

Instructions to Authors

Revised on August 16th 2015 (2nd Revision)

Medical Lasers; Engineering, Basic Research, and Clinical Application (abbreviated as Med Laser), is an official journal of the Korean Society of Laser Medicine and Surgery founded in 1983 has been published since 2012, and is come out every 6 months.

The aims of the Journal are to publish important articles, encourage the exchange of information between members and related healthcare providers, and improve patient and public health.

The Journal publishes high-quality, peer-reviewed research and clinical articles in areas relating to the use of lasers in medicine and biology. Contributions regarding clinical trials, new therapeutic techniques or instrumentation, laser biophysics and bioengineering, photobiology and photochemistry, outcomes research, cost-effectiveness, and other aspects of biomedicine are welcome.

The journal is continuously distributed on world-widely, and so reflects the trait of international application of laser.

Journal editorial policy is independent of conflict of the Society.

CATEGORIES OF PUBLICATIONS

Manuscripts could be written in only English. The journal publishes the articles in English biannually (June and December). Article types are full-length Reviews, Original articles (engineering, basic science and clinical issues), Case reports, Periscopes (new technology of Laser, Book review) and Quiz.

Manuscripts are categorized into three subdivisions as follows. Authors should check their subdivisions during online submissions. But it can be recategorized by editor when necessary.

1. Basic research related to medical laser
2. Clinical application of laser
3. Engineering for medical laser

Reviews are usually solicited by the Editor-in-Chief and describe concise review on subjects of importance to medical researchers.

Original articles are papers containing results of basic and clinical investigations, which are sufficiently well documented to be acceptable to critical readers.

Case reports as well as brief communications deal with issues of importance to medical researchers.

Periscopes are paper containing information about new development for medical laser which are sufficiently well

documented to be acceptable to critical readers.

Quiz provides diverse questions and answer reviews associated with Laser Medicine and Surgery. This section is focus on continuing medical education.

EDITORIAL POLICIES

The Editor assumes that all authors listed in a manuscript have agreed with the following policy of **Medical Lasers** on submission of manuscripts. Except for the negotiated secondary publication, manuscripts submitted to the Journal must be previously unpublished and not be under consideration for publication elsewhere. Under any circumstances, 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 the authors concerned are aware of and agree to the change in authorship. **Medical Lasers** has no responsibility for such changes.

Minimum page charges and additional fees for reprints will be due for every manuscript. Costs for printing color illustrations are charged to the authors. All published manuscripts become the permanent property of **the Korean Society of Laser Medicine and Surgery** and may not be published elsewhere without written permission.

ETHICAL CONSIDERATIONS

Research Ethics

All of the manuscripts should be prepared in strict observation of research and publication ethics guidelines recommended by the Council of Science Editors (<http://www.councilscienceeditors.org/>), International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org/>), and World Association of Medical Editors (WAME, <http://www.wame.org/>). Any study including human subjects or human data must be reviewed and approved by a responsible institutional review board (IRB). Please refer to the principles embodied in the Declaration of Helsinki (<http://www.wma.net/en/30publications/10policies/b3/index.html>) for all investigations involving human materials. Animal experiments also should be reviewed by an appropriate committee (IACUC) for the care and use of animals. Also studies with pathogens requiring a high degree of biosafety should pass review of a relevant committee (IBC). Copies of written informed consents should be kept for studies on human subjects. For the clinical studies with human subjects, there should be a certificate, an agreement, or the

approval by the Institutional Review Board (IRB) of the author's affiliated institution. If necessary, the editor or reviewers may request copies of these documents to resolve any questions regarding IRB approval and study conduct. The **Medical Lasers** will follow the guidelines by the Committee on Publication Ethics (COPE, <http://publicationethics.org/>) for settlement of any misconduct.

Gender

The term sex should be used when reporting biological factors and gender should be used when reporting gender identity or psychosocial/cultural factors. The methods used to obtain information on sex, gender, or both (eg, self-reported, investigator observed or classified, or laboratory test) should be explained in the Methods section. If only one sex is reported, or included in the study, the reason the other sex is not reported or included should be explained in the Methods section, except for studies of diseases/disorders that only affect males (eg, diseases involving male genitalia) or females (eg, diseases involving female genitalia).

