INSTRUCTIONS TO AUTHORS

Revised on 30 September 2020

General introduction

The Korean Journal of Veterinary Research (Korean J Vet Res) is an international peer-reviewed journal dedicated to providing to the advancement and dissemination of scientific knowledge concerning veterinary sciences and related academic disciplines. It is an international journal indexed in the SCOPUS, AGRIS, Animal Breeding Abstracts, Animal Production Database, Animal Science Database, CAB Abstracts, CAB Abstracts Archive, CAB Direct, Dairy Science Abstracts, Global Health, Index Veterinarius, KCI, Nutrition Abstracts and Reviews Series B: Livestock Feeds and Feeding, Pig News and Information, Poultry Abstracts, Protozoological Abstracts, Review of Medical and Veterinary Entomology, Review of Medical and Veterinary Mycology, Veterinary Bulletin, VetMed Resource, and Veterinary Science Database. This journal is published four times per year (March 31, June 30, September 30 and December 31) in English or Korean by the Korean Society of Veterinary Science (KSVS) being distributed worldwide. It covers all the scientific and technological aspects of veterinary sciences in general, anatomy, physiology, biochemistry, pharmacology, microbiology, pathology, public health, parasitology, infectious diseases, clinical sciences and alternative biomedical and veterinary educational fields. Any author(s) affiliated with a biomedical institution may submit manuscripts. Full text PDF files are available on the web at http://www.kjvr.org.

1. Editorial policy

The editor assumes that all author(s) listed in a manuscript have agreed with the following policy of the Korean J Vet Res on its submission. The manuscripts submitted to this journal must be previously unpublished and not be under consideration for publication elsewhere. The identities of referees will not be revealed under any circumstances. If an author(s) should be added or deleted after submission of manuscript, it is the responsibility of the corresponding author to ensure that the author(s) involved are aware of and agree to the change in authorship. The Korean J Vet Res has no responsibility for such changes. All published manuscripts become the permanent property of the KSVS and may not be published elsewhere without written permission.

2. Editorial and peer review process

The Korean J Vet Res reviews all the submitted manuscripts. The Editor selects peer referees upon the recommendation of the Editorial Board members or from the specialist database owned by the Editorial Board. The peer-reviewers will be blinded with respect to the name and their affiliations of the author(s). Typically, the scientific review of manuscript is handled by an Associate Editor who selects two or more investigators in the field as referees according to recommendation of Editor or Editorial board. If decided necessary, review for statistics may be additionally requested. Acceptance of the manuscript is decided, based on the critiques and recommended decision of the referees. A referee's decision is made as “Accept”, “Minor revision”, “Major revision”, and “Reject”. If there is marked discrepancy in the decisions between two referees or in opinions between the author and referee(s), the Editor may send the manuscript to another referee for additional comments and recommended decision. Final decisions about acceptance or rejection of manuscripts are made by the Editor-in-Chief. The reviewed manuscript are returned back to the corresponding author with comments and recommended revisions. Name and individual decisions of the referees are not transmitted to the author. The usual reasons of rejection are insufficient originality, serious scientific flaws, poor quality of illustrations, improper manuscript form or absence of massage that might be important to the intended readers. Though the peer review process may in general take four to eight weeks after submission of the manuscript, more time may be need to finalize the review process. Revisions are usually requested to take account of criticism and comments made by referees. Failure to resubmit the revised manuscript within eight (8) weeks is regarded as a withdrawal. Corresponding author must indicate clearly what alterations have been made in response to the referees comments point by point. Acceptable reasons should be given for noncompliance with any recommendation of the referees. Once accepted, manuscripts will be published with acceptance order.

3. Categories of publications

The Korean J Vet Res publishes original articles, review articles, short communications and case reports.

Original article: Original articles cover full reports of research work that must be written following the guidelines (Form of Manuscripts) with the minimum length that requires for precise description and clear interpretation of theoretical or experimental work. It should not exceed 3500 words from the introduction through discussion, a abstract of 200 words, 40 references, and 10 figures or tables.

Review article: Review and monographs dealing with all aspects of veterinary sciences will be accepted, but subject to
the approval of the Editor-in-Chief. Authoritative and critical reviews of the current state of knowledge are preferred. There is no prescribed layout for reviews, but the tables, and manner of citations should conform to the guidelines (Form of Manuscripts) for articles. Unsolicited reviews will normally only be accepted under special circumstances.

