 Submission Guidelines for Manuscripts

Most recent revision : November, 2012

Submission of Manuscripts

1. Contributions can be made by the membership, but non-members can only contribute when:
   1) They study together with the membership of this association
   2) They are recommended by the director of this association
2. Manuscript not appropriate for this guidelines is not acceptable,
3. Submitted manuscripts are based on Korean Journal of Occupational Health Nursing, Research Ethic Regulation
4. Dissertation must be identified, the lead author should be degree granted,
5. Tools of research should be approved by the tool patent owners: all the responsibility related to tools relies on the researcher,
6. Online submissions are required,
   1) The journal paper can be received at any times on the website (http://www.ksohn.or.kr). Examination is first come, first served,
   2) Check the Author’s checklist before contributing the manuscript, For more details, visit the online website of the Korean Association of Occupational Health Nursing guidelines for online submitting manuscripts system. Any inquiries on the system use should be made to the editorial office by telephone, fax or e-mail,
3) For unsolicited manuscripts, the corresponding author is requested to pay a part of the publication processing cost. Submission fee is 50,000 Korean Won, Page Charge is 30,000 Koran Won per each page,
4) For a manuscript which is accepted for publication, a written Copyright Transfer Agreement should be submitted through the association website,
7. A submitted manuscript will be reviewed according to the manuscript review regulations, and confirmed for publication by the board of editors,
8. For a manuscript which is accepted for publication, Copyright transfer agreement and disclosure of conflict of interest should be submitted via FAX,
9. After the manuscript is accepted for publication, it should be edited firstly by the author and then by the board of editors; and printed finally.

Manuscript Format

General Principles
1. The first author and authors’ affiliation should be provided separately with a specified identification. The first author should be named first, authors’ affiliation are followed next, corresponding authors also must be named
2. Manuscripts are edited by the author fee for publication and special reprint should be paid by the author according to the journal regulations,
3. Guidelines for manuscript are followed by:
   1) Title should be written on the title page, name and identification(company, position) of researcher should be stated at the bottom, English name, the corresponding authors’ name, identification(company, position), address and address number, telephone, fax number and e-mail address should be stated,
   2) Keywords are placed on the top of the page 1, titles are stated without authors’ name, All pages should be numbered consecutively. The key words should be on the MeSH (www.nlm.nih.gov/mesh /MBrowser.html) and less than five,
3) Manuscripts should be prepared using Hangeoul (hwp file) software and should not exceed 20 A4
pages (manuscripts exceeding 20 pages including English abstract are not acceptable). The margin settings of a page should be 30mm for the top and 25mm for the left, right and the bottom of A4-sized paper. The font style is Sinmyongjo, font size is 10 point and space between paragraphs is 200%.
4) If the manuscript is in Korean, the abstract should be written in English; if the manuscript is in English, the abstract should be written in Korean. An English abstract should be less than 200 words; a Korean abstract should be less than 500 words.
5) When using English abbreviations, define the abbreviation fully when first used in parenthesis.
7) Though manuscript is submitted through the website, manuscript is only acceptable when it follows the submission guidelines.
8) Information about financial support of the study is stated at the bottom of first page.

■ Manuscript Composition
1. The pages of the manuscript should be arranged as follows: title page, abstract (in English), main text (introduction, methods, results, discussion, and conclusion), references, tables, and figures. The composition for Qualitative research can be various, Following the order I – 1 – 1) – (1) is suggested,
2. Title Page
   Check the appendix 1,
3. Title
   Title should be short as possible and English title and Korean title should be matched,
4. English Abstract
   An English abstract should be stated as in purpose, methods, results, conclusions without separating paragraphs, English key words should be less than five at the bottom of the abstract. When using abbreviations, explanation must be followed each,
5. Main Text
   1) Introduction: purpose of the research should be stated simple and short, only description of background related to purpose should be included,
   2) Methods: research design, subjects, data collection, method of analyses should be described in a separate strapline,
   3) Results: results should be simple and short,
   4) Discussion: consideration about the results and other related data should be stated, Results should not overlap,
   5) Conclusion: method of research and results should not overlap: opinion and limitation should be stated, relating to the conclusion and the purpose of research,
6. Korean key words should be less than five at the top of the first page.

