background material outlined. The introduction should not contain either results or conclusions. Provide the minimum background information that will orient the general reader. Do not engage in a literature review.

Methods

Methods should be described in sufficient detail so that another investigator could repeat the work. The location (manufacturer name, city, state, country) of a manufacturer listed in the text should be included. Statistical methods used should be outlined. Ethical guidelines for human or animal study should be described and approval of institutional human research review committee or animal welfare committee should be cited. Describe in detail hazardous procedures or chemicals involved, including precautions observed. Provide a level of detail such that another investigator could repeat the work. For methods that are used

without significant modification, citation of the original work will suffice. Identify and provide references for all the statistical methods used.

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. The results should not include material appropriate to the discussion. Present the major findings of the study in graphical form if possible. Do not illustrate minor details if their message is adequately conveyed by simple descriptive text. Mention all the tables and figures.

Discussion

Discussion should explain results in relation to any hypotheses advanced in the introduction. This may include an evaluation of the methodology and of the relationship of new information to the existing corpus of knowledge in that field. Data given in the results section should not be reiterated here. Concisely present the implications of the new findings for the field as a whole, minimizing any reiteration of the results and avoid repetition of material in the introduction; keeping a close focus on the specific topic of the paper.

Conclusion

Conclusion should be deduced from results and discussions should correspond to the research goals mentioned in introduction, and should not simply summarize results. Conclusion may be omitted by summarizing its content after discussions.

Acknowledgements

If necessary, a brief acknowledgement of persons who made a genuine contribution may be included. Authors

are responsible for obtaining written permission to use any copyrighted text and/or illustration.

References

- (1) References should be cited in the text and listed in order in which they are first mentioned in the text.
- (2) Surname should be put before given name whose first letter is capitalized. All of six or fewer authors should be recorded, and if authors are seven or more, "et al." should be put after six authors.
- (3) In principle, references should be limited to 30, 15 and 100 in an original article, case report/series and reviews, respectively.
- (4) In the text, references should be cited with Arabic numerals in brackets, numbered in the order cited. In the references section, the references should be numbered and listed in order of appearance in the text.
- (5) References should be arranged in Vancouver style according to citation numbers in the text (see *N Engl J Med* 1991;324:424-8), and the abbreviations of journals should be used according to the Index Medicus method.
 - i. Academic Journals: Author(s). Title. Abbreviated journal name Year;Volume:first page-last page. Don't add the issue numbers following volume numbers.
e.g.) Yeo KH, Park CY, Kim HH. Abdomino-perineal organ injuries caused by cultivators. *JTI* 2015;28:60-6.
 - ii. Book: Author(s). Title. Volume. Edition. City:Publisher;Year.
e.g.) Mattox KL, Moore EE, Feliciano DV. Trauma. 7th ed. New York:McGraw Hill;2013.
 - iii. Chapter in book: Author(s). Chapter title. In: Editor(s), ed(s). Book title. Edition. City:Publisher;Year:first page-last page.
e.g.) Burlew CC, Moore EE. Emergency department thoracotomy. In: Mattox KL, Moore EE, Felicia-

no DV, eds. Trauma. 7th ed. New York:McGraw Hill;2013:236-50.

- iv. Website: World Health Organization (WHO). WHO statistical information system [Internet]. Geneva: WHO 2014 [cited 2014 Feb 1]. Available from: <http://www.who.int/research/en/>.
- v. The citation of unspecified references should follow the International Committee of Medical Journal Editors, Uniform requirements for manuscripts submitted to biomedical journals (<http://www.icmje.org/>).

Tables

Each table must be simple and typed on a separate page with its heading above it. Explanatory matter should be placed in footnotes below the tabular matter and should not be included in the heading. All non-standard abbreviations should be explained in the footnotes, indicated by superscript-Arabic numbers. Statistical measures such as SD or SEM should be identified. Vertical rules and horizontal rules between entries should be omitted. Each table should be referred in the text consecutively and numbered according in order of citation. Tables should also be typed double-spaced, including headings. Larger size sheets must not be utilized.

Figures, illustrations and figure legends

If authors use color figures, the presentation will be enhanced. Illustrations should be sharp and presented in the TIF, BMP, or PPT format at the time of submission. Figures should be supplied in the TIF or BMP format at a final resolution of not less than 300 dpi. Do not use JPG format for clear printing. Each figure should be less than 10MB in size for electronic upload. Please contact to the Editorial Office when very large files are submitted. Microscopic pictures should be explained according to the staining method and scaled by the power of magnification (e.g., H&E stain, x400). Authors are charged for color figures.

