

# Instructions for Authors

Revised Dec 20, 2012

## Scope

The Annals of Clinical Microbiology (Ann Clin Microbiol; ACM) is a periodic journal published by the Korean Society of Clinical Microbiology. It is devoted to the communication of new knowledge concerning the microbiological aspects of human and zoonotic infections, especially their etiological agents and diagnosis. The scope of this publication is confined to the isolation, identification, and epidemiology of infecting microorganisms, including bacteria, viruses, fungi, and parasites. Determining the *in vitro* susceptibility testings are also included. The ACM excludes manuscripts related to environmental and industrial microorganisms, and manuscripts related to other areas will be considered individually by the editorial board.

## Submission

All submissions should be written in compliance with editorial policy and guidelines before submitting to homepage ([http://www.kscm.or.kr/journal\\_submit\\_main1.htm](http://www.kscm.or.kr/journal_submit_main1.htm)). Two electronic files, one should be a title page with authors contacts details and other with manuscript only. Authors are requested to submit following files in electronic form HWP (Version 97 or higher) or MS Word (Version 2000 or higher).

- One completed manuscript with author identifiers
- One completed manuscript without author identifiers
- A signed letter of agreement from all authors, which can be faxed or scanned and send it via email.
- Corresponding author must sign as designated person on the agreement and provide check (v) on the list. If email is unavailable, the manuscripts can be sent to the following address:

In case of homepage submission problems, the manuscripts could be sent to the following address:

Dongeun Yong, M.D., Editor-in-Chief  
 Visa Medical Center, 6floor,  
 Gangnam Severance Hospital, 235 Dogok-ro,  
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## Review of submitted papers

All submitted manuscripts will be considered confidential and will be initially overviewed by the editor before proceeding to the review process. All manuscripts will be reviewed by peer-reviewers who are appointed by the editorial board. Peer-reviews will be processed for three times. First peer-review will be con-

ducted by three appointed reviewers. The reviewers will be asked to return a prompt review and comments within 10 days from the manuscript submission. Second peer-review process are expected to take 7 days. The issues listed below will be considered during the review process.

- Significance to the area of research
- Originality of the research
- Appropriateness of the approach or experimental design
- Appropriateness of the statistical analysis
- Validity of the conclusions and interpretation
- Relevance of the discussion
- Adherence to correct scientific nomenclature
- Appropriateness of the references cited
- Adherence to the Instructions for Authors
- Adequacy of the title and abstract
- Appropriateness of the included tables and figures
- Length of the manuscript

In case of decision to accept the manuscript, editor will send the letter of confirmation to corresponding author. If further correction of the manuscript is needed, detailed comments will be provided.

Corresponding author is asked to provide corrected manuscript and return it within 10 days from the date of notification. The overall correction period should be finished within 2 months. Upon final acceptance of a manuscript, English abstract, explanation of tables and figures will be corrected for proper English usage by professional English editor. In addition, references and overall manuscripts will be professionally edited.

## Proofreading

Edited manuscripts will be sent to authors in .PDF format by the publishers. It is author's responsibility to check the final manuscripts. The corrected proof should be replied within 2 days via email or registered post. In order to prevent any mistakes and to improve quality of the paper, editorial board should be involved during the editing process.

## Publication

The Annals of Clinical Microbiology (ACM) is published four times a year, on 20 March, 20 June, 20 September, and 20 December. The sequence of the content will be determined by the editorial board. A Publication fee would be charged to the authors: 10,000 KRW per black and white page, 150,000 KRW per color page. Offprints are provided to the authors on request, and it will be charged to the corresponding author 35,000 KRW for

100 offprints, and 5,000 KRW for shipping. The author is also responsible for paying any additional charges for special designs or plate-making involved in the publication of the manuscript. The corresponding author will receive reprints from the publishers upon the payment of reprints.

