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## INSTRUCTIONS FOR AUTHORS

### THE KOREAN SOCIETY OF PHYSICAL MEDICINE

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#### GUIDE FOR AUTHORS

The Korean Society of Physical Medicine publishes critical information regarding on the physiotherapy and rehabilitation. The Journal contains original article, case report related to clinical, translational, and basic science research. Original article written in English will be accepted for publication with the understanding that they have not been published previously, nor are under consideration for publication, in any other journal.

#### SUBMISSIONS REQUIREMENT

All authors specified by the Korean Society of Physical Medicine dues must be paid a full member. The start up price for a new individual members is Korean won, ₩30,000. The subscription price of this journal is Korean won, ₩30,000 annually.

#### MANUSCRIPT PREPARATION

Refer to regulation on application of manuscript for the publication.

#### AUTHORSHIP AND ETHICAL ISSUES

This journal followed the statements of International standards for editors and authors (<http://publicationethics.org/international-standards-editors-and-authors>) or ICMJE.

All authors are required to secure permission for the reproduction of any figure, table, or extensive (more than fifty word) extract from the text, from a source which is copyrighted.

In studies of human projects, the procedures should be in accordance with the ethical standards of the Institutional Review Board (IRB) of author's institution and with Declaration of Helsinki.

For detail, refer to regulation on the research ethics of Korean Society of Physical Medicine (KSPM).

#### Publication Charge

The publication fee for general article is Korean won, ₩200,000. The publication fee for granted article is Korean won, ₩400,000. The publication fee for urgent reviewed article is Korean won, ₩500,000.

#### Contact Information

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## REGULATION ON APPLICATION OF MANUSCRIPT FOR THE PUBLICATION

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Enacted on May 1, 2008

Revised on Jan. 1, 2017

Revised on Jan. 1, 2019

- I. The Journal publishes the research paper, review, clinical case report which the editing committee of *Korea Academy of Medical Science (KAMS)* has reviewed. Whether they are published or not is determined by the editing committee.
- II. The eligibility of the application of manuscript is limited to the regular members who have paid the membership fee.
- III. The authors must include the authors' checklist in addition to the manuscript upon submission.
  - Clinical trial / Experimental study : CONSORT Compliant  
<http://www.consort-statement.org/>
  - Observational study (Cross-sectional study), Cohort study)  
: STROBE Compliant  
<https://www.strobe-statement.org/>
  - System Review and Meta-Analysis : PRISMA Compliant  
<http://www.prisma-statement.org/>
  - Clinical Case Report : CARE Compliant  
<http://www.care-statement.org/>
- IV. The contents of manuscript applied for the KAMS shall be the results which have never been published or asked for publication in other academic journal. Once the paper is published on this Journal, the author shall not publish it on other journal on his own.
- V. Review and publication of manuscript
  1. All manuscripts applied for the publication in this Journal shall get the review by 3 experts or more in the related field.
  2. Whether the manuscript is published or not is determined by the editing committee based on the review results.
  3. The data, volume, no, sequence, page and form of publication of the paper which is determined for publication shall be determined by the editing committee. If required, the editing committee may ask the author(s) to amend some parts of the papers.
  4. The Journal of Korea Academy of Medical Science (KAMS) is published four times a year (Feb. 28, May 31, Aug. 31 and Nov. 30) and if required, the special volume, increased volume, or appendix may be additionally published.
  5. The corresponding authors whose papers are published on the Journal as determined by the editing committee may be imposed of the publication fee.
- VI. Peer review of the manuscript

The peer review of the manuscript applied for publications is conducted in a confidential manner. All manuscripts applied for the publication shall be asked to 3 experts (2 review members and 1 editing member) or more for peer review. Based on the review result, whether the manuscript would be published would be determined. The manuscript to be sent to the editor would be reviewed by the editor to determine whether it would be published. Once the editor makes the decision on publishing, such

as no publication or request for amendment of the manuscript, the decision is informed to the corresponding author. If the finally amended manuscript is in complete compliance with the publication form and standard of the Journal, it would be published and the period of publication would be determined. If the manuscript is determined to be no publication, there is no further review.