The sex distribution of study participants or samples should be reported in the Results section, including for studies of humans, tissues, cells, or animals. Study results should disaggregate and report all outcome data by sex.

Authorship

Authorship credit should be based on

- 1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
- 2) Drafting the work or revising it critically for important intellectual content
- 3) Final approval of the version to be published
- 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 conditions of 1, 2, 3, and 4. In addition, an author should be accountable for the parts of the work he or she has done and should be able to identify which co-authors are responsible for specific other parts of the work. Authors should have confidence in the integrity of the contributions of their coauthors. All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged. These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work. The criteria are not intended for use as a means to disqualify

colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion #s 2 or 3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.

When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Journals generally list other members of the group in the Acknowledgments. Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.

The **Medical Lasers** follows the recommendations for authorship by the ICMJE, 2013 (<http://www.icmje.org/icmje-recommendations.pdf>) and Good Publication Practice Guidelines for Medical Journals 2nd Edition (Korean).

Conflict of Interest

The corresponding author of an article is asked to inform the Editor of the authors' potential conflicts of interest possibly influencing their interpretation of data. A potential conflict of interest should be disclosed in the cover letter even when the authors are confident that their judgments have not been influenced in preparing the manuscript. Such conflicts may be financial support or private connections to pharmaceutical companies, political pressure from interest groups, or academic problems. Disclosure form shall be same with ICMJE Uniform Disclosure Form for Potential Conflicts of Interest (http://www.icmje.org/coi_disclosure.pdf). The Editor will decide whether the information on the conflict should be included in the published paper.

Redundant Publication and 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: (a) "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)," (b) "the subject or study populations are often the same or similar," (c) "the methodology is typically identical or nearly so," and (d) "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 Medical

Lasers differs substantially from this other material. If all or part of your patient population was previously reported, this should be mentioned in the Materials and Methods, with citation of the appropriate reference(s).

Obligation to Register Clinical Trial

Clinical trial defined as "any research project that prospectively assigns human subjects to intervention and comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome" should be registered to the primary registry to be prior publication. **Medical Lasers** accepts the registration in any of the primary registries that participate in the WHO International Clinical Trials Portal (<http://www.who.int/ictpr/en/>), NIH ClinicalTrials.gov (<http://www.clinicaltrials.gov/>), ISRCTN Resister (www.ISRCTN.org), University Hospital Medical Information Network (www.umin.ac.jp/ctr/index/htm), or Netherlands Trial Register (<http://www.trialregister.nl/trialreg/index.asp>). The clinical trial registration number shall be published at the end of the abstract.

MANUSCRIPT PREPARATION

General

1. Format: Preparing in an electronic file made by Microsoft (MS) Word. Write in English with double line-spacing on one side of single letter (21.59×27.94 cm) sheets with a margin of at least 3 cm on every side and standard 12 font.
2. Units of measurement: Authors should express all measurements in conventional units, with "Le Systeme International d'Unites" (SI units) given in parentheses throughout the text.
3. Abbreviations: Except for units of measurement, abbreviations are strongly discouraged. Except for units of measurement, the first time an abbreviation appears, it should be preceded by the words for which it stands. Manuscripts containing research data, generally follow the order: Title page, Abstract, Text, Acknowledgement, References, Tables, and Figure legends. Start each section at the top of a new page.

Title page

This should contain the title of an article, full names of authors 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. In a separate paragraph, address for correspondence, including the name of corresponding author, degree, address (institutional affiliation, city, zip-code and country telephone and fax numbers,

and e-mail address) should be given. The corresponding author will receive all correspondence regarding the manuscript, as well as proof pages and reprint requests. Also indicate where the paper was presented, and if applicable, provide a brief acknowledgment of any grants and/or other assistance received. A running title, 50 characters or less including blank, should not be declarative or interrogative sentences.

