
Instructions for authors

Revised on February 2019

The Journal of Bone Metabolism (JBM) is the official journal of the Korean Society for Bone and Mineral Research (KSBMR), provides an international forum for researchers and clinicians to present and discuss relevant issues in bone and mineral research. Original articles, review articles, case reports, and letter to the editor, limited to the field of bone and mineral research, will be considered for publication. The journal welcomes the submission of manuscripts from any country. Membership in the society is not a prerequisite for submission. The journal publishes four times per year in February, May, August, and November and acceptance is based on the originality, significance, and validity of the material presented.

Manuscripts for submission to JBM should be prepared according to the following instructions. JBM follows the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication (<http://www.icmje.org/>) if not otherwise described below.

Any physicians or researchers throughout the world can submit a manuscript if the scope of the manuscript is appropriate. Only those manuscripts which are original, have not been published elsewhere, and are not currently being considered for inclusion in another publication will be considered for publication in JBM.

SUBMISSION OF MANUSCRIPTS

All manuscripts should be submitted online via the journal's website (<http://submit.e-jbm.org/> or <http://e-jbm.org/>) by the corresponding author. Submission instructions are available at the website. All articles submitted to the journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication. Send all correspondence regarding submitted manuscripts to:

Editor-in-Chief
Zang Hee Lee, DDS, PhD
Yong Chan Ha, MD, PhD

The Korean Society for Bone and Mineral Research
#1001, Hyundai Kirim Officetel, 42 Seocho-daero 78-gil,
Seocho-gu, Seoul 06626, Korea
Tel: +82-2-3473-2231
Fax: +82-70-4156-2230
E-mail: editors.jbm@gmail.com

RESEARCH AND PUBLICATION ETHICS

All of the manuscripts should be prepared in strict observation of research and publication ethics guidelines recommended by the Council of Science Editors (CSE, <http://www.councilscienceeditors.org/> (<http://www.councilscienceeditors.org/>)), International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org/> (<http://www.icmje.org/>)), World Association of Medical Editors (WAME, <http://www.wame.org/> (<http://www.wame.org/>)) and the Korean Association of Medical Journal Editors (KAMJE, http://www.kamje.or.kr/intro.php?body=eng_index (http://www.kamje.or.kr/intro.php?body=eng_index)) Journal of Bone Metabolism (JBM) will follow the guidelines by the Committee on Publication Ethics (COPE, <http://publicationethics.org/> (<http://publicationethics.org/>)) for settlement of any misconduct. In case of suspected misconduct such as fabrication, falsification or duplication, each ethical issue is followed by recommended actions as advised by COPE guidelines and flowcharts. All reviewers have a responsibility to report to the Editor about any suspected issues with the manuscript. If the investigation proves scientific misconduct, publish a retraction of the article. If warranted, the authors should be invited to prepare the retraction, which should be submitted with an assign-

ment of copyright statement that has been signed by all authors. If the paper has not been published then the Editor can always reject the paper. Instances of misconduct in the publication process will be shared with the editorial board of the JBM journal. The Editor may wish to impose sanctions, notify editors of other biomedical journals, and depending on the severity of the allegation, notify the author's institution. The JBM will not hesitate to publish errata, corrigenda, clarifications, retractions, and apologies when the misconduct is founded.

Registration of Clinical Trial Research

It is recommended that any research that deals with a clinical trial be registered with a primary national clinical trial registration site, such as <http://cris.cdc.go.kr/>, or other sites accredited by the WHO as listed at <http://www.who.int/ictrp/en/>.

Statement of Informed Consent

Copies of written informed consent and institutional review board (IRB) approval for clinical research should be kept. If necessary, the editor or reviewers may request copies of these documents to resolve questions about IRB approval and study conduct. In addition, for studies conducted with human subjects, the method by which informed consent was obtained from the participants (i.e., verbal or written) also needs to be stated in the Methods section.

