

## INSTRUCTIONS TO AUTHORS

*Journal of Neurogastroenterology and Motility* is a joint official journal of the Korean Society of Neurogastroenterology and Motility, the Thai Neurogastroenterology and Motility Society, the Japanese Society of Neurogastroenterology and Motility, the Indian Motility and Functional Disease Association, the Chinese Society of Gastrointestinal Motility, the South East Asia Gastro-Neuro Motility Association, the Taiwan Neurogastroenterology and Motility Society and the Asian Neurogastroenterology and Motility Association. The Journal publishes Editorials, Reviews, Technique Review, Original Articles, and Letters to the Editor in the field of neurogastroenterology and motility. Submissions are accepted only on the understanding that they have not been submitted elsewhere and have not been and will not be published elsewhere. All submitted papers are peer-reviewed before it is decided whether they could be accepted, rejected, or returned for revision. The Journal reserves the right to edit the language of papers accepted for publication for clarity and correctness, and to make formal changes to ensure compliance with this journal.

*Journal of Neurogastroenterology and Motility* publishes quarterly peer-reviewed articles on the 30th of January, April, July, and October in English, in printed and electronic versions. Manuscripts should be submitted via online through website (<http://www.jnmjournal.org>). Authors can also find the Copyright Assignment Form and Author's Checklist at website. The Journal follows the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication (<http://www.icmje.org/>) and Good Publication Practice Guidelines for Medical Journals (<http://kamje.or.kr/data/guidelines.pdf>). Authors are recommended to consult the Medical Terminology Book (<http://term.kma.org/>). So far there is no article processing charge. However, this policy could be changed in the future.

### The Editorial Office

Journal of Neurogastroenterology and Motility, Room 1115, Lotte Gold Rose Vill II, 31 Seolleung-ro 86-gil, Gangnam-gu, Seoul 06193, Korea

## RESEARCH ETHICS REGULATIONS

1. Researchers should be honest about their research. Researchers need to have a high ethical standard at all times during the research, in areas such as receiving funds for research, publishing research results, and fairly compensating participants. More specifically, research papers that are forged, altered, plagiarized, overlapped, and/or dishonest cannot be published either online or in journals and are not eligible for research funds.
  - 1) Forgery, Alteration, Plagiarism
    - (1) Forgery: making up data or research results that do not exist.
    - (2) Alteration: fabricating research materials, equipment, or processes, or changing/deleting research results intentionally to distort research contents or results.
    - (3) Plagiarism: using others' ideas, research (process and contents), and/or results without proper authorization or citation.
  - 2) Overlap Publication and Dishonest Research
    - (1) Publishing research papers that contain the same or similar contents to that which were/are published in other journals or books in the Society's memoir, or publishing research papers that are/were published in the Society's memoir in other journals or books.
    - (2) Multiple or duplicate publication can be allowed after a review from the Publication Council, if it is qualified under the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org>).
    - (3) Wrongful Research Paper Author Indication: either refusing to grant a qualification to publish (without proper reasons) to a person who contributed to science and/or technology with his/her research contents or results, or granting qualification to publish to a person who did not contribute to science and/or technology because of a wish to express appreciation or honor.
2. If a research object is human, researchers should follow the Declaration of Helsinki (<http://www.wma.net>). Details are as follows:
  - (1) Researchers should fully explain the purpose and methods of research as well as any possible mental and physical harm that could occur during research participation. If he/she is to publish the research results, he/she has to indicate that on the paper.
  - (2) Researchers cannot write down participants' names or initials. In case of possible disclosure of participants' identification through pictures of face or anything similar, researchers should receive written informed consent from the participants or their guardians.
  - (3) Researchers should receive an approval from Institutional Review Board and indicate it on the paper if one wishes to publish the research results.
  - (4) Any research that deals with clinical trials should be registered to the primary national clinical trial registration site such as <http://ncrc.cdc.go.kr/cris>, or other sites accredited by the WHO or the International Committee of Medical Journal Editors.
3. If a research object is animal, researchers should follow these general rules:
  - (1) Researchers should indicate what he/she did to minimize the pain or discomfort that experiment subjects went through.
  - (2) Researchers should indicate that he/she did not violate NIH guideline (NIH Guide for the Care and Use of Laboratory Animals).
  - (3) When necessary, the Society can ask for a written consent and an approval letter issued by Animal Ethics Committee.
4. Conflicts of interest or financial support should be indicated on the paper.
5. Corrections of Errors
 

The Journal will publish corrections when errors could affect the interpretation of data or information. When the error is made by the author, the term "Corrigendum" will be used; when the error is made by the Publisher, the term "Erratum" will be used.

