Instructions to Authors

I. Journal Publication Policies and Ethics

Allergy Asthma Respir Dis has agreed to follow the ‘Good Publication Practice Guidelines for Medical Journals’ (http://kamje.or.kr/publishing_ethics.html, Korean Association of Medical Journal Editors), ‘Guidelines on Good Publication’ (http://publicationethics.org/resources/guidelines, Committee on publication ethics), ‘Committee on Publication Ethics’, and ‘Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication’ (http://www.icmje.org, International Committee of Medical Journal Editors [ICMJE]). The manuscript submission instructions are consistent with the March 2009 version of the Uniform Requirements. Each author is responsible for fully understanding all requirements listed below. Authors must submit all manuscripts. To submit a manuscript, please prepare it according to Guidelines for Manuscript Preparation.

A. Authorship and Contribution

Allergy Asthma Respir Dis defines “author” as a person whose participation in the work is sufficient for taking public responsibility for all portions of the content. Specifically, all authors should have made substantial contributions to all of the following:
1) conception and design of the study, or acquisition of the data, or analysis and interpretation of data;
2) drafting of the article or critical revision of the article for important intellectual content; and
3) final approval of the version to be submitted.

When authorship is attributed to a group, all authors must meet the listed criteria and must be responsible for the quality, accuracy, and ethics of the work. All authors must participate in determining the order of authorship.

B. Ethics

Research Ethics

For submission to Allergy Asthma Respir Dis, studies on human being must comply with the principles of the Declaration of Helsinki (https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/), and its recommendations guiding physicians in biomedical research involving human subjects. To satisfy this requirement, authors must obtain appropriate informed consent from study subjects. Investigational protocols must have been reviewed and approved by a formally constituted Institutional Review Board (IRB) for human studies. Authors must state in their Methods section that they have received informed consent from participants as well as the IRB approval for their study or have received a statement from the IRB that IRB approval and/or the informed consent was unnecessary. In the submission of selected series such as case reports that have no Methods sections, authors must address IRB approval in the cover letter to Allergy Asthma Respir Dis. If there is any particular reason not to obtain the informed consent, authors should provide a formal document on the reason when they submit their manuscript. When reporting experiments in animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals (https://www.nap.edu/catalog/12910/guide-for-the-care-and-use-of-laboratory-animals-eighth) was followed.

The editor follows the Committee on Publication Ethics (COPE) flowcharts in cases of suspected misconduct.

Conflict of interest

Conflict of interest exists when an author (or the author’s institution), reviewer, or editor has financial or personal relationships that inappropriately influence his/her 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. These conflicts of interest must be included as a footnote on the title page or in the acknowledgement section. Each author should certify the disclosure of any conflict of interest with his/her signature.

Privacy and Informed Consent

Authors must omit from their manuscripts any identifying details regarding patients and study participants, including patients names, initials, identification card numbers, and hospital numbers. Patient details may be included only if they are essential for scientific purposes and the authors obtain written informed consent for publication from the patient, parent, or guardian.

Publication Ethics

Submissions will be considered for publication in Allergy Asthma Respir Dis only if they are submitted solely to Allergy Asthma Respir Dis and do not overlap substantially with a previously published article. Any manuscript with a hypothesis, sample characteristics, methodology, results, and conclusions that are similar or nearly similar to those of a published article is considered a duplicate article and is prohibited. Allergy Asthma Respir Dis also prohibits so-called “salami” publishing which involves the “slicing” of data collected from a single research process or single study period into different pieces to form the basis of multiple manuscripts published in different journals or the same journal.

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Every author should sign the authorship responsibility and copyright transfer agreement form, attesting that he/she fulfills the authorship criteria. Authors are required to identify their contributions to the work described in the manuscript. The manuscript, when published, will become the property of the journal.

II. Editorial Policy

The Editor assumes that on submission of a manuscript, all listed authors have agreed with the following Allergy Asthma Respir Dis policies. A manuscript submitted to Allergy Asthma Respir Dis must not have been previously published and must not be under consideration for publication elsewhere. Two or more reviewers will examine a manuscript, and the publication committee will notify the results: ① accept, ② accept with minor revision, ③ major revision recommended, ④ reject, ⑤ consultation review. Under no circumstance will the identities of referees 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 concerned authors are aware of and agree with the change in authorship. Allergy Asthma Respir Dis has no responsibility for such changes. All published manuscripts become the permanent property of the Korean Academy of Pediatric Allergy and Respiratory Disease (KAPARD) and Korean Academy of Asthma, Allergy, and Clinical Immunology (KAAACI) and may not be published elsewhere without written permission.