VII. The form of the submitted manuscript shall comply with the following regulations. If the manuscript is not in compliance with the regulation on the application of manuscript for publication in the journal, the editing committee may refuse to accept the manuscript.

#### 1. Manuscript

The manuscript is prepared with 1.5 in the line spacing and paragraph spacing in MS Word. The total pages of the paper including the reference section shall be 13 or less based on the edited paper.

- Type of paper to be used: A4

#### VIII. Editing of contents

1. The title of the paper (Korean and English), abstract, body and reference shall be written with the different line in their orders specified. The font (Malgun Gothic), and the spacing between lines and paragraphs of 1.5 shall be used. Anything which is not specified below shall follow the default values of MS word.

#### 2. Title of paper

- Font and paragraph: Font size (10pt), font (bold), alignment (Center), indent (0)
- If the subtitle is used, mark the colon (:) at the end of the main title before describing the subtitle.
- The font and the shape of paragraph of English title shall be the same with those of the Korean title. The first character of all words except the article,

preposition and conjunction shall be written in upper case. But, if the subtitle is described, mark the colon (:) at the end of the main title and then the first character of the first word only shall be written in upper case while the rests are written in lower case.

#### 3. Author and author's organization

- The name of author and the author's organization shall not be marked on the paper but directly entered according to the web publication procedure.
- If the publication is decided, the name of author and the author's organization shall be marked on the paper according to the form and the final paper file shall be finally uploaded.
- In case of entering the paper for application on the web, whether there is the corresponding author shall be marked (there is the special blank for entering it).

#### 4. Abstract

- The Korean manuscript and English manuscript all have the English abstracts.
- The abstracts shall be written with the number of words ranging from 200 to 250.
  - ① Size (10pt), font (Malgun Gothic), font (normal), alignment (Justify), indent (0)
  - ② Four items such as purpose, methods, results and conclusions are marked with the style "bold" and at the end of each item is marked with colon (:). The others are described in the style "normal".
  - ③ Each items shall have different line (Click Enter to write the next item)
  - ④ If you want to check the number of abstract, drag the sentences and check the number of words displayed on the bottom.
- Key words in the abstract: if there are 3 words or more, they shall be classified with the comma. Only the first character of each word is marked with upper case.

- ① Key words are written in size (10pt), style (normal), alignment (Justify) and indent (0).
  - ② For example) Key Words: Stroke, Electrical stimulation, Motor recovery, Motor function
  - The abstract and the key words shall also be written in application for the manuscript on the web. The English abstract and English key words only are to be written.
5. Body
- In the body, general contents of the research shall be described in details and shall be arranged in the order of premise (including the objective of the research), research method, result, contemplation and conclusion.
  - Font, and paragraph: size (10pt), style (normal), alignment (Justify) and indent (1 character in the first line).
  - The numbering in multi-level list in the body shall be marked in the order of I., 1., 1), (1), ①.
    - ① I.: Size (10pt), style (normal), alignment (Justify) and indent (0)
    - ② 1.: Size (10pt), style (normal), alignment (Justify) and indent (0)
    - ③ Numbers below the level above: size (10pt), style (normal), alignment (Justify) and indent (0)
  - The manuscript shall be written in Korean. If there is any possible confusion in transmitting the accurate meaning, the original word shall be written in the parenthesis at the end of the Korean word (in this case, there shall be no space between the word and parenthesis). The original word is used only on the first word in the body and it shall not be shown on the same words below.
  - 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.
  - The description of the equipment used in the research shall be described as follows: name of equipment (English), manufacturer (English), country (English): For example) BALANCE PAD (BALANCE PAD, AIREX, Switzerland)
  - Whether the subject of the test has agreed on the research method should be included (except for the animal test).
  - For references directly related to the content of the article, please include the reference number on the right side of the quotation in [ ] and include the full citation in cited references
6. Table and figures
- The table shall be prepared by using the “Insert Table”.
  - All tables and figures shall be prepared in English and the numbering shall be attached. In the body, it shall be written in the parenthesis. For example). (Table 1), (Fig. 1), (Table 1, 2), (Fig. 1, 2), (Table 1 (Fig. 1)
  - If the paper is written in Korean, the English abbreviations can be used in the tables and figures after Korean. But, in that case, the abbreviation shall be explained below the table or figure.
  - The title of the table and figure, abbreviation or the contents of the table shall be written with size (10pt), font (Malgun Gothic), font (normal), alignment (Justify), indent (0), line spacing and paragraph spacing of 1.0.
  - The contents of tables and figures shall be listed

in a way that they do not re-write the description in the body.