## Submission Checklists

### COVER LETTER

The corresponding author must give written assurance that neither the submitted material nor its portions thereof have been published previously or are under consideration for publication by this or other journals.

### AUTHORSHIP

All authors must have made a significant intellectual contribution to the manuscript according to the criteria formulated by the International Committee of Medical Journal Editors. Each author should have participated sufficiently in the work to take public responsibility for the content. Authorship credits should be based only on substantial contributions to: (a) conception and design, or analysis and interpretation of data; (b) drafting the article or revising it critically for important intellectual content; and (c) final approval of the version to be published.

Participation solely in the acquisition of funds or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. The role played by each author should be described on the cover page (eg, in planning and/or conducting the study, collecting and/or interpreting data, and/or drafting the manuscript). The corresponding author is responsible for all aspects of the manuscript.

All authors (necessarily first author and corresponding author) are required to provide his/her "Open Researcher and Contributor ID (ORCID)," when submitting a manuscript to *Journal of Neurogastroenterology and Motility*. During the submission process, authors will have the option to either create an ORCID ID or associate an existing ORCID ID to their account. To learn more about ORCID, please visit <https://orcid.org/about>.

Any changes to the list of authors after submission, such as a change in the order of the authors or the deletion or addition of authors, need to be approved, following the submission of a letter requesting the change signed by all listed authors and from the author(s) to be removed or added. Such changes should be explained in writing to the editor in a letter or email from the corresponding author.

It is the responsibility of the authors to determine the order of authorship. *Journal of Neurogastroenterology and Motility* will not and cannot take any part in adjudicating authorship disputes.

### COPYRIGHT

In view of copyright laws, accepted papers must be accompanied by completed assignment forms. These forms are available on the website [http://www.jnmjournal.org/file/Copyright\\_form.pdf](http://www.jnmjournal.org/file/Copyright_form.pdf). Papers will only be published once the copyright is completed. The authors grant the Korean Society of Neurogastroenterology and Motility to own the full copyright of the final version of the paper by copyright transfer with sign of all authors.

### PEER REVIEW AND ACCEPTANCE

Acceptance of a manuscript in the *Journal of Neurogastroenterology and Motility* is determined through a rigorous peer-reviewing process. After the Editor-in-Chief and Executive editors assign an editor, the assigned editor sends the manuscript to 2 or more referees (except Editorials and Letters to the Editor)

for peer-review. The assigned referees review the manuscript and their review results are reported to the Editor-in-Chief. Finally, the Editor-in-Chief notifies the review results to the corresponding author(s). If there is any objection to the review results, corresponding author(s) can appeal within 60 days after being notified. The Editor-in-Chief has the obligation to notify the results after one more review.

### PREPARATION OF THE MANUSCRIPT

Submissions should be uploaded as Word or rich text format (rtf) documents. The entire article (including tables) should be supplied as a single file; only the electronic figures should be supplied as separate files. The manuscript must be written with double-line spacing and 3 cm margins on A4 sized format consecutively, beginning from the title page. Please include line numbers in your MS word manuscript to help reviewers refer to specific lines of the paper when they make their comments. All measurements should be in metric units.

### Manuscripts should be in the following order:

- 1) **Editorials:** Editorials will be paired with the most important articles of each issue and will be solicited at the provisional acceptance of an article. They should not exceed 1000 words excluding references and not be divided into sections and limited to 20 references and 2 or less tables/figures.
- 2) **Reviews and Meta-analyses:** Reviews and meta-analyses should contain an abstract of not more than 250 words. Manuscript length must not exceed 6000 words excluding references, figure legends or tables. The reviews and meta-analyses should contain at least 2 and not more than 8 figures or tables with 150 or less references. If the length and number of references exceed the limit allowed, then consent from the Editor-in-Chief is required.
- 3) **Mini-Reviews:** Mini-reviews should contain an abstract of not more than 250 words. Manuscript length must not exceed 4000 words excluding references, figure legends or tables. The mini-reviews should contain at least 2 and not more than 6 figures or tables with 100 or less references.
- 4) **Technique Reviews:** It highlights a practical approach to perform and interpret tests, both current and advanced, in the area of neurogastroenterology and motility. It can be a review or mini-review.
- 5) **Original Articles:** ① Abstract, ② a list of key words (5 or less) using MeSH terms from Index Medicus, ③ Introduction, ④ Materials and Methods, ⑤ Results, ⑥ Discussion, ⑦ Acknowledgements, ⑧ References, ⑨ Tables (each table completed with title and footnotes), ⑩ Figure legends.
- 6) **Letters to the Editor:** A letter containing comment(s) on an article in the Journal must be submitted within 6 months of its publication, should not exceed 400 words, must cite the subject article as a reference and should include no more than 10 references. The letter will be sent to the corresponding author of the article for a response. The author's reply to the posed letter also follows the same format. If a letter contains a brief case report, it

should contain no more than 600 words, 2 figures and 10 or less references. The Editorial Board has the right to accept or reject any letter and may edit the accepted letters as long as the writers' views are not misrepresented.