### **Ethics**

Authors are obligated to discourage any microbiological applications contrary to the public welfare, including the use of microbes as biological weapons. If studies involve human subjects, informed consent should be provided and clearly stated in the manuscript. Research involving humans and animals must be conducted in accordance with the terms and guidelines specified by the research regulations of the Korean Government. Materials should be supplied in accordance with the laws and regulations governing the shipment, transfer, possession, and use of biological materials and must be for legitimate, bona fide research needs. To protect the privacy of individuals mentioned in clinical studies and case histories, and as sources of isolates, do not identify them using initials, names, or pictures, even as part of a strain designation. Change the initials to numerals or use randomly selected letters. A study that was supported by a specific research grant should be clearly identified. Studies involving clinical research require documentation of an approval letter from the relevant organization. The Annals of Clinical Microbiology (ACM) is not liable for any of the methods or materials used in published manuscripts, including but not limited to research methods, operational kits, and operational tools. Published manuscripts represent the opinions of the authors and do not necessarily reflect those of the ACM.

Information and procedures regarding the issues of code of ethics, plagiarism / duplicated submission / research misconduct will be dealt with according to the guideline suggested by Ministry of Science and technology legislation number 236 (guideline for code of ethics) or guidelines ([http://www.kamje.or.kr/publishing\\_ethics.html](http://www.kamje.or.kr/publishing_ethics.html)) suggested by the Korean Association of Medical Journal Editors.

Issues of code of ethics, plagiarism / duplicated submission / research misconduct will be dealt with according to the guideline provided by Korean Society of Clinical Microbiology.

### **Copyright policy**

To maintain and protect the Society's ownership and rights and to continue to afford scientists the opportunity to publish in high-quality journals, the ACM reserves the right to request that authors do not submit duplicate manuscripts to other publications. Exceptions may be granted for conference proceeding papers on the condition that all necessary information is provided. The ACM grants to the author (and coauthors) the right to republish papers only when 1) the republication is in a different language, 2) the editors of both publications are notified, and 3) the intended reader is informed in a footnote that the same manuscript

has been previously published in the ACM. If the submission of a duplicate manuscript is discovered before the editors have been notified, the authors must send a letter explaining the incident to the editor before publication in the journal will be permitted. The ACM holds the copyright on all manuscripts accepted for publication. No significant portions of the article may be reprinted or posted without prior written permission from the ACM.

## **HOW TO SUBMIT A MANUSCRIPT**

### ***Types and style of manuscripts***

Manuscripts may be original articles, case reports, symposium proceedings, entrusted topic reviews, and editorials. One of the acceptance criteria for case reports is that the case has not been presented more than three times in Korea. Manuscripts should be prepared in the designated format with the appropriate sections and headings. Manuscripts should be typed double-spaced in font size 12 with all four page margins set at 25 mm and should be printed on A4 size paper. Manuscripts should be no longer than 15 pages, excluding tables and figures, and case reports should be no longer than 10 pages on A4 size paper.

### ***Language, numbers, and numerical data***

Manuscripts should be written in Korean or English. Manuscripts written in Korean should include an abstract in English, and manuscripts written in English should include an abstract in Korean. The use of academic terminology should be in accordance with the medical glossary published by the Korean Medical Association. Where there is no adequate term in Korean, the English term may be used. The names of people, geographical locations, and other words of foreign origin may be written in their respective languages. Numbers should be expressed as Arabic numerals. Length, weight, and volume should be reported according to International System of Units, with liter indicated by a capital letter L.

### ***Abbreviations***

Abbreviations should be used as an aid to the reader rather than as a convenience for the author. For English abbreviations, the term should be spelled out at first use, with the abbreviation appearing in parenthesis. Abbreviations are not to be used in the title. The reliance measurement *P* should be written in capital italics as *P*.

### ***Nomenclature***

To facilitate accurate communication, it is important that standard nomenclature be used whenever possible. It is advisable to use the full terminology at first mention in the English and Korean abstracts and in the main body of the text (for example, *Escherichia coli*). An abbreviated version of the genus name may

be used subsequently, for example, *E. coli*, except where the abbreviated version could create confusion with other microorganisms or at the beginning of a sentence. All scientific names should always be written in italics or underlined. No other definition of names should be in italics.

Example 1. Always written in italics: *E. coli*, *Papovaviridae*, *Hepadnavirus*, *Simplexvirus*

Example 2. Not written in italics: Streptococci, Coagulase-negative staphylococci, Epstein-Barr virus, Hepatitis B virus, Herpes simplex virus.

