

## Introductions to Authors

### Journal of Health Informatics and Statistics

Journal of Health Informatics and Statistics (JHIS) is the official journal of the Korean Society of Health Informatics and Statistics (KOSHIS), published four times a year in Korean and English (28 February, 31 May, 31 August, 30 November). The journal publishes original research articles, reviews, and case reports to promote the fundamental understanding and knowledge sharing of healthcare informatics and statistics. Manuscripts for submission to JHIS should be prepared according to the following instructions. Failure to comply with these instructions will result in return of the manuscript and possible delay in publication. JHIS has adopted the recommendations of the International Committee of Medical Journal Editors (ICMJE), "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals." Below, some of the important issues are highlighted. Visit <http://www.icmje.org/recommendations/> for more details.

#### Submission & Review Policies

##### Submission of manuscript

All authors of a manuscript must have agreed to its submission to JHIS and are responsible for the whole content, including literature citations and acknowledgments, and must have agreed that the corresponding author has the authority to act on their behalf on all matters pertaining to submission, revision, and publication of the paper.

Manuscript should be submitted on-line to JHIS via e-submission system in the journal website (<https://www.e-jhis.org/>). Once a corresponding author has logged into their own account, on-line system will lead them through the submission process in a step-by-step orderly process.

"Checklist for Submission" helps to ensure that your manuscript follows author's guideline. After entering all the checklist and information about authors, manuscript title, abstract, key words and other details, you will be prompted for uploading files.

##### Peer-review process

Upon submission of a manuscript, the board of editors for the JHIS will review the paper for appropriateness of content. Articles can be rejected at this initial review process. Articles that pass this preview are then reviewed by two or three experts in the field. The authors' names and affiliations are removed during peer review. Double-blind peer review averages 1 months to complete. The board of editors reserves the right to edit a manuscript for phrasing, style, and overall length at any stage prior to publication, while maintaining the scientific accuracy of the manuscript. Based on comments from reviewers and editors, authors may be asked to revise their manuscript. Authors are required to

submit a letter of explanation regarding how they dealt with all comments and questions raised by reviewers and editors. If revisions cannot be submitted within 2 weeks, author(s) may request a 1 month grace period. If the revised manuscript is not submitted within the required period, the manuscript will automatically be rejected. Manuscripts will not be returned after submission.

### Accepted manuscripts

JHIS will send all page proofs electronically to corresponding authors in PDF format, and the corresponding author must review their eProof within 48 hours. This proof stage is not a time for extensive corrections, additions, or deletions. It is advised that editing is limited to the correction of typographical errors, incorrect data, and grammatical errors, and for updating information on references which were in press. Authors are required to mark up their corrections on eProofs and attach a typed list of corrections (noting PDF page, column, and line of correction). The marked-up pages and itemized corrections list can either be sent by e-mail at [koshis@hanmail.net](mailto:koshis@hanmail.net).

Publication order is based on the order of submission of finalized manuscripts. Dates of submission and acceptance appear in the journal.

### Publication charges

To help defray the cost of publication, a charge will be made for publication in JHIS. Corresponding authors of articles accepted for publication will receive an e-mail notifying them how to pay any applicable publication charges.

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## Preparation of Manuscripts

### Publication type

Original articles are papers reporting the results of basic and original investigations that are sufficiently well documented to be acceptable to the readers.

Review articles provide reviews of subjects of importance to researchers written by experts in healthcare informatics or health statistics, dealing with very active fields of research, current interests, fresh insights and debates.

Case reports deal with short application cases of healthcare informatics interest or innovation such as technology evaluation, application of information technology.

### Organization of manuscript

Manuscripts should be written and numbered in the following sequence: title page, abstract, keywords, manuscript body, acknowledgements, references, tables, and figures.

All manuscripts are subject to editorial peer review. The editors reserve the right to improve the style and, if necessary, return the manuscript to the author for revision. When a manuscript is received for consideration, the editors assume that no similar paper has been or will be submitted for publication elsewhere.

#### 1) Title page

The title page should include the following: (a) concise and descriptive English titles, (b) full author(s) names and affiliations, (c) description of funding source(s), and (d) the name and address of the corresponding author. Specification of study design in the title is recommended.

#### 2) Abstract and keywords

Abstracts must include structured abstracts of 250 to 300 words and should be organized and include the Objectives, Methods, Results, and Conclusions of the study. Five keywords should be listed at the bottom of abstract. These keywords should be selected from the Medical Subject Heading (MeSH) in Medline, published by the US National Library of Medicine (<https://www.ncbi.nlm.nih.gov/mesh>).

#### 3) Main text

The main body of the manuscript submitted as an original article should be prepared under the designated subheadings: Introduction, Methods, Results, and Discussion. The subheadings for this section are classified as 1. 1), and (1) in sequence.

#### 4) Acknowledgments

All names of people who contributed substantially, but have not met the criteria for authorship such as administrative support, technical assistance, and critical reviews of the manuscript, are acknowledged here. All sources of funding applicable to the study should

be stated here explicitly.

