Instructions for Authors

Korean Journal of Health Promotion
KJHP

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Revised in June, 2007 (2nd)
Revised in March, 2003 (1st)
Enacted in March, 2001

The Korean Journal of Health Promotion (KJHP) is an open access, multidisciplinary journal dedicated to publishing high-quality research in various areas of the medical, nursing, nutritional, physical educational, epidemiological, and public health sciences associated with health promotion and disease prevention.

The manuscript should be prepared according to the "ICMJE Recommendations for the Conduct, Reporting, and Publication of Scholarly Work in Medical Journals" (2023) (https://www.icmje.org/recommendations/). Matters unspecified in this document will follow the general principles of writing and editing of biomedical publication.

1. MANUSCRIPT SUBMISSION

All manuscripts must be submitted online via the online manuscript submission and review system for *KJHP* (https://submit.e-kjhp.org/)

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2. CATEGORIES OF ARTICLES

KJHP publishes original articles, review articles (narrative reviews and systematic reviews without meta-analyses), letters to the editor, letters in reply, editorials, and viewpoints.

*Summary of Article Types

Article Type	Description	Requirements
Original Article	Cross-sectional study Case-control study Cohort study Clinical trial Meta-analysis Qualitative research Survey research Other observational or original research	• ≤3,500 words • ≤10 tables and/or figures • Structured abstract, ≤300 words • Key Points: Question, Findings, and Meaning, ≤100 words • ≤50 references • Title Page including Key Points • Manuscript text: Title, Abstract, Keywords, Introduction, Methods, Results, Discussion, Acknowledgments, Author Contributions, References, Figure Legends, and Tables • Figures uploaded separately • Cover letter
Review Article	Narrative review (general review) Systematic review without meta-analysis	• ≤3,500 words • ≤10 tables and/or figures • Unstructured abstract for narrative review and structured abstract for systematic review, ≤300 word • Key Points: Question, Findings, and Meaning, ≤100 words • ≤50 references • Subtitle should be 'A Narrative Review or A Systematic Review' • Title Page including Key Points • Manuscript text: Title, Abstract, Keywords, Introduction, Methods, Results, Discussion, Acknowledgments, Author Contributions, References, Figure Legends, and Tables • Figures uploaded separately • Cover letter

Letter to the Editor	Letters discussing a recent article in this journal should be submitted within 4 weeks of the article's publication in print.	• ≤1,000 words • ≤5 references • ≤3 authors • No abstract required
Letter in Reply	Replies by authors of original articles to letters from readers.	• ≤1,000 words • ≤5 references • ≤3 authors • No abstract required
Editorial	An opinion or a view of a member of the editorial board or any senior or reputed faculty written in a journal	• ≤1,000 words • 1 author • No abstract required
Viewpoint	A short opinion which focuses on some of the key topics, issues, or developments in health promotion and disease prevention	• ≤1,500 words • ≤10 references • ≤3 authors • Unstructured abstract, ≤150 words

3. MANUSCRIPT PREPARATION AND SUBMISSION REQUIREMENTS

1) Original Article and Review Article

Manuscript Style

Manuscripts should be prepared in accordance with the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (https://icmje.org/recommendations) and written in proper and clear English.

Manuscript Components

The authors should prepare at least 3 files such as a cover letter, title page (with author details), manuscript text (no author identifiers), and as appropriate, figures. Start each of these sections on a new page, numbered consecutively. Tables should be included in the manuscript text, and figures should be uploaded as separate files (individual or combined figure files) and not included in the manuscript text. Also, a copyright transfer form should be signed by a corresponding author on behalf of all authors and submitted (a link for downloading the form should be inserted here).

Manuscript File Formats

For submission and review, please submit the manuscript as a Word document (e.g., Microsoft Office Word). Do not submit your manuscript in PDF format. For submission of drawings, photos, graphs, or combined figures, PPT and PDF formats are acceptable.

Use 12-point font size, double-space text, and leave both margins justified.

Cover Letter (≤200 words)

Prepare a cover letter. This is a great opportunity to highlight to the journal editor what makes your research new and important. The cover letter should explain why your work is perfect for the *KJHP* and why it will be of interest to our readers. The cover letter should have a maximum of 200 words and include complete contact information for the corresponding author (affiliation, postal/mail address, email address, and telephone number) and whether the authors have published, posted, or submitted any related papers from the same study.