Example 3. Mixed case: *Chlamydia* spp., *Achromobacter xylosoxidans* subsp. *xylosoxidans*, *Leptospira interrogans* serovar *icterohemorrhagiae*, *Ehrlichia sennetusu* Nakazaki strain.

### Use of parentheses and brackets

When writing in English, place a space between the English letter or number and the left and right parentheses; no space is needed between the right parenthesis and a punctuation mark (like this). When writing in Korean, no space is needed before parentheses or before brackets ([ ]) used for references.

### Description of materials and equipment

When describing materials and equipment, include in parentheses the model number, manufacturer, city, state, and country. Provide generic names for reagents. When using brand names, provide the manufacturer, city, state, and country in parentheses. It is not necessary to include <sup>TM</sup> after a name when it is clear that it is a product name.

Examples: Coulter STKS (Coulter Electronics, Inc., Hialeah, FL, USA); vancomycin (Sigma Chemical Company, St. Louis, MO, USA)

### Original articles

Original articles should include 1) a title page; 2) a title; 3) English contents (title, abstract, keywords); 4) the main body of the text with an introduction, material and methods, results, and discussion; 5) references; 6) tables, figures, and pictures; and 7) a Korean abstract. Each section should start on a new page, and all pages should be consecutively numbered. For the purpose of anonymity, no information that could identify an author may be written except on the title page. English versions of names and affiliations are not required on the title page.

#### 1. Title page

The title page should list the following in sequence: the type of manuscript (e.g., original work or case report), manuscript title, authors' names and affiliations (or posts), a shortened title (for titles longer than 30 Korean words or 40 English words), corresponding author with contact details (address, postal code, tele-

phone and facsimile numbers, e-mail address), and acknowledgment.

#### 2. Authorship

The ACM considers all authors of a paper responsible for the entire contents of the paper. A corresponding author should make sure that all of the authors have agreed on the order in which their names are to be listed in the byline. Individuals who provided assistance, e.g., supplied strains or reagents or critiqued the paper, need not be listed as authors but may be recognized in the acknowledgments. The authors' affiliations will be indicated by a superscripted number for each affiliation, beginning with the number 1. A change in authorship (addition or deletion of an author) after submission of the manuscript will be implemented only after the editorial board receives signed statements of agreement from all parties involved.

#### 3. English title, abstract, and key words

Place the English title at the beginning of the abstract. Provide 250 words of English abstract on both Korean and English manuscripts. The abstract should follow the form of background, method, results, and conclusion. Write each section concisely to help readers' comprehension. Provide three to five keywords used in Index Medicus (Medical subject headings, MeSH) below the English abstract.

#### 4. Main body of the text

The main body of text should comprise the introduction, material and methods, results, and discussion. Excluding tables and figures, the manuscript should be no longer than 10 pages of A4 paper.

The introduction should supply sufficient background information to allow the reader to understand and evaluate the results of the presented study without referring to previous publications on the topic.

The material and methods section should clearly describe the subjects, material, and methods to enable the result to be reproduced. Well-known research methods may be described briefly, but new methods and major modifications of research techniques should be thoroughly reported. Case reports must indicate confirmation from the relevant institutional review board (IRB). For biometric research reports, the statistical details and methods must be illustrated.

In the results section, result of the study should be presented in logical order; reserve extensive interpretation of the results for the discussion section. Present the results as concisely as possible in one of the following ways: text, table(s), or figure(s). Avoid extensive use of graphs to present data that can be more concisely presented in the text or as tables.

The discussion section should provide an interpretation and

limitations of the results in relation to previously published work and to the experimental system used. It must not contain extensive repetition of the results section or reiteration of the introduction. In short papers, the results and discussion sections may be combined.

The source of any financial support received for the work being published must be indicated in the Acknowledgments section. The usual format is as follows: "This work was supported by OOO grant (No. OOO) from the OOO."

Recognition of personal assistance, and any statements disclaiming endorsement or approval of the views reflected in the paper should be remarked.

Tables and figures should be concisely presented in English. Avoid any duplication of table and figure data. Within the main body of the text, refer to the tables and figures following the format 'Table 1' and 'Fig. 1'. Mark the insertion positions for tables and figures in the right margin of the main body of the text.

