

# INSTRUCTIONS FOR AUTHORS

Enacted December 1, 2016

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The *Precision and Future Medicine* (Precis Future Med, P&FM) is an official publication of the Sungkyunkwan University School of Medicine. Anyone who would like to submit a manuscript is advised to carefully read the aims and scope section of this journal. Manuscripts submitted to P&FM should be prepared according to the following instructions. For issues not addressed in these instructions, the author is referred to the International Committee of Medical Journal Editors (ICMJE) “*Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals*” (<http://www.icmje.org/recommendations/>).

## AIMS AND SCOPE

RESEARCH AND PUBLICATION ETHICS

COPYRIGHTS, OPEN ACCESS POLICY

MANUSCRIPT PREPARATION

SUBMISSION &amp; PEER REVIEW PROCESS

MANUSCRIPTS ACCEPTED FOR PUBLICATION

PUBLICATION PAGE CHARGES

CONTACT INFORMATION

## AIMS AND SCOPE

The aims of the *Precision and Future Medicine* (P&FM) are to convey new messages regarding general medicine to the global community and to encourage and expedite the publication of medical discoveries, innovations, and new concepts in medicine for our beneficiaries. Thus, the journal is distinct from ordinary medical journals as it accepts and publishes new and innovative diagnostic and therapeutic information with greater priority over conventional clinical trial results. We have a particular interest in new discoveries that are readily applicable to patients (such as omics-driven patient care), translational drug discoveries (including pre-clinical experiments or stem cells), novel diagnostic methods, and medical devices for healthcare in the field of medicine (i.e. cancer, neurologic disease, cardiovascular disease, hereditary disease, infectious disease, degenerative disease, geriatric medicine, gastroenterology, endocrinology, etc.)

The journal will consider submissions in areas including, but not limited to, the following: clinical papers, translation-

al, genomic, therapeutic, and biotechnological research papers. The journal also welcomes laboratory and animal studies on new drugs and novel medical devices and those that elucidate targetable mechanisms of human diseases.

These aims and scope will be executed through various types of publications—Original Articles, Reviews, Case Reports, Opinions, and Letters to the Editor. The P&FM will be published four times per year: March 31st, June 30th, September 30th, and December 31st.

## RESEARCH AND PUBLICATION ETHICS

The journal adheres to the ethical guidelines for research and publication described in the *Guidelines on Good Publication* (<http://publicationethics.org/resources/guidelines>) and the *Good Publication Practice Guidelines for Medical Journals* ([http://kamje.or.kr/intro.php?body=publishing\\_ethics](http://kamje.or.kr/intro.php?body=publishing_ethics)).

### 1. Authorship and Author’s Responsibility

Authorship credit should be based on (1) the substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; (2) the drafting of the article or its critical revision for important intellectual content; (3) the final approval of the version to be published; and (4) the agreement to be accountable for all aspects of the work by ensuring that questions related to the accuracy or the integrity of any part of the work are appropriately investigated and resolved. Authors should meet these four conditions.

After the initial submission of the manuscript, any changes whatsoever in the authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors of the paper. A copyright assignment must be completed by every author.

The corresponding author takes primary responsibility for communicating with the journal during the manuscript submission, peer review, and publication process and typically ensures that all the journal’s administrative requirements, such as providing details of authorship, ethics committee approval, and clinical trial registration documentation and gathering conflict of interest forms and statements, are proper-

ly completed, although these duties may be delegated to one or more coauthors. The corresponding author should be available throughout the submission and peer review processes to respond to editorial queries in a timely manner and to critiques of the work and should cooperate with any requests from the journal for data, additional information, or questions about the paper even after publication. There is no limitation on the number of authors.

### 2. Originality, Plagiarism, and Duplicate Publication

Submitted manuscripts must not have been previously published or be under consideration for publication elsewhere. No part of the accepted manuscript should be duplicated in any other scientific journal without the permission of the Editorial Board. Submitted manuscripts are screened for possible plagiarism or duplicate publication by Crossref Similarity Check (<https://www.crossref.org/get-started/similarity-check/>) upon arrival. If plagiarism or duplicate publication related to the papers of this journal is detected, the manuscripts may be rejected, the authors will be announced in the journal, and their institutions will be informed. There will also be penalties for the authors.

A letter of permission is required for any and all material that has been published previously. It is the responsibility of the author to request permission from the publisher for any material that is being reproduced. This requirement applies to text, figures, and tables published by any of the authors themselves or used from another source, unless it is in the public domain.