Abstract and key words

Abstract must be organized and formatted according to the following headings: (1) Background and Objectives, (2) Materials (Subjects) and Methods, (3) Results, and (4) Conclusion. The Abstract length is typically 250 words in English. Up to five keywords should be listed at the bottom of abstract to be used as index terms. For the selection of keywords, refer Medical Subject Heading (MeSH) in Index Medicus. If suitable MeSH terms are not yet available for recently introduced terms, present terms may be used.

Text

The text is to be divided into four sections with the following headings: Introduction, Materials (Subjects) and Methods, Results, Discussion. Define abbreviations at first mention in text and in each table and figure. If a brand name is cited, supply the manufacturer's name and address (city and state/country). Maximum length of manuscript is 3,500 words in English and 10,000 words in Korean (exclusive of the title page and abstract), 30 references and a total 10 images.

Introduction

Brief background, references to the most pertinent papers generally enough to inform readers, and relevant findings of others are described. The specific question to which the authors' particular investigation is studied should be also described.

Materials (Subjects) and Methods

Explanation of the experimental methods should be concise and sufficient for repetition by other qualified investigators. Procedures that have been published previously should not be described in detail. However, new or significant modifications of previously published procedures need full descriptions. The sources of special chemicals or preparations should be given along with their location (name of company, city and state, and country). Method of statistical analyses and criteria of significance level should be described. In Case Reports, case history or case description replace the Materials and Methods section as well as Results section.

Instructions to Authors

Results

This part should be presented logically using text, table and illustrations. Excessive repetition of table or figure contents should be avoided. At the end of results, emphasize or summarize only important observations.

Discussion

The data should be interpreted concisely without repeating materials already presented in the results section. Speculation is permitted, but it must be supported by the presented data of authors and be well founded.

Acknowledgments

All persons who have made substantial contribution, but who are not eligible as authors are named in acknowledgment.

References

Citation of references in the text should be made by giving consecutive number in parenthesis. They should be listed in the order of citation in the text with consecutive number in this separate section. List all authors up to six. If more than six, list the first six and add "et al". The titles of journals should be abbreviated according to the style used in Index Medicus.

1. Style for papers in periodicals is: name and initials of six authors, et al(.) full title of article(.) journal name()year(;) volume(:)first page(-)last page numbers(.)

Park MA, Jang HJ, Sirotkin FV, Yoh JJ. Er:YAG laser pulse for small-dose splashback-free microjet transdermal drug delivery. *Optics Letters* 2012;37:3894-6.

2. Style for Book: name and initials of all authors(.) title of the book(.) edition(.) place(:) publisher(;)year(.) (p.)first page(-) last page(.)

Wolfgang S, Petra A. *Endoscopic Laser Surgery of the Upper Aerodigestive Tract*. 1st ed. Stuttgart, Germany: Tieme; 1997. p.90-100.

3. Style for chapter of a book: name and initials of all authors(.) title of the chapter(.) (In:)editor of the book (, editor.) title of the book(.) edition(.) place(:) publisher(;)year(.) (p.)first page (-) last page(.)

Ossoff RH, Garrett CG, Reinisch L. Laser surgery: basic principles and safety considerations. In: Cummings CW, Fredrickson JM, Harker LA, Krause CJ, Schuller DE, editors. *Otolaryngology-Head and Neck Surgery*. 4th ed. St Louis:

Mosby Year Book; 2005. p.214-31.

4. Conference proceedings
Virolainen A, Saxen H, Leinonen N. Antibody response to pneumolysin in children with acute otitis media. In: Lim DJ, Bluestone CD, Klein JO, Nelson JD, Ogura PL, editors. *Recent advances in Lasers. Proceedings of the 5th International Symposium on Recent Advances in Lasers; 1991 May 20-24; Ft. Lauderdale, Florida*. Hamilton:Decker Periodicals; 1993. p.205-6.
5. Dissertation
Kaplan SJ. *Post-hospital home health care: the elderly's access and utilization [dissertation]*. St. Louis(MO): Washington Univ.; 2005.
6. In press
Leshner AI. Molecular mechanisms of cocaine addiction. *N Eng J Med*. In press 2005.
7. Electronic material
(1) Journal article in electronic format: Morse SS. Emergence of laser application. *Emerg Laser App*. [serial online] 1995 Jan-Mar [cited 1996 Jun 5]; 1(1): [24 screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>
(2) Monograph in electronic format: CDI, clinical dermatology illustrated (monograph on CD-ROM). Reeves JRT, Maibach H. CMEA Multimedia Group, producers. 2nd. Version 2.0. San Diego: CMEA; 1995.
(3) Computer file: Hemodynamics III: the ups and downs of hemodynamics [computer program]. Version 2.2. Orlando (FL): Computerized Educational Systems; 1993.
8. Authors should compile lists of references for their publications in accordance with the Citing Medicine, NLM style guide.