**Short communication and case report:** Short communications are intended to rapidly communicate novel ideas and results in new and developing areas of veterinary science, but which are insufficient to fill the requirements of a full-length article. Case reports deal with important issues to clinicians and biomedical researchers. It should be exceed 1500 words from introduction through discussion, one-paragraph unstructured abstract of 100 words, 15 references, and 3 figures or tables. Each short communication and case report must have a short abstract of no more than 100 words. Do not use section heading in the body of the short communication and case report; introduction, materials and methods, results and discussion should be in a single section. The references section is identical to that of articles. To be considered for publication in the Korean J Vet Res, a single case report must meet the following requirements.

1) Must describe a significantly novel presentation (clear pathological diagnosis required)
2) Must describe a clinical technique or treatment that would significantly change the course and prognosis of the described disease (in this case more than one case recommended)
3) Must be the definite first clinical report or first case(s) of diseases in a particular location with epidemiologic factor
4) Must explain the best practice pursued

**Errata:** The Erratum section provides a means of correcting errors that occurred during the writing, typing, editing, or printing of a published article. Send Errata directly to the Editor-in-Chief. Please see a recent issue for correct formatting.

**Retractions:** Retractions are reserved for major errors or breaches of ethics that, for example, may call into question the source of the data or the validity of the results and conclusions of an article. Send a Retraction and an accompanying explanatory letter signed by all of the authors directly to the Editor-in-Chief of the journal. The Editor who handled the paper and the chairman of the Editorial Board will be consulted.

4. Submission of manuscript

One original manuscript with one set of original figure(s) or table(s) should be submitted by online submission system (www.kjvr.org).

If there is any query concerning manuscript submission, contact:

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5. Manuscript format

All materials must be written in proper and clear English or Korean. The manuscript that does not meet the ‘Instructions to Authors’ will be immediately returned to the author. Our preferred file type for manuscript submissions is Microsoft WORD format. The manuscript including tables and their footnotes, and figures legends, must be double-spaced using Times New Roman (12 point font) in A4 size (210 x 297 mm) with a margin of at least 2.5 cm on every side. The copyright assignment form, cover letter and title page should be uploaded as a separate file. The manuscript should be in the following sequence: abstract, keywords, introduction, materials and methods, results, discussion, acknowledgment, conflict of interest, references, tables, and figure legends. The title page, abstract, references, each table and figure legend should start with a new page. All pages must be numbered and each page should begin with line No. 1. All tables and figures are to be numbered consecutively using Arabic numerals. Their approximate positions should be indicated in the appropriate margin of the typescript.

**Cover letter:** The corresponding author must give written assurance that neither the submitted materials nor portions therefore have been published previously or are under consideration for publication elsewhere. When more than one related manuscript has been published or is under consideration for publication by this or other journals, authors are required to declare this in their letter and to enclose copies of those publications for an editorial perusal. Failure to do so may lead to automatic rejection of the submitted manuscript. The corresponding author should certify that all listed authors participated meaningfully in the study and that they have seen and approved the final manuscript.

**Title page:** In the top margin of the title page of each paper, the field of the paper should be noted. This should contain the title of an article, full names of author(s) and institutional affiliation(s). If several authors, and institutions are listed, they should be clearly indicated with which department and institution each author is affiliated. Authors’ academic degrees should not be included. Authors should involve an Open Researcher and Contributor Identifier (ORCID) at the title page. In separate paragraph, address for correspondence, including the name of corresponding author, address
(institutional affiliation, city, zip-code and country), telephone and fax number, and e-mail address, should be given. Information concerning sources of financial support should be placed as a funding information. A running title, less than ten words, should not be declarative or interrogative sentences. A running title, less than ten words, should not be declarative or interrogative sentences. A running title, less than ten words, should not be declarative or interrogative sentences.

1) Title: Titles should be brief but informative. It is important for literature retrieval to include the key words in the title which are necessary to identify the nature of the subject matter, including the species of the animal on which the work is done. Use of expressions such as “Studies on ..........” “Observation of .........” or “Effects of ........” should be avoided, since they are not sufficiently informative. Chemical formulas or abbreviations should not be used. Titles in the form of declarative or interrogative sentences are not encouraged. Also, do not use Roman or Arabic numerals to designate that the paper is one in a series.

