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GENERAL INFORMATION

Surgical Metabolism and Nutrition (SMN), the official scientific journal of the Korean Society of Surgical Metabolism and Nutrition (KSSMN) is an international, peer-reviewed open access journal published half-yearly in June 30, December 31, with the purpose of publishing research and therapeutic achievements in the field of surgical metabolism and nutrition. SMN publishes 1) original articles, 2) case reports, 3) review articles, 4) editorials, and 5) letters to the editors. All manuscripts for SMN must be submitted through the KSSMN Submission System website (<http://www.smn.or.kr/submission/Login.html>). Authors have to log into their account in the on-line system, which will lead the authors through the submission process.

For the policies on research and publication ethics, follow the policies established by the 'Good Publication Practice Guidelines for Medical Journals' (https://www.kamje.or.kr/board/view?b_name=bo_publication&tbo_id=7&tper_page=) or the 'Ethical Guidelines on Good Publication' (<http://publicationethics.org/resources/guidelines>) or Ethical Considerations in ICMJE (<http://www.icmje.org/index.html>), especially those on the disclosure of conflicts of interest, statement of informed consent, statement of human and animal rights, Institutional Review Board (IRB), authorship, originality, duplicate publication, and clinical trials registry. Any attempt to duplicate publication or any plagiarism will lead to automatic rejection, may prejudice the acceptance of future submissions, and may be highlighted within the pages of the journal.

RESEARCH POLICY

Protection of human and animal right

While reporting experiments that involve human subjects, it should be stated that the study was performed according to the Helsinki Declaration (<https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/>) and approved by the IRB of the institution where the experiment was performed. A written informed consent should be obtained from all subjects. In the case of an animal study, a statement should be provided indicating that the experiment process, such as the breeding and the use of laboratory animals, was approved by the REC of the institution where the experiment was performed or that it does not violate the rules of the REC of the institution or the NIH Guide for the Care and Use of Laboratory Animals (Institute of Laboratory Animal Resources, Commission on Life Sciences, National Research Council,

<http://www.nap.edu/readingroom/books/labrats/index.html>). The authors should preserve raw experimental study data for at least 1 year after the publication of the paper and should present this data if required by the editorial board.

Conflicts of Interest

A conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence (bias) their actions (such relationships are also known as dual commitments, competing interests, or competing loyalties). All authors should disclose their conflicts of interest, i.e., (1) financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony), (2) personal relationship, (3) academic competition, and (4) intellectual passion. The conflicts of interest may occur during the research process; however, the important point is the disclosure itself. Disclosure allows the editors, reviewers, and readers to approach the manuscript with an understanding of the situation under which the research work was processed (<http://www.icmje.org/conflicts-of-interest/>).

Personal Information Protection

The rights of patients should not be infringed without written informed consent. Identifying details should not be published in written descriptions, photographs, and pedigrees unless it is essential for scientific purposes and the patient (or his/her parents or guardian) provides written informed consent for publication. However, complete patient anonymity is difficult to achieve; therefore, informed consent should be obtained in the event that anonymity of the patient is not assured. For example, masking the eye region of patients in photographs is not adequate to ensure anonymity. If identifying characteristics are changed to protect anonymity, authors should provide assurance that alterations do not distort scientific meaning and editors should take note of this. When informed consent has been obtained, it should be indicated in the published article. The ICMJE has recommended the following statement for the protection of privacy, confidentiality, and written informed consent:

Fabrication, Falsification, Plagiarism

Redundant publication is defined as "reporting (publishing or attempting to publish) substantially the same work more than once, without attribution of the original source(s)". Characteristics of reports that are substantially similar include the following: 1) "at least one of the authors must be common to all reports (if there are no common authors, it is

more likely plagiarism than redundant publication),” 2) “the subjects or study populations are the same or overlapped,” 3) “the methodology is typically identical or nearly so,” and 4) “the results and their interpretation generally vary little, if at all.” When submitting a manuscript, authors should include a letter informing the editor of any potential overlap with other already published material or material being evaluated for publication and should also state how the manuscript submitted to SMN differs substantially from other materials. If all or part of your patient population was previously reported, this should be mentioned in the Methods, with citation of the appropriate reference(s).

