

『Physical Therapy Korea』 Introduction to Authors

1. AIMS AND SCOPES

Physical Therapy Korea is the official publication of the Korean Research Society of Physical Therapy. Launched in June 1994, the aim of the Society is to enhance education quality in physical therapy, improve relevant practices, and eventually accelerate the expertise of professionals in physical therapy in an international context. Its journal is composed of original articles, review articles, and case reports; it is published quarterly, on February 19, May 21, September 17, and November 19. Articles on clinical practice and investigative research pertaining to musculoskeletal physical therapy, neurological physical therapy, cardiopulmonary physical therapy, orthopedic physical therapy, sports physical therapy, geriatric physical therapy, pediatric physical therapy and physical therapy assessment are welcome for submission.

2. MANUSCRIPT SUBMISSION

The first author and the corresponding author should be a member of the *Physical Therapy Korea* and pay the annual fee before submission. Other authors will be requested if a manuscript is approved for publication, or can be published after revision. Manuscripts should be submitted to the online submission system (<http://submission.ptkorea.org>). The author must write a "Cover Letter", and complete a "Copyright Transfer Form" and an "Author's Check List" when submitting the manuscript. Submitted manuscripts must not be published in other journals and authors may not publish their article in another journal without permission. Queries concerning manuscript submission should be directed to the Editorial Office, ptkorea1994@gmail.com. (Chung-hwi Yi, Editor-in-Chief, Dept. of Physical Therapy, Yonsei University 1 Yonseidaegil, Wonju, Kangwon-do, Republic of Korea, 220-710, Tel: +82-33-760-2972, Fax: +82-33-760-2496).

3. EDITORIAL POLICY

Manuscripts for *Physical Therapy Korea* must be original articles, case reports and review articles. Manuscripts submitted to the journal must be previously unpublished and not be under consideration for publication elsewhere. The whole or a part of the text and illustrations should not be published elsewhere without permission. Original raw data must be available for review by the editorial board if required. All authors of a manuscript must have agreed to its submission to *Physical Therapy Korea* and are

responsible for the entire content of their article, including literature citations and references, and must have agreed that the corresponding author has the authority to act on their behalf in all matters pertaining to publication of the manuscripts. All published manuscripts become the permanent property of the Korean Research Society of Physical Therapy.

4. AUTHORSHIP AND ETHICAL ISSUES

The authorship should be restricted to those who meet any of the following conditions: 1) substantial contribution to the conception and design of the study, or acquisition, interpretation and analysis of data; 2) drafting the article or revising it critically for important intellectual content; or 3) final approval of the version to be published.

In studies of human subjects, the procedures should be in accordance with the ethical standards of the Institutional Review Board (IRB) of the author's institute and with the Helsinki Declaration in 1975 (revised in 2000). In the case of animal experiments, the authors should keep the institutional or national guidelines for the amount and use of laboratory animals.

For the policies on research and publication ethics not stated in these instructions, international standards for editors and authors (<http://publicationethics.org/international-standards-editors-and-authors>) can be applied.

5. MANUSCRIPT PREPARATION AND FORMAT

1) Submitted manuscripts must:

- (1) be written in HWP (2010 or above)
- (2) mark English in parenthesis with small letters, but capitalize the first letter when it is a proper noun
- (3) have Arabian letters written in the text, and must use the metric system of weights and measures
- (4) have the author's family name after his or her first name for the English abstract
- (5) have pictures clear enough to be recognized even if printed in black and white
- (6) have a title and details in the captions of graphs, tables, and figures, and these must be written in English for both Korean and English journals
- (7) attach an English abstract to both Korean and foreign language manuscripts
- (8) have English abstracts under 300 letters

2) Each reference in the text should have the author and the year in parenthesis, without superscript. Use a semicolon (;) to list two or more sources and order authors in ABC (alphabetical) order.

(1) When using an author as a subject:

If there is only one author: e.g.) Lee(2005)은, Andrew (2012) is ...

If there are two authors: e.g.) Choi와 Kim(1992)은, Song and Jones (2009) are ...

If there are three or more authors: e.g.) Yoon 등(2004)은, Teyhen et al (2011) were ...

(2) When the citation comes after the sentence:

... was mentioned. (Jun, 2011; Kim and Baek, 2003; Whittaker et al, 2007).

3) The reference must be cited if it is quoted in the text.

4) The reference must be written in English.

(1) If the reference is a journal: cite all the names if there are three authors or less; if there are four or more, write the names of the first three authors and use "et al". Example:

Park KN, Cynn HS, Kwon OY, et al. Effects of the abdominal drawing-in maneuver on muscle activity, pelvic motions, and knee flexion during active prone knee flexion in patients with lumbar extension rotation syndrome. Arch Phys Med Rehabil. 2011;92(9): 1477-1483. <http://dx.doi.org/10.1016/j.apmr.2011.03.020> (* attach subtitle-with a colon (:), and enter the Digital Object Identifier (DOI) after the page number in URL format.)