- Ex 1) This study complies with the Declaration of Helsinki and was performed according to ethics committee approval.
- Ex 2) This study had institutional review board approval, and the need to obtain informed patient consent was waived.
- Ex 3) This study had institutional review board approval, and all patients provided written informed consent.
- Ex 4) Written informed consent was obtained from all patients, and the study protocol was approved by the institutional committee on human research, ensuring that it conformed to the ethical guidelines of the 1975 Declaration of Helsinki.
- Ex 5) This study was conducted in accordance with the principles of the Declaration of Helsinki, and all patients provided written informed consent prior to enrollment.
- Ex 6) Ethics approval and informed consent were obtained.

- Ex 7) All animals were treated in accordance with the Guidelines for The Care and Use of Laboratory Animals as adopted by the OOO University. This study was approved by the institutional animal care and use committee of OOO.

Patient Photographic and Videographic Consent

Patients introduced in the manuscripts should be informed and aware that their photographs, videotapes, and other images (imaging records) will be released by the authors, and the authors should attach the Authorization and Release Form available at the JBM website (<http://submit.e-jbm.org/> or <http://e-jbm.org/>) including each patient's signature.

Statement of Human and Animal Rights

All human and animal investigations must be conducted according to the principles expressed in the Declaration of Helsinki (<http://www.wma.net/en/30publications/10policies/b3/index.html>).

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(3) **Supporting Information:** This journal was supported by the Korean Federation of Science and Technology Societies (KOFST) Grant funded by the Korean Government (MEST).

Authorship

Authorship credit should be based on 1) substantial contributions to 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. 4) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Authors should meet these 4 conditions. If the number of authors is greater than six, there should be a list of each author's role for the submitted paper.

After the initial submission of a manuscript, any changes whatsoever in authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors on the paper. Copyright assignment must be completed by every author.

Originality and Duplicate Publication

All submitted manuscripts should be original and should not be considered by other scientific journals for publication at the same time. No part of the accepted manuscript should be duplicated in any other scientific journal without the permission of the Editorial Board. The duplication will be checked through crosscheck (<https://app.ithenticate.com/>) or eTBLAST (<http://etest.vbi.vt.edu/etblast3/>) before submission. If duplicate publication related to the papers of this journal is detected, the manuscripts may be rejected, the authors will be announced in the journal, and their institutes will be informed. There will also be penalties for the authors. A letter of permission is required for any and all material that has been published previously. It is the responsibility of the author to request permission from the publisher for any material that is being reproduced. This requirement applies to text, illustrations, and tables.

Secondary Publication

It is possible to republish manuscripts if the manuscripts

satisfy the conditions of secondary publication of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals.

PEER REVIEW PROCESS

All manuscripts will be evaluated by three peer reviewers who are selected by the editors. The acceptance criteria for all papers are based on the quality and originality of the research and its clinical and scientific significance. An initial decision will normally be made within 3 weeks after the agreement of review by the reviewers, and the reviewers' comments will then be sent to the corresponding authors.

Revised manuscripts must be submitted online by the corresponding author. The corresponding author must indicate the alterations that have been made in response to the referees' comments item by item in a response note and the submitted original file with tracing. Failure to re-submit the revised manuscript within 8 weeks of the editorial decision is regarded as a withdrawal. The editorial office should be notified if additional time is needed or if an author chooses not to submit a revision. The editorial committee makes decisions concerning editing, revision, and acceptance or rejection, and editing may include shortening an article, reducing the number of illustrations or tables, or changing the paper's format or the order of the manuscript.

Authors can track the progress of a manuscript on the journal's website. Articles that are accepted for publication are moved from the "Manuscripts Accepted" to the "Manuscripts in Publication" section of the journal's website.

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PUBLICATION PROCESSING CHARGES

For unsolicited manuscripts, the corresponding author is asked to pay for a portion of the costs of article processing. The processing charge for one article is US \$70.00 (70,000 Korean won) per page regardless of the type of article. Reprints of 20 copies in color are US \$100.00 (100,000 Korean won) without additional shipping cost. Every additional 10 reprints are US \$10.00 (10,000 Korean won).