- The description of abbreviations used in the table and figure shall be listed below the table and figure.
- The figure shall be based on the color of gray. If the author wants to post the color figure, he shall bear the additional expenses. The figure shall be made in the format of jpg, tiff and gif. If it is printed, it shall show good quality.
- You can add a short English description of tables and figures.

7. Acknowledgement: It may be prepared if required.

## 8. References

- In the title of the reference, the multi-level no. is not used. The number of references shall be limited to 50 or below.
- The references shall be written in English.
- The title of the reference shall be the size (10pt), font (Malgun Gothic), font (bold), alignment (Center).
- The references which are quoted in the body only shall be listed. The references shall be listed in the order in the body that are used.
- The contents of the references shall be written in the format of size (10pt), font (Malgun Gothic), font (normal), alignment (Justify), indent (the first word on the first line)
- The name of journal shall be written based on the Index Medicus for abbreviation. If the name is not in the Index Medicus, the full name is written.
- The title of the paper or documents written in the reference shall be written in the upper case for their first character with the rest of them marked in lower case.
- If there are less than 3 authors, each author shall be distinguished with comma. If there are 3 authors or more, 'et al' is marked after the names of three

authors and a comma.

(For example)

Behrman AK, Lawless-Dixon AR, Davis SB, et al.

- In case when the reference is the periodical journal.

① The order shall be written in the following order: name of author, title, name of journal, volume no, first page quoted and last page quoted.

(For example)

[1] Behrman AK, Lawless-Dixon AR, Davis SB, et al. Locomotor training progression and outcomes after incomplete spinal cord injury. *Phys Ther.* 2005;85(12):1356-71.

② The number of authors for the paper for the journal is 3 or below, all authors are described. If the number authors is 4 or above, only 3 authors from the front is described and then "et al" is described.

③ The year of issue, volume (no) and page shall be prepared with the accurate semi colon and colon. In case of page, the duplication number in the page shall not be written.

(For example)

456-458 shall be written as 456-8

- If the reference is a single book, the name of author, name of book (number of published book shall use the superscript/ It is not used for initial edition.), place of publication, publication company and year of publication are written in their order.

(For example)

[2] Kitchen S. *Electrotherapy: Evidence-based practice* (11th ed). New York. Churchill Livingstone. 2002.

- If the reference is just a chapter of the single book (For example)

[3] Mark S, Williams T. Review of physical therapy. In: Johnson HS, *Exercise and Physiology: Incidence of disease*. New York. Churchill Livingstone. 1996.

