

Instructions to Authors

Korean Journal of Women Health Nursing

Enacted in March 1995 and most recently revised in November 2020 and applied from Vol. 26, No. 4 (December 2020).

1. General Guidelines for Manuscript

The *Korean Journal of Women Health Nursing* is focused on women's healthy life processes or on conditions relevant to women due to greater risk or prevalence among women. It features original articles and review papers. Manuscripts for submission should be prepared according to the following instructions. The Journal follows the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication (<http://www.icmje.org>) if not otherwise described below.

1-1. QUALIFICATION FOR AUTHORS AND LANGUAGE

Nurses or researchers throughout the world can submit a manuscript if the scope is appropriate for *Korean Journal of Women Health Nursing*. Manuscripts should be submitted in English or in Korean. Medical or nursing terminology should be written based on the most recent edition of Dorland's Illustrated Medical Dictionary, the most recent edition of English-Korean Korean-English Medical Terminology (<https://term.kma.org/search/list.asp>) published by the Korean Medical Association or the most recent edition of Standard Nursing Terminology published by the Korean Society of Nursing Science. Authors are required to state their affiliation and related status (job titles) upon submission, to support the reliability of the research.

1-2. RESEARCH AND PUBLICATION ETHICS

For the policies on research and publication ethics that are not stated in these instructions, the Good Publication Practice Guidelines for Medical Journals (https://www.kamje.or.kr/board/view?b_name=bo_publication&bo_id=13&per_page=) or the Guidelines on Good Publication Practice (<https://publicationethics.org/guidance/Guidelines>) can be applied.

Conflict-of-interests statement: Authors are required to disclose commercial or similar relationships to products or companies mentioned in or related to the subject matter of the article being submitted. Sources of funding for the article should be acknowledged in a footnote on the title page. Affiliations of authors should include corporate appointments relating to or in connection with products or companies mentioned in the article, or otherwise

bearing on the subject matter thereof. Other pertinent financial relationships, such as consultancies, stock ownership or other equity interests, or patent-licensing arrangements should be disclosed to the Editor-in-Chief in the cover letter at the time of submission. Such relationships may be disclosed in the Journal at the discretion of the Editor-in-Chief in footnotes appearing on the title page. Questions about this policy should be directed to the Editor-in-Chief. If there is no conflict of interest, this should also be explicitly stated as "The author(s) declared no conflicts of interest."

Statement of human and animal rights: Clinical research should be done in accordance with the Ethical Principles for Medical Research Involving Human Subjects, outlined in the Declaration of Helsinki (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>). Clinical studies that do not meet the Declaration of Helsinki will not be considered for publication. Research participants' rights to privacy must be protected, and personal identifiable information should not be disclosed unless absolutely necessary. Human subjects should not be identifiable, i.e., patients' names, initials, hospital numbers, dates of birth, photographs, or other protected healthcare information should not be disclosed. If such personal information is needed as scientific data for publication, this should be explained to participants (or legal guardians) and written consent must be obtained. The possibility of online information sharing (not only printed publications) must also be explained. For animal subjects, research should be performed based on the National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals should be maintained. For studies using literature review and meta-analysis, Institutional Review Board (IRB) approval is not required. For secondary data analysis studies, the editorial committee will decide whether IRB approval is needed.

Statement of informed consent: Copies of written informed consents and IRB approval for clinical research should be kept. If necessary, the editor or reviewers may request copies of these documents to resolve questions about IRB approval and study conduct.

Authorship: All authors, including the co-authors, should be responsible for a significant part of the manuscript. All authors and co-authors should have taken part in writing the manuscript, reviewing it, and revising its intellectual and technical content. Any author whose name appears on a paper assumes responsibility and accountability for the results.