Submitted manuscript will be sent back to the author unless its topics fit Allergy Asthma Respir Dis’ scope or it fulfill author’s check list.

III. Manuscript Submission

All manuscripts must be submitted to online through the Allergy Asthma Respir Dis e-submission system at http://submit.aard.or.kr. All materials must be written in proper and clear Korean. At the time of submission, complete contact information (mailing address, telephone number, fax number and e-mail address) for the corresponding author is required. First and last names, abbreviated-highest academic degrees, e-mail addresses, and institutional affiliations of all co-authors are also required. The following items are required at the time of submission: title page, main text, image file.

Manuscripts should be prepared in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication” (http://www.icmje.org/) updated October 2008. Microsoft Word (doc, docs) or Hangul Word Processor (hwp) is recommended for writing the manuscript. The entire manuscript should be in a standard font, size 12. Each manuscript component should be attached as a separate submission item, be double-spaced and have a 2 cm margin on left and right sides with a 3 cm margin on upper and lower sides.

All pages should be numbered consecutively, starting with the title page as page 1. Page numbering should begin with the manuscript file. The page number should appear in the lower center of each page. Line number (i.e., 1, 2, 3 etc.) should be displayed in the left-hand margin of the manuscript file. Line numbering can be added form the File/Page Setup menu of word processing programs and should be continuous throughout the manuscript file. Do not restart numbering from each page.

For more information, please contact the journal editorial office directly: E-mail: aard@aard.or.kr

A. Original Article

The total length should not exceed 3,000 Korean words (excluding the Abstract, Reference, and Tables/Figures Legends). The total number of tables and figures should be fewer than 10.

Title page

This should contain the Title of an article, full names and affiliations of all authors. The title should be concise and descriptive, should comprise fewer than 30 characters in Korean or 15 words in English. A running title should be included. 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. Provide corresponding author’s name, address (institutional affiliation, city, state/province, zip code, and country), telephone and fax numbers, and e-mail address at the bottom of the title page. Information concerning sources of financial support should be placed as a footnote.

Abstract

The abstract should be concise and be written in English, should contain fewer than 250 words, and should be organized in a structured format: Purpose, Methods, Results, and Conclusion. Abbreviations should be kept to an absolute minimum.

Key words

List five or less key words from the list provided Index Medicus or the Medical Subject Heading (MeSH) at http://www.ncbi.nlm.nih.gov/mesh

Text

The text must contain the following sections: 1) Introduction, 2) Materials and Methods, 3) Results, and 4) Discussion.

Introduction

This should states the specific purpose, research objective, or hypothesis of the study and should provide a context or background for the study. Papers most closely related to the issue under study may be mentioned.

Materials and Methods

The explanation of the experimental methods should be concise but sufficient to allow other workers to reproduce the results. This section provides technical information, apparatus details (manufacturer’s name
and brief address), and procedures. Provide references and brief descriptions for previously published methods. Describe statistical methods with sufficient detail to enable a reader with access to the original data to verify the reported results. Define statistical terms, abbreviations, and most symbols.

Clearly describe the selection of observational or experimental participants (healthy individuals or patients, including controls), including eligibility and exclusion criteria and a description of the source population. Because the relevance of such variables as age, sex, or ethnicity 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 terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and gender. 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 race or ethnicity and justify their relevance.

Results
The results should be presented logically, using text, tables, and illustrations. Excessive repetition of table or figure contents should be avoided.

