

# Authors Guideline

(Revised on September 2019)

## 1. Aims and scope

Korean Journal of Clinical Pharmacy (KJCP) is dedicated to publication in original clinical research and practice articles on all aspects of clinical pharmacy that aim on the advancement of the safe, effective, and economical use of medications in patients. The editors and editorial board invite original research articles on pharmacotherapeutics, bioavailability, medication optimization, adverse drug reactions, drug interaction studies, clinical trials and related topics of interest to the clinicians and pharmacy researchers.

## 2. Publication ethics

KJCP encourages authors and researchers to comply with International standards for editors and authors (<https://publicationethics.org/resources/international-standards-for-editors-and-authors>), developed with the help of worldwide experts and coordinated by the Committee on Publication Ethics (COPE). ([https://www.kamje.or.kr/board/view?b\\_name=bo\\_publication&bo\\_id=13&per\\_page=](https://www.kamje.or.kr/board/view?b_name=bo_publication&bo_id=13&per_page=)

## 3. Copyright and originality

Material published in the KJCP is covered by copyright. Following initial publication at KJCP, the right for authors to reuse the published version of the article has to be upon the permission by the editorial board. If you provide a content of your research article as public materials, the material should be accompanied by a reference to the initial publication in KJCP. The corresponding author (and co-authors) must acknowledge on copyright transfer to KJCP upon publication and sign on Statement of copyright transfer.

This is an Open Access article distributed under the terms of the Creative Commons Attribution Non-Commercial License (<http://creativecommons.org/licenses/by-nc/4.0>) which permits unrestricted noncommercial use, distribution, and reproduction in any medium, provided the original work is properly cited.

## 4. Types of papers

KJCP considers manuscripts for publication in the following types of papers:

**Original Article:** This full-length research paper should describe original and important pieces of work in detail from the fields covered by the Journal. There is no word and reference limits, however, the editorial committee may request to edit the format. Generally it consists with in order of introduction, methods, results, discussion, conclusion, acknowledgement and references.

**Case Report:** Case report details interesting clinical case that provide relevant insights into drug therapy. Authors are encouraged to include an extensive review of the literature. It consists with in order of summary, background, introduction, case report, discussion and references.

**Review Article:** Invited review should be a review article written on the current topic of a specific interest within the scope

of KJCP. Please note that the invited reviews will be subjected to appropriate evaluation process.

**Clinical Information:** These are brief, concise, and focused articles on controversies, dilemmas, and significant changes in drug therapy including important new drugs that may be in late-phase trials or have been recently marketed. It doesn't necessarily follow the format of original article.

**Short Communication:** Short papers that present original and significant material for rapid dissemination. It may focus on a particular aspect of a problem or a new finding that is expected to have a significant impact. The paper is limited to 3000 words and are not subdivided. It should contain an abstract, main body and references, and contain no more than 6 figures or tables, combined.

**Letter-to-the-editor:** It includes as follows and any submitted by an electronic or regular mail. 1) Supporting or opposing a stance taken by the publication in its editorial, or responding to another writer's letter to the editor. 2) Remarking on materials (such as a news story) that have appeared in a previous edition. 3) Such letters may either be critical or praising. 4) Commenting on a current issue being debated by a governing body-local, regional or national depending on the publication's circulation. 5) Often, the writer will urge elected officials to make their decision based on his/her viewpoint. 6) Correcting a perceived error or misrepresentation. References may be added and comply with 6. Manuscript Format.

## 5. Submission

Submission of a manuscript to KJCP implies that the manuscript has not been published previously and is not currently under consideration for publication elsewhere. Authors must comply with and check each point on the 'Checklist for Authors' in Korean College of Clinical Pharmacy (KCCP) homepage or KJCP. All manuscripts must be submitted online through the Korean Journal of Clinical Pharmacy (KJCP) e-Submission system at <http://www.ekjcp.org/main.html>. Electronic files of the manuscript contents must be uploaded at the web site.

## 6. Manuscript Format

To expedite the review and publication of manuscripts, the editors of KJCP require that these instructions be followed. By following the instructions on this form authors will meet the major stylistic requirements of KJCP.

### A. General

- The manuscripts should be prepared in Korean or English. It must be double-spaced and written on only one side of A4 size paper with at least 3.0 cm margin from top and 2.54 cm margins from other sides. All pages should be numbered. The first page of manuscript should include in sequence submission type, title page, authors and institutional information in English and Korean. Moreover, corresponding author information is followed with name (without