Originality and duplicate publication: All submitted manuscripts should be original and should not be considered by other scientific journals for publication at the same time. Manuscripts are accepted for publication with the understanding that their contents, or their essential substance, have not been published elsewhere, except in abstract form or by the express consent of the Editors. Any part of the accepted manuscript should not be duplicated in any other scientific journal without the permission of the Editorial Board. The duplication will be checked through Similarity-Check powered by iThenticate (<https://www.crossref.org/services/similarity-check/>) before review. 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 also will be penalties for the authors. Materials taken from other sources must be accompanied by written permissions for reproduction, obtained from the original publisher. Editors should follow the procedure set out in the Committee on Publication Ethics (COPE) flowcharts (<https://publicationethics.org/resources/flowcharts-new/translations>) that are designed to help editors follow COPE's Code of Conduct and implement its advice when faced with cases of suspected misconduct.

Secondary publication: It is possible to republish manuscripts if the manuscripts satisfy the condition of secondary publication of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org>).

Publication of master's thesis or doctoral dissertation: When thesis or dissertation work is submitted for publication, the first author should be the thesis awardee and should declare that content is from thesis/dissertation.

1-3. DATA SHARING

This journal follows the data sharing policy described in "Data Sharing Statements for Clinical Trials: A Requirement of the International Committee of Medical Journal Editors (ICMJE)" (<https://doi.org/10.3346/jkms.2017.32.7.1051>). As of July 1, 2018 manuscripts submitted to ICMJE journals that report the results of interventional clinical trials must contain a data sharing statement as described below. Clinical trials that begin enrolling par-

ticipants on or after January 1, 2019 must include a data sharing plan in the trial's registration. The ICMJE's policy regarding trial registration is explained at <http://www.icmje.org/about-icmje/faqs/clinical-trials-registration/>. If the data sharing plan changes after registration this should be reflected in the statement submitted and published with the manuscript, and updated in the registry record. All of the authors of research articles that deal with interventional clinical trials must submit data sharing plan of example 1 to 4 in **Table 1**. Based on the degree of sharing plan, authors should deposit their data after de-identification and report the digital object identifier (DOI) of the data and the registered site.

1-4. PEER REVIEW PROCESS

All contributions (including solicited articles) are critically reviewed by the editorial board members, and/or reviewers. All manuscripts from editors, employees, or members of the editorial board are processed the same way as other unsolicited manuscripts. During the review process, they will not engage in the selection of reviewers and decision process. Editors will not handle their own manuscripts even if they are commissioned ones. If the manuscript does not fit the aims and scope of the Journal or does not adhere to the Instructions to Authors, it may be returned to the author immediately after receipt and without a review. Before reviewing, all submitted manuscripts are inspected by Similarity-Check powered by iThenticate (<https://www.crossref.org/services/similarity-check/>), a plagiarism-screening tool. Reviewers' comments are usually returned to authors. The decision of the editor is final. Manuscripts are sent simultaneously to two reviewers for double blinded peer review. A third reviewer will be assigned if there is discrepancy. Authors will receive notification of the publication decision, along with copies of the reviews and instruction for revision, if appropriate, within two months after receipt of the submission.

Final revised manuscript: A final version of the accepted manuscript should be submitted on the web. If aspects of the research are reported elsewhere, include a copy of the publication(s). Include all main manuscript material in one file (with exception of title page). Save your file as MS Word. Failure to resubmit the revised manuscript within two weeks of the editorial decision is regarded as a withdrawal and will be treated as a new submission if submitted again later. All manuscripts from editors, employees, or members of the editorial board are processed same to other unsolicited manuscripts. During the review process, submitters will not engage in the selection of reviewers and decision process.

Table 1. Examples of data sharing statements that fulfill the requirements of the International Committee of Medical Journal Editors.