(2) If the reference is a book:

Kisner C, Colby LA. Therapeutic Exercise: Foundations and techniques. 5th ed. Philadelphia, PA, F.A. Davis Co., 2007:63-65. (* In the case of a book, capitalize the first letter of each word in the title. Connect the subtitle of the book with a colon(:) and capitalize only the first letter. Use a comma after the publishing company and its location.)

(3) If the reference is a chapter of a book:

Szklut SE, Breath DM. Learning disabilities. In: Umphred DA ed. Neurological Rehabilitation. 4th ed. St Louis, Mosby, 2001.

(* List the cited chapter of the book first and then enter the editor and the title of the book after "In:". Mark as "ed." if there is only one editor after "In:" and "eds." if there are two or more editors)

(4) If the reference is a thesis:

Lee WH. Effect of rotational load on the thickness and activity of abdominal muscles

during shoulder horizontal abduction in lying on the foam roller in subjects with and without low back pain. Seoul, Yonsei University, Doctoral Dissertation. 2012.

(* The thesis for a master's degree should be expressed as "master thesis" and that for doctor's degree should be expressed as "doctoral dissertation")

(5) Korean literature is cited using the same format.

(6) Foreign journals should use the Index Medicus abbreviation notations, but if there is no abbreviation noted in the Index Medicus, write the name written in the journal.

5) The editor might make some revisions that do not go far off the original text or postpone the publication, if the wording and system of the submitted manuscript does not meet the contribution rules.

6. FORMS OF PUBLICATION

1) Original articles: This form of publication represents original research articles on musculoskeletal physical therapy, neurological physical therapy, cardiopulmonary physical therapy, orthopedic physical therapy, sports physical therapy, geriatric physical therapy, pediatric physical therapy, and physical therapy assessment.

2) Case reports: Descriptions of clinical cases (individual or a series) should be unique and should preferably be a first-time report.

3) Review articles: The invited review is written by an expert in the field nominated by the Editorial Board. It is a focused review of a specific topic.

7. PEER-REVIEW

All manuscripts are treated as confidential. They are peer-reviewed by three anonymous reviewers selected by the Editor-in-Chief. Peer-reviewers consist of three physical therapy specialists in a specific field, including musculoskeletal physical therapy, neurological physical therapy, cardiopulmonary physical therapy, orthopedic physical therapy, sports physical therapy, geriatric physical therapy, pediatric physical therapy, and physical therapy assessment. The publication of a manuscript depends on the review results. The corresponding author is notified as soon as possible of the Editor-in-Chief's decision to accept, revisions required (work acceptable but revisions per reviewer comments), major revisions required (work not acceptable in present form, author must revise and resubmit), or reject.

8. MANUSCRIPT REVIEW PROCESS

- 1) Received manuscripts will each have a receipt number.
- 2) The Editor-in-Chief will request the evaluation of three manuscripts with the author's affiliation and name erased. The first, second, and third examiner are assigned anonymously.
- 3) Manuscripts that do not follow contribution rules will not be evaluated and will be sent back to the author.
- 4) It is a closed evaluation, where the examiners and authors are kept anonymous.
- 5) The Editor-in-Chief decides on the publication of the manuscript within eight weeks, after compiling the manuscript review results, through an Editorial Board Meeting, in accordance with the results of the three reviewers. For an express review, the review results will be available within four weeks.
- 6) The Editor-in-Chief makes a decision on the publication of the manuscript and provides the manuscript review results to the corresponding author in accordance with the notification form.
- 7) The authors of a manuscript that needs modification or supplementation will be notified through a modification revision form, with specific modifications listed.
- 8) If there is no response regarding the revisions within 30 days, we will consider that the author does not want to publish the manuscript with the journal. A revised manuscript will be re-evaluated by the

Editorial Board and the author will be notified about publication.

- 9) The Editor-in-Chief will send the primary proofread manuscript to the corresponding author and then to the publisher after checking the corrections and confirmation of the author.
- 10) For a review, 50,000 Won will be charged.

9. PUBLICATION CHARGE

If a manuscript is approved for publication, or can be published after revision, its author will be requested to deposit a publication fee of 200,000 Won. An additional publication cost will be added for manuscripts from funded research. For additional pages, 30,000 Won per page is charged. For color printing, 60,000 Won per color page is charged. Also, an additional publication cost will be added for an express review.

10. COPYRIGHT

All authors of accepted manuscripts must sign a copy of the Journal's "Copyright Transfer Form" form and submit it by the online submission system (<http://submission.ptkorea.org>). The publication rights and ownership belong to the Korean Research Society of Physical Therapy.