### 3. Secondary Publication

It is possible to republish manuscripts if they satisfy the conditions of secondary publication of the ICMJE Recommendations ([http://www.icmje.org/urm\\_main.html](http://www.icmje.org/urm_main.html)).

### 4. Conflict of Interest Statement

The corresponding author must inform the editor of any potential conflicts of interest that could influence the authors' interpretation of the data. Examples of potential conflicts of interest are financial support from or connections to pharmaceutical companies, political pressure from interest groups, and academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated.

### 5. Registration of Clinical Trial Research

It is recommended that any research that deals with a clinical trial be registered with a primary national clinical trial regis-

tration site, such as <http://cris.nih.go.kr/>, or other sites accredited by the World Health Organization as listed at <http://www.who.int/ictcp/en/>.

### 6. Statement of Informed Consent and IRB Approval

Copies of written informed consent and Institutional Review Board (IRB) approval for clinical research should be kept. If necessary, the editor or reviewers may request copies of these documents to resolve questions about IRB approval and study conduct. In addition, for studies conducted with human subjects, the method by which informed consent was obtained from the participants also needs to be stated in the Methods section.

### 7. Statement of Human and Animal Rights

All human and animal investigations must be conducted according to the principles expressed in the World Medical Association Declaration of Helsinki: *Ethical Principles for Medical Research Involving Human Subjects* (<http://www.wma.net/en/30publications/10policies/b3/index.html>).

### 8. Process for Managing Research and Publication Misconduct

When the journal 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 discussions and decisions concerning the suspected cases will be carried out by the editorial board.

### 9. Editorial Responsibilities

The editorial board will continuously work to monitor and safeguard publication ethics: guidelines for retracting articles; maintaining the integrity of academic records; precluding business needs from compromising intellectual and ethical standards; publishing corrections, clarifications, retractions, and apologies when needed; and excluding plagiarism and fraudulent data. The editors maintain the following responsibilities: to reject and accept articles; to avoid any conflict of interest with respect to articles they reject or accept; to promote publication of corrections or retractions when errors are found; and to preserve the anonymity of reviewers.

## COPYRIGHTS, OPEN ACCESS POLICY

### 1. Copyright

Copyright to all the published material is owned by Sungkyunkwan University School of Medicine. The authors should agree to the copyright transfer during the submission process. The corresponding author is responsible for submitting the copyright transfer agreement to the Publisher.

### 2. Open Access Policy

P&FM is an open access journal. Articles are distributed under the terms of the Creative Commons Attribution License (<http://creativecommons.org/licenses/by-nc/4.0/>), which permits unrestricted, non-commercial use, distribution, and reproduction in any medium, provided that the original work is properly cited. To use any tables or figures published in P&FM in other periodicals, books, or media for scholarly and educational purposes, permission by the publisher of P&FM is not necessary.

### 3. Deposit Policy According to Sherpa/Romeo (<http://www.sherpa.ac.uk/>)

Authors cannot archive pre-prints (i.e., pre-refereeing) but archive post-prints (i.e., final draft post-refereeing) and publisher's version/PDF.

## MANUSCRIPT PREPARATION

### 1. General Requirements

- Every manuscript should be written in English.
- The main document with manuscript text and tables should be prepared on MS-word.
- The manuscript should be double-spaced on 21.6×27.9 cm (letter size) or 21.0×29.7 cm (A4) paper with 3.0-cm margins at the top, bottom, and left margins.
- All manuscript pages are to be numbered consecutively, beginning with the abstract as page 1. Neither the authors' names nor their affiliations should appear on the manuscript pages.
- Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. The spelled-out abbreviation followed by the abbreviation in parentheses should be used on first mention unless the abbreviation is standard.
- The names and locations (city, state, and country only) of

manufacturers of equipment and non-generic drugs should be given.

- When quoting from other sources, give a reference number after the author's name or at the end of the quotation.
- Authors should express all measurements in conventional units, using the International System (SI) of units.
- To make papers more readable and informative, mark the followings in italics.
  - Biological names of organisms:  
*Saccharomyces cerevisiae*, *E. coli*
  - Restriction enzymes and some enzymes:  
*EcoRI*, *Taq* polymerase
  - Names of genes: *src*, *c-H-ras*, *myc*
  - Latin words: *in vivo*, *in vitro*, *in situ*
  - Centrifugation force: 100,000 *g*

### 2. Reporting Guidelines for Specific Study Designs

Research reports frequently omit important information. As such, reporting guidelines have been developed for a number of study designs, and some journals may ask authors to follow them. Authors are encouraged to also consult the reporting guidelines relevant to their specific research design. A good source for reporting guidelines is the EQUATOR Network (<http://www.equator-network.org/home/>) and the United States National Library of Medicine ([http://www.nlm.nih.gov/services/research\\_report\\_guide.html](http://www.nlm.nih.gov/services/research_report_guide.html)).

