

This checklist is to shorten the review process from manuscript submission to decision to be published. Please send this checklist marked with in of the following along with a manuscript to Korean Endocrine Society. This checklist can be downloaded from the homepage of the Korean Endocrine Society or the online manuscript submission site of *Endocrinology and Metabolism* (EnM) journal (<http://submit.e-enm.org>).

### Final checklist for manuscript submission

- Download the ‘Copyright transfer agreement and disclosure of conflict of interest’ and complete the forms. After completing these documents, scanned copies should be uploaded on the submission site, or they can be forwarded to the EnM Editorial Office via fax (+82-2-714-5103).
- Financial sponsorship should be stated in the “Conflicts of interest.”
- All funding sources should be stated in the “Acknowledgments.”
- A statement concerning IRB and IACUC approval and consent procedures must appear at the “Methods” section.
- Animal research studies must state that the work was performed according to the National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals must be observed.

### Checklist for formatting of the manuscript

- The manuscript should be arranged in the following order: title page, abstract and keywords, main text (introduction, methods, results, discussion), conflicts of interest, acknowledgments, references, tables and figures.
- All portions of the manuscript should be double-spaced using 12-point Times New Roman font with a 3-cm blank margin on all sides (right, left, top, front, and bottom) of A4-sized paper (21×30 cm) or North American letter-sized paper (8½×11 in).

#### 1. *Original article*

- The title page should be structured as follows: the title of the manuscript, a short running title 50 or fewer characters, the names of all authors, and their current affiliations.
- The title of the manuscript should be no longer than 20 English words. The first letter of each major word of the title must be capitalized.
- The abstract should contain no more than 250 words, and should consist of four sections: Background, Methods, Results, and Conclusion.
- The number of references should not exceed 50.
- All authors are required to describe author’s specific contributions that will be published in the Author contributions section.

#### 2. *Review article*

- A review article should include an unstructured abstract not exceeding 200 words and keywords.
- The number of references should not exceed 150.

#### 3. *Editorial*

- An editorial should be limited to no more than 20 references. The word count of the main text should not exceed 1,000.

#### 4. *Brief report*

- These manuscripts should include a short unstructured abstract (150 words maximum).
- The total manuscript length should not exceed 1,200 words, excluding references and abstract.
- Brief reports can include a maximum of 20 references and two figures or tables.

#### 5. *Image*

- Image should be no more than 1,000 words.
- The number of references is limited to five.

#### 6. *Letter to the editor*

- Letters should be no more than 1,000 words in length.
- No more than 10 references, and normally include no more than one table or one figure.

## Detailed checklist for manuscript submission

- Abbreviations should be used only when necessary and defined on first use.
  - e.g., high density lipoprotein cholesterol (HDL-C)
- Clinical laboratory values and units should be in International System of Units (SI) form.
- Leave a space before a unit, a number, a parenthesis.
  - e.g., body weight 52 kg, diabetic ketoacidosis (DKA)

### 1. References

- Reference numbers in the text should appear in the order that they are mentioned in normal type and in square brackets, e.g., “In the study by Norton et al. [23]...”.
- The order should be as follows: authors’ names (list the first 6 authors and add “et al.”), title, journal name, the year, volume, and page numbers.
  - Ex. 1) Jeong HS, Kim HJ, Kim HS, Kim SW, Shin CS, Park DJ, et al. Clinical characteristics for 132 patients with adrenal incidentaloma. *J Korean Endocr Soc* 2007;22:260-5.
  - Ex. 2) Iitaka M, Momotani N, Ishii J, Ito K. Incidences of subacute thyroiditis recurrences after a prolonged latency: 24-year survey. *J Clin Endocrinol Metab* 1996;81:466-9.

### 2. Tables

- Tables should be numbered in the order of their appearance in a main body.
- Tables should be double-spaced and inserted on a separate page.
- The first letter of each word of the table title must be

capitalized.

- Only the first letter of the first word should be capitalized inside a table.
- Unnecessary longitudinal lines should not be used.
- The description of footnotes below the table should follow the order of that of the acronyms and symbols. Symbols should be marked with small alphabet letters in the order of usage, such as <sup>a</sup>, <sup>b</sup>, <sup>c</sup>, <sup>d</sup>, <sup>e</sup>, in superscript.
- The explanation of footnotes should be separated from each other by a semicolon, without beginning a new line below the table.
- When a table is cited in the main body, it should be presented as demonstrated: ‘Table 1.’

### 3. Figures

- Figures should be numbered in the order of their appearance in a main body.
- The resolution of pictures and photographs should exceed 300 dpi.
- If two or more images are presented within the same figure, Arabic numerals should be followed by letters (e.g., Fig. 1A, Fig. 1B).
- The legend for each microscopic image should indicate the stain used and the level of magnification.
  - e.g., (H&E stain, ×400)
- Figure legends should be clearly numbered and included at the very end of your main text document and not with the separate figure/image files.
- Figure legends should follow the order of that of the acronyms and symbols. Symbols should be marked with superscripted lowercase letters in the order of their usage, such as, <sup>a</sup>, <sup>b</sup>, <sup>c</sup>, <sup>d</sup>, <sup>e</sup>.