Discussion
The data should be interpreted concisely, without repeating data already presented in the results section. Speculation is permitted but must be supported by the presented data and be well founded. Conclusion should be described at the end of discussion section

Acknowledgments
All persons who have made a substantial contribution but are not eligible as authors are named in the acknowledgments section. Examples of those who may be acknowledged include person who provided purely technical help or writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

References
References should not exceed 40 for original article. All references must be identified in the text by superscript Arabic numerals and numbered in consecutive order, as they are cited in the text. The list of references, in numerical order, should be included at the end of the article. Authors are responsible for the accuracy and completeness of their references and the correct text citations. List all authors’ names when there are six or fewer; when there are seven or more, list the first six and add “et al.” Abbreviate journal names according to the examples used in Index Medicus and PubMed. References should follow the styles shown below, according to the sequence: authors, title of paper, journal name, year published, volume, inclusive page numbers. For citations from sources not listed below, refer to the NLM guide for authors, editors, and publishers (2007). 2nd ed. National Library of Medicine. Bethesda (MD), USA (http://www.nlm.nih.gov/citingmedicine). Papers in press may be listed among the references with the journal name and tentative year of publication. Unpublished data or personal communications can be listed only with the author’s written permission.

Examples of Reference Format:
Journal
Standard journal articles
Journal article with organization as author
Volume with Supplement
Issue with supplement
Pedersen S, O’Byrne P. A comparison of the efficacy and safety of inhaled corticosteroids in asthma. Allergy 1997;52(39 Suppl):1-34.
Issue without volume

Book
Number of authors to 2
Chapter in a book

Abstract, Conference proceeding


Dissertation

Website
B. Review Article
Review articles are usually solicited by the Editor-in-Chief. Authors should contact the Editor-in-Chief in advance to determine the appropriateness of any proposed review. A review article should include a Title page (with a running head), an Abstract (unstructured, fewer than 250 words), Key Words, Text including conclusion, References, Table, and Figures. The total length is recommended to be within 5,000 Korean words, and references are unlimited.

C. Case Report
A Case Report should comprise an Abstract (unstructured, fewer than 250 words), Key Words, Introduction, Case Report, Discussion, and References. The total length is within 1,500 Korean words. References should not exceed 20.

D. Editorial
Editorials are commissioned to relate to papers appearing in the journal. The total length should not exceed 1,000 Korean words, and references should not exceed 10. No abstract is required for editorials.

E. Letter to the Editor
Letter to the Editor concerning recent publications in the AARD will be published through review and approval by the editors when its scientific quality is acceptable and space in the AAIR is available.

A Letter to the Editor should be concise and no longer than 500 words. It should have a title, distinct from the title of the referenced article, an unstructured main content, and a list of references which should be no more than seven. Only one graphic presentation would be accepted.

F. Tables and Figures
Each table should fit within a single page. The table legend may include any pertinent notes and must include definitions of all abbreviations and acronyms used in the Table. For footnotes, the following superscript symbols should be used in this order †, ‡, §, ¶, ††, †‡, †¶. The significance of observations must be indicated by appropriate statistical analysis. If you include a table or figure in a manuscript, it should be referred to in the text as Table and Fig., respectively.

Figures are to be cited consecutively, using Arabic numerals. Figures that are drawn or photographed professionally should be sent as Tiff, EPS, or high resolution JPEG files. Authors should review the images of the files on a computer screen to ensure that meet their own quality standards.

It is recommended to size original figure widths to 4 inches wide. The minimum requirements for digital resolution are:
- 900 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.

G. Abbreviations and Unit of Measurements
Authors should limit the use of abbreviations to an absolute minimum. Abbreviations are not to be used in titles. Abstracts may contain abbreviations for terms mentioned many times in the Abstract, but each term must be defined at the first time it is mentioned.

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter, or their decimal multiples). Temperature should be in degrees Celsius.

H. Other Instructions
Authors cited in the text are expressed as a Smith¹ for one author, Lee and Park² for two authors, and Kim et al.³ for 3 authors or more.

Name of microorganism should be expressed as an italic, described in full name (Echerichia coli) at the first time, and then in abbreviation (E. coli).

Every P value can be reported as a P<0.05, and also as an actual value (P=0.0004). P should be written as an italic capitalized letter.

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Allergy Asthma Respir Dis will provide the corresponding or first author with galley proofs for review/correction. Corresponding authors will receive a PDF file of the typeset pages to check the copyediting before publication. Corrections should be kept to a minimum. Within 48 hours, changes to page proofs should be sent by e-mail or Fax to the Allergy Asthma Respir Dis Editorial Office. The corresponding author may be contacted by the Editorial Office, depending on the nature of the correction in the proof. Failure to return the proofs to the Editorial Office within 48 hours may necessitate rescheduling publication for a subsequent issue.

J. Fee for Publication Processing and Reprints
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IV. Supplements
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