2) Authors and Affiliation: Authors are urged to include their full names, complete with first and middle names or initials. Confusion often arises in the literature when authors are identified by surname and initials only. Authors’ academic degrees should not be included. The full name of institutions and subsidiary departments should be given, together with a useful address including postal code. If several authors and institutions are listed on a paper, it should be clearly indicated with which department and institution each author is affiliated. The affiliation address in each case should be indicated by superscript.

3) Running title: A running brief title should be provided, not to exceed ten words. If running title is declarative or interrogative sentences, it is not acceptable.

Text: The composition of each section is the followings.

1) Abstract: Abstract should be concise less than 200 words for original article and 100 words for short communication and case report and describe, in a paragraph, concisely purpose, methods, important results and describe conclusion of the study, but not repeat information already presented in the title. It should be suitable for direct inclusion in Index Medicus/Medline and CAB/Index Veterinarius.

2) Keywords: This is a list important terms relevant to the content of paper. Up to 5 keywords should be listed at the bottom of abstract to be used as index terms. For the selection of keywords, please refer Medical Subject Heading in Index Medicus/Medline, or in Website, www.nlm.nih.gov/mesh/MBrowser. html

3) Introduction: This is a brief background. It is not necessary to include all of the background literature. Brief reference to the most pertinent generally is enough to inform readers with findings of others in the field. The specific questions to be addressed the study should also described. It should not contain either authors’ result and conclusion.

4) Materials and Methods: Experimentation of the experimental methods should be concise but sufficient for repetition by other qualified investigators. Procedures that have been published previously should not be described in detail, but merely cited with appropriate references. However, new or significant modifications of previously published procedures need full descriptions. The sources of special chemical(s), equipment(s) or preparation(s) should be given along with their company name and country. All chemicals and reagents should be used a generic name but not brand name. For animal experimentation reported in this Journal, it is expected that the “Guide for the care and use of laboratory animals” approved by the National Research Council (ILAR) in USA will have been observed. We encourage that the ethical guidelines of animal welfare committee should be cited. Research on humans must be approved by IRB. Please refer the Declaration of Helsinki (www.wma.net). The selection of observational or experimental participants (healthy animals or patients, including controls) should be described, including eligibility and exclusion criteria and a description of the source population. Because the relevance of such variables as age, sex, or breed is not always known at the time of study design, researchers should aim for inclusion of representative populations into all study types and at a minimum provide descriptive data for these and other relevant demographic variables. Ensure correct use of the term sex (when reporting biological factors), unless inappropriate, report the sex of animals or cells, and describe the methods used to determine sex. 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., prostate cancer). Authors should define how they determined breed and justify their relevance.

5) Results: This part should be included a concise textual description of the data presented in tables and figures. Repetition of the same data in different forms should be avoided. The results should not included materials appropriate to the discussion.

6) Discussion: In this section, the data should be interpreted concisely without repeating material already presented in the results section. It should be considered the results in relation to any hypotheses advanced in the introduction. This may include an evaluation of the methodology and of the relationship of new information to the knowledge in that field.

7) Acknowledgments: All persons who have made a gen-
Conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationship that inappropriately influence his/her actions (such relationships are also known as dual commitments, competing interests, or competing loyalties). All authors should disclose their conflict of interest, i.e., (1) financial relationships such as employment, consultancy, stock ownership, honoraria, paid expert testimony, (2) personal relationship, (3) academic competition, and (4) intellectual passion. Authors should explain why each interest may represent a conflict. If no conflicts exist, the authors should state this. Submitting authors are responsible for coauthors declaring their interests.

In particular, all sources of funding for a study should be explicitly stated. Disclosure form shall be same with ICMJE Uniform Disclosure Form for Potential Conflicts of Interest (http://www.icmje.org/coi_disclosure.pdf).

The Editor decides whether the information on the conflict should be included in the published paper. Before publishing such information, the Editor consults with the corresponding author. If the sufficient agreement with the author cannot be reached, the Korean J Vet Res follows the COPE flow chart (http://publicationethics.org/) for settlement of these issues.