- academic degrees or position indicated), affiliated institution, zip code, phone number and email address in English only. The complete manuscript has to be uploaded in Microsoft Word format.
- Cover letter may be included with the submission of manuscript in English or Korean. It includes the brief description of research, an explicit mailing address, telephone and fax numbers, and e-mail address for the corresponding author within one page long.
  - Each of the following elements begins on a new page in this sequence: title page, abstract, key words, introduction, methods, results, discussion, conclusion, acknowledgements, references, tables and figures (each table and figure on an individual page with legends). Figures and tables must not be included in the body of the text.
  - Medical terminology: Medical terminology is in accordance with the Korean Academy of Medical Sciences (KAMS) Library ([http://www.kams.or.kr/word\\_new/](http://www.kams.or.kr/word_new/)) and foreign language itself can be used if no proper words indicated in Korean at KAMS Library.
  - Substance name: Substance names are in accordance with Korean Pharmacopoeia (K.P.) or Korean Ministry of Education. Foreign names are followed by the nomenclature and terminology of International Union of Pure and Applied Chemistry (IUPAC). Capital letters are used in abbreviated names only. Trade names should be included only to distinguish between different trade preparations or for some combination drugs. Trade registry mark (®) may be used next to brand name. Manufacturer code numbers should be used only when a generic name is not yet available. The first alphabet of brand name should be a capital letter.
  - Abbreviation, numbers and units: Standard abbreviations may be used. Full words are provided at the first use on the manuscript. Abbreviation use is not recommended in title and English abstract. The metric system for all measurements should be expressed in lowercase letters without periods (ml, nm, min, etc.) by International System of Units (SI) with Arabic numbers.
- B. Title page: The title page should contain:  
title, authors, institutional affiliation section with specific department or laboratory and address for correspondence. This portion needs to be written in both Korean and English.
- Article title should be concise but indicating main focus of paper. Other than radioactive element symbols, molecular chemical symbols or abbreviations are not recommended in title. Scientific names comply with binomial nomenclature system without authors' names (e.g. generic and species names only). Title in Korean strongly recommended not containing foreign languages or abbreviations.
  - Author and affiliation information
    1. Names in Korean include last name and first name of each author with academic degrees. Names in English include first name, middle initial and last name of each author with academic degrees.
    2. Names of departments and institutions with zip codes with which each author is affiliated.
    3. Official country name of Korea should be indicated as Republic of Korea.
    4. Multiple authors and affiliations are indicated using superscripted numbers (<sup>1</sup>, <sup>2</sup>).
  - 5. Corresponding author is marked with superscripted asterisk symbols (\*) and name, address, 5-digit zip code, telephone and fax numbers with country & area codes, and e-mail address of corresponding author.
    - (a) if three affiliated institutions: Soon Hee Choi<sup>1</sup>, Hyun Mi Kim<sup>1</sup>, Kyoung Sik An<sup>2</sup>, and Uk Myung Lee<sup>3\*</sup>
    - (b) if two affiliated institutions: Soon Hee Choi<sup>1</sup>, Hyun Mi Kim<sup>1</sup>, Kyoung Sik An<sup>2</sup>, and Uk Myung Lee<sup>2\*</sup>
- C. Abstract: An abstract should be a concise statement of Background (and/or Objective), Methods, Results (including specific data and their statistical significance, if possible), and Conclusions with no longer than 250 words in English.
- D. Keywords: Keywords must be carefully selected to reflect the scope of the paper for the purposes of indexing and searching. Normally up to six key words or phrases will be sufficient written in small alphabet characters.
- KEYWORDS - Circadian rhythm, dosage regimen, pharmacokinetic parameter
- E. Introduction: Study objectives or related information may be included but not required for alternative viewpoints or editorials. Content starts without a subtitle as Introduction.
- F. Methods: Appropriate headings and subheadings should be used throughout the text. Common headings for research papers are Methods, Results, Discussion, and Conclusion. When reporting experiments on humans, indicates whether the experiment was in accord with the ethical standards of the institution's committee on human experimentation or in accord with the Helsinki Declaration of 1975. It is required to indicate the approval status and number by Institutional Review Board (IRB).
- G. Results: Try not to duplicate the same results in both tables and figures.
- H. Discussion includes the explanation or supporting the results and it should not be duplicate the results. Discussion can be combined with Result section.
- I. Conclusion summarizes the study result in a way of simple and concise.
- J. Acknowledgement: Persons who have contributed to the paper, but whose contributions do not justify authorship, may be acknowledged. Authors must ensure that all persons named in the acknowledgment, including those providing financial or technical support, have agreed in writing to be named.
- K. References: References should be numbered consecutively as they are first cited in the text. Each reference should be in English either by itself or by translation. Transliteration should be considered when the translation is not applicable. Reference number are identified in text, tables, and legends by superscript Arabic numbers. Personal communications, including unpublished observations, may not be used as numbered references. Written, not oral, communications are inserted, in parentheses, in the text. Journal names should be abbreviated as they appear in PubMed ([http://www.ncbi.nlm.nih.gov/entrez/journals/oftext\\_noprov.html](http://www.ncbi.nlm.nih.gov/entrez/journals/oftext_noprov.html)).
- Journal article-List all authors when six or less; when seven or more, list only first three and add *et al.*;
    1. Jones LA, Gonzalez ER, Reines HD. Assessment of 24-hour gastric pH measurements in trauma patients

receiving intravenous famotidine by intermittent bolus versus continuous infusion administration. *Ann Pharmacother* 1994;28(7-8):841-4.