PUBLICATION POLICY

Authorship

An author is considered as an individual who has made substantive intellectual contributions to a published study and whose authorship continues to have important academic, social, and financial implications. Those are the following criteria for authorship: (1) substantial contributions to conception and design, acquisition, analysis, and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; (3) final approval of the version to be published; and (4) 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. Authors should meet these four conditions. Policies on research and publication ethics that are not stated in the Instructions can be found in the Guidelines on Good Publication (<http://publicationethics.org/>) or Good Publication Practice Guidelines for Medical Journals (<http://kamje.or.kr/>).

Duplicate publication

Manuscripts are only accepted for publication in journals if they have not been published elsewhere. Manuscripts published in this journal should not be submitted for publication elsewhere. If the author(s) wishes to obtain a duplicate or secondary publication for various other reasons, such as for readers of a different language, he/she should obtain approval from the editors-in-chief of both the first and second journal. It is mandatory that all authors resolve any copyright issues when citing a figure or table from a different journal that is not open-access. Regarding duplicate publication, plagiarism, and other problems related to publication ethics, the “Good Publication Practice Guidelines for Medical Journals” (http://kamje.or.kr/publishing_ethics.html) should be followed.

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MANUSCRIPT PREPARATION

General principles

1. Languages

Manuscripts should be written in English. Medical terminology should conform to the most recent edition of Dorland’s Illustrated Medical Dictionary.

2. Word Processors and format of manuscript

Manuscripts must be submitted as MS-WORD (2003 or higher) files using a normal, plain format in grammatically correct English. Manuscripts must be typed in English, double-spaced and 11 point type, and all pages must be numbered consecutively. Manuscripts must be divided as follows: 1) Title Page, 2) Abstract, 3) Main text, 4) Acknowledgement, 5) References, 6) Tables, and 7) Figure. Each section should begin on a separate sheet and follow in that order. The title page should be separated from the main text manuscript file.

3. Abbreviation of terminology

Abbreviations should be avoided as much as possible. One word should not be expressed through an abbreviation, although more than two words may be expressed through an abbreviation. The full term for which the abbreviation stands should be used at its first occurrence in the text. Abbreviations should not be present in the title. Common abbreviations, however, may be used, such as DNA.

4. Units

The use of International Standardized (SI) units is encouraged. These are available at <https://physics.nist.gov/cuu/Units/index.html> or <https://physics.nist.gov/cuu/pdf/sp811.pdf>. Arabic numbers should be used, and all units use SI unit (International Systemic of Units). Use a comma after thousands (ex. 10,000).

5. Machine and equipment

When the use of reagents or devices is reported in the text, the name of the manufacturer, city, state, and country should be indicated. Regarding devices, reagents, and medicine, information on manufacturing company, city, and nation should be provided in parenthesis.

6. Statistics

Statistical methods must be described and the program used for data analysis, and its source, should be stated.

Original articles

The manuscripts for original articles should be organized in the following order: title page, abstract, main text, acknowledgement, conflict of interest, funding, references,

tables, figure legends, and figures.

1. Title Page

Title page is comprised of the title of the article, full name of each author and authors' affiliations. For authors with different affiliations, the authors should be marked "1," "2," "3," and so forth in Arabic numerals, which should appear in superscript at the top-right-hand corner of the author's name and before the affiliation. Also include the name, e-mail, and ORCID ID of the corresponding author, and the place and date of any scientific meetings where the material may have been presented. All sources of financial and material support should be presented at the bottom of the title page. SMN recommends to include all authors' ORCID ID in the title page. To obtain an ORCID, authors should register at the ORCID website: <https://orcid.org>. Registration is free for all researchers. In the papers published from 2020, the first and corresponding authors must provide the ORCID ID mandatory.

2. Abstract

All manuscripts should contain a structured abstract. Abstracts should be no more than 250 words in length and must have the following headings: Purpose, Materials and Methods, Results, Conclusions. The quotation of references must not be included in the abstract. A maximum of 5 keywords should be listed, immediately after the abstract, in alphabetical order. These words should be drawn from the Medical Subject Heading (MeSH) terminology in the United States National Library of Medicine's (NLM) MEDLINE database. The first letter of the keyword should be capitalized and the remaining letters should be lower case; they should be separated by a comma, with a period at the end of the last word.

