

# 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 three times a year in Korean and English (28 February, 30 June, and 31 October). 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 guidelines of the International Committee of Medical Journal Editors (ICMJE), “Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication.” Below, some of the important issues are highlighted. Visit <http://www.icmje.org> for more details.

### **1. Research and Publication Ethics**

The Journal adheres to the ethical guidelines for research and publication described in “Good Publication Practice Guidelines for Medical Journals ([http://kamje.or.kr/publishing\\_ethics.html](http://kamje.or.kr/publishing_ethics.html))” or “Guidelines on Good Publication Practice (<http://www.publicationethics.org/guidelines>).”

#### **1.1 Conflict of interest**

Any potential conflicts of interest should be disclosed in the cover letter even when the authors are confident that their judgments have not been influenced in preparing the manuscript. Examples of conflicts are financial support from or connections to commercial preferences, political pressure from interest groups, or academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated. The Editor will decide whether the information on the conflict should be included in the published paper.

#### **1.2 Statement of human rights**

In studies of human subjects, the procedures should be in accordance with the ethical standards of the Institutional Review Board (IRB) of author’s institute and with the Helsinki Declaration principles.

#### **1.3 Authorship**

The authorship should be restricted to those who meet any of the following conditions: 1) substantial contribution to the conception and design of the study, or acquisition, interpretation and analysis of data; 2) drafting the article or revising it critically for the important intellectual content; and 3) final approval of the version to be published.

In particular, the corresponding author is the point of contact for the Editorial Office and Publisher. He or she is responsible for:

- Submitting the manuscript and signed copyright transfer agreements to the Editorial Office, after collecting these from all authors.
- Sharing the reviewers' comments with the other authors and ensuring the requested revisions are made or clearly disputed before resubmitting the manuscript.
- Receiving page proofs from the publisher, the corresponding author is responsible for incorporating all the corrections made by the authors and returning the proofs to the publisher.

#### **1.4 Originality, duplicate publication and plagiarism detection**

All submitted manuscripts should be original and have not been published previously and are not being considered for publication by other journals. Any part of the accepted manuscript should not be duplicated in any other journal without the permission of the Editorial Board. Original raw data must be available for review by the Editorial Board if required. If duplicate publication related to the papers of this journal is detected, the authors will be announced in the journal and their institutes will be informed, and there will also be penalties for the authors.

JHIS checks all submitted manuscripts before peer review, and does not admitted to publish those manuscripts which has fake, alteration, plagiarism, and unfair authorship.

JHIS uses the CrossCheck powered by iThenticate to detect instances of overlapping and similar text in submitted manuscripts.

#### **1.5 Secondary publication**

It is possible to republish manuscripts if the manuscripts satisfy the conditions of secondary publication of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals.

## **2. Editorial and Review Policies**

### **2.1 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 online to JHIS (koshis@hanmail.net or <http://www.koshis.or.kr>).

“Checklist for Authors” provided helps to ensure that your manuscript submitted is not returned to you for incomplete content or formatting reasons. Authors should submit the “Checklist for Authors” form at the time of manuscript submission. After entering all the checklist and information about authors, manuscript title, abstract, key words and other details, you will be prompted for submitting or uploading files.

## **2.2 Copyright policy**

All copyright and other intellectual property rights in the journal are licensed to KOSHIS. Therefore, all authors must sign a copy of the Journal’s “Authorship Responsibility and Copyright Transfer” form and submit it at the time of manuscript submission by online Authors of papers selected for publication are also encouraged to license their submission under a Creative Commons license.

## **3. Submission and Peer-Review Process**

### **3.1 Submission**

All manuscripts are treated as confidential and peer-reviewed by 3 anonymous reviewers selected by the Editor-in-Chief. Selected reviewers who cannot review the article for reasons of expertise, time, or conflict of interest should reply to the editorial office immediately. The acceptance criteria for all manuscripts are based on the quality and originality of the research and its scientific significance. When the final revised manuscript is completely acceptable according to the JHIS format and criteria, it is scheduled for publication in the next available issue. Rejected papers will not be peer-reviewed again.

### **3.2 Revision of manuscripts**

The corresponding author is notified as soon as possible of the Editor’s decision to accept, reject, or request for minor or major revision of manuscripts. When referees’ comments are returned to the corresponding author for revision, a cover letter from the Editor will provide directions that should be followed carefully. The revised manuscript must be submitted within 4 weeks after receiving request for revision. When submitting the revised manuscript, the corresponding author must provide a cover letter describing the alterations that have been made in response to the referees’ comments point by point. Failure to resubmit the revised manuscript within 6 weeks of the editorial decision is considered as a withdrawal.

### **3.3 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. Editing is limited to the correction of typo-graphical 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 to 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).

### **3.4 Page charges**

The charge will be made for publication in JHIS. Authors unable to meet these charges should include a letter of explanation upon acceptance for publication; inability to meet these charges will have no effect on acceptance and publication of submitted papers. A request letter to waive the charges may be sent to the Editor at [koshis@hanmail.net](mailto:koshis@hanmail.net). However, authors whose research was supported by grants, special funds, or contracts must pay page charges.

Corresponding authors of articles accepted for publication will receive an e-mail notifying them how to pay page and any other applicable publication charges. The charges are 350,000 Korean won or \$320. Thirty free reprints are provided upon payment of the charges, and additional reprints may be obtained at an extra charge.