1. Kuhn JG. Pharmacology and pharmacokinetics of paclitaxel. *Ann Pharmacother* 1994;28(suppl): S15-7.
- Theses-List authors, title, degree, institution and year of completion.
    1. Tan HK. Studies on sustained release of ranitidine hydrochloride matrix tablets. M.S. Thesis for Pharmacy Sung Kyun Kwan University. 1998.
  - Manuscripts in press-List as follow. Authors. Title. Name of journal, in press.
    1. Lee KT, Seo SH, Kim DH. Inorganic phosphate has the inhibitory effect of phosphotyrosyl phosphate activity of alkaline phosphatase in rabbit plasma. *Korean Journal of Clinical Pharmacy*, in press.
  - Book-personal author(s), name of book, edition, publication area, publisher, published year, first page-last page.
    1. Greenwood D. *Antimicrobial Chemotherapy*, 3rd ed. London: Oxford University Press, 1995;179-87, 206-30.
  - Chapter in a book: section author, section title, In: book author(s), book title, edition, publication area: publisher, published year; first page-last page.
    1. Miller AB. Ischemic heart disease, In: Delafuente JC, Stewart RB, eds. *Therapeutics in the elderly*. Cincinnati: Harvey Whitney Books, 1995:272-86.
  - Package insert:
    1. Merck Sharp & Dohme. Prilosec (omeprazole) package insert. West Point, PA; 1991.
  - Proceedings in Conference or workshops
    1. Vetter N. Efficacy of meropenem in the treatment of respiratory tract infections. In: *Proceedings of the Meropenem Workshop*, Athens, Greece, May 26, 1992.
  - World Wide Web
    1. National Osteoporosis Foundation. Disease statistics: fast facts, June 2004. Available from [www.nof.org/osteoporosis/stats.htm](http://www.nof.org/osteoporosis/stats.htm). Accessed June 6, 2004.
- L. Tables and Figures: Followed by references, table, figures and schemes should be inserted with the order in English. Number of tables and figures is limited to 7 in original article.
- Tables: Each table set up as tables in MS Word with English language on a separate page in. Number tables consecutively (with Arabic numerals) as they are first cited in the text and provide a brief title for each. Table titles start with Table 1, 2, 3 and located on the above of the double lined top part of tables. Explanations and full terms for abbreviations used should appear in footnotes using superscripted. Identify statistical measures of variation such as standard deviation and standard error of the mean. The unit of measure used for all data in a column should be indicated. Do not use internal vertical rules and use minimally internal horizontal rules. Duplication of table content within text or figures should be minimized.
  - Figures: Original hard copies or electronic files are required; photocopies of illustrations or photographs are not acceptable. Each figure should be provided as a separate page or electronic file. Figures should be numbered consecutively according to their first citation in the text, with Arabic

numerals as identification. Each abbreviation and symbol used must be defined below the figures. Duplication of figure content within text should be minimized.

- M. Conflict of Interest
- Authors must report any known or suspected conflicts of interest related, but not limited, to consulting fees, paid expert testimony, employment, grants, honoraria, patents, royalties, stocks, or other financial or material gain that may involve the subject matter of the manuscript. Matters identified as confidential will not be disclosed.
7. Review of manuscripts
- A panel of at least two qualified referees whose names are not normally disclosed to authors will review all manuscripts. Authors will be informed of the reviewer's comments. Authors are invited to contact the editor to clarify any issues.
8. Proofs
- Authors are responsible for the factual accuracy of their papers. Proofs will be sent to corresponding authors to be checked for typesetting accuracy. No changes to the original manuscript will be allowed at this stage. The editors reserve the right to make any necessary correction to a paper prior to publication. Authors will be asked to transfer the copyright of their papers to KJCP.
9. Reprints
- Fifteen reprints of each paper will be sent to the corresponding author free of charge. Additional copies may be ordered on the form accompanying the proofs.
10. Publication fee
- All papers published in KJCP will be subject to a KRW 20,000 per a page publication fee. The corresponding author to be assessed at the time papers are accepted for publication is responsible for the payment. However, the publication fee can be waived for papers without funding.
11. Correction
- Correction can be requested to the editorial board within a month after publication and will be on the next issue. Editorial board can ask a primary or corresponding author corrections when it is necessary. No extra charge or fee will be charged to the authors.
12. Retraction/ expressions of concern
- Articles may be retracted by their author(s) or by the journal editor. However, since responsibility for the journal's content rests with the editor, s/he should always have the final decision on retracting materials even if all or some of the authors refuse to retract the publication themselves. Publications can be retracted after the journal editor is convinced that the publication is seriously flawed (e.g. fabrication, falsification, plagiarism) and misleading (in regards to authorship, conflict of interest, redundant publication and so on.)

#### Appendix

The above Authors Guideline is updated and verified on September 2019.

The Authors Guideline can be modified by the Editorial board.