- If the reference is a paper for degree, it shall be written in the order of author, title of paper, degree, department and year. If the degree is for master, write "Master's Degree". If it is for a doctor, write "Doctor's Degree".  
(For example)  
[4] Hwang HS. The effects of visual feedback training on balance and balance confidence in patients with stroke. Doctor's Degree. Gachon University. 2014.
  - Patent: inventor, patent name, patent registration (or application) nation, number, year  
(For example)  
[5] Lee HS, Park SW, Kim JH: Neck exercise device, Korea Patent, KR 10-0002118, 2017.
  - Internet data: author, title, book information, source of data, date of search, the author or book information may be omitted if not available)  
(For example)  
[6] Cammeron JK : Tiatanic, 1998. Available at <http://www.titatic.com>. Accessed January 1, 2008.
9. The case report shall be prepared in the following cases.
- The case report shall be prepared within 10 pages of A4 size
  - The record of the simple treatment skill needs no case report. The case report shall have the academic value of at least one of the following items.
    - ① Diseases recognized of rare disease or academic value
    - ② Symptom which is significantly different from before
    - ③ New evaluation or treatment is conducted
    - ④ First domestic report
    - ⑤ In case where it has the academic value which the editing committee recognizes
  - Abstract: the abstract of the case report shall be the same form as that of original document.
  - Body: the body of the case report shall be organized in the type of the original paper. If required, it may be integrated or omitted.
10. The review paper shall be prepared in the following method.
- The review paper shall be prepared on the specific topic in the physical therapy. It shall be written by an expert in the field as asked by the editing committee.
  - Abstract: The abstract for the review paper shall be written as in the original document for small items. But the author freely determines it in term of form, depending on the topic.
  - Body: the body is to be organized following the form of original document, The layout of the items may be freely determined by the author.
11. Others
- Any matters not specified in the regulation on the application of manuscript shall be determined by the editing committee based on the common sense and academic practices.
  - If the cited documents are not searched when the paper is under reviewed, the editing commit may ask the author to provide the related data.
- IX. How to apply the paper
- The paper shall be applied according to the guide on the application of paper of Korea Academy of Medical Science (KAMS) in the Bulletin database on the website of Korea Academy of Medical Science (KAMS).
  - Address: [http://www.kspm.or.kr/files/kspdata/20150312/1426151285\\_0.pdf](http://www.kspm.or.kr/files/kspdata/20150312/1426151285_0.pdf)
- X. The copyright of the paper published in the Journal

is perpetually owned by the KAMS and the paper shall not be published in other journal without the permit of the editing committee.

**Appendix**

This regulation takes effective on May 1, 2008.

The revision takes effective on Jan. 1, 2017.

The revision takes effective on Jan. 1, 2019.

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## REGULATION ON THE RESEARCH ETHICS OF KOREAN SOCIETY OF PHYSICAL MEDICINE (KSPM)

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Enacted on May 1, 2008

Revised on July 1, 2016

Revised on Jan. 1, 2017

### Chapter 1. General Provisions

#### Article 1 (Objectives)

This regulation is to specify the matters which are required to establish the ethics on the research made by the researchers whose papers are to be published on the journal of KSPM (“the Journal”), prevent them from doing any research misconduct in advance and, if there is any misconduct, make the fair and systematic verification.

#### Article 2 (Target of application)

This regulation applies to the members who do the research in the KSPM.

#### Article 3 (Scope of application)

The regulation applies to the ethics and verification of authenticity of the research unless otherwise specified in other laws.

### Chapter 2. Regulation on Research Ethics

#### Article 4 (Scope of research misconduct)

The research misconduct (“Misconduct”) includes the forgery, falsification, plagiarism and irregular marking of author, including the followings.

“Forgery” means the production of false data or research results.

“Falsification” means the distortion or twist of the research contents or results by artificially manipulating

of research materials, equipment or process or randomly modifying or deleting the data.

“Plagiarism” is the act which steals the other person’s idea, research contents or research results without any justifiable approve or citation. If the paper to be published in the Journal is the summary or abstract of any academic papers, it shall disclose the original paper and authors, stating that “this is the summary or abstract of the paper written by \_\_\_\_\_” at its notes.

“Unfair marking of author” means the acts of not granting the qualification of author who has contributed to the research contents or results without any justifiable reason or the acts of granting the qualification of author for the reason of showing appreciation for the person who has not made any academic contribution to the research.

“Life ethics related research” means the following researches.

- ① Research on human body which may objectively damages the human body
- ② Research using the personal information on diseases
- ③ Researches on the sample related to the human body part or
- ④ Researches which could cause the ethical problems.

“Violation of life ethics” is the act conducted on the research falling on (2) above by the researcher (first author of the paper) without the approval of the research editing committee of that entity.

“Informant” is the person who reports the fact or evidence of misconduct to the editing committee of the Journal.

“Suspect or target researcher” is the person who is targeted for investigation due to the suspected

misconduct, violation of life ethics or others. This does not include witness.

“Preliminary investigation” means the procedure which is conducted to decide whether the public investigation is needed to the suspected misconduct or violation of life ethics.

“Main investigation” means the procedure to verify the misconduct or violation of life ethics.