Element	Example 1	Example 2	Example 3	Example 4
Will individual participant data be available (including data dictionaries)?	Yes	Yes	Yes	Yes
What data in particular will be shared?	All individual participant data collected during the trial, after deidentification.	Individual participant data that underlie the results reported in this article, after deidentification (text, tables, figures, and appendices).	Individual participant data that underlie the results reported in this article, after deidentification (text, tables, figures, and appendices).	Not available
What other documents will be available?	Study protocol, statistical analysis plan, informed consent form, clinical study report, analytic code	Study protocol, statistical analysis plan, analytic code	Study protocol	Not available
When will data be available (start and end dates)?	Immediately following publication. No end date.	Beginning at 3 months and ending at 5 years following the article publication.	Beginning at 9 months and ending at 36 months following the article publication.	Not applicable
With whom?	Anyone who wishes to access the data.	Researchers who provide a methodologically sound proposal.	Investigators whose proposed use of the data has been approved by an independent review committee ("learned intermediary") identified for this purpose.	Not applicable
For what types of analyses?	Any purpose	To achieve aims in the approved proposal.	For individual participant data meta-analysis.	Not applicable
By what mechanism will data be made available?	Data are available indefinitely at (link to be included).	Proposals should be directed to xxx@yyy. To gain access, data requestors will need to sign a data access agreement.	Proposals may be submitted up to 36 months following article publication. After 36 months the data will be available in our University's data warehouse but without investigator support other than deposited metadata.	Not applicable
		Data are available for 5 years at a third-party website (link to be included).	Information regarding submitting proposals and accessing data may be found at (link to be provided).	

1-5. COPYRIGHTS AND CREATIVE COMMONS ATTRIBUTION NON-COMMERCIAL LICENSE

The author will also be asked to confirm that the material has not been published or submitted for publication elsewhere. All material published in the Journal will be copyrighted by Korean Society of Women Health Nursing. This is an Open Access journal distributed under the terms of the Creative Commons Attribution License (<http://creativecommons.org/licenses/by/4.0/>) which permits unrestricted non-commercial use, distribution, and reproduction in any medium, provided the original work is properly cited.

1-6. ELECTRONIC SUBMISSION OF MANUSCRIPT

Authors are requested to submit their papers electronically through the online manuscript management system (<http://submit.kjwhn.org>). Once a manuscript has been submitted, the order and number of authors should not change. Any inquiries on the submitted manuscript should be made to the editorial office.

Please read all instructions before submitting.

Be prepared to enter:

- The full title of the article.
- The full names and institutional affiliations of all authors, and the name (with complete address, phone number, and e-mail) to whom correspondence should be directed.
- A running title of no more than 45 characters (including spaces).
- A structured abstract of no more than 250 words, stating purpose, methods, results (including the sample size), and conclusion drawn from the study.
- Up to five keywords (MeSH terms, in alphabetical order).

1-7. COPYRIGHT TRANSFER FORM AND FORM OF CONFLICTS OF INTEREST

Copyright Transfer Agreement form and form of Conflicts of interest should be submitted online at submission. Manuscripts cannot be published without this form.

1-8. ARTICLE PROCESSING CHARGES AND REPRINTS

Upon acceptance, an article processing charge (APC) of 400 USD (approximately 400,000 Korean Won) per article is requested to the corresponding author. Further information can be found at https://kjwhn.org/authors/processing_charge.php.

1-9. SUBSCRIPTION

The full text is freely available from the website (<https://kjwhn.org>) according to the Creative Commons License (<https://creativecommons.org/licenses/by/4.0/>). Print copies can be dispatched to members of the Korean Society of Women Health Nursing and libraries world-wide upon the policy of the Society. Those who wish to receive copies and obtain further information should contact the office of the Society (<http://www.women-health-nursing.or.kr>).

1-10. CONTACT US

Any inquiries regarding suitability of manuscripts according to the aims and scope of the Journal, submission, review, publication, or journal-related issues are welcomed. Please contact the Editorial Office (<https://kjwhn.org/about/contact.php>).

For manuscript submission, please visit:
<http://submit-kjwhn.org>

2. Specific Guidelines for Manuscript Preparation

2-1. WRITING MANUSCRIPTS

All manuscripts must be prepared in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” available at <http://www.icmje.org>. Manuscripts are accepted for publication with the understanding that their contents, or their essential substance, have not been published elsewhere, except in abstract form or by the express consent of the Editors. Materials taken from other sources must be accompanied by written permissions for reproduction, obtained from the original publisher. Statistical methods should be identified. Priority claims are discouraged. All materials must be written in clear, appropriate English using Microsoft Word (doc or docx). Each page must be numbered at the lower central portion. Number pages consecutively.