#### 4-1. References

All references should be listed in English in the order in which they are cited in the main body of the text. References in the main text, tables, and figures should be referred to using sequential Arabic numbers in brackets (e.g., [1-3]). References used only to explain tables and figures should be numbered according to the order in which the table or figure is first cited in the main text. Authors should give preference to references that have been published in the *Annals of Clinical Microbiology* and the *Annals of Laboratory Medicine*.

Reference formats should follow the examples given below, as used in Index Medicus. For the abbreviations of journal titles, please consult 'List of Journals Indexed in Index Medicus' or the content list in the January volume of Index Medicus, which can be obtained through the National Library of Medicine Web site (<http://www.nlm.nih.gov>).

The reference list should not include abstracts. When citing an accepted but not yet published work, refer to the reference as 'in press' or 'forthcoming.' In this case, the author should confirm that the referenced work has been accepted for publication and should obtain a letter approving the citation. Information from work submitted but not yet accepted should be referred to as an 'unpublished observation,' and a letter of citation approval should be obtained. Do not cite 'personal communication' unless absolutely necessary. If this is the case, state the name of the informant and the date of correspondence in brackets in the main body of the text. In addition, the author should confirm the accuracy of the information and should obtain a letter of citation approval from the 'personal communicator.' Authors are liable for verifying the citation against the original reference work.

In the reference list, give the names of all authors if six or

fewer. For papers with seven or more authors, list only the first six authors followed by et al. For papers with two authors, use the word 'and' between the authors' names. Write last names first, in English, followed by initials. In the case of a supplementary volume, use (S) after the volume number.

#### Reference examples

##### Journal article:

Author(s). Title. Abbreviated name of journal Year of publication; Issue number: Inclusive page numbers.

Kim JM, Jeong SH, Seo DY, Park EH, Song EJ, Choi JC, et al. Molecular strain typing of *Legionella* isolates from water in cooling towers of big buildings in Busan, Korea. *Korean J Clin Microbiol* 2004;7:38-42.

##### Book:

Author (Editor). Title. Edition number. Place of publication: Publisher; Year of publication: Inclusive page numbers. Note: If there are three or more authors or editors, name only the first two followed by et al.

Murray PR, Baron EJ, et al. eds. *Manual of Clinical Microbiology*. 8th ed. American Society for Microbiology; 2003: 502-3.

##### Book chapter:

Author. Title. In: Author. Title. Edition number. Place of publication: Publisher; Year of publication: Inclusive page numbers. Hall GS and Woods GL. *Medical Bacteriology*. In: McPherson RA and Pincus MR, eds. *Clinical Diagnosis and Management by Laboratory Methods*. 21th ed, Philadelphia; WB Saunders, 2007:1016-47.

##### Web site:

Author. Title. Name of journal. Web site address [Online] (Last date accessed).

WHO. WHO Web site on infectious diseases. *Weekly Epidemiological Report*. <http://www.who.int/wer/2004/en/> [Online] (last visited on 28 January 2005).

#### 4-2. Table format

Tables should be double-spaced and written in English. Each table should appear on a new page. All tables should be referred to within the text and numbered according to their order of citation. The title should be positioned above the table itself and should be written with no terminal period. Capitalize only the first letters of titles and proper nouns in the title and content of the table. Avoid unnecessary vertical and horizontal lines.

The first column of a table must be aligned left, and the words may be centered above the second column. Numbers should be aligned vertically along decimal points or symbols (e.g., -, =, or ×) in the center of a column. If parentheses are inserted, the left parenthesis and the last letter before it should be aligned. When reporting case numbers in tables, use only numbers, with no pa-

rentheses, brackets, or decimal points, under the column heading 'No. Case'.