3. Main text

The main text of the original article should include Introduction, Materials and Methods, Results, and Discussion sections. Introduction should provide a brief background and aims of the study. Methods should clearly provide your selection of the observational or experimental participants, including eligibility and exclusion criteria and a description of the source population in the case of clinical research. In addition, give statistical methods and provide references and brief descriptions for methods that have been published. Give reasons for using new or modified methods.

Methods of clinical trial should be presented with the approval of the institutional review board (IRB) and informed consents from patients enrolled in that trial. Results are listed according to the order of figures and tables presenting the results of study. Do not repeat all data in the figures or tables in the text of the results section and emphasize the important results briefly.

Discussion should be limited to important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or previously given information in the Results section. Avoid content unrelated to the results.

4. Acknowledgments

Persons or institutes that contributed to the papers but whose contribution was not significant enough to be co-authors may be introduced following Discussion.

5. Conflict of Interest

If there are any conflicts of interest, authors should disclose them in the manuscript following the Acknowledgment section. Disclosures allow editors, reviewers, and readers to approach the manuscript with an understanding of the situation and background of the completed research. If there are no conflicts of interest, authors should include following sentence: "No potential conflict of interest relevant to this article was reported."

6. Funding

Funding for the research should be provided here. Providing a FundRef ID is suggested, including the name of the funding agency, the country, and if available, the number of the grant provided by the funding agency. If the funding agency does not have a FundRef ID, please ask the agency to contact the FundRef registry (e-mail: fundref.registry@crossref.org). A detailed description of the FundRef policy can be found at <http://www.crossref.org/fundref/>.

7. References

References should be numbered consecutively in the order in which they are first mentioned in the text. References should be identified in text with full-size Arabic numerals on the line and in square brackets []. Up to six authors may be listed. References with seven or more authors should list only the first six followed by "et al." Names should be separated by a comma and one space. References should follow the rules of the International Committee of Medical Journal Editors: Uniform requirements for manuscripts submitted to biomedical journals. Journal titles that are not listed in the Catalog should follow the ISO abbreviation as described in "ISO 4:1997 Information and documentation--Rules for the abbreviation of title words and titles of publications" (http://www.iso.org/iso/home/store/catalogue_tc/catalogue_detail.htm?csnumber=3569).

<Examples of reference style>

Journal

Coia LR, Engstrom PF, Paul AR, Stafford PM, Hanks GE. Longterm results of infusional 5-FU, mitomycin-C, and radiation as primary management of esophageal cancer. *Int J Radiat Oncol Biol Phys* 1991;20:29-36.

Book

DeVita VT Jr, Hellman S, Rosenberg SA, eds. *Cancer: Principles and Practice of Oncology*. Vol 2. 4th ed. Philadelphia: Lippincott, 1998.

Chapter in Book

In: DeVita VT Jr, Hellman S, Rosenberg SA, eds. *Cancer: Principles and Practice of Oncology*. Vol 2. 4th ed. Philadelphia: Lippincott, 1993:673-758.

Electronic Format

Lee OJ, Cho YH, Hwang J, Yoon I, Kim YH, Cho J. Long-term extracorporeal membrane oxygenation after severe blunt traumatic lung injury in a child. *Acute Crit Care* 2017 Feb 10 [Epub]. <https://doi.org/10.4266/acc.2016.00472>. Sage Therapeutics. A study with SAGE-547 for superrefractory status epilepticus [Internet]. Bethesda (MD): U.S. National Library of Medicine; 2000 [cited 2016 Nov 12]. Available from: <https://clinicaltrials.gov/ct2/show/NCT02477618?term=NCT02477618&rank=1>.