### 3. Original Articles

Original articles should contain the results of clinical or basic research and should be sufficiently well documented to be acceptable to critical readers. The length of the manuscript should not exceed 3,000 words (not counting the abstract, references, tables, figures and illustrations, and legends) and the number of references should not exceed 30. A total of 7 figures or tables are allowed; additional tables and figures may be provided using the online data supplement system.

Manuscripts for original articles should be organized in the following sequence: title page, abstract and keywords, main text (introduction, methods, results, and discussion), acknowledgments, references, tables, figure legends, figures, and supplementary data.

- **Title page:** Include the following items on the title page: (1) the title of the manuscript (The title should be short, informative, and contain the major key words—no more than 200 characters, including spaces between words. The use of acronyms and abbreviations should be avoided, and the

species of any experimental animal must be indicated in the title); (2) an author list (include ORCID\*); (3) the names of each author's institutions and an indication of each author's affiliation; (4) the name, address, telephone number, and e-mail address of the corresponding author; (5) if necessary, state the source of any research funding and list where and when the study has been presented in part elsewhere; and (6) a running title of fewer than 50 characters.

\* **ORCID:** We recommend that the open researcher and contributor ID (ORCID) of all authors to be provided. For an ORCID, authors should register at the ORCID web site available from <http://orcid.org/>. Registration is free to every researcher in the world.

• **Abstract and Keywords:** The abstract should be concise, be less than 250 words, and describe concisely, in a paragraph, the purpose, the methods, the results, and the conclusion of the study in a structured format. Up to 5 keywords should be listed at the bottom of the abstract to be used as index terms. For the selection of keywords, refer to the Medical Subject Heading (MeSH, <http://www.ncbi.nlm.nih.gov/mesh>).

• **Introduction:** Briefly describe the purpose of the investigation, including relevant background information.

• **Methods:** Describe the research plan, the materials (or subjects), and the methods used in this order. Explain in detail how the disease was confirmed and how subjectivity in observations was controlled. When experimental methodology is the main issue of the paper, describe the process in detail so that an independent researcher may recreate the experiment as closely as possible. The sources of special chemicals or reagents should be given along with the source location (name of company, city, state, and country). Methods of statistical analysis and criteria for statistical significance should be described. If the reviewers want to analyze the data to confirm the results, the raw data may be provided to the Editorial Office. The computer programs used for the statistical analysis should be stated with the name, manufacturer, and the software version. Statistical results providing measurement errors or uncertainty indices such as confidence intervals are encouraged besides providing P-values. Ethics statement should be included in this section, as the following examples. The study protocol was approved by the Institutional Review Board of OOO Hospital (IRB No. ##-##-###). Informed consent was confirmed (or waived) by the IRB. The animal studies were performed after receiving approval of the Institutional Animal Care and Use Committee (IACUC) in OOO University (IACUC approval No. ##-

##-###). If an IRB number is not applicable, this matter should be discussed with the editor during the review process. Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex or 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 of the paper should be described logically according to the Methods section. Tables and figures are recommended when they can present data more succinctly and clearly. Do not duplicate the content of tables or figures in the Results section. Briefly describe the core results related to the conclusion in the text when data are provided in tables or in figures. In the Results section, audio or video files are also welcomed. Supplementary results can be placed in the Appendix.

• **Discussion:** Observations pertaining to the results of the research and other related materials should be interpreted in the Discussion section for readers. Emphasize new and important observations; do not merely repeat the contents of the results. Explain the meaning of the observed opinion along with its limits, and within the limits of the research results connect the conclusion to the purpose of the research. In a concluding paragraph, summarize the result and its meaning.

• **Conflict of interest:** State any potential conflict of interest that could influence the authors' interpretation of the data, such as financial support from or connections to pharmaceutical companies, political pressure from interest groups, or academically related issues.

• **Acknowledgments:** All persons who have made substantial contributions but have not met the criteria for authorship are acknowledged here. All sources of funding applicable to the study should be explicitly stated here.