Title Page (≤300 words)

The title page should include an article title; running head; type of study design; the full names, academic degrees, and affiliations of all authors (if an author's affiliation has changed since the work was done, the new affiliation also should be listed); name and complete contact information for corresponding author; word count of the abstract and manuscript text (not including title, abstract, acknowledgment, references, tables, and figure legends); total number of tables; total number of figures; number of references; funding sources; declaration of conflict of interests; and key points.

Provide ORCID IDs for all authors. Titles should be concise, specific, and informative. Limit the length of titles to 30 words. A running head or running title is a short version of the article title, which should consist of no more than 10 words.

The key points is a short structured summary of the findings of your manuscript (required only for research and review manuscripts), following 3 key points: Question, Findings, and Meaning. Limit to 100 words or less.

<Example>

Key Points

Question: Is intermittent high-dose vitamin D supplementation effective in the prevention of falls and fractures?

Findings: In this meta-analysis of 15 randomized controlled trials, intermittent high-dose vitamin D supplementation showed no beneficial effect in the prevention of falls and fractures and even showed a harmful effect in the high-quality trials.

Meaning: Our findings support that intermittent high-dose vitamin D supplementation for the prevention of falls and fractures should be discouraged.

Manuscript Text

A manuscript text should be prepared in the following sequence: title, abstract, keywords, introduction, methods, results, discussion, acknowledgments, author contributions, references, figure legends, and tables. The full text containing introduction, methods, results, and discussion should not exceed 3500 words.

Title (≤30 words)

An article title should be inserted at the top of the first page of the manuscript text file.

Abstract (≤300 words) and Keywords

An abstract should briefly summarize the content of the manuscript in a structured format for a systematic review and a unstructured format for a narrative review and should not exceed 300 words. The structured abstract should be structured as follows: Background, Methods, Results, and Conclusions. Three to six keywords should be listed after the abstract.

Introduction (≤500 words)

Desribe a brief background and purpose of the study and elaborate on its significance. Summarize the rationale and include only strictly pertinent references.

Methods (≤1,000 words)

Identify the methods. Describe study participants, controls, or laboratory animals clearly and identify procedures in sufficient details to allow other researchers to reproduce the results. Identify the apparatus or reagents used by giving the product's name, followed by the name of the product company in parentheses. Give references to established methods, including statistical methods. Provide references and brief descriptions for methods that have been published but are not well known or substantially modified, and give reasons for using them and evaluate their limitations.

Describe statistical methods with enough details to verify the reported results. Whenever possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as the use of *P*-values, which fails to convey important quantitative information. When the results of the data in the text are given, provide details specifically in terms of average, proportion, or correlation coefficient to describe the difference between study groups or the relevant size and direction of variables. Specify statistical software used for statistical analysis.

Results (≤1,000 words)

Present the findings and results in logical sequence in the text, tables, and figures. Do not repeat in the text all data in the tables or figures, but describe important points and trends.

Discussion (≤1,000 words)

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other materials given in the Introduction or the Results section. Include the implications of the findings and their limitations, including implications for future research. Link the conclusions with the purpose of the study by discussing and comparing the relevant results of other research data. Avoid unqualified statements and conclusions not completely supported by the data. Propose new hypotheses when warranted and recommendations, when appropriate, may be included.

Acknowledgments

If necessary, persons who have contributed to the article but whose contributions do not meet authorship standards may be appreciated through acknowledgment section. Clearly state their contributing role for acknowledgement. For example, data collection, financial support, statistical analysis, analysis of experiment, and so forth. Authors should notify that their names will be in the Acknowledgement and are responsible for obtaining permission from persons acknowledged.

Author Contributions

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).

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.

<Example>

Dr. MYUNG had full access to all of the data in the study and takes responsibility for the integrity of the data and the accuracy

of the data analysis. All authors reviewed this manuscript and agreed to individual contributions.

Conceptualization: SKM.
Data curation: SWO and YJC.
Formal analysis: YJC.
Methodology: SKM, SWO, and YJC.
Software: SKM and YJC.
Writing - original draft: YJC.
Writing - review & editing: SKM, SWO, and YJC.