Explanations of the superscripts used in a table should precede the explanations of non-standard abbreviations, with each set of explanations placed on a separate line below the table. Superscripts signifying explanations should be placed to the right of the word or number to be explained and should be used in the following sequence: \*, †, ‡, §, ||, ¶, \*\*, ††, †‡. Numbers and letters should not be used. The explanations of superscripts should follow the example: \*Not tested; † $P < 0.05$ . The explanations of non-standard abbreviations should follow the format: Abbreviation: Abbreviation, explanation; Abbreviation, explanation. As an example: Abbreviations: NT, not tested; VRE, Vancomycin-resistant Enterococci. Abbreviations explained in a previous table can be explained as, for example, 'see Table 1.' Uppercase and lowercase letters may be used to designate specific features of nucleic acid sequences, such as exon-intron borders and transcribed regions.

(example of table)

**Table 3.** Number of isolates of *Enterococcus* species

Specimens	Departments	Species	No. of isolates
Urine	OPD	EFA	49
		EFM	19
	IPD	EFA	32
		EFM	34
Blood	OPD	EFA	5
		EFM	14
	IPD	EFA	16
		EFM	40

Abbreviations: OPD, outpatient department; IPD, inpatient department; EFA, *E. faecalis*; EFM, *E. faecium*.

#### 4-3. Artwork format

Each picture and figure should be placed on a separate page with a brief explanation. All pictures and figures should be referred to within the main body of the text and numbered according to their order of citation. Captions for pictures and figures are to be positioned below the pictures and figures, with a period at the end of the caption. Capitalize only the first letter of the heading, each sentence, and proper nouns.

Photographs could be submitted by electronic forms or by printed paper. In case of electronic submission, RGB tiff format or RGB eps format is recommended with resolution above 300 dpi. All photographs must be submitted as prints sized 4×6 inches. On a separate label on the back of each photograph, provide the picture or figure number, first author's name, page number, and whether color publication is intended. Place the photograph on a piece of white paper with the necessary explanation given below the photograph.

It is extremely important to use sufficiently high resolution.

Black-and-white photographs are published only in black and white, whereas color photographs may be submitted for publication in color. Words, numbers, and symbols in photographs should be sufficiently distinguished from the background to allow for reduction or enlargement when necessary.

For pictures and figures from microscopic slides, the staining method and magnification level must be provided. For pictures composed of two or more parts, the explanation can refer to the parts separately as 'A) B)' or together as (A, B).

Pictures or photographs can be submitted by the file.

#### 5. Abstract in Korean

An Korean abstract is to be included in both English and Korean manuscripts. Abstracts should follow a similarly structured style, with separate paragraphs for the background, material and methods, results, and conclusions. The results and summary of the results should reflect the research purpose described at the beginning of the manuscript. Abstract in Korean should concord with English abstract. The recommended length of the abstract is approximately 250 words. No keywords are required.

#### Notes

If the amount of the paper is not sufficient for an original article, authors are advised to write in note format. The notes are following the same instruction with the original articles except 1) Korean abstract are limited within 50 words. 2) materials, methods, results and conclusions within the main body of text should be described in one paragraph without separation. 3) The overall length should not exceed 3 pages or 1500 words and contents should be described as simple as possible. Review processes are same as the full paper.

#### Case reports

For a case report to qualify for publication, it must not have been presented more than three times in Korea. Case reports are prepared in the same way as original manuscripts with some exceptions: the abstracts, both Korean and English, are each written as one paragraph (not divided into four sections) with a 200-word maximum, and the research subjects, material and methods, and results sections of an original manuscript are replaced with the case report. Including references, the suggested length of a case study is within 5 pages of A4 paper. Up to 15 references and three tables and photographs are suggested.

#### Review articles and editorials

Review articles and editorials are to be submitted only at the request of the editorial board and will be reviewed subject to their criteria. The subjects, methodologies, and results included may be modified according to the author's intention. Manuscript preparation and submission procedures should follow the proce-

dures outlined in the Instructions for Authors.

### *Symposium proceedings*

Symposium proceedings should cover topics discussed at KSCM conferences. Manuscript preparation and submission should follow the procedures outlined in the Instructions for Authors.

### *Letters to the editor*

Letters to the editor may express comments or opinions on issues specific to our coverage area, review new books, provide general information, and review published papers.

### *Erratum*

The erratum provides a means of correcting errors that occurred during the process of writing, typing, correcting, or printing. Authors should send a request for an amendment to the

editor, followed by a letter illustrating the detailed amendment of the manuscript, file, and photographs.

