

Manuscripts for submission to the Journal of Exercise Rehabilitation should be prepared according to the following instructions. For issues not addressed in these instructions, the author is referred to the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication” (<http://www.icmje.org/>).

## CHARACTERISTICS AND CATEGORIES OF MANUSCRIPTS

### 1. Contents and Classifications of Manuscript

Journal of Exercise Rehabilitation is the official journal of the Korean Society of Exercise Rehabilitation, being published six times a year. Its formal abbreviation is “J Exerc Rehabil”. The types of manuscripts include research articles, review articles, and articles invited by the Editorial Board. Journal of Exercise Rehabilitation contains 6 sections: Basic research on exercise rehabilitation, Clinical research on exercise rehabilitation, Exercise rehabilitation pedagogy, Exercise rehabilitation education, Exercise rehabilitation psychology, and Exercise rehabilitation welfare.

Only articles that are scientifically identified and theoretically, originally developed as the results of new, significant, and recent studying on the medical information and knowledge associated with the above-mentioned fields and that were conducted ethically and complied with policies of management of the Korean Society of Exercise Rehabilitation can be published in this Journal. Articles that have been already published or submitted for publication elsewhere cannot be submitted to this journal, and articles that have been published in this journal cannot be published elsewhere without permission. The Korean Society of Exercise Rehabilitation has all the copyrights of all the manuscripts that have been submitted and permitted for publication in this Journal.

### 2. Author Contributions

Authors are required to make clear of their contribution to their manuscript in cover letter. To be listed as an author one should have contributed substantially to all three categories established by the International Committee of Medical Journal Editors (ICMJE): (a) conception and design, or acquisition, or analysis and interpretation of data; (b) drafting the article or revising it critically for important intellectual content; and (c) final approval of the version to be published; and (d) 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. The ICMJE further states that acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship. Individuals who have contributed substantially to some but not all of the three categories, or in other areas, should be listed in Acknowledgments. In principle, we do not allow the addition of authors or the changes of the first or the corresponding author after our initial decision to accept the manuscript for publication. Written causes of changing should be submitted when the authors of a manuscript is changed, approval of the Editorial board is needed when the first author or corresponding author is changed, and approval of the Chief Editor is needed when other authors is changed before acceptance of the submitted manuscript. If an author wishes to be removed from the byline, he or she should submit a signed letter indicating his or her wish to be deleted from the list of authors. The change in the order in the byline requires a letter from all authors indicating agreement with the same.

### 3. Language

This Journal will accept manuscripts written in English only. Medical terms are based on English-Korean Korean-English Med-

ical Terminology, published by the Korean Medical Association.

## REGULATIONS ON 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)) and *Guidelines on Good Publication* (<http://publicationethics.org/static/1999/1999pdf13.pdf>).

### 1. Registration of Clinical Trial Research

Any research that deals with a clinical trial should be registered with a primary national clinical trial registration site such as <http://ncrc.cdc.go.kr/cris>, or other sites accredited by WHO or the International Committee of Medical Journal Editors.

### 2. Disclosure of Conflict of Interest

#### *Conflict-of-Interest Statement*

A conflict of interest may exist when an author (or the author's institution or employer) has financial or personal relationships or affiliations that could bias the author's decisions of the manuscript. Authors are expected to provide detailed information about all relevant financial interests and relationships or financial conflicts, particularly those present at the time the research was conducted and through publication, as well as other financial interests (such as patent applications in preparation), that represent potential future financial gain. All disclosures of any potential conflicts of interest, including specific financial interests and relationships and affiliations (other than those affiliations listed in the title page of the manuscript) relevant to the subject of their manuscript will be disclosed by the corresponding author on behalf of each coauthor, if any, as part of the submission process. Likewise, authors without conflicts of interest will be requested to state so as part of the submission process. If authors are uncertain about what constitutes a relevant financial interest or relationship, they should contact the editorial office. Failure to include this information in the manuscript will prohibit commencement of the review process of the manuscript. For all accepted manuscripts, each author's disclosures of conflicts of interest and relevant financial interests and affiliations and declarations of no such interests will

be published. The policy requesting disclosure of conflicts of interest applies for all manuscript submissions. If an author's disclosure of potential conflicts of interest is determined to be inaccurate or incomplete after publication, a correction will be published to rectify the original published disclosure statement. Authors are also required to report detailed information regarding all financial and material support for the research and work, including but not limited to grant support, funding sources, and provision of equipment and supplies as part of the submission process. For all accepted manuscripts, each author's source of funding will be published.