References

Authors are responsible for the accuracy and completeness of their references and for correct text citation. In the text, references should be cited with Arabic numerals in brackets, numbered in the order cited. In the references section, the references should be numbered and listed in order of appearance in the text. If there is more than one reference cited coincidentally, then a comma separates the numbers and only the last number is closed with a right bracket. If a consecutive number of references is cited together, then a hyphen '-' should be used between the first and the last number.

List all authors and/or editors up to 6; if more than 6, list the first 6 followed by "et al." Journal references should include the issue number in parentheses after the volume number. Reference styles are as follows:

Journal articles

Name(s) of author(s). Title of article. Abbreviated journal name. Year of publication;Volume number (Issue number):Page numbers.

<Example> Myung SK, Oh SW, Choi YJ. How to use the KJHP's online manuscript submission system. Korean J Helath Promot 2024;24(1):123-7.

Books

Name(s) of author(s). Title of publication: subtitle. Edition. Publisher; Year of publication. p. Page numbers.
Name(s) of the chaptor's author(s). Title of chapter. In: Name(s) of the editor(s). Title of publication. Edition. Publisher; Year of publication. p. Page numbers.

Conference proceedings

Name(s) of author(s). Title of conference proceedings. Title of conference; Date of conference; Place of conference. Publisher; Year of publication.

Dissertations

Name of author. Title of thesis [dissertation]. Name of university; Year when degree was given. Language of dissertation.

Journal articles in electronic media

Name(s) of author(s). Title of article. Abbreviated title of journal [Internet]. Year of publication;Volume number (Issue number):Page numbers. Name of source URL:

Website or online sources

Name(s) of author(s). Title of web page [Internet]. Name of publisher; Year of publication [Date of citation]. Available from: available URL

Figure Titles and Legends (Captions)

After references, include a title for each figure. The figure title should be a brief descriptive phrase, preferably no longer than 10 to 15 words. A figure legend (caption) can be used for a brief explanation of the figure or markers if needed and expansion of abbreviations.

Tables

All tables should be inserted after figure legends in the manuscript text. Restrict tables and figures to those needed to explain and support the argument of the article and to report all outcomes identified in the Methods section. Number each table and figure and provide a descriptive title for each. Every table and figure should have an in-text citation. Verify that data are consistently reported across text, tables, figures, and supplementary material. The number of tables and /or figures should not exceed 10.

Within a table, if an abbreviation is used or a description may be necessary, then list them under annotation below. Use the alphabet in the order of a, b, c by superscript on the right side of the part that needs explanation and the annotation should be recorded according to the symbols listed below the table. For each annotation marked, the first letter of the first word should be capitalized. The *P* of the *P*-value should also be capitalized. The title of the table should be on the top placed at the right end of the table. The title of the figure should also be on the top placed at the right end of the figure. The numbering of the table or figure should be in the order of entry in the main text, and Arabic numeral should be used after a space of the word 'Table (Figure)' followed by a period. The first letter of the first word should be capitalized. In making a table, the average and stan-

dard deviation, the number of participants and other figures should be given and on the annotated part of the table, the applied statistical method should be noted. For ratio, the number of responders and the ratio, and for correlation coefficient, the value of correlation coefficient should be given, respectively.

Figures

Number all figures (graphs, charts, photographs, and illustrations) in the order of their citation in the text. When illustrating a figure, use a bar or a line graph for average or proportion, and list measures using standard deviation or standard error and must show their *P*-values. Identify the applied statistical methods at the footnote of each figure. Primary outcome data should not be presented in figures alone. Exact values with measure of variability should be reported in the text or table as well as in the abstract. All symbols, indicators (including error bars), line styles, colors, and abbreviations should be defined in a legend. Each axis on a statistical graph must have a label and units of measure should be labeled. Error bars should be included in both directions, unless only 1-sided variability was calculated.

Acceptable file formats are .jpg, .tif, .pdf, .ppt, .psd, and .eps. Required minimum resoultion for publication is 300 ppi.

Abbreviations

Overindulgence with the use of abbreviations is forbidden, and the use of abbreviations must be minimized. Only standardized abbreviations may be used and abbreviations should not be used in titles or abstracts. With the exception of measurement units, abbreviation should be specified when first introduced in the text and then may be used independently.

Units of Measurement

Laboratory values are expressed using conventional units of measure, with relevant Systeme International (SI) conversion factors expressed secondarily (in parentheses) only at first mention. Figures and tables should use conventional units, with conversion factors given in legends or footnotes. The metric system is preferred for the expression of length, area, mass, and volume.