“Judgment” is the confirmation of the investigation result and notifying that to both the informant and the suspect.

#### **Article 5 (Scope of application)**

This regulation applies to the person who is directly or indirectly related to the researches for the paper which is applied to be posted in the Journal.

#### **Article 6 (Plagiarism)**

The author shall not put the researches or arguments which he did not research on his paper or book as if they are the result of his own researches or arguments. It is possible to quote or cite the other author’s research results in the paper with the original source and author. But, if he suggests them as his own research results or argument without citation, it is the plagiarism.

The author shall not falsely make the research data which does not exist (forgery) nor artificially manipulate the research process, or modify or delete them randomly to twist or distort the research contents or results.

#### **Article 7 (Marking of the accomplishment)**

- ① The author is responsible for the researches he actually conducted or contributed as the author or is recognized of his accomplishment of them.
- ② The authors and the order of authors written in the paper or other publications shall be accurately reflected depending on the contribution to the research regardless of their relative positions. It is

not justifiable that a person is recognized as the 1st author simply because he has higher position. On the other hand, the person who has contributed to the researched but has not be recorded as the joint author (translator) or joint researchers also cannot be justified. The appreciation for the small contribution to the researches or writing (translation) shall be properly expressed in the form of note, premise or acknowledgement section.

#### **Article 8 (Dual posting or publication of research results)**

The author shall not try to publish or post his research results which were published before (including the paper which is planned for posting or under review process). If an author wants to publish the research results which were published before, he shall provide the editors of the Journal with the information on the previous publication and check if the new publication falls on the dual posting or dual publication.

#### **Article 9 (Marking of citation and reference)**

The author shall try to describe the citation accurately if he tries to cite the published academic data and shall disclose the source of the data unless it falls on the scope of common sense. If the data is the evaluation of a paper or research plan or is obtained from the personal contact, it can be cited in the paper with the approval of the researcher who provided the information.

#### **Article 10 (Amendment of the paper)**

The author shall try to accept the opinion of the editing member or judges suggested during the evaluation of the paper if possible and reflect it on the paper. If the author does not agree on their opinion, he shall write down its ground and inform the editing member (committee) of that.

**Article 11 (Research ethics for Human subject)**

Researches with human as the subject recommend complying with the basic principles of protection

- ① All researches with human as the subject shall describe whether approval has been issued by the Institutional Review Board (IRB) of the applicable institution.
- ② The clinical test shall be performed in accordance with the clinical test management standard and pertinent provision based on the Declaration of Helsinki.
- ③ The applicable researcher shall respect to human dignity of the subject, protect the private life and personal information, and seek for all preventive measures to minimize any adverse impact on physical and mental dignity and their personality of those subjects.
- ④ The researcher shall obtain voluntary consent of subjects, carry out the research without unnecessary physical and mental pain and injury, and provide subjects with the freedom to stop the research participation while the research is processed.
- ⑤ The researcher shall respect the right of subjects to independently make decisions without undue influence or forced coercion from the researcher.

**Article 12 (Ethics for editing member)**

- ① The editing member shall take all responsibility for decision as to whether the applied paper is to be posted or published or not and respect the personality and scholarly independence of the author.
- ② The editing member shall fairly handle the papers applied for the posting on the Journal in terms of quality of the papers according to the regulation on the application ignoring the sex, age, department of the author as well as any prejudice against the author or personal friendliness with the author.
- ③ The editing member shall ask the judges who have the specific knowledge and fair capacity of determination to conduct the review of the applied

paper. In the request for the review, the editing member excludes the review of the affiliated reviewer in the same institution as the author and shall try to avoid reviewers who have the excessive friendly relation with the author or the sense of hate against the author in order to make the objective evaluation possible. If there are big differences in opinion between judges, the editing member may ask a third expert for advice.

- ④ The editing member shall not disclose the information on the author or the contents of the paper to any third parties except the judges.