#### *Funding/Support and Role of Sponsor*

All financial and material support for the research and work will be requested to be clearly and completely identified as part of the submission process (Cover Letter). The specific role of the funding organization or sponsor in each of the following should be specified: "design and conduct of the study; collection, management, analysis, and interpretation of the data; and preparation, review, or approval of the manuscript." The corresponding author is responsible for acknowledging this on the authorship form at the time of submission.

### 3. Examination on Ethics

Personal information with which a patient's identity can be established cannot be published with any forms including texts, photos, and pedigree. When personal information of patients is critical as scientific data, it should be stated clearly that the purpose of the study and mental & physical damages that can be done during the participation to the study were sufficiently explained for and written contents were submitted by the participants or their caregivers. In a study of an experiment for human subjects, it should be reported that the experiment complied with the ethics criteria of institutions reviewing ethics of experiment on human body or local "Ethics Committee on Clinical Experiments" and Declaration of Helsinki. The data for explanation such as photos should not include names, English initials, and hospital numbers of patients. In cases of animal experiments, it should be stated clearly that the processes complied with regulations of institutions or national research committee related to breeding and

using laboratory animals or the NIH Guide for the Care and Use of Laboratory Animals. If necessary, it can be required to submit written consents and approvals of ethics committee.

#### 4. Originality and Duplicate Publication

Manuscripts that have been already published elsewhere or in this journal should not be published. When a similar article has been already elsewhere or in this journal, its copy should be submitted with the relevant manuscript. The editorial Board of the Korean Society of Exercise Rehabilitation will decide whether the relevant manuscript is dublicately published and examine whether it can be published in this Journal.

### MANUSCRIPTS PREPARATION

#### 1. Review Articles

Review article was selected as a significant theme from areas relevant to neurologic field and whose authors were selected and referred on the basis of articles published in this or other journals. The submitted manuscript should be decided to be published via reviewing of the Editorial Board. The length of the manuscript should not exceed 5,000 words except for the cover, tables, figures, and references. The works in the references should not exceed 100.

#### 2. Research Articles

The manuscript for original articles should be organized in the following order: 1) title page, 2) abstract and keywords, 3) introduction, 4) materials and methods, 5) results, 6) discussion, 7) conflict of interest, 8) acknowledgments (if necessary), 9) references, 10) tables, 11) figures and photos, and 12) legends.

The manuscript should be provided in MS Word file (doc), double spaced on 210 × 297 mm (A4 size) with 2.5 cm margins at the top, bottom, and left margin.

The length of the manuscript should not exceed 5,000 words except for the cover, tables, figures, and references. No more than 50 references can be cited. All manuscript pages are to be numbered consecutively, beginning with the title page 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. Abbreviations are not allowed in the title. The names and locations (city, state, nation) of manufacturers of equipment and non-generic drugs should be given. When quoting from other sources, give a reference number in bracket after the author's name or at the end of the quotation.

#### 3. Editorials

Editorials are invited perspectives on an area of exercise or rehabilitation, dealing with fields of research, current medical interests, fresh insights and debates.

### GENERAL GUIDELINES FOR MANUSCRIPTS

#### 1. Title Page

The title page should include the article title, name(s) of author(s), and institutional affiliations in English, and corresponding author and other footnotes. The author(s) should type the original and running title (less than 60 characters) in the title page directly. For authors with different affiliations, place an Arabic number as a superscript after each author's last name and before the name of the corresponding affiliation. The corresponding author should present the name, affiliation, address, zip code, and contact details (such as Tel, Fax, and E-mail).

#### 2. Abstract and Keywords

The abstract should be brief descriptions of the manuscript, containing 250 words. The abstract should be a single paragraph without paragraph indentation. A list of keywords, with a maximum of six items in English, should be included at the end of the abstract. The selection of keywords should be based on Medical Subject Heading (MeSH) of Index Medicus, and each keywords should begin with a capital letter. Do not use abbreviations or reference citations.

#### 3. Introduction

The introduction should address the purpose of the study briefly and concisely, and include background reports only related to the purpose of the study.

#### 4. Materials and Methods

The design, subjects, and methods should be described in order. When patients are the subjects, the properties, inclusion criteria, and exclusion criteria of the populations should be clarified. Particular chemicals or equipment should be clarified of the names of the suppliers, the cities, the states, and the nations according to unified forms. Explanation of the experimental methods should be sufficient for repetition by other researchers, though methods that had been reported in detail may be described briefly by citation of references. However, new methods or modifications of previously published methods should be described enough for other researchers to represent. The methods of statistical verification on the results should be clarified.