8. Tables and Figures

SMN publishes in full color and encourages authors to use color to increase the clarity of figures. An individual should not be recognizable in photographs or X-ray films provided at the time of submission. Authors must submit figures and illustrations as electronic files. Images must be provided as TIF files or JPEG. Each figure must be of good quality, higher than 300 dpi resolution with good contrast and sharpness. Submit files of figures and photographs separately from the text of the paper. Number figures as "Figure Arabic numeral" in the order of their citation (ex. Figure 1). If a figure is divided into more than two images, mark each figure with Arabic numerals and a capital letter (ex. Figure 1A, Figure 1B). Authors should submit line drawings in black and white. Figures should be explained briefly in the titles. Explain all nonstandard abbreviations in footnotes, and use the following symbols, in sequence: *, †, ‡, §, ||, ¶, ** (ex. Rad = radiation; Chemo = chemotherapy; NS = not significant. * $P < 0.001$). Brief title of tables and figures should be descriptive as the verse or phrase in the above line of tables and the section of figure legends, respectively. Only the first character of the title should be capitalized. The first character of each cell in tables is also capitalized. Figure legends must describe all abbreviations and acronyms used in the figure. This section should be typed on a separate page.

Case reports

Case reports describe unique and instructive cases that make an important teaching point or scientific observation, novel techniques, use of new equipment, or new information on diseases that are of importance to the surgical nutrition and metabolism. The length from introduction to conclusion should not exceed 1,500 words. The abstract should be one paragraph less than 200 words. The maximum number of references is 20, 6 for figures and 5 for tables.

Review articles

Review articles are usually requested by the Editor in Chief. However, unrequested reviews could be considered after contacting the Editor in Chief by e-mail to determine the appropriateness of the review to SMN. The main text consists of the introduction, main body, and conclusion sections. The number of references should be limited to 80. Otherwise, it keeps the style and format of original articles but the details may be more flexible depending on the contents.

Editorials

Editorials provide invited perspective on an area of surgical nutrition and metabolism, dealing with very active fields of research, current interests, fresh insights and debates. An abstract is not required and a brief unstructured text should be prepared. Although editorials are normally invited or written by an Editor, unsolicited editorials may be submitted. The length should not exceed 1,000 words and 10 references.

Letter to the editor

Letters to the Editor should include brief constructive comments that concern a published article; a short, free-standing opinion; or a short, interesting case. Letters to the Editor should be submitted no more than 1 year after the relevant paper has been published. Body text should not exceed 1,000 words and should have less than 10 references. Responses from the author of the relevant paper may be provided. The responses should have the same format of Letters to Editor.

PEER REVIEW PROCESS

The decision on the acceptance of unsolicited manuscripts is based on the results of a peer review by two or more experts in the corresponding field. To ensure unbiased review, reviewers receive manuscripts without the authors' names. When the editorial board requests revisions, authors should complete the revision within 4 weeks or else it will be considered as withdrawn by the author. The Editorial Board will make the final decision on approval for the publication of submitted manuscripts and the publication order of accepted manuscripts. The Editorial Board considers ethics, rationality, originality, and scientific significance in accepting submitted manuscripts, and can request further corrections, revisions, and deletions of articles, if necessary. SMN follows the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals available at: <http://www.icmje.org/>, if otherwise not described below. The Editorial Board may request authors to correct English to reach a certain standard and authors should accept the request. The Editorial Board will make a final decision on the approval of the submitted manuscript for publication and can request any further corrections, revisions, and deletions of the article text if necessary. Statistical editing is also performed if the data requires professional statistical review by a statistician.

PUBLICATION PROCESS

Fee for Publication and Reprints

There is no article processing charge but an additional fee for reprints or color prints will be charged to authors. However, this policy could be changed in the future.

If an article is accepted for publication, the corresponding author will receive the proof and typeset for the publication. Please note that the author is responsible for all state-

ments made in their work, including changes made during the editorial process – authors should check proofs carefully.

EDITORIAL POLICY

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ously unpublished and not be under consideration for publication elsewhere. Under any circumstance, the identities of the referees will not be revealed. If a new author should be added or an author should be deleted after the submission, it is the responsibility of the corresponding author to ensure that all of the authors concerned are aware of and agree to the change in authorship. All published manuscripts become the permanent property of the Korean Society of Surgical Metabolism and Nutrition and must not be published elsewhere without written permission.