References: The references section must include all relevant published works, and all listed references must be cited in the text. References should numberded in the order they appear in the text and arrange the entries consecutively. Cite each listed reference in the text by number in brackets. The number of references should be less than forty (40). In case of short communication and case report, it must not exceed fifteen (15). Journal name should be abbreviated in accordance with the style of Index Medicus/Medline (www.nlm.nih.gov/tsd/serials/lji.html). Follow the styles shown in the example below:


The following types of references are not valid for listing: unpublished data, personal communication, manuscripts in preparation or submitted, pamphlets, thesis for a degree, proceedings, abstracts, patents, newsletters, website, in press and material that has not been subjected to peer review. However, article(s) that can be available in Medline/PubMed and SCOPUS can be used as reference(s).

Tables and figures

Tables should be typewritten separately from the text, double spaced, and each table should include a title. Figures should ordinarily be original drawings. However, glossy photographs of line-drawing are usually satisfactory. In each original line-drawing, letters or numbers should be left blank because they will be typed in during printing. Letters or numbers should be included in the figures contained in a submitted manuscript along with caption for figures. Figures should be submitted in final size (printed 1 : 1). They may be printed in either single column (75 mm width) or double column (165 mm width) format. The size of text in figures should be 8–10 points, except for single letter markers which may be 12 points. Numbers, letters, and symbols used in multi-paneled figures must be consistent. Authors should place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations that are used in each table. For footnotes use the following symbols, in sequence: *, †, ‡, §, ||, ¶, **, ††, ††††.

Draw each curve with a different kind of line (solid, dashed or dotted) or with a different symbol for the plotted points dot, triangle and square in order of ○, ●, △, ▲, □, △···. All figures should be created with applications that are capable of preparing high resolution in TIFF, JPEG or PPT files acceptable for publication. Diagrams and photographs submitted in electronic format must be of the following minimum resolutions:

*600 dpi for photographs or halftones only, in both B/W or color
*600 dpi for photographs or halftones with line art work as insets or lettering
*1200 dpi for line art work and artwork with grayscale

All kinds of figures may be reduced, enlarged or trimmed for publication by the Editor. The figure numbers should be
Nomenclatures, units, and abbreviations

Nomenclatures for chemicals and biochemicals, microorganisms, and genes should follow the guidelines in the instructions to authors of journals published by American Society for Microbiology. SI units (System International Units) should be used whenever possible. Abbreviations should be used for those recommended by IUPA-IUB Commission on Biochemical Nomenclature and Related Documents. In addition to abbreviation to SI unit, other common abbreviations may be used without definition and the same abbreviations are used for plural forms: hour(s) = h, minute (s) = min, second(s) = sec, liter(s) = L, milliliter(s) = mL, meter (s) = m, centimeter(s) = cm, gram(s) = g, milligram(s) = mg, micrometer (s) = µm, micrometer(s) = µm, micron(s) = µm, standard deviation = SD, standard error = SE, molar = M, mole = mol.

6. Alteration in proof

The Korean J Vet Res provides corresponding author with galley proofs for their correction. Corrections should be kept to minimum. The Editor retains the prerogative to question minor stylistic alterations and major alteration that might affect the scientific content of the paper. Fault found after publication is a responsibility of the authors. We urge our contributors to proofread and their accepted manuscript very carefully. The corresponding author may be contacted by Editorial Office, depending on the nature of correction in proof. If the proof is not returned to Editorial Office within 48 hours, it may be necessary to reschedule the paper for a subsequent issue. Extensive alteration in proof cause delays in publication.

Reprint: The Korean J Vet Res will charge the reprint cost to the author who order reprint copies. Corresponding author will receive a reprint order form and a price list with page proofs. Reprint requests should be sent to the publisher with the corrected proofs. A Reprint Order Form is available in the journal homepage (www.kjvr.org). Reprints are normally shipped 4 weeks after publication of the Korean J Vet Res. Contact the publishing company, Hanrimwon, F14, Nexus tower, 20, Toegye-ro 51-gil, Jung-gu, Seoul 04559, Korea (Tel: +82-2-2273-4201, Fax: +82-2-2273-4240, E-mail: hanrim@hanrimwon.co.kr), with any questions.

7. Research and publication ethics

For the policies on the research and publication ethics not stated in this instructions, ‘Good Publication Practice Guidelines for Medical Journals (http://kamje.or.kr/publishing_ethics.html), ‘Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication (www.icmje.org)’ ‘COPE flow chart (http://publicationethics.org/)’ or ‘Guidelines on good publication (www.publicationethics.org.uk)’ can be applied.