#### 5. Results

The authors should describe clearly and logically their significant findings of observations or results corresponding to the purpose of the study, following the order in the methods. The authors should avoid overlapping descriptions by figures or tables and by main text, describing important results only.

It should be clear which statistical test is associated with each P-value reported. Rarely used statistical techniques should be described. Medians and percentiles (such as quartiles) are preferred over means and standard deviations (or standard errors) when analyzing asymmetric data, especially when nonparametric statistics are calculated. Fractions (e.g., 5/10) should accompany percentages. In randomized clinical trials, consider reporting separate analyses with confounding variables included. If sample sizes differ between groups when patients are randomized, randomized, reasons should be provided.

#### 6. Discussion

Important or new findings from the results of the study should be emphasized and the consequent conclusions are described, while repetition of the contents in the introduction and the results should be avoided. The authors are needed to describe the significance and limitations of the study and directions for the further studies, comparing with the results of the other related studies. Conclusion should be included in the discussion part. The conclusions should include a comprehensive description of

the judgment or thoughts of the authors being induced from the results and discussion sections and corresponding to the purpose of the study mentioned in the introduction. The simple summary or overlapped array of the results should be avoided. An addition of directions for further studies or expected effects should be avoided if possible.

#### 7. Conflict of Interest

The corresponding author of an article is asked to inform the Editor of the authors' potential conflicts of interest possibly influencing their interpretation of data. A potential conflict of interest should be disclosed in the manuscript even when the authors are confident that their judgments have not been influenced in preparing the manuscript. Such conflicts may be financial support or private connections to pharmaceutical companies, political pressure from interest groups, or academic problems (e.g., employment/affiliation, grants or funding, consultancies, stock ownership or options, royalties, or patents filed, received, or pending).

#### 8. Acknowledgments

When necessary, acknowledgments shall be provided for those who contributed to the studying but were insufficient to be considered authors. The acknowledgments should express appreciation for the concrete roles of the contributors in the studying (e.g., data collection, financial assistance, statistical processing, and experimental analysis), and the authors should notify them that their names will be included in the acknowledgements for their advanced consents.

#### 9. References

Abbreviations for the literature shall be based on the Index Medicus (see <http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals>).

All authors are listed in the reference list.

The description of the journal reference follows the below description. For more on references, refer to the "Citing Medicine: the NLM Style Guide for Authors, Editors, and Publishers (<http://www.nlm.nih.gov/citingmedicine>)."

##### *Journal Article:*

- Ferro JM. Update on intracerebral haemorrhage. J Neurol 2006;

253:985-999.

- Kramer AF, Erickson KI. Capitalizing on cortical plasticity: influence of physical activity on cognition and brain function. *Trends Cogn Sci* 2007;11:342-348.
- Kim BK, Shin MS, Lee HH, Sung YH, Kim H. Swimming alleviates streptozotocin-induced short-term memory impairment in rats. *J Exerc Rehabil* 2012;8:273-284.
- Guise AI, Chen F, Zhang G, See W. The effects of physiological estrogen concentration on the immune response of urothelial carcinoma cells to bacillus Calmette-Guerin. *J Urol* 2010 Nov 13 [Epub]. [http://dx.doi.org/S0022-5347\(10\)04540-4](http://dx.doi.org/S0022-5347(10)04540-4).

#### **Book:**

- Wein AJ, Kavoussi LR, Novick AC, Partin AW, Peters CA, editors. *Campbell-Walsh urology*. 9th ed. Philadelphia: Saunders; 2007.

#### **Book Chapter:**

- Klein Ea, Platz EA, Thompson IM. Epidemiology, etiology, and prevention of prostate cancer. In: Wein AJ, Kavoussi LR, Novick AC, Partin AW, Peters CA, editors. *Campbell-Walsh urology*. 9th ed. Philadelphia: Saunders; 2007. p. 2854-2873.

#### **Website:**

- Whitmore K. Sexual pain in men and women with IC/PBS and chronic pelvic pain [Internet]. Bristol: International Continence Society; c2010 [cited 2010 Dec 20]. Available from: <https://www.icsoffice.org/News.aspx?NewsID=22>.

