

Instruction for Authors

December, 2019

1. General

Tuberculosis and Respiratory Diseases (Tuberc Respir Dis, TRD) gives priority to high-quality academic experimental or clinical research that will contribute to the development of knowledge of the etiology, diagnosis and treatment of tuberculosis and respiratory diseases. Manuscripts types include original articles, reviews, images of interest, editorials, and letters to the editor. The Journal is issued on the first day of the January, April, July, and October.

2. Ethical guidelines for research and publication

All work must conform to the ethical guidelines specified on “ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” (<http://www.icmje.org/>).

Research involving human subjects must conform to the ethical guidelines specified by the Declaration of Helsinki (<http://www.bioscience.org/guides/declhels.htm>). It is recommended that any research dealing with a clinical trial be registered with a primary national clinical trial registration site such as <http://ncrc.cdc.go.kr/cris>, or other sites accredited by the WHO or the International Committee of Medical Journal Editors. The relevant studies must have been approved by the Institutional Ethics Board or Institutional Review Board of each institution. It should also be noted, where applicable, that study subjects provided written informed consent. In cases of animal experimental studies, the experimental procedure must conform to the guidelines of the Institutional Ethics Board or those specified on the NIH Guide for the Care and Use of Laboratory Animals. The editorial board reserves the right to require authors to submit copies of informed consent forms and a letter of the approval signed by the Institutional Ethics Board, if applicable.

3. Disclosure of conflict of interest

All authors are required to upload disclosure forms when their manuscript is submitted to the Journal. Please upload these forms along with your other manuscript files, choosing File Designation: “Disclosure of Financial Interest Form(S).” Disclosure form shall be same with ICMJE Uniform Disclosure Form for Potential Conflicts of Interest (http://www.icmje.org/coi_disclosure.pdf). When a manuscript is accepted for publication, TRD will determine the part(s) of an author’s disclosure that will be published with the manuscript.

4. Authorship

In accordance with the ICMJE recommendations defining the role of authors, authorship should be based on all four of the following criteria. Please see the ICMJE Recommendations (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>) for more information

- 1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- 2) Drafting the work or revising it critically for important intellectual content; AND
- 3) Final approval of the version to be published; AND
- 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.

5. Plagiarism and duplicate publication

The submitted manuscript should be original and should not either had been published or submitted to other scientific journals at the same time. In addition, part or all of the accepted manuscript should not be duplicated in other scientific journals without the permission of the editorial committee. The submitted manuscript will be evaluated for possible plagiarism or duplicated publication by CrossCheck upon arrival. If plagiarism or duplicate publications related to the paper of this journal are detected, these issues will be announced in the journal, the institute of the authors will be informed and penalties will be imposed on the authors. It is mandatory for authors to resolve any copyright issues when citing a figure or table from other journals which are not open access.

With regard to all matters associated with research ethics, such as ethical guidelines and plagiarism/duplicate publication/scientific misconduct, the review and processing procedures are based on ‘Good Publication Practice Guidelines for Medical Journals’ (http://kamje.or.kr/publishing_ethics.html) and ‘Guidelines on Good Publication’ (<http://www.publicationethics.org.uk/guidelines>).

6. Submission of manuscripts

All manuscripts must be submitted at the TRD e-submission website, <http://mc04.manuscriptcentral.com/trd>. Only manuscripts submitted through the web site will be

considered for review.

7. Review process

The Editor-in-Chief and an Associate Editor generally review the submitted manuscripts. Then the selected manuscripts are reviewed by single-blinded peer review. Upon completion of the review, notification of acceptance or rejection will be sent to the corresponding author by e-mail. If a revised version is requested, it should be returned no later than 90 days after notification. A delayed revised article will be treated as a new manuscript.

8. Manuscript preparation

All materials must be written in clear, appropriate English. The manuscript must be written in 12-point font with double-line spacing and at least 2.5-cm margins on A4 size paper using Microsoft Word.

All pages should be numbered consecutively starting with the title page as page 1. Line numbers (i.e., 1, 2, 3, etc.) should be displayed in the left-hand margin of the manuscript file. Line numbering can be added from the File/Page Setup menu of word processing programs and should be continuous throughout the manuscript file. Do not restart numbering from each page.

A. Original Articles

The total length should not exceed 5,000 words (excluding the abstract, references, and table/figure legends). The total number of tables and figures should be fewer than 10.

Manuscripts should begin with the title page followed by an Abstract and Keywords, Introduction, Materials and Methods, Results, Discussion, Conflicts of Interest, Acknowledgements, References (up to 40 references), Tables and/or Figures.

Acronyms should be avoided where possible. Where a complex or cumbersome term or phrase is repeatedly used, however, it should be abbreviated, preferably using standard abbreviations. The abbreviation should appear in parentheses following the first use of the term or phrase and can then be used in the remainder of the text.

Human names, regional names and other proper nouns should be used in their original form. Arabic numerals should be used. Laboratory measurements should be expressed in SI (Standard International) units. A single space is usually required between the numeral and the unit; no space is inserted for % and °C.