MANUSCRIPT PREPARATION

Publication Type

JBM publishes editorials, review articles, original articles, case reports.

1. Editorials are invited perspectives on an area of bone metabolism, dealing with very active fields of research, current surgical interests, fresh insights, and debates.
2. Review articles provide a concise review of a subject of importance to bone metabolism researchers written by an invited expert in bone metabolism.
3. Original articles are papers reporting the results of basic and clinical investigations that are sufficiently well documented to be acceptable to critical readers.
4. Case reports/ideas and innovations deal with clinical cases of surgical interest or innovation.

General Guidelines

5. The main document with the manuscript text and tables should be prepared with in an MS Word or RTF format in English.
6. The manuscript should be written in 12-point font with double line spacing on A4 sized (21.0×29.7 cm) paper with 2.5 cm margins on the top, bottom, right, and left.
7. There should be no mention of the institution where the work was carried out, especially in the Abstract and Methods section. If the institution should be inserted, include it after acceptance of an article.
8. The use of acronyms and abbreviations is discouraged and should be kept to a minimum. When used, they are to be defined where first used, followed by the acronym or abbreviation in parentheses.
9. Drug and chemical names should be stated in standard chemical or generic nomenclature.
10. Units of measure should be presented according to the

International System (SI) of Units. All units must be preceded by one space except angle (°), percentage (%) and temperature (°C).

11. Descriptions of genes or related structures in a manuscript should include the names and official symbols provided by the US National Center for Biotechnology Information (NCBI) or the HUGO Gene Nomenclature Committee.
12. Statistical expression: mean and standard deviation should be described as mean \pm SD, and mean and standard error as mean \pm SE. *P*-values should be described as $P < 0.05$ or $P = 0.003$.
13. Generic and brand name of medicine: for medicine, use generic names. If a brand name should be used, insert it in parentheses after the generic name.

Reporting Guidelines for Specific Study Designs

For the specific study design, such as randomized control studies, studies of diagnostic accuracy, meta-analyses, observational studies, and non-randomized studies, it is recommended that the authors follow the reporting guidelines listed in the following table.

Initiative	Type of study	URL
CONSORT	Randomized controlled trials	http://www.consort-statement.org
STARD	Studies of diagnostic accuracy	http://www.stard-statement.org
PRISMA	Preferred reporting items of systematic reviews and meta-analyses	http://www.prisma-statement.org
STROBE	Observational studies in epidemiology	http://www.strobe-statement.org
MOOSE	Meta-analyses of observational studies in epidemiology	http://www.consort-statement.org/resources/downloads/other-instruments/moose-statement-2000pdf/

ORIGINAL ARTICLES

Manuscripts will not be acceptable for publication unless they meet the following editorial requirements. Manuscripts must include 1) Title page, 2) Structured abstract and Keywords, 3) Main text (Introduction, Methods, Results, Discussion), 4) Conflict of interest, 5) Acknowledgments, 6) References, 7) Tables, and 8) Figure legends. Each component should begin on a new page in the following

sequence. Manuscripts on original work should contain a maximum of 10 type-written pages for the contents of the text, 15 sheets of figures, and 50 references.

Title Page

A running title (no more than 10 words in length), manuscript title, and each author's full name and affiliation including the name of the country, should be provided. For a multicenter study, indicate each individual's affiliation using a superscript Arabic number (^{1,2,3...}). All persons designated as authors should be qualified for authorship. Each author should have participated sufficiently in the work to take public responsibility for the content. A 'corresponding author' for reprints should be indicated, and full contact information (including address, telephone number, fax number, and e-mail) should be provided. Any financial disclosure or support (grant number, institution, location, and acknowledgement), thesis article (title and reviewers' page), and presentation history (name of the meeting and date) at a meeting should be included if relevant.