Photographs of patients are approved when nobody can not notice who he or she is.

Figure legends should be typed double-spaced on a separate sheet. Symbols, arrows, and letters should be used to indicate parts of illustrations. Each figure should be referred in the text consecutively and should be numbered according in order of citation.

Abbreviations

Abbreviations should be used in case that they appear in the text at least 2 times and should be explained in parentheses in its first use in the text. Do not use abbreviation in the title.

Units of measurement

Laboratory measurements should be used in SI units (International System of Units). The metric system is preferred for the expression of length, area, mass, and volume.

Special cases (Journal style)

Reviews

Review articles provide an overview of current understanding of a subject and may highlight new areas of development and discovery. These articles are limited to 5,000 words with 10 tables/figures and 100 references. A review article should be written in order of title page, abstract, keywords, introduction, main text, conclusion, acknowledgments, references, tables, and figure legends.

Case Report / Cases Series

A manuscript should be written in order of title page, abstract, keywords, introduction, case report, discussion, acknowledgments, references, tables, and figure legends.

Editorial or Correspondence

The journal welcomes readers' comments or criticisms on

articles published recently in the journal or trauma topics of interest.

Review system

All manuscripts should be submitted only through the online submission system of Journal of Trauma and Injury (<http://www.jtraumainj.org/submission/Login.html/>), where all the review and editing processes are performed. The homepage offers the ways to solve the technical problems regarding manuscript submission and review process. Only the first and corresponding authors can submit a manuscript through the online submission system. It is always allowed to check the review process and the relevant questions and answers regarding the online submission system. In addition, whenever any change occurs in any review process, the relevant information is transmitted to the first and corresponding authors. When asked to make final correction on a galley-proof, an author should submit the corrected galley-proof within one week.

Review and action

Two or more experts are asked to review every manuscript, and the Editorial Board decides whether to publish it or not on the basis of review results, and asks its authors for any revision or supplementation, if a decision for publication is made. The author submits a revised manuscript file again through the online submission system along with a file which shows how correction has been made to any issues pointed out by reviewers. At this time, the author's corrections are marked in red.

Unless there is any special reason, it is considered as the abandonment of publication not to submit a revised manuscript file, including the answers to the issues pointed out by reviewers and board members, within 30 days, and review process is finished.

In principle, review is finished after the second review. If

any further procedure is requested by any reviewers, the Editorial Board can decide whether to perform additional review process or not.

Reviewers and board members may ask the author to improve the English used on the manuscript as well as the content to a sufficient level, and the author should follow such request. If authors submit the certificate that can warrant the level of English issued by the official institution, the Editorial Board will approve it.

Review and publication fees

There is no review fee. However, costs will incur, when a

manuscript is decided to be published. The articles will be charged for publishing, as much as 50,000 Korean Won.

Editor-in-Chief Gil Jae Lee

Journal of Trauma and Injury

The Korean Society of Traumatology
Department of Trauma Surgery, Gachon University Gil Medical
Center, 783 Namdong-daero, Namdong-gu, Incheon 21556,
Korea

Tel: +82-10-5552-2653, Fax: +82-70-8677-6333

E-mail: trauma@kams.or.kr

Journal Homepage: <http://www.jtraumainj.org/main.html>



Manuscript No. _____ Date. _____

Manuscript Title _____

Authors' name _____

All the authors of this study agree on the following matters in the hope that the study will be published in ***Journal of Trauma and Injury.***

1. All the authors confirm that this study is original and does not violate the copyright of any other study.
2. All the authors have jointly contributed to this study and are responsible for the content thereof.
3. This study has not been published or submitted to any other journal for the purpose of publication, and is not planned to be submitted to any other journal until it is confirmed not to be published in Journal of Trauma and Injury.
4. If this study is published in Journal of Trauma and Injury, all the authors agree to give the ***Journal of Trauma and Injury*** all the copyright, including online publication and distribution.

Corresponding Author (Print)

Date and Signature

The copyright transfer form should be signed and submitted by online submission system with manuscript. Manuscript cannot be published until the completed form of copyright transfer form is received to the Editorial Office.



JTI
JOURNAL OF
TRAUMA AND INJURY