## **4. Preparation of Manuscripts**

### **4.1 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.

### **4.2 General format of manuscripts**

The manuscript should be prepared in the following sequence: cover letter, title page with authors and affiliations, abstract and keywords, main text, acknowledgments, references, tables, figure legends, followed by figures. Cover letter, title page, and figures should be on separate files, and main texts are

differently organized according to the publication types.

- 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 12-point font.
- All manuscript pages are to be numbered consecutively, beginning with the abstract as page 1. Neither the author's names nor their affiliations should appear on the manuscript pages.
- 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, 25 pages.

#### **4.3 Specific comments on text format**

Statistics: All statistics should be expressed appropriately: Min and Max to the first decimal place; mean, standard deviation (SD), t-statistics, F-value,  $\beta$ -coefficient,  $\chi^2$ ,  $R^2$ , Cronbach's  $\alpha$ , OR, and 95% CI to the second decimal place; p-value to the second decimal place.

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. 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).

#### **4.4 Organization of manuscript**

##### **1) Cover letter**

The cover letter to the Editor must declare that a submitted manuscript has not been published nor is under simultaneous consideration for publication elsewhere in whole or in part in any language except

in the form of an abstract. The cover letter must also state that authors understand that the manuscript may be regarded as redundant or duplicate if the manuscript contains any portion (defined as a paper, data, tables, or figures) that overlap substantially with already published information. The cover letter accompanying the manuscript must specify the type of manuscript and include statements on ethical issues and conflict of interests, and complete contact information for the corresponding author.

## **2) Title page**

The first page should include the title of the manuscript, the authors of the manuscript with the name, affiliation, and full address and contact details (phone and email) of the corresponding author, and a running title (less than 40 characters including spaces).

## **3) Abstract and keywords**

All original and review articles and case reports must include structured abstracts with 200 to 300 words and should be organized into objectives, methods, results, and conclusions of the study. Five keywords should be listed at the bottom of abstract. Considerable care should be used in selecting keywords because they will be used for subject indexing in this Journal and in other databases.

## **4) Main text**

The main body of the original articles should be prepared under the designated subheadings: Introduction, Methods, Results, and Discussion, and other forms of publication are organized in different formats. More details are explained in later sections for the original articles and the other types of publications, respectively. The subheadings for this section are classified as 1, 1), (1), ① (Korean) or I, A. 1), and a) (English) in sequence.

## **5) Acknowledgments**

All persons who have made substantial contributions, but who 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.

## **6) References**

Citation of references in the text should be made by giving consecutive Arabic numerals in brackets such as [1], [2,3], [4-6], and [2,7-9]. In the reference section, the references should be numbered and listed in order of appearance in the text. List all authors if there are less than or equal to six authors, and list the first six authors followed by “et al.” if there are more than six authors. Authors are responsible for the accuracy and completeness of their references and correct text citations.

**- Journal article**

1. Ho S, Ryu S, Han I. The conceptual framework for knowledge management in hospitals. *Journal of Knowledge Management* 2002; 2(2): 120-129. (Korean)
2. Toyoda K. Variation in health care: the roles of the electronic medical record. *International Journal of Medical Informatics* 1999; 54(2): 127-136.

**- Book**

3. Kerlinger FN. *Foundations of Behavioral Research*. Holt Rinehartand: New York, 1986, p. 10-15.

**- Proceeding**

4. Eysenbach G, Yihune G, Lampe K, Cross P, Brickley D. MedCERTAIN: quality management, certification and rating of health information on the Net. *Proceedings of AMIA Symposium*; 2000 May 5-10; Toronto, Canada. p. 230–234.

**- Website**

5. WHO. WHO statistical information system. Available at <http://www.who.int/whosis/en/menu.cfm> [accessed on 1 April 2009].

**- Degree paper**

6. Heo J. Contingency model for evaluating information system success using structural equation modeling approach [dissertation]. Korea Advanced Institute of Science and Technology; Korea, 2002.

**- Tables and figures**

Title of the table and contents are written in english. Abbreviation cannot be used in title, and if there is abbreviation in table or figure it should be explained in separate citation.

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.

Tables and figures are cited after main text, cite the page on main text.

**4.5 Main-text guideline for original articles**

Introduction: Start the introduction on a separate page. The introduction should supply sufficient background knowledge and information to allow the reader to understand and evaluate the value of the study. It must also provide a rationale for the study. Cite references to provide the most salient background rather than an exhaustive review of the topic.

Methods: This section must include sufficient technical information to allow other researchers to be able to reproduce the results. Previously published or standardized techniques can be simply referred with reference citations. The statistical procedures used should be explained.

Results: Present the results concisely in logical sequence in the text. Tables and figures can be used, but information presented in tables and figures should not be repeated in the text. Extensive interpretation of the results should be moved to the discussion section. Number tables and figures in the order in which they are cited in the text, and be sure to cite all tables and figures in the text. All statements concerning the significance of differences observed should be accompanied by probability values given in parentheses.

Discussion or Conclusion: The discussion section should provide an interpretation and explanation of the results in relation to existing knowledge. Emphasis should be given to important new findings and new hypotheses should be described clearly. The conclusive remark must be supported by facts or data. The limitation of this current study might be included in this section. This section should not contain extensive repetition of the Results section or reiteration of the Introduction section.

#### **4.6 Special guidelines for other types of publication**

Review article: The main text for a review article is organized as follows: introduction, body text, and conclusion. The body text is written in free style. All sections except the body text are in the form described for original papers.

Case report: The main text for a case report should be prepared under the designated subheadings: introduction, case description, and discussion. The case description is written in free style. All sections except the case description are in the form described for original papers.

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Revised on March 01, 2011

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Revised on January 01, 2015