• **Author contribution:** What authors have done for the study should be described in this section. To qualify for authorship, all contributors must meet at least one of the seven core contributions by CRediT (conceptualization, methodology, software, validation, formal analysis, investigation, data curation), as well as at least one of the writing contributions (original draft preparation, review and editing). Contributions will be published with the final article, and they should accurately reflect contributions to the work.

The submitting author is responsible for completing this information at submission, and it is expected that all authors will have reviewed, discussed, and agreed to their individual contributions ahead of this time.

- **References:** In the text, references should be cited using Arabic numerals in brackets (e.g., [1], [2,3], [4-6]) and numbered in the order cited. In the references section, the references should be numbered and listed in the order of their appearance in the text. List all authors if there are less than or equal to six authors. List the first six authors followed by “et al.” if there are more than six authors. If an article has been published online but has not yet been given an issue or pages, the digital object identifier (DOI) should be supplied. Journal titles should be abbreviated in the style used in Medline. Other types of references not described below should follow “Samples of Formatted References for Authors of Journal Articles” ([https://www.nlm.nih.gov/bsd/uniform\\_requirements.html](https://www.nlm.nih.gov/bsd/uniform_requirements.html)).

**Journal articles:**

1. Lee G, Lee HY, Ko ES, Jeong WK. Radiomics and imaging genomics in precision medicine. *Precis Future Med* 2017; 1:10-31.
2. Sohn IW, Jung DH, Kim JH, Chung HS, Park JC, Shin SK, et al. Analysis of the clinicopathological characteristics of gastric cancer in extremely old patients. *Cancer Res Treat.* 2016 Jun 27 [Epub]. <http://dx.doi.org/10.4143/crt.2016.163>.
3. Vuilleumier P, Bogousslavsky J, Regli F. Infarction of the lower brainstem. Clinical, aetiological and MRI-topographical correlations. *Brain* 1995;118(Suppl 1):1013-25.

**Book & Book chapter:**

4. Gordon PH, Nivatvongs S, editors. Principles and practice of surgery for the colon, rectum and anus. 3rd ed. New York (NY): Informa Healthcare; 2007.
5. Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York (NY): McGraw-Hill; 2002. p. 93-113.

**Dissertation:**

6. Kang DM. Characteristics of the ionic currents in rabbit basilar arterial smooth muscle cells [dissertation]. Seoul (KR): Seoul National Univ.; 1994.

**Conference paper:**

7. Rice AS, Brooks JW. Cannabinoids and pain. In: Dostorovsky JO, Carr DB, editors. Proceedings of the 10th World Congress on Pain; 2002 Aug 17-22; San Diego, CA. Seattle (WA): IASP Press; 2003. p. 437-46.
8. Basile P, Iwanicki-Caron I, Toure E, Antonietti M, Leclaire S, Di Fiore A, et al. Usefulness of circulating tumor cell detection in pancreatic adenocarcinoma diagnosis [abstract]. *J Clin Oncol* 2013;31(No 4\_suppl):157.

**Online sources:**

9. American Cancer Society. Cancer facts and statistics [Internet]. Atlanta (GA): American Cancer Society; c2016 [cited 2016 November 20]. Available from: <http://www.cancer.org/research/cancerfactsstatistics/>.
10. National Cancer Information Center. Cancer incidence in Korea, 2010 [Internet]. Goyang (KR): National Cancer Information Center; 2016 [cited 2016 November 15]. Available from: <http://ncc.re.kr/english/infor/kccr.jsp>.

- **Table:** Tables are to be numbered in the order in which they are cited in the text. A table title should concisely describe the content of the table so that a reader can understand the table without referring to the text. Each table must be simple and typed on a separate page with its title. Explanatory matter is placed in the footnotes below and not in the heading. All non-standard abbreviations should be explained in the footnotes. Footnotes should be indicated by <sup>a)</sup>, <sup>b)</sup>, <sup>c)</sup>, <sup>d)</sup>, ... Statistical measures such as SD or SE should be identified. Vertical rules and horizontal rules between entries should be omitted.

- **Figure & legends for illustrations:** Figures must be submitted as separate files saved in JPEG, TIFF, GIF, EPS, or PPT format (do not embed the figures in a Microsoft Word manuscript file). Other formats of figures are negotiable. Contact the editorial office for other formats. All images should exceed the following image resolutions: line art (an image composed of lines and text), 1,000 dpi; halftone (a continuous tone photograph, which contains no text), 300 dpi; or combination (line art and halftone), 600 dpi.