■ Table and Figure
1. Each table and figure should be written concisely in English, less than five, and the content of the tables and figure should not overlap,
2. Contents of tables, figures, pictures should be easily understood to readership,
3. Table Guidelines
   1) Every line is single lines; unnecessary longitudinal lines should not be drawn,
   2) Titles of the tables placed above the tables, with a capitalized– first letter,
      ex) Table 1, Overall Responses to Question Types
   3) Tables should be in order as cited in the main text,
   4) An explanation of tables is placed in footnotes, All non–standard abbreviation should be defined at the bottom of every table,
      ex) HR=heart rate; T=temperature,
   5) Footnotes are explained using symbols, explanation for mark(†, ‡, §, ¶, ‖, ¶, ‖, ‖, ‖) should be stated at the left–bottom side of table,
      ex) † Survival case; ‡ Dead case,
   6) Age, body case, the average height should be in the first decimal point,
   7) When the numeric value is above 1, put 0 before the
decimal point, when it's not above 1, do not put 0 before the decimal point,
ex: t=0.26, F=0.92, r=1.4, R^2=.67, p<.05
8) p-value indicating statistical probability is written as it is without footnotes. If p-value says „.000” then write as “p<.001.” P should be written in capital italic type for the expression of statistical probability,
9) 3 decimal points for significant level, 2 decimal points for standard deviation, 1 decimal point for all the other values should be stated,
10) If p-value (significant probability) should be stated unavoidably, it should be stated like *, **, *** (ex) *p<.05, **p<.01, ***p<.001).
11) In the case of spacing words in parentheses, a space when English or a number is placed before the parentheses and no space when Korean or auxiliary word is placed before it.

4. Figure
1) Title of figure should be used in the order that the figures are quoted in the main text,
ex) Figure 1. Mean responses to questions by student grade categories,
2) In cases where more than two photographs are used for the same number, alphabet characters should be used next to the Arabic numeral,
ex) Figure 1-A, Figure 1-B,
5. Tables and figures should be equal or smaller than A4-sized paper (150mm x 200mm), printed in black and white clearly, explanation should be added.

■ References Citation in Text
1. Record all the references in English, read following contents for reference guideline. For more information, see Publication Manual of American Psychology Association (APA), APA format Pocket Guide (2007),
2. In-text citation, the order should be described as follows: family name (the year),
ex) Choi & Kim (1998) are,...
Affonso & Lee (1997) are,...
2) Three to five authors: first name should be marked when cited first time in text, When repeated references used, family name, etc. the year should be marked,
ex) Choi, Kim & Choi (1998) are ... (first cited)
Choi et al (1998) are ... (repeatedly cited)
Williams, Johnes & Smith (1995) are ... (firstly cited)
Williams et al (1995) are ... (repeatedly cited)
(a) Authors with the same family name: in the case of authors with the same family name, family name and initial letter of name should be written together,
ex) Hospitalized Stress (Volicer, K. A., 1974; Volicer, M. Y., 1974),
social support (Kim, N. C., 1998; Kim, C. J., 1998),
(b) complex citation
- Citations of the same authors should be in order of date, space with “,”, name of author should not overlap,
ex: Korean journal: (Kim, 1976; 1978);
English journal: (Price, 1988; 1991),
- In the case of the same authors with the same year, put a, b, c after the year, do not overlap,
ex: Korean journal: (Kim, 1980a, 1980b, publishing=a, publishing=b),
English journal: (Price, 1980a, 1980b, in-press=a, in-press=b),
- In the case of using the same contents with different authors, it should be in alphabetical order according to the first author’s last name, using “,” between parentheses,
ex: Researches on the colostomy (Brown & Smith, 1978; Choi, 1988; Lee, 1975; Williams, 1991)
3) More than six authors should be written in family name, grade, and the year. When family name and the year are written in parentheses(), put et al after the first author.
4) When family name and the year are written in parentheses, put “,” & “” before the last author. But do not put “,” & “” for two authors.

[ex] Depression of elderly (Kim, Nam, Oh, & Lee, 2003)

[ex] Depression of elderly (Oh & Lee, 2003)

4) If the author is group, the full name of the group an the year should be stated. When cited repeatedly, abbreviation can be stated. But the group is university, full name of the university should be stated every time.

[ex] (National Institute Mental Health [NIMH], 2009) … (firstly cited)

[ex] (NIMH, 2009) … (repeatedly cited)

References List

1. References cited in the text must be included in the list of references. Cited references should be in English, less than 30. It should be in alphabetical order according to the author’s last name, publication with the same author should be in chronological order.

2. Citation of references should follow the APA Guideline Pocket Guide, all in English. Journal name, book name, dissertation name, report name and volume should be written in Italic. In the case of book, only the first letter should be capitalized, in the case of magazine, every first letter of each word should be capitalized and the full magazine name should be stated.

3. List the first six authors followed by et al., if the number of authors is 6 or more.


4. Specific Notation

1) Periodical

(a) Journal: all of the authors’ name (last name, initial), (the year), Title, Journal title, volume (number), first page—last page, Journal with new page for every number, number must be stated next volume.


Nursing, 3(2), 110–117.