2-2. TITLE PAGE

On the title page include title (only capitalize first letter of the first word); subtitle (if any); running title, first name, middle initial, and last names of each author, ORCID number (required for all authors), name of department(s) and institution(s) to which the

work should be attributed. The address, phone number, and email of the person responsible for correspondence concerning the manuscripts should be listed separately and clearly labeled as such. List keywords and present authors’ contributions. The journal does not limit first author status to only one person, in cases where equal contribution is evident. Describe contributions, such as the following:

Example 1:

Conceptualization: Piao H, Kim MH; Formal analysis: Piao H, Kim MH, Cui M, Choi G; Writing–original draft: Piao H, Kim MH; Writing–review & editing: Piao H, Choy JH.

Example 2: All work was done by Jeong GH.

Also, describe conflicts of interest, funding, data availability, and acknowledgements (acknowledge only those people and their institutions that have made significant contributions to the study). If applicable, state disclaimers, such as whether manuscript was adapted from thesis/dissertation.

The title page must be submitted separately from the manuscript. A template is available online (<https://www.kjwhn.org/authors/authors.php>).

2-3. MAIN MANUSCRIPT

Organize the main manuscript in the following order; title, abstract and keywords, summary statement, text, references, tables, figures, and pictures.

Abstract and Keywords

An abstract of no more than 250 words should be typed double-spaced on a separate page. It should cover the main factual points, according to the following subheadings: Purpose, Methods, Results, and Conclusion. The abstract should be accompanied by a list of up to five keywords for indexing purposes. Be very specific in your word choice. Use MeSH keywords (<http://www.nlm.nih.gov/mesh/meshhome.html>). and present keywords in alphabetical order.

Summary Statement

Following the abstract, describe a summary statement on a separate page according to the following subheadings, with 30 words or less under each subtitle.

- What is already known about this topic?

Example: The 75 years and older age group, with its complex health needs, is likely to make up an increasing proportion of

the workload of accident and emergency strain the coming years.

- What this paper adds

Example: An alcohol-based surgical hand rub is more effective than a 6-minute surgical hand scrub using 4% chlorhexidine gluconate in terms of microbial counts immediately after scrubbing.

- Implications for practice, education and/or policy

Example: Parents' ability and willingness to participate in their child's care in the hospital should be thoroughly assessed and their participation needs to be supported.

Main Text

Maximum word count should be within 5,000 words, although less is preferred, excluding tables, figures, and references. The manuscript should be written on A4 sized paper, in Times New Roman 12-point font, double-spaced and have margins of at least one inch (2.54 cm). In general, the text should be organized under the following headings: Introduction, Methods, Results, and Discussion.

Introduction: Clearly state the need of this study and main question or hypothesis of this study. Summarize the literature review or background in the area of the study.

Methods: Present an "Ethics statement" immediately after the heading "Methods" in a boxed format.

Example 1:

Ethics statement: This study was approved by the Institutional Review Board of XXXX University (IRB-201903-0002-01). Informed consent was obtained from the participants.

Example 2:

Ethics statement: Obtaining informed consent was exempted by the Institutional Review Board (IRB) of YYYY University (IRB-201903-0002-01) because there was no sensitive information and the survey was anonymously treated.

Describe the study design, setting and samples, and measurements, procedure, analysis used.

Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural 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., ovarian cancer). Authors should define how they determined race or ethnicity and justify their relevance.

Results: Describe the main results in a concise paragraph. This section should be the most descriptive. Note levels of statistical significance and confidence intervals where appropriate.

Discussion: Make discussions based only on the reported results. Describe conclusions and recommendations for further study needed. Do not summarize the study results.

Abbreviations: Use standard abbreviations and units recommended in the publication manual of the to the NLM Style Guide for Authors, Editors, and Publishers (2007), 2nd ed., National Library of Medicine, Bethesda, MD, USA (<http://www.nlm.nih.gov/citingmedicine>). Non-standard abbreviations should be defined the first time they appear in the text. At first usage, spell out terms and give abbreviations in parentheses. Thereafter, use only abbreviations. It is not necessary to spell out standard units of measure, even at first usage.