Photographs of recognizable persons should be accompanied by a signed release authorizing publication from the person in the photograph or an appropriate legal guardian. Written permission should be obtained for the use of all previously published illustrations (and copies of permission letters should be included).

Figures should be numbered, using Arabic numerals, in the

order in which they are cited. In the case of multiple prints bearing the same number, use English letters after the numerals to indicate the correct order. (ex) Fig. 1A, Fig. 1B, C.

If any tables or figures are moved or modified from other papers, authors should obtain permission through the Copyright Clearance Center <https://www.copyright.com/> or from the individual publisher if the materials are not from open access journals published according to the Creative Commons license. If tables or figures are from open access journals, accurately verify the source of the journal in the footnote. Please note that a free access journal is different from that of an open access journal; therefore, it is necessary to obtain permission from the publisher of the free access journal when using tables or figures from these sources.

- **Supplementary data:** If there are complementary materials that help the understanding of readers or if there is a large amount of data, these may be used as supplementary data. Supplementary data should be as concise as possible and must be related to the main conclusion of the paper. Supplementary data can include electronic files of high resolution images, background datasets, video materials, animations, and more. Supplementary data will be published online alongside the electronic version of the article. Video data files can be submitted in the same way as a figure or table by referring to the video or animation content. Since video and animation cannot be embedded in the print version, authors have to provide text for both the electronic and the print version for the portions of the article that refer to this content.

#### 4. Reviews

Reviews are comprehensive analyses of specific topics. They are usually solicited by the Editor, but we will also consider unsolicited material. Please send us a Presubmission Inquiry before writing a review article. All review articles undergo the same review process as other types of articles prior to acceptance. They are organized as follows: title page, abstract and keywords, introduction, main text, conclusion, acknowledgments, references, tables, figure legends, and figures. Reviews have no restrictions on word count or the number of figures and tables. However, authors should eliminate redundancy, emphasize the central message, and provide only the data necessary to convey that message. The approximate length should be 3,000 to 5,000 words. There should be an unstructured abstract equal to or less than 200 words. References should not exceed 200 references.

#### 5. Research Methods

Research methods are original work reporting on methodological issues. They present methodological approaches, modifications of existing methods, or discussions of quantitative and data analytic approaches. General rules for original articles also apply here.

#### 6. Analyses

Analyses do not report original data but are review-based reports that describes new analyses of existing data (typically large biological data sets such as genomes, microarrays, and proteomics) thought to have novel, exciting, and arresting conclusions. Analyses are limited to 3,000 words (excluding the abstract, references, tables, and legends), and references should not exceed 30. A maximum of 5 figures or tables are allowed.

#### 7. Case Reports

Case reports will be published only in exceptional circumstances, if they illustrate a rare occurrence of clinical importance. These manuscripts should be organized in the following sequence: title page, abstract and keywords, introduction, case report(s), discussion, acknowledgments, references, tables, figure legends, and figures. Case reports are limited to 1,500 words (excluding the abstract, references, tables, and legends), and references should not exceed 10. A maximum of 5 figures or tables are allowed.

#### 8. Letters to the Editor

Letters to the editor may be in response to a published article or a short, free-standing piece expressing an opinion. If the letters to the editor is in response to a published article, the Editor-in-Chief may choose to invite the article's authors to write a reply. No abstraction is required. The letter should be 1,000 words or less (excluding references and figure legends) with a maximum of 5 references. A maximum of 2 figures including tables is allowed.

#### 9. Editorials

Editorials are invited by the editor and should be commentaries on articles in the current issue. Editorial topics could include active areas of research, fresh insights, and debates in all fields considered to be of interest to P&FM readers. Editorials should not exceed 1,000 words, excluding references, tables, and figures. References should not exceed 5. A maximum of 3 figures including tables is allowed.

## 10. Other Publication Types

Other publication types may be accepted. The recommended format should be discussed with the Editorial Board.

**Table 1. Specifications for publication types**

Type of article	Abstract (word)	Text (word) <sup>a)</sup>	Reference	Table & figure
Original article	Structured, 250	3,000	30 <sup>b)</sup>	7
Review article	200	3,000–5,000	200	NL
Research method	Structured, 250	3,000	30	7
Analysis	200	3,000	30	5
Case report	150	1,500	10	5
Letter to the editor	NR	1,000	5	2
Editorial	NR	1,000	5	3

Any articles longer than these limits should be discussed with the editor.