#### 5) ORCID (Open Researcher and Contributor ID)

ORCID of all authors are recommended to be provided. To have ORCID, authors should register in the ORCID web site available from: <http://orcid.org/>. Registration is free to every researchers in the world.

#### 6) References

Authors are responsible for the accuracy and completeness of references used in the manuscript. All references should be written in English. References written in other languages are indicated by writing (Korean, Japanese, Chinese, etc.) at the end. References should be numbered sequentially and cited in their order of use in the main body of the manuscript. References should be cited according to the system in the Index Medicus used by the US National Library of Medicine as shown in the following examples. Other types of references not described below should follow The NLM Style Guide for Authors, Editors, and Publishers (<http://www.nlm.nih.gov/citingmedicine>). Avoid using "abstracts," "unpublished observations" and "personal communications" as references. If an article has been published online, but has not yet been given an issue or pages, the DOI should be supplied.

##### (1) Journal article

For six or fewer authors, list the surnames and initials of all authors; for seven or more list the first six authors and add et al., title of article, name of journal abbreviated according to Index Medicus style, year, volume, issue, first and last page numbers.

1. Kim SS. Difference in recognition of internal customer service quality of outsourcing staff in hospital using IPA. *J Health Info Stat* 2018;43(1):80-88 (Korean). DOI: 10.21032/jhis.2018.43.1.80
2. Ferrari AJ, Charlson FJ, Norman RE, Patten SB, Freedman G, Murray CJ, et al. Burden of depressive disorders by country, sex, age, and year: findings from the global burden of disease study. *PLoS Med* 2013;10(11):e1001547. DOI: 10.1371/journal.pmed.1001547

##### (2) Proceeding

3. Wolf KH, Marschollek M, Bott OJ, Howe J, Haux R. Sensors for health-related parameters and data fusion approaches. In: Hein A, Thoben W, Appelrath HJ, Jensch P, editors. *Proceedings of the European Conference on eHealth*; 2007 Oct 11-12; Oldenburg, Germany. p. 155-61.

##### (3) Book

4. Lim BH, Joo SJ, Park HK, Kang SY, Kim SY, Han EY, et al. Development of clinical registry system and cost-effectiveness analysis in people with cardiocerebrovascular disease in registry cardiocerebrovascular disease center. Cheongju: Korea Centers for

Disease Control and Prevention; 2014, p. 297-420 (Korean).

5. Naish J, Court DS. Medical sciences. 2nd ed. London, UK: Elsevier; 2015, p. 562.

(4) Website

6. WHO. WHO statistical information system. Available at <http://www.who.int/whosis/en/menu.cfm> [accessed on May 10, 2015].

(5) Dissertation

7. Kim BM. The effects of daily stress and self-esteem on school adjustment in adolescents [dissertation]. Ewha Womans University; Korea, 2014.

## 7) Tables and figures

Each table should be prepared on a separate page. Tables are used to present data that cannot be incorporated conveniently into the text. Number of tables in order of citation in the text and avoid repetition of data. Tables should have a concise and informative title with the table content between horizontal lines. Vertical lines are not used. A table should not exceed one page when printed. Use lower case letters in superscripts a, b, c... for special remarks.

Figures and illustrations should be prepared professionally. Graphics should be prepared in high quality with high tones and resolution. Photographs must be of sufficient contrast to withstand the inevitable loss of contrast and detail during the printing process. If a figure is to be reduced, be sure that all elements, including labels, can withstand reduction and remain legible.

## 8) General document format

- The manuscript should be double spaced on A4 (21.2 × 29.7 cm paper with margins of 1 inch, preferably using Hangul (HWP) or MS Word. All text should be Times New Roman 11-point font.
- All manuscript pages are to be numbered consecutively, beginning with the abstract as page 1.
- The use of acronyms and abbreviations is discouraged and should be kept to a minimum. When used, they are to be defined where first used, followed by the acronym or abbreviation in parentheses.
- One original article should not exceed the following maximums: the number of pages of main text, 20 pages.

## 9) Technical format

**Units:** Standard metric units are used for describing length, height, weight, and volume. The unit of temperature is given in degree Celsius (°C). All others are in terms of the International System of Units (SI). All units must be preceded by one space except percentage (%) and temperature (°C).

**Numbers:** In the text, numbers should be Arabic numerals, except when beginning a sentence. Numbers greater than 999 should have commas, e.g., 13,970. The 24-hour system is used to indicate time, e.g., 18:00 hr.

**Abbreviations:** Abbreviations must be used as an aid to the reader, rather than as a convenience of the author, and therefore their use should be limited. Generally, avoid abbreviations that are used less than 3 times in the text, including tables and figure legends. Other common abbreviations are as follows (the same abbreviations are used for plural forms): hr (hour; use 0-24:00 hr for time), sec (second), min (minute), day (not abbreviated), wk (week), month (not abbreviated), yr (year), L (liter), mL (milliliter),  $\mu$ L (microliter), g (gram), kg (kilogram), mg (milligram),  $\mu$ g (microgram), ng (nanogram), pg (picogram), n (sample size), SD (standard deviation of the mean), SE (standard error of the mean).

#### Contact for Inquiry

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NOTICE: This revised Instruction for Authors enters into force on the August 2019 issue.