■ Title page

The title page should contain the following information: (1) title (less than 150 characters, including spaces); (2) author

list (first name, middle name, and last name); (3) name of the institutions at which the work was performed; (4) name, address, telephone, fax number, and e-mail address of the corresponding author; and (5) running title (less than 50 characters, including spaces).

■ Author Contributions

What authors have done for the study should be described in this title page. 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). Authors may also satisfy the other remaining contributions; however, these alone will not qualify them for authorship.

Contributions will be published with the final article, and they should accurately reflect contributions to the work. 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.

• Examples of authors' contributions are as followings:

Conceptualization: Hong GD (for Gil Dong Hong)

Methodology: Kim Y, Kim GD (for Younghee Kim and Gil-Dong Kim)

Formal analysis: Kim CS (for Chul-Soo Kim)

Data curation: ...

Software: ...

Validation: ...

Investigation: ...

Writing - original draft preparation: ...

Writing - review and editing: ...

Approval of final manuscript: all authors.

■ Abstract and Keywords

A structured abstract of up to 250 words should be provided, containing categories such as Background, Methods, Results, and Conclusion. The objectives, observations, and main results should be provided.

Three to ten keywords, reflecting the contents of the manuscript, should be included. Authors should use MeSH (<http://www.ncbi.nlm.nih.gov/mesh>) terms from Index Medicus. The first character of each word should be in upper case.

■ Introduction

Relevant background information should be briefly set out and the objectives of the study should be clearly and concisely stated.

■ Materials and Methods

This section should be detailed, and should be presented

in a structured format, including study plan, materials and methods used. Statistical methods used for data analysis should be provided. In the case of clinical trials, authentication and approval from the Institutional Review Board should be specified.

For equipment and reagents, the manufacturer, city and country should be provided in parentheses.

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

A detailed description of the study results should be arranged in a logical manner. In the case of experimental studies, the bulk of the data should be presented in figures and tables. The contents of figures and tables should not be repeated in the main text. However, the main findings should be presented in the main text, with emphasis on the important trends, statistical significance and key points.

■ Discussion

The significance and implications of novel and important findings should be clearly and concisely presented, without unnecessary duplication of results. Based on this argument, plausible hypotheses could be proposed if warranted. Conclusions should refer to the study objectives.

■ Conflicts of Interest

Any potential conflicts of interest must be disclosed in this section. If there are no potential financial conflicts of interest, the following statement should be added: "No potential conflict of interest relevant to this article was reported."

■ Acknowledgements

Co-workers and others who contributed significantly to the current study, but were not co-authors, should be mentioned in the acknowledgements.

■ Funding

If there is any funding resource, please describe it and its role. If not applicable, also denote that.

■ References

References should be ordered according to order of appearance in the text, using Vancouver style. Journal abbreviations should follow Index Medicus. Unpublished

data should preferably not be cited. Where this is unavoidable, however, the source should be placed in parentheses in the main text and such expressions as "personal opinion exchange" or "unpublished data" should be used.

- The citation superscript style is as follows:

Lee¹ is --, --^{2,3-5}, -- does^{1,2},

- Style for reference list:

1) Journal citations

Drazen JM, Israel E, Boushey HA, Chinchilli VM, Fahy JV, Fish JE, et al. Comparison of regularly scheduled with as-needed use of albuterol in mild asthma. *N Engl J Med* 1996;335:841-7.

Alam N, Oskam E, Stassen PM, Exter PV, van de Ven PM, Haak HR, et al. Prehospital antibiotics in the ambulance for sepsis: a multicentre, open label, randomised trial. *Lancet Respir Med* 2017 Nov 28 [Epub]. [https://doi.org/10.1016/S2213-2600\(17\)30469-1](https://doi.org/10.1016/S2213-2600(17)30469-1).

All co-authors should be listed unless there are more than seven authors, in which case the first six are listed, followed by "et al."

2) Whole books

The Korean Academy of Tuberculosis and Respiratory Diseases. *Respiratory diseases*. 1st ed. Seoul: Koon Ja Publishing, Inc.; 2004.

Light RW. *Pleural diseases*. 5th ed. Philadelphia: Lippincott Williams & Wilkins; 2007.

3) Book chapters

Ryu SH. Pulmonary vascular diseases. In: Han YC, editor. *Clinical pulmonology*. Seoul: Ilchokak; 1990. p. 252-8.

McFadden ER Jr. Chapter 236. Asthma. In: Kasper DL, Braunwald E, Fauci AS, Hauser SL, Longo DL, Jameson JL, editors. *Harrison's principles of internal medicine*. 16th ed. New York: McGraw-Hill Co. Inc.; 2005. p. 1508-16.

4) Electronic references

World Health Organization. *Global tuberculosis report 2015*. WHO/HTM/TB/2015.22 [Internet]. Geneva: World Health Organization; 2015 [cited 2015 Oct 30]. Available from: http://www.who.int/tb/publications/global_report/en.

- 5) Other types of literature should be formatted are based on 'Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers'.

■ Tables

Tables should be concise. Use horizontal lines only. Number tables in the