(b) Magazine


(c) Newsletter articles


(d) Newsletter articles


2) Book

(a) General book: author (the year), Title (edition), Published country: publisher.


(b) Edited book


(c) Book without author or editor


(d) Reprinted book


(e) Encyclopedia or dictionary


(f) Translated book

3) Thesis in an edited book: author (the year), Title, Editor’s name, book name(pages), published country: publisher.


4) Dissertation: author (the year), Title, Graduated school, country, doctoral dissertation is applied to a doctorate, master’s thesis for is applied to bachelor’s or master’s course,

(a) Doctoral dissertation

[ex] Hwang, S, Y, (2003), Effects of problem based learning on the knowledge achievement, critical thinking ability, attitude and activation toward learning of nursing students, Unpublished doctoral dissertation, Chonnam National University, Gwangju,

(b) Master’s thesis


5) Citing secondary source: secondary sources is cited in primary sources,

[ex] If Seidenberger McClelland’s research is cited in Coltheart’s research, the reference will be written followed by?:

Coltheart, M, Curtis, B, Atkins, P, & Haller, M, (1993), Models of reading aloud: Dual—route and parallel—distributed—processing approaches, Psychological Review, 100, 589—608,

* In the main text, it is written like ‘In Lee’s research (cited in Kim, 1999)~”

6) Research report: author (the year), Report title (report number), Published country: name of the report institution,

7) A Science Council or symposium data(Proceedings)

[ex] Non—published symposium


[ex] Poster Session

[ex] Ruby, J, & Fulton, C, (1993, June), Beyond redlining: Editing software that works, Poster session presented at the annual meeting of the society for scholarly publishing, Washington, DC,

8) Non—publication

(a) Unpublished manuscript


(b) University

[ex] Depret, E, F, & Fiske, S, T, (1993), Perceiving the powerful: Intriguing individuals versus threatening groups, Unpublished manuscript, University of Massachusetts at Amherst,
(c) Manuscript which is still publishing or not yet accepted

[ex] McIntosh, D. N. (1993). Religion as schema with Implications for the relation between religion and coping. Manuscript submitted for publication,

(d) Raw data without title


9) Electronic media

(a) Internet journal


(b) Website in university program


(c) Data on the website of institution


10) Others: E-mail, personal contact: publishing papers, abstract

(a) Abstract from FTP


(b) journal from FTP


(c) from E-mail


(d) Personal communication includes e-mail, telephone, memo or letter. They are not listed in references, but only in the main text.

[ex] Meleis, I. A. (personal communication, April 30, 1993) is ~

Additional Rules

1. It become effective March, 2011
2. It become effective June, 2011
3. It become effective April, 2012
4. It become effective November, 2012
Author’s Checklists
Title of manuscript: ________________________________________________________________

Please check before submission as √ mark.

☐ Manuscript is not duplicate but original and follows the Research and Publication Ethics described in the Instruction to Authors,
☐ If manuscript is from master’s thesis or doctoral dissertation, the first author is the recipient of the degree,

Cover page
☐ Title
☐ Type of manuscript: Quantitative of qualitative research, concept analysis, Q-methodology, review, etc
☐ Author: Name of all authors and affiliation, in Korean and English
☐ Corresponding author: Name, affiliation, zip code, telephone, fax and email address
☐ Keywords in Korean
☐ Disclosure whether manuscript is from master’s thesis or doctoral dissertation, any conflicts of interest or duplicate publication, funding source

Manuscript preparation
☐ A4, 10 point ☐ Line space 200% ☐ Page numbering at the lower central portion
☐ Amount of main text including tables and figures is 20 pages or less
☐ Author information is removed

English abstract
☐ 200 words or less
☐ Subheadings of Purpose, Methods, Results, and Conclusion
☐ Keywords: Five words or less from MeSH terms

Conclusion
☐ Conclusion is described briefly in relation to the purpose of the study
☐ Conclusion does not duplicate the methods or results

References
☐ The total number of references is less than 30, ☐ Full journal title is presented
☐ If present, DOI is described
☐ Instructions to authors are followed

Tables and figures
☐ Instruction to authors are followed
☐ Value is same as shown in main text
☐ Abbreviations are noted under the table
To: Editor of Korean Journal of Occupational Health Nursing

Title of manuscript: ____________________________________________________________

I hereby certify that I agreed to submit the manuscript entitled as above to Korean Journal of Occupational Health Nursing with the following statements:

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• All authors contributed to this manuscript actually and intellectually and have responsibility equally to this manuscript.
• This manuscript was not published or considered for publication to any other scientific journals in the world. It will not be submitted again to other journals without permission from Editor of Korean Journal of Occupational Health Nursing if it is accepted for publication.
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