### Title page

The title page should contain the title of the paper, the full names of the authors, the addresses of the institutions at which the work was carried out together, and the full postal address, e-mail address, facsimile, and telephone number of the corresponding author.

The title should be short and informative. A running title (not to exceed 45 characters and spaces) should be added if the complete title exceeds 12 words.

### Abstract

Abstract should be described continuously under subheadings of Background/Aims, Methods, Results, and Conclusions within 250 words or less. The abstract should not contain abbreviations or references.

Five, or at least three, key words should be supplied below the abstract and should be taken from those recommended by the Index Medicus (MeSH) browser list (<http://www.nlm.nih.gov/mesh/meshhome.html>).

### Text

#### 1) Original Articles

All original manuscripts should be divided into Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments and References.

##### (1) Introduction

The rationale for the study should be summarized and pertinent background material should be outlined. The introduction should not contain either results or conclusions.

##### (2) Materials and Methods

Materials and Methods should be described in sufficient detail so that another investigator could repeat the work. The location of a manufacturer (manufacturer name, city, state, country) listed in the text should be included. Statistical methods used should be outlined.

Ethical guidelines for human or animal study should be described and approval of institutional human research review committee or animal welfare committee should be cited. Describe in detail hazardous procedures or chemicals involved, including precautions observed.

##### (3) Results

Results should be presented in logical sequence in the text, tables and illustrations, and repetitive presentation of the same data in different forms should be avoided. The results should not include material appropriate for the discussion.

##### (4) Discussion

Discussion considers the results in relation to any hypotheses advanced in the introduction. This may include an evaluation of the methodology and of the relationship of new information to the existing corpus of knowledge in that field. Data given in the results section should not be reiterated here.

#### 2) Reviews and Meta-analyses

Substantive systematic reviews in basic and clinical topics of neurogastroenterology and motility will be considered for publication. They will be evaluated by peer review of the manuscript prior to consideration of publication. An abstract must be included. Meta-analyses of genetic studies are required to follow the Human Genome Epidemiology Network (HuGENet) guidelines, available at <http://www.cdc.gov/genomics/hugenet>.

#### 3) Mini-Reviews and Technique Reviews

Mini-reviews are invited articles that inform the point of view about basic and clinical topics of neurogastroenterology and motility in which there have been recent and important advances. They bring to a focus on one specific subject, and can be controversial, briefly discussing opposing viewpoints. Technique reviews are a review or mini-review that inform the recent knowledge and details about functional or motility tests.

### Acknowledgements

The source of financial grants and other funding should be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Thanks to anonymous reviewers are not allowed.

### References

The Journal style of referencing should be used. In the text, references should be cited using superscript Arabic numerals in the order in which they appear. If cited only in tables or figure legends, number them according to the first identification of the table or figure in the text.

In the reference list, the references should be numbered and listed in order of appearance in the text. List all authors if the number of authors is less than 7. List first 3 authors followed by et al., if the number of authors is 7 or more. Names of journals should be abbreviated in the style used in Index Medicus.

Reference to unpublished data and personal communications should appear in the text only.

#### References should be listed in the following forms:

##### • Journal articles

1. Shim SG, Rhee JC, Rhee PL, et al. Mechanism of motilin action on smooth muscle of the human stomach. *Korean J Gastroenterol* 2002;39:4-12.
2. Meltzer SJ, Abnen DJ, Battifour A, Yokokota J, Cline MJ. Protooncogene abnormalities in colon cancer and adenomatous polyps. *Gastroenterology* 1987;92:1174-1180.

##### • Books

Day RA. How to write and publish a scientific paper. 3rd ed. Phoenix: Oryx 1988:163-196.

##### • Book chapter

Costa M, Furness JB, Llewellyn-Smith IF. Histochemistry of the enteric nervous system. In: Johnson LR, ed. *Physiology of the gastrointestinal tract*. Volume 1. 2nd ed. New York: Raven 1987:1-40.