Animal experiments also should be reviewed by an appropriate committee (IACUC) for the care and use of animals. The Editor of Korean J Vet Res may request submission of copies of IACUC approval. Also studies with pathogens requiring a high degree of biosafety should pass review of a relevant committee. When the Korean J Vet Res faces suspected cases of research and publication misconduct such as redundant (duplicate) publication, plagiarism, fraudulent or fabricated data, changes in authorship, an undisclosed conflict of interest, ethical problems with a submitted manuscript, a reviewer who has appropriated an author’s idea or data, complaints against editors, and so on, the resolution process will follow the flowchart provided by the Committee on Publication Ethics (http://publicationethics.org/resources/flowcharts). The discussion and decision on the suspected cases are carried out by the Editorial Board.

Redundant publication and plagiarism: Redundant publication occurs when two or more papers, without full cross reference, share the same hypothesis, data, discussion points, or conclusions. Plagiarism ranges from the unreferenced use of others’ published and unpublished ideas, including research grant applications to submission under “new” authorship of a complete paper, sometimes in a different language. It may occur at any stage of planning, research, writing, or publication: it applies to print and electronic versions. The Korean J Vet Res will follow the COPE flow chart (http://publicationethics.org/) for settlement of any misconduct.

Authors should specify, in the cover letter, any potential overlap with other already published material or material being evaluated for publication and should also state that the submitted manuscript substantially differs from this other material.

Authorship: The Korean J Vet Res follows the recommendations for authorship by the International Committee of Medical Journal Editors (ICMJE, 2010, http://www.icmje.org) and the Good Publication Practice Guidelines by the Korean Association of Medical Journal Editors (KAMJE, 2008, http://kamje.or.kr). The Uniform Requirements by the ICMJE recommends authorship as follows. “Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or 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 the questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Authors should meet these 4 conditions. If any persons who do not meet the
above four criteria, they may be placed as contributors in the Acknowledgments section.

Beyond the ICMJE recommendations, the KAMJE guidelines suggest that all authors should make a substantial intellectual contribution to the publication, the guidelines warn against authorship abuse, and list common types of abuse. Authorship is an important aspect of research publication, and all involved authors should agree whole contents of the document including authorship. Contributors should be differentiated from authors as recommended by the ICMJE. The Korean J Vet Res does not correct authorship after publication unless any mistake has been made by the editorial staff. Authorship may be changed before publication but after submission when an authorship correction is requested by all authors involved.

8. Research involving animals

A statement explicitly describing the ethical background to this study and any institutional or national ethical committee approval must be included within the manuscript.

Animal studies: A statement indicating that the protocol and procedures employed were ethically reviewed and approved, and the name of the body giving approval, must be included in the Methods section of the manuscript. We encourage authors to adhere to animal research reporting standards, for example the ARRIVE reporting guidelines (https://www.nc3rs.org.uk/arrive-guidelines) for reporting study design and statistical analysis; experimental procedures; experimental animals and housing and husbandry. Authors should also state whether experiments were performed in accordance with relevant institutional and national guidelines and regulations for the care and use of laboratory animals.

Animal ethics-based criteria for manuscript consideration: Manuscripts will be considered for publication only if the work detailed therein:

1) Follows international, national, and/or institutional guidelines for humane animal treatment and complies with relevant legislation
2) Has been approved by the ethics review committee at the institution or practice at which the studies were conducted where such a committee exists
3) For studies using client-owned animals, demonstrates a high standard (best practice) of veterinary care and involves informed client consent

Prior to acceptance of a manuscript, to verify compliance with the above policies, the authors must specify in Materials and Methods the ethical review committee approval process and the international, national, and/or institutional guidelines followed.

Animal ethics-based criteria for manuscript rejection:

1) Manuscripts and authors that fail to meet the aforementioned requirements
2) Studies that involve unnecessary pain, distress, suffering, or lasting harm to animals
3) The Editors retain the right to reject manuscripts on the basis of ethical or welfare concerns

9. Additional information

Publication charge: The publication fee is US$ 300 up to 3 pages, and US$ 50 per additional page. For color printings, US$ 100 per color page is charged to authors. A US$ 15 per page (Times New Romans, 12 point, 24 line) is charged to the author as English editing fee.