Abstract and Keywords

The abstract should contain the following components in the order listed: Background, Methods, Results, and Conclusions. It should not exceed 250 words. Medical Subject Headings (MeSH) authorized words should only be used for the keywords, and 3 to 5 keywords should be listed just after the abstract. The first letter of a keyword should be capitalized (e.g., Bone density, Hip fractures, Osteoporosis).

Main Text

Introduction: The purpose of the investigation, including relevant background information, should be briefly described.

Methods: The research plan, the materials (or subjects), and the methods used should be described, in that order. How the disease was confirmed and how subjectivity in observations was controlled should be explained in detail. When the experimental methodology is the main issue of the paper, the process should be described in detail so as to recreate the experiment as closely as possible. The sources of the apparatus or reagents used should be given along with the source location (name of company, city, and country). If relevant, information on the IRB approval and informed consent should be included. Methods of statistical analysis and

criteria for statistical significance should be described. Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and gender. If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases, (e.g., prostate cancer)." Authors should define how they determined race or ethnicity and justify their relevance.

Results: The results should be presented in logical sequence in the text, tables, and illustrations. The text should not repeat all the data in the tables or figures, but describe important points and trends.

Discussion: Observations pertaining to the results of research and other related materials should be interpreted for your readers. New and important observations should be emphasized; the contents in the Introduction or Results should not be simply repeated. The meaning of the observed opinion, along with its limits, should be explained, and within the limits of the research results, the conclusion should be connected to the purpose of the research.

Conflict of Interest

The corresponding author of an article is asked to inform the editor of the authors' potential conflicts of interest possibly influencing their interpretation of data. A conflict of interest may exist when an author (or the author's institution or employer) has financial support from pharmaceutical or commercial companies or political pressures from interest groups or personal relationships that could influence (or bias) the author's decisions, work, or manuscript. A potential conflict of interest should be disclosed in the manuscript even when the authors are confident that their judgments have not been influenced in preparing the manuscript. Such conflicts may be financial support or private connections to pharmaceutical companies, political pressure from interest groups, or academic problems (e.g., employment/affiliation, grants or funding, consultancies, stockownership or options, royalties, or patents filed, received, or pending). If the study was sponsored by a third party, authors should describe the role of the study sponsor in study design; collection, analysis, and interpretation of data; writing the report; and the decision to submit the

report for publication. Where authors have no competing interests, the statement should read "No potential conflict of interest relevant to this article was reported."

Acknowledgments

Persons who have contributed intellectually to the paper but whose contributions do not justify authorship may be named and their function or contribution described, e.g., "scientific adviser," "data collection," or "participation in clinical trial." All sources of funding applicable to the study should be stated here explicitly.

References

References should be obviously related to the content of the submitted paper and should not exceed 50. References should be numbered consecutively in the order in which they are first mentioned in the text. Each reference should be cited as [1], [1,4], or [1-3], at the end of the related sentence in the text. The abbreviated journal title should be used according to the List of Journals Indexed for MEDLINE (<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>) and the List of KoreaMed Journals (<http://www.koreamed.org/JournalBrowser.php>). If there are three or fewer authors in a reference, then all the names of the authors should be listed. If the number of authors is greater than three, list the initial three authors, and then abbreviate the rest of the authors with 'et al'.

Unpublished observations and personal communication should not be used as references, although references to written, not oral communication may be inserted (in parentheses) in the text. Abstracts published in a citable journal may be cited. To cite a paper accepted but not yet published, state the paper's DOI number. References must be verified by the author(s) against the original documents. Other types of references not described below should follow *Citing medicine: The NLM style guide for authors, editors, and publishers* (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>).

Journal Article

1. Lee YK, Jang S, Lee HJ, et al. Mortality after vertebral fracture in Korea: analysis of the National Claim Registry. *Osteoporos Int* 2012;23:1859-65.
2. Im GI, Park PG, Moon SW. The relationship between radiological parameters from plain hip radiographs and

bone mineral density in a Korean population. *J Bone Miner Metab* 2012;30:504-8.