##### • Abstract/supplement

Roxburgh J, Cooke RA, Deverall P, et al. Haemodynamic

function of the carbomedics bileaflet prosthesis [abstract]. *Br Heart J* 1995;73(suppl 2):37.

- **Electronic citations**

Basically, websites are referenced with their URL and access date, and as much other information is given as is available. Access date is important, as websites can be updated and URLs change. The “date accessed” can be later than the acceptance date of the paper, and it can be just the month accessed.

- **Electronic journal articles**

Morse SS. Factors in the emergency of infectious diseases. *Emerg Infect Dis* 1995 Jan-Mar;1(1). [www.cdc.gov/ncidod/EID/vol1no1morse.htm](http://www.cdc.gov/ncidod/EID/vol1no1morse.htm) (accessed 5 Jun 1998).

- **Online first**

Before the article has appeared in an issue

Use the citation format:

Sabin MA, Ford AL, Holly JMP, Hunt LP, Crowne EC, Shield JPH. Characterization of morbidity in a UK, hospital based, obesity clinic. *Arch Dis Child Published Online First*: 24 Oct 2005. doi:10.1136/adc.2005.083485.

### Tables

Each table must be simple and typed on a separate page with its heading above it. Explanatory matter is placed in footnotes below the tabular matter and not included in the heading. All non-standard abbreviations are explained in the footnotes.

Footnotes should be indicated by superscripts a, b and c etc. The word “number” should be abbreviated as “n” to express the number of samples or subjects. For example, it should be written as (n=24). Statistical measures such as SD or SE(M) should be identified. Vertical rules and horizontal rules between entries should be omitted. Each table is referred in the text consecutively and numbered according to order of citation. The tables and its legend/footnotes should be understandable without reference to the text. The order of footnotes is as follows; after it is indicated by superscript a, b and c etc, then the abbreviation is explained. For example, IBS, irritable bowel syndrome; CNSD, chronic non-specific diarrhea. The last one is used for statistics.

### Figure legends

Figure legends should be typed double-spaced on a separate sheet following Figure 1 or Figure 2. Symbols, arrows and letters indicating parts of illustrations should be explained in the legend. Each figure should be referred in the text consecutively as Fig. 1 or Fig. 2 in parenthesis and should be numbered according to order of citation. If figure is indicated in the sentence without the parenthesis, then it should be described as Figure 1.

### Figures

If a figure consisted of at least 2 sections, each figure should be listed as A, B or C in the upper left corner of each figure. The statistical difference (*P*-value) should be expressed as three digits below zero. If direct indication is difficult to express in the figure, then \*, \*\*, \*\*\*

may be used. These asterisks should be explained in the figure legend. Figure format is individualized as follows: photographic images should be submitted in TIFF, JPG (JPEG), PNG, and GIF format with the original high-resolution. It should have a minimum width of 100 mm and a minimum resolution of 300 dpi. Neither compression nor change of the color mode should be made. Line-arts (graphs and illustrations) should be submitted in native PPT (preferred) including editable figure elements, vector files, or TIFF files (at least 300 dpi with a minimum width of 100 mm).

### Supplementary materials

Supplementary material is peer reviewed material directly relevant to the conclusion of an article that is not included in the printed version owing to space or format constraints. It is posted on the journal’s website and linked to the article when the article is published, and may consist of data files, figures, videos or extensive tables. The printed article must be complete and self-explanatory without the supplementary information. Supplementary material enhances a reader’s understanding of the paper but may not be essential to the reader’s understanding.

When submitting supplementary material, ensure that you upload them using the “Supplemental File Upload.” Supplementary material should be cited in the article text as “Supplementary Fig. 1, Supplementary Table 1 or Supplementary Materials and Methods etc.” A legend for each figure, table, video, or other data should be included within the submitted file. All video files submitted must be of the highest quality possible. Any editing of the video is the responsibility of the author(s). Acceptable video file formats are: MPEG-1 or MPEG-2 (.mpg), Quicktime (.mov), Microsoft (.avi), or CompuServe GIF (.gif). Maximum video length is 5 minutes, and maximum file size is 160 MB. Concise legends must accompany each video in the text file.

### Photographs of patients

If photographs of patients are used, they should not be identifiable and should be accompanied by written permission to use them.

### Units of measurement

Authors should express all measurements in conventional units, with Système International (SI) units given in parentheses throughout the text. Figures and tables should use conventional units, with conversion factors given in legends or footnotes.

### Abbreviations

The Journal provides a list of the official abbreviations. It appears in the Journal and its website. Otherwise, any unofficial abbreviation should be used where they appear in the text at least three times, and be explained in parentheses at the first time in the text. Do not use abbreviation(s) in the title.