### *Others*

Any matters not included in this instruction are referred to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals by International Committee of Medical Journal Editors and other medical terms are referred to the guideline of Korean Medical Association.

### *Online information*

The following websites provide detailed guidelines for authors:  
Instructions for authors:

[http://kscm.kr/journal/pdf/rule\\_tugo\\_eng\\_2009.pdf](http://kscm.kr/journal/pdf/rule_tugo_eng_2009.pdf)

Checklist for authors:

[http://kscm.kr/journal/pdf/author\\_inspection.pdf](http://kscm.kr/journal/pdf/author_inspection.pdf)

Copyright and authorship transfer agreement:

[http://kscm.kr/journal/pdf/agreement\\_property.pdf](http://kscm.kr/journal/pdf/agreement_property.pdf)

# Checklist for Authors

Manuscript title: \_\_\_\_\_

## General

- 1. This manuscript has never been published and is not being considered for publication elsewhere.
- 2. This manuscript is double-spaced on A4 paper.
- 3. Excluding tables and figures, this manuscript does not exceed 15 pages (10 pages for a case report) of A4 paper.
- 4. This manuscript includes 1) title page; 2) title; 3) English abstract, including title, abstract, key words; 4) the main body of the text, including introduction, material and methods, results, and discussion; 5) acknowledgement; 6) references; 7) tables and figures; and 8) Korean abstract
- 5. Consecutive page numbers are marked.

## Title page

- 1. Contact information for the editor (postal address, phone number, facsimile number, and e-mail address) is provided.
- 2. For titles exceeding 30 Korean or 40 English words, a shortened title is included.
- 3. Contact information for the corresponding author (postal address, telephone number, facsimile number, e-mail address) is provided.

## The main body of the text

- 1. References are referred to by Arabic numbers within brackets, according to the order in which they are cited.
- 2. The Korean abstract aligns with the English abstract.
- 3. The positions at which the tables and figures are to be inserted are indicated by pen marks in the right margin.

## References

- 1. The reference list conforms to the guidelines in the Instructions for Authors.
- 2. For references with more than six authors, only the first six are named.
- 3. The reference format and abbreviations are consistent with those in Index Medicus.

## Tables and Figures

- 1. Tables and figures have been prepared with care to avoid duplication.
- 2. Tables and figures are inserted according to the Instructions for Authors.
- 3. Photographs and figures are protected with stiff paper or cardboard for posting.

## English abstract for an original article or a note

- 1. The abstract is written according to the prescribed form, with each section as a separate paragraph.
- 2. The abstract does not exceed 250 words.
- 3. Three to five MeSH terms are included as keywords.

## English abstract for a case report

- 1. The abstract is written as one paragraph and does not exceed 200 words.
- 2. Three to five MeSH terms are included as keywords.

We, the authors, have read and checked the Annals of Clinical Microbiology submission guidelines as set forth in the Instructions for Authors.

Date 201 . . . Corresponding author (Signature) \_\_\_\_\_

# Copyright and Authorship Transfer Agreement

**The Korean Society of Clinical Microbiology and the Author hereby agree as follows:**

In consideration of the action of the Korean Society of Clinical Microbiology (KSCM) in reviewing and editing this submission (manuscript, tables, and figures), I hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to the KSCM, in the event that such work is published by the KSCM

- 1) The author(s) hereby declare the originality of the article and that it does not include any infringement of copyright or abuse of any other article. The interpretation in this paper is the sole responsibility of the author and does not necessarily represent the views of the Annals of Clinical Microbiology.
- 2) I certify that (1) I have made substantial contributions to the conception and design or analysis and interpretation of these data; (2) I have made substantial contributions to drafting the article or critically revising it for important intellectual content; and (3) I have given my final approval of the version of the article that is to be published.
- 3) I certify that this manuscript represents valid work and that neither this manuscript nor one with substantially similar content under my authorship has been published or is being considered for publication elsewhere.

Date 20 . . . . .

Title					
Authors	Name	Signature	Authors	Name	Signature
Corresponding author			5th author		
1st author			6th author		
2nd author			7th author		
3rd author			8th author		
4th author			9th author		