NL, not limited; NR, not required.

<sup>a)</sup>Maximum number of words is exclusive of the abstract, references, and figure legends; <sup>b)</sup>Excerpt meta-analyses or systematic reviews.

## SUBMISSION & PEER REVIEW PROCESS

### 1. Submission

- **Online submission:** All manuscripts should be submitted online via the journal's website (<https://mc04.manuscript-central.com/pfm/>) by the corresponding author. Once you have logged into your account, the on-line system will lead you through the submission process in a step-by-step orderly process. Submission instructions are available at the website. All articles submitted to the journal must comply with these instructions. Failure to do so will result in the return of the manuscript and, possibly, in delayed publication.
- **Author's checklist:** You will be first requested to confirm the Author's Checklist. Before submitting the new manuscript, please ensure every point listed in the Author's Checklist (<http://pfmjournal.org/authors/checklist.php>) has been addressed.
- **Document forms:** Before you log into the online submission system, it is helpful to prepare the following documents as you will be asked to upload them during the electronic submission process.
  - Author statement forms
  - Cover letter: A Cover Letter must indicate the address, telephone and fax numbers, and E-mail address of the corresponding author.
  - English proof-reading (non-obligatory): Although it is not an obligatory demand, authors may show that their manuscript has been edited through English proofreading

services.

### 2. Peer Review Process

- **Review process:** P&FM reviews all manuscripts received. A manuscript is first reviewed for its format and then sent to the two most relevant investigators of the field. In addition, if deemed necessary, a review of the manuscript's statistics may be requested. Authors' names and affiliations are removed during peer review. The acceptance criteria for all papers are based on the quality and the originality of the research and its clinical and scientific significance. Acceptance of the manuscript is decided on the basis of the critiques and the recommended decision of the referees. An initial decision will normally be made within 4 weeks of receipt of a manuscript and the reviewers' comments sent to the corresponding authors by e-mail. Revised manuscripts must be submitted online by the corresponding author. The corresponding author must indicate the alterations that have been made in response to the referees' comments item by item. Failure to resubmit the revised manuscript within 4 weeks of the editorial decision is regarded as a withdrawal. A final decision on acceptance for publication or rejection for publication is forwarded to the corresponding author from the Editorial Office.
- **Appeals of decisions:** Any appeal against the editorial decision must be made within 2 weeks of the date on the decision letter. Authors who wish to appeal a decision should contact the Editor-in-Chief, explaining in detail their reasons for the appeal. All appeals will be discussed with at least one other associate editor. If the associate editor(s) does not agree, the appeal will be discussed at a full editorial meeting. P&FM does not consider second appeals.

## MANUSCRIPTS ACCEPTED FOR PUBLICATION

### 1. Final Version

After the paper has been accepted for publication, the author(s) should submit the final version of the manuscript. The names and affiliations of the authors should be double-checked and if the originally submitted image files were of poor resolution, higher resolution image files should be submitted at this time. The EPS, JPG, PPT, or TIF formats are the preferred digital files for photographic images. Symbols (e.g., circles, triangles, squares), letters (e.g., words, abbreviations), and numbers should be large enough to be legible even after on reduction to the journal's column widths. All symbols must

be defined in the figure captions. If references, tables, or figures are moved, added, or deleted during the revision process, renumber them to reflect the changes so that all tables, references, and figures are cited in numeric order.

### 2. Manuscript Corrections

Before publication, the manuscript editor will correct the manuscript such that it meets the standard publication format. The author(s) must respond within 2 days when the manuscript editor contacts the author for revisions. If the response is delayed, the manuscript's publication may be postponed to the next issue.

### 3. Galley Proof

The author(s) will receive the final version of the manuscript as a PDF file. Upon receipt, within 2 days, the editorial office (or printing office) must be notified of any errors found in the file. Any errors found after this time are the responsibility of the author(s) and will have to be corrected as an erratum.

### 4. Errata, Corrigenda

For correcting errors in published articles, the corresponding author should contact the Journal's Editorial Office with a detailed description of the correction. Corrections that profoundly

ly affect the interpretation or the conclusions of the article will be reviewed by the Editors. Corrections will be published as Corrigenda (corrections of authors' errors) or Errata (corrections of publisher's errors) in a later issue of the Journal.

### PUBLICATION PAGE CHARGES

There are no author submission fees or other publication-related charges. All costs for the publication process are supported by the Publisher. P&FM is a so-called platinum open access journal which does not charge author fees.

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