## **10. Tables**

Tables should be written as “Table” in the text and be described briefly in English, left-aligned. All the abbreviations used should be described under the tables or figures. The first letter of the title of a table should be a capital letter, and do not use a period if the description is not a complete sentence. The table should be included one in a page as double space, written clearly and briefly. No vertical or horizontal lines are allowed to be included within a table. Title all tables and number them with Arabic numerals at the top of them, and table footnotes or description should be given markers in the order of <sup>a)</sup>, <sup>b)</sup>, <sup>c)</sup> ...

## **11. Figures**

Figures should be written as “Fig.” in the text. The minimum requirements for digital resolution are:

- 1,200 DPI/PPI for black and white images, such as line drawings or graphs.
- 300 DPI/PPI for picture-only photographs.
- 600 DPI/PPI for photographs containing pictures and line elements, i.e., text labels, thin lines, arrows.

## **12. Text Style, Numbers and Units**

If foreign-language words are needed, capital and small letters should be clarified: in principal, proper nouns, place names, and names of persons should be written with capital letter as the first letter and then small letters for the rest. When translated words are insufficient in conveying meanings, the translated term will be presented with the original term within parenthesis for the first time and then the translated term only can be used. Numbers should be written with Arabic numerals. The measurements of length, height, weight, and volume shall be recorded with the metric system (meters, grams, and liters), temperature shall be recorded with centigrade, and blood pressure shall be recorded with mmHg. The hematological or clinical test measurements shall be recorded on the basis of common units or the system of the International Units (SI).

## **SUBMISSION OF MANUSCRIPT**

All the manuscripts are submitted via the electronic article submission system of the website of the Journal of Exercise Rehabilitation (<https://www.e-jer.org>) with written consents containing all the authors' signatures on copyright transfer. When the publication is approved by the Editorial Board after reviewing, one final version of the manuscript of the article and the file containing all the contents should be finally submitted to the Editorial Board via the Internet article submission system.

The submission day of a manuscript shall be the day when the manuscript is submitted, the author(s) is finally approved, and is delivered to the Editorial Board, and the day of decision of the publication shall be the day when the manuscript is completed of its reviewing and is decided to be published.

Detailed information on manuscript submission and journal edition is provided in the “Online System Guide” in the website. More information on using the system can be inquired using the below-mentioned address.

## REVIEW OF MANUSCRIPTS

### 1. Editorial Board

The Editorial Board deals with all the works for accepting and editing manuscripts. A manuscript that is not complied with the regulations for submission can be suggested to be adjusted or be reserved to be published, or can be adjusted by the Board, if necessary, without affecting the original contents. A manuscript with sufficient errors in form or misspellings or the one that is not complied with the regulations for submission can be rejected of acceptance and the author(s) will be notified. In case of reviewer(s)'s request, submission of data can be required for the author(s) via the decision of the Editorial Board.

### 2. Reviewing and Publication of Manuscripts

All the submitted manuscripts shall be conducted of peer review of three professionals on the basis of the regulations for article reviewing of the Korean Society of Exercise Rehabilitation, and be decided of its publication after reviewing of the Editorial Board. When the reviewing decisions are different each other, the selection of the relevant manuscript shall be decided after re-reviewing of the Board. A manuscript shall be considered of relinquishment of its publication when it won't be submitted within two months of notifying the decision of the reviewing without specific reason. A selected manuscript shall be decided of its order of publication by consideration of its type and the day of deciding its publication by the Editorial Board.

### 3. Peer Review Process for Handling Submissions from Editors, Employees, or Members of Editorial Board

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. Editors will not handle their own manuscripts although they are commissioned ones.

- ☐ Copyright transform has been signed by all authors.
- ☐ Manuscript does not exceed 5,000 words for Review Article.
- ☐ Manuscript does not exceed 5,000 words for Original Article.
- ☐ The manuscript shall be written by MS Word, typing with 11-point font, double-space, and 2.5 cm-margin at both sides, top, and bottom.
- ☐ Standard abbreviations are defined in a key at their first appearance in the manuscript, and are consistent throughout the text.
- ☐ Generic names are used for all drugs. Trade names are avoided.
- ☐ Normal laboratory values are provided in parentheses when first used.
- ☐ No more than 100 references are cited in review article.
- ☐ No more than 50 references are cited in original article.
- ☐ A corresponding author and complete address, telephone and fax numbers and e-mail address are provided in cover letter.
- ☐ Written permission from publishers to reproduce or adapt previously published illustrations or tables is included.
- ☐ Informed consent forms for identifiable patient descriptions, photographs and pedigrees are included.