3. Lee YK, Nho JH, Ha YC, et al. Persistence with intravenous zoledronate in elderly patients with osteoporosis. *Osteoporos Int* 2012. <http://dx.doi.org/10.1007/s00198-011-1881-x>.

Books

4. Adler RA. *Osteoporosis: pathophysiology and clinical management*. 2nd ed. New York: Humana Press; 2010.

Book Chapter

5. Ayoub WT. Diagnostic tests and interpretation. In: Gueldner SH, Grabo TN, Newman ED, et al., editors. *Osteoporosis: clinical guidelines for prevention, diagnosis and management*. New York: Springer; 2008. p.33-46.

Website

6. The Endocrine Society. Bioidentical hormone. 2006 [cited by 2012 November 3]. Available from: http://www.endo-society.org/advocacy/policy/upload/BH_position_Statement_final_10_25_06_w_Header.pdf

Tables

Tables should be typed double-spaced on separate pages within manuscript, and they should be titled and numbered in Arabic numerals in the order of their first citation in the text. Each column should be given a short heading. Only the first letter of the first word in each row and column should be capital letters. If numerical measurements are given, the unit of measurement should be included in the column heading. The statistical significance of observed differences in the data should be indicated by the appropriate statistical analysis. All nonstandard abbreviations should be defined in footnotes. For special remarks, lower case letters in superscripts^{a), b), c), d), e)}.... should be used.

Figures

Each figure should be submitted in a separate file, at a resolution of 300 dpi for photos and 1,200 dpi for line art. Lettering and identifying marks should be clear, and the type size should be consistent on each figure.

Capital letters should be used for specific areas of identification in a figure. Symbols, lettering, and numbering should be distinctly recognizable so that when the figure is reduced for publication each item will still be legible. Titles

and detailed explanations belong in the figure legends, not on the illustrations themselves. Figure legends should not be included in the same file as the figure, but placed instead on a page at the end of the manuscript. The figures should be numbered in the form Fig. 1, Fig. 2, and Fig. 3. Only the first letter of the first word in the title and data should be capital letters. Related figures should be combined into one figure, with each subfigure denoted by the letters, A, B, C, and so on, following the Arabic number of the main figure (e.g., Fig. 1A, 1B). The illustrations of pathological tissue should state clearly the type of stain (ex: H&E, $\times 400$), and the main contents should be marked by signs or arrows on the picture. The Editorial Committee may request that hand-drawn illustrations be redrawn by a graphic designer.

EDITORIAL

Editorials are invited by the editor and should be commentaries on articles published recently in the APS. Editorial topics could include active areas of research, fresh insights, and debates in all fields of bone metabolism. Editorials should not exceed 2,000 words, excluding references, tables, and figures.

REVIEW ARTICLES

Review papers will be requested by the editors. Review articles are generally prepared in the same format as original articles, but the details of the manuscript format may be flexible according to the contents. Manuscripts are limited to 5,000 words of text and include a 250 words summary

in the place of the unstructured abstract. References should not exceed 100.

CASE REPORT/IDEAS AND INNOVATIONS

Case reports should be unique, that is, never reported or similar to previously reported cases but with unique characteristics related to location, presenting different symptoms, or using a new diagnosis or management modality. They should include an abstract, introduction, case or ideas, discussion, references, tables, and figures legend in that order. The case report and idea innovation should not exceed 5 type-written pages, 8 sheets of figures, and 20 references. The abstracts should be unstructured and its length should not exceed 250 words.

MANUSCRIPTS AFTER ACCEPTANCE

Accepted manuscript will be converted to PDF format. The PDF file will be dispatched to the author for proofreading. Any changes should be returned within 48 hours after receipt of the PDF files. No significant changes should be made to alter the interpretation of the results. Only minor changes, such as correcting typographical errors or critical changes to maintain article's accuracy, are allowed. If there are too many changes during the author's proofreading process, those changes will not be accepted and the paper can be considered for re-submission. Authors should do their best to ensure the accuracy of the proofs. After the publication, if there are critical errors, they should be corrected as Corrigendum or Erratum.