**Article 13 (Ethical provisions for judges)**

- ① The judge shall sincerely evaluate the paper asked by the editing member (committee) of the Journal within the period specified in the regulation on review and inform the editing member (committee) of the evaluation results. If the judge thinks that he is not proper for the evaluation, he shall inform that fact to the editing member (committee) immediately.
- ② The judge shall make the fair and objective evaluation of the paper by not getting involved in the individual's academic belief and his relation to the author of the paper. He shall not disqualify the paper without specifying the sufficient ground, or on the ground that the author's view or interpretation is in conflict with that of his own or without fully reading the paper.
- ③ The judge shall respect the personality and independency of the author as the professional. In the evaluation opinion sheet, the judge shall disclose his own judgment on the paper and described what is more required in the paper in details and the reasons thereof. The judge shall use the polite and soft expression and shall not use the offending or insulting expressions.
- ④ The judge shall keep the papers confidential. Unless the judge asks other experts for advice, he shall not

show the paper to other people and discuss with other on the paper. In addition, until the paper is published on the journal, he shall not quote the contents of the paper without the approval of the author.

### **Chapter 3. Installation and Operation of Research Ethics Committee**

#### **Article 14 (Ethics committee)**

The research ethics committee is installed in order to help the researchers of the Association to get the research ethics and verify any dispute related to the research misconduct. The committee makes the deliberation and decision on the following matters.

- ① Establishment and operation of research ethics and authenticity related systems
- ② Receipt of the report on misconduct and return of the verification results
- ③ Start of the preliminary investigations and main investigations
- ④ Protection of informant and recovery of reputation for person subject to the investigation
- ⑤ Treatment of the result of the preliminary investigation and main investigation and their follow-up actions
- ⑥ Matters proposed by the president of the committee

#### **Article 15 (Organization)**

- ① The committee is made up with 4 persons including chief editor, editing member and expert member.
- ② President or the ethics committee: He is appointed by the president of the Association among the chief editor or members with the second of the chief editor. The outside member of the committee may be additionally appointed by the president of the Association among the members with the second of the president of the committee.
- ③ The secretary of the committee is appointed by the president for the administrative support.

- ④ The president may appoint an expert member as agreed by committee.

#### **Article 16 (Obligations by president)**

- ① President represents the committee and presides over the meeting.
- ② The chief editor takes place of the president when the president is absent due to the unavoidable causes.

#### **Article 17 (Operation of the ethics committee)**

- ① The committee is called by the president if the president thinks that it is necessary.
- ② The meeting of committee is established with the attendance of 2/3 of the members and the resolution is passed with the affirmative votes of the majority of attending members.
- ③ The member who is involved in the target paper cannot attend the evaluation of the paper.
- ④ The member shall keep all matters related to the evaluation confidential.

If the president thinks that the matter is insignificant, the evaluation may be made on documents.

#### **Article 18 (Research procedure and actions)**

- ① The researcher may conduct the research on the matters which pass the editing committee of his department.
- ② The paper submitted for the evaluation shall describe the matters specified in 1 above and if they are not written, the paper is considered to violate the life ethics and cannot get the evaluation.

### **Chapter 4. Procedure for Solving the Doubtful Misconduct**

#### **Article 19 (Report and filing)**

The informant may report any misconduct to the ethics committee of the Association, using any possible means

such as oral, written, telephone or email in his/her own name.

#### **Article 20 (Method of preliminary investigation)**

As soon as the report is filed, the president of the ethics committee shall call the ethics committee immediately and have the members check the reporting documents to find out if the report is related to the misconduct and if the reporting contents are specific and clear enough to conduct the preliminary investigation and if the period of the target misconduct has passed 5 years. Then, it implements the following processes.

- ① The committee informs the report to the applicable researchers and makes him submit the explanatory materials.
- ② If the researcher admits his misconduct, the committee makes the determination without undergoing the investigation process.
- ③ If the research does not admit the misconduct, the main investigation starts.
- ④ If the preliminary investigation decides not to conduct the main investigation, the committee shall inform the informant of the specific reason on within 10 days after the decision unless the reporting is made anonymously.
- ⑤ If the informant does not accept the result of the preliminary investigation, he may submit the complaint with the ethics committee within 10 days after notified.
- ⑥ The preliminary investigation shall be completed within 10 days after receipt of the reporting and the result shall be reported to the president of the Association and the chief editor.