Table

Tables must be cited in the order in which they appear in the text using Arabic numerals. The table's legend may include any pertinent notes and must include definitions of all abbreviations and acronyms that have been used in the table. Tables submitted with multiple parts will be renumbered. The significance of results should be indicated by appropriate statistical analysis. For footnotes use the following symbols, in sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡. All units of measurement and concentration should be designated. If you use data from

another published or unpublished source, obtain permission and acknowledge them fully.

Figure

Figures must be cited in the order they appear in the text using Arabic numerals. Figure legends should appear within the document in a separate section after the references. Figure legends are required for all article types and should be double-spaced in the manuscript. All relevant and explanatory information extraneous to the actual figure, including figure part labels, footnotes, abbreviations, acronyms, arrows, and levels of magnification in insets, should be defined in the legend text. If figures have multiple parts (e.g., A, B, C, D), each part must be counted as a separate image in the total number allowed. Submit a photograph that will not reveal the person's identity. Figures must be submitted as separate files saved in JPEG, TIFF, GIF, EPS, or PPT format (do not embed the figures in the Microsoft Word manuscript file). The figure resolution should be at least 600 dpi for grayscale and color images, and 1,200 dpi for line figures at final size. Color images must be saved in CMYK mode (and not in RGB mode).

Case report

Submissions should have up to five letter pages. Maximum length of abstract is 150 words, 15 references, and a total four authors.

The text is to be divided into three sections with the following headings: Introduction, Case report, Discussion.

※ Other requirements are in accordance with the International Committee of Medical Journal Editors, Uniform Requirements for Manuscripts Submitted to Biomedical Journals, October 2008.

MANUSCRIPT SUBMISSION

1. Authors must submit their manuscript through our submission service website (<http://www.jkslms.or.kr/submission>) and the instructions should be closely followed. Notification of the disposition of each manuscript will be sent by E-mail to the corresponding author on the day of decision.
2. Editorial and peer review process and acceptance: Manuscripts submitted by e-mail are received on the day of submission and quickly assigned to more than three reviewers. Acceptance of the manuscript is decided, based on the critiques and recommended decision of the referees.

3. Revised Manuscripts and Submission: Three repeated decisions of "review after revision" are regarded as "rejection". If you have been invited to submit a revised manuscript, please submit it online via your author center following instructions found there. The reviewed manuscripts are returned back to the corresponding author with comments and recommended revisions. Please include your responses to the reviewer comments and a cover letter to the Editor-in-Chief.

COPYRIGHT AND PAYMENT INFORMATION

Copyright

Upon acceptance of an article, authors will be asked to transfer copyright. This transfer will ensure the widest possible dissemination of information. A letter will be sent to the corresponding author confirming receipt of the manuscript. A form facilitating transfer of copyright will be provided. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article.

1. Korean Society of Laser Medicine and Surgery reserves the right to exclusive publication of all accepted manuscripts. The corresponding author should upload a signed copyright transfer which has all authors sign on pages.
2. The hard copy of the journal is printed in black and white. Color images and color diagrams will appear only in the online version as color images and color diagrams. If the authors like to appear the color images and color diagrams in color in the printed version, an additional fee will be charged based on that request.

Payment

A fee of 45,000 won is required to cover the costs of publication and will entitle you to receive 50 covered reprints of your work. Authors will be charged for all color illustrations. (Account: Hana bank 576-910015-00705, the Korean Society of Laser Medicine and Surgery)

EDITORIAL OFFICE

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