References

In the text, references should be cited with Arabic numerals in brackets (e.g. [1]), numbered in the order cited.

In the references section, the references should be numbered in order of appearance in the text and listed in English citation form.

Journal titles should be described in NLM style.

References within the past 5 years are encouraged, and unpublished PhD or master's thesis are not recommended as reference.

Other types of references not described below should follow the NLM Style Guide for Authors, Editors, and Publishers (<http://www.nlm.nih.gov/citingmedicine>). The total number of references may not exceed 30, with the exception of up to 50 for review papers. Note the DOI in URL form, if available.

Journal article with up to six authors:

Chung CW, Hwang EK, Hwang SW. Details of lymphedema, upper limb morbidity, and self-management in women after breast cancer treatment. *Korean J Women Health Nurs*. 2011;17(5):474-483. <https://doi.org/10.4069/kjwhn.2011.17.5.58>

Journal article with more than six authors:

Hong GH, Koh HJ, Kim KS, Kim SH, Kim JH, Park HS, et al. A survey on health management of during pregnancy, childbirth, and the postpartum of immigrant women in a multi-cultural family. *Korean J Women Health Nurs*. 2009;15(4):261-269. <https://doi.org/10.4069/kjwhn.2009.15.4.261>

doi.org/10.4069/kjwhn.2009.15.4.65

Book:

Davidson MR, London ML, Wieland Ladewig PA. Olds' maternal-newborn nursing and women's health across the lifespan. 8th ed. Upper Saddle River, NJ: Pearson Prentice Hall; 2008. p. 20- 25.

Book Chapter:

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York, NY: McGraw-Hill; 2002. p. 93-113.

Unpublished thesis or dissertation:

Chang YE. The analysis of the association factors which influence on the breast and cervix cancer screening in Korean women: Based on the 2005 Korean national examination health and nutrition survey [master's thesis]. Seoul: Korea University; 2010. 55 p.
Lee SK. The effects of group coaching on emotional intelligence and self-efficacy of nurses [dissertation]. Seoul: Yonsei University; 2007. 85 p.

Web reference:

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

Tables/Figures/Pictures

Each table, figure, and picture should be placed on a separate sheet. Number tables consecutively and supply a brief title at the top for each. Footnotes to tables should be indicated by superscript symbols (†, ‡, §, ||, ¶, #, ††, ‡‡...) unless abbreviations are explained in which case superscripts are not required. All abbreviations used should be described in table footnote by writing the abbreviation followed by colon sign and definition, placed in alphabetical order.

Tables and figures are printed only when they express more than can be done by words in the same amount of space.

Do NOT indicate placement of tables of figures in the text. The editor will automatically place your tables and figures.

3. How The Journal Handles Complaints and Appeals

The policy of *Korean Journal of Women Health Nursing* is primarily aimed at protecting the authors, reviewers, editors, and the publisher of the journal. If not described below, the process of handling complaints and appeals follows the COPE guidelines available from: <https://publicationethics.org/appeals>

Who complains or makes an appeal?

Submitters, authors, reviewers, and readers may register complaints and appeals in a variety of cases as follows: Falsification, fabrication, plagiarism, duplicate publication, authorship dispute, conflicts of interest, ethical treatment of animals, informed consent, bias or unfair/inappropriate competitive acts, copyright, stolen data, defamation, and legal problem. If any individuals or institutions want to inform the cases, they can send a letter via the contact page on our website (<https://kjwhn.org/about/contact.php>). For the complaints or appeals, concrete data with answers to all factual questions (who, when, where, what, how, why) should be provided.

Who is responsible for resolving and handling complaints and appeals?

The Editor, Editorial Board, or Editorial Office is responsible for them. A legal consultant or ethics editor may be able to help with decision making.

What may be the consequence of the remedy?

It depends on the type or degree of misconduct. The consequence of resolution will follow the guidelines of COPE.

4. Direct Marketing

Journal propagation has been done through the journal website and distribution of an introduction pamphlet. Invitations to submit a manuscript are usually focused on the presenters at conferences, seminars, or workshops if the topic is related to the journal's aims and scope.