#### **Article 21 (Method for main investigation)**

The president of ethics committee starts the following procedure within 10 days after the researcher does not accept the misconduct in order to check the misconduct.

The main investigations will focus on the contents of the reporting, suspected misconduct, role and suspicion of the target researcher on the research task, evidences and witnesses, complaints made by the informant or the target researcher on the investigation results, the deliberation and handling results and the record of the investigation results, etc.

- ① The ethics committee is called and the investigation is asked for the authenticity of the research performance based on the reported contents and explanatory documents.
- ② Once the president of the ethics committee receives the opinion sheet from the judges, he shall inform that to the informant and the target researcher and have them submit any complaints on it. If any complaints are not filed, he can consider that there is no complaint.
- ③ The president of ethics committee has the judges check the judge's opinion sheet, the informant's complaint, the researcher's deliberation documents and get the opinions from them before making the final decision on the misconduct. He shall report the decision to the president of the Association, who then inform the result to the informant and the target researcher.

### **Chapter 5. Principle in the Investigation of Misconduct**

#### **Article 22 (Request of attendance and submission of documents)**

- ① The ethics committee may ask the informant, target researcher or witness to attend the hearing for making statement.
- ② The ethics committee may ask the target researcher to submit the documents.
- ③ The target researcher asked for the attendance and submission of document as described in 1 and 2

above shall comply with the request.

**Article 23 (Protection of the right of informant and target researcher and confidentiality)**

- ① In any case, the identity of the informant shall not be disclosed and the name of the informant shall not be written on the investigation report for the protection of informant unless it is required.
- ② Until the investigation of the misconduct is completed, the prestige or right of the target researcher shall be kept. If the target researcher is found to have no problem, the committee makes effort to recover the prestige of the researcher.
- ③ If the informant makes the reporting while knowing that the contents of reporting are false or being able to know that they are false, he is not the target for protection of rights.

**Article 24 (Complaints and deliberation)**

The ethics committee shall make sure that the informant or the target researcher has the right of submitting complaints or right of making their own statement.

**Chapter 6. Confirmation and Re-deliberation of the Misconduct**

**Article 25 (Notification to the target researcher)**

The president of the Association shall prepare the decision made by the ethics committee on the investigation results in writing and notify it to the informant and the target researcher immediately.

**Article 26 (Confirmation of misconduct)**

If the target researcher does not file any complaint within 20 days of receipt of the decision sheet, it is confirmed that he made the misconduct.

**Article 27 (Complaints)**

The informant or the target researcher may file a written complaint stating the reason of complaint with the ethics committee within 10 days of the receipt of the decision sheet if either party does not accept the decision made by the ethics committee.

**Article 28 (Re-deliberation)**

The ethics committee shall make the deliberation again on the matters to which the complaint is filed.

**Chapter 7. Follow-up After Misconduct**

**Article 29 (Actions based on the results)**

- ① If any misconduct is found in the evaluation of the reported paper, the review would be immediately stopped and the fact should be informed to the researcher.
- ② If the misconduct is confirmed on the paper, the following actions are to be taken.
  - The paper is cancelled and the fact is reported to the head of the group to which the research belongs and recommends him to take the disciplinary action.
  - The fact of misconduct specified in 1 above is posted on the journal.
  - The first author and corresponding author are not allowed to post their paper in the Journal for 3 years.
  - The co-author of the paper is not allowed to post his paper on the Journal for 2 years.
- ③ If the target research is asked to attend the hearing or submit the documents as specified in 1 or 2 above, he shall comply with that request.

**Article 30 (Storage and disclosure of record)**

The record related to the investigation would be retained by Ethics Committee for 5 years after the end of investigation.

**Chapter 8. Miscellaneous**

**Article 31 (Mutatis mutandis)**

Any matters which are related to the verification of research authenticity but are not specified in this regulation shall follow the laws and regulation related to the national research authenticity.

Additional provisions

This regulation takes effective on May 1, 2008.

The revision of this regulation takes effective on July 1, 2016.

The revision of this regulation takes effective on Jan. 1, 2017.

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