Names of Drugs, Devices, and Other Products

Generic names should be used. When proprietary brands are used in research, include the brand name and the name of the manufacturer in parentheses after the first mention of the generic name in the Methods section.

Generic Names, Numbers, and Measurement Units

Personal, geographical and generic names must be written in original language, if possible, and numbers must be written in Arabic numerals. The measurement units such as length, height, mass and volume should be indicated in the metric system (meter, kilogram, liter etc). Temperature must be indicated in centigrade and blood pressure in mmHg. Units for blood and clinical laboratory test measurements should be expressed in the ordinary scale or by International Units (SI). A space is required between a measured value and its unit.

Supplementary Materials

Supplementary materials for online-only publication can be submitted, when there is insufficient space to include the materials in the manuscript text or figures. Because supplementary materials are not edited or formatted after publication, authors are responsible for the accuracy and presentation of these materials.

Reporting Sex/Gender

The term sex (male, female) should be used when reporting biological factors and gender (man, woman) should be used when reporting gender identity or psychosocial/cultural factors. The methods used to obtain information on sex, gender, or both (e.g., selfreported, 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 (e.g., prostate disease) or females (e.g., ovarian disease). 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.

2) Letters to the Editor, Letters in Reply, Editorials, and Viewpoints

For preparation of Letters to the Editor, Letters in Reply, Editorials, and Viewpoints, refer to 'Summary of Article Types' in the categories of articles secction.

4. REPORTING GUIDELINES FOR SPECIFIC STUDY DESIGNS

Authors should be aware of the information that must be included in the contents of the research according to the study

design and must reflect them in their articles. Authors should refer to STROBE (http://www.strobe-statement.org) for observational studies, CONSORT (http://www.consort-statement.org) for randomized controlled trials, STARD (http://www.stard-statement.org) for studies of diagnostic accuracy, and PRISMA (https://www.equator-network.org/reporting-guidelines/prisma/) and MOOSE (https://www.equator-network.org/reporting-guidelines/meta-analysis-of-observational-studies-in-epidemiology-a-proposal-for-reporting-meta-analysis-of-observational-studies-in-epidemiology-moose-group/) for systematic reviews and meta-analyses.

5. MANUSCRIPT REVIEW AND PUBLICATION

Upon submission of a manuscript, the Editorial Committee will review the article whether its contents meet the objectives of the Journal, and the article can be rejected at this initial review process. The Editorial Committee will entrust two or more experts with review of articles and will decide their acceptance for publication with the help of experts' recommendations. Based on comments from reviewers and editors, authors may be asked to revise their manuscripts. Authors are required to submit a revised manuscript and a letter of explanation regarding how they have dealt with all comments and questions raised by reviewers and editors through the electronic submission system. The Editorial Committee or the editor-in-chief may entrust an statistical expert with statistical review of articles at the final stage of review, and ask authors to revise their manuscripts, if necessary.

The acceptance for publication is decided by the Editorial Committee after its thorough review process, and the editor-in-chief will deliver an official approval of acceptance for publication.

This journal operates a double-anonymized peer-review process, meaning that the identities of the authors are concealed from the reviewers, and the identities of the reviewers are kept anonymous from the authors. Authors must prepare their manuscripts and supplementary files to ensure complete anonymity.

To ensure proper anonymization, please prepare your submission according to the following guidelines:

- **Separate Title Page:** Submit a separate title page file containing the full title, all author names, affiliations, and the corresponding author's contact details (email, phone, address). This file will not be sent to reviewers.
- **Anonymized Main Text:** Remove all author names, initials, institutional affiliations, and identifying acknowledgments from the main manuscript file, running headers, and figures.
- **Self-Citations:** Refer to your own previous work in the third person (e.g., write "previous work has shown [Anonymous, 2020]" instead of "as we previously showed"). Do not delete essential self-references, but format them anonymously.
- **Funding and Acknowledgments:** Exclude funding sources, grant numbers, and acknowledgments from the anonymized manuscript text. These can be included in the title page or disclosure forms.
- **File Properties:** Clear any identifying metadata or author names from your electronic file properties and file names before uploading.

6. COPYRIGHT

Once publication of the manuscript has been decided, the copyright will be deferred to the Korean Society for Health Promotion and Disease Prevention, and the copyright of the manuscript published will belong to the Society. The Society is entitled to publish, distribute and print a manuscript in the journal or other media. As the time of submission, a corresponding author, on behalf of all authors, must sign and submit the 'copyright transfer agreement form', which must be downloaded from the homepage, to confirm that its copyright is assigned.

7. ETHICAL REGULATIONS

Review and handling procedures related to all research ethics including ethics regulations and plagiarism, duplicate publication, and research misconduct will be followed according to the 'Good Publication Practice Guidelines for Medical Journals (http://kamje.or.kr/)' stipulated by the Korean Association of Medical Journal Editors (KAMJE).

1) Ethical Review and Informed Consent

If the research involves human participants, it must comply with the ethical standards of the Declaration of Helsinki (adopted in 1964; amended in 2008; https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/) and in principle must undergo scrutiny of an independent Institutional Review Board (IRB) or Research Ethics Committee (REC) which reviews the ethical issues of the human experiment. However, in clinical studies, the approval of the IRB or ERC and participant's consent must be received and specified in the text.

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). The approval should be described in the Methods section.

2) Privacy and Confidentiality

Every author must protect privacy and confidentiality of study participants. The personal information regarding the identity of a study participant must not be disclosed in any form: article, photo or pedigree. However, if a study participant's personal information is indispensable as scientific information, it must be explained to the study participant or his/her legal guardian, written informed consent should be obtained from him/her before publication, and his/her approval must be specified in a published article. At the time of explanation, a manuscript to be published, including photos, must be offered to a study participant and be approved by him/her. Description materials including photographs should not disclose study participant's name, english initials, and hospital identification number.

3) Redundant Publication/Duplicate Submission

An article that has been already reported in another journal or is being reviewed by another journal, and an article that has a redundant material previously published in the journal will be rejected. If the article contains similar work that has already been reported in another publication or has been published in the journal, the author should include copies of such material along with the submitted article. The Editorial Committee will decide on the matter of secondary publication of the submitted article and then consider for its acceptance. Also, the author can not submit a published article to another journal without authorization. Only under the conditions for secondary publication stipulated in the 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals' this may be allowed.

4) Authorship and Contributorship

Every author must meet the authorship standards set forth in the 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals'. He/she has a duty of verifying that his/her article has not yet been published and is not the same as any existing one. All persons designated as authors must fulfill all three conditions that they had contributed to 1) conception and design, acquisition of data, or analysis and interpretation of data, 2) drafting the article or revising it critically for important intellectual content, and 3) final approval of the version to be published. All contributors participating in the research not meeting the authorship standards must be listed in 'Acknowledgments' section after receiving their permission. After a manuscript has been submitted, no author could not be added.

5) Conflicts of Interest and Financial Disclosures

Each author has a duty to disclose direct or indirect conflicts of interest in the subject matter discussed in the submitted article. All authors must reveal all possible conflicts of interest that related to research such as consultation fees and stocks when submitting their article and should provide all of their personal signatures to verify that they have revealed so. A financial grant or support received for research purposes should be disclosed at the bottom of the title page, and all conflicts of interest such as consulting fees and stocks associated with study should also be disclosed at the bottom of the title page or in acknowledgment section. The corresponding author is required to confirm whether his/her or his/her co-authors have any conflict of interest to declare, and to provide appropriate details to the Editorial Committee.

8. RESUBMISSION

The resubmission period for a manuscript sent to its author for revision must be three months, and if three months are exceeded, the manuscript must be judged again as a new manuscript.

9. PAGE PROOFS

Page proofs will be sent to corresponding authors by the Editorial Committee. Authors must send them back within 48 hours after reading them carefully and revising them if necessary. The revision of page proofs must be limited to the errors of typesetting, and it is prohibited to change or to add new contents to the article. Authors are responsible for the contents of page proofs.

10. ARTICLE PROCESSING CHARGE

No review fees are charged for all the submitted articles. Article processing charges are required for publication in the *KJHP*. Publication fees for all the accepted original or review articles are 300,000 Korean Won (250 US dollars). Additionally, if the article exceeds 6 pages of the journal, additional fees (50,000 Korean Won or 40 US dollars per extra page) will be charged.

11. CORRECTIONS

If necessary, requests to publish corrections should be sent to the Editorial Committee within one month of journal publication. Corrections are reviewed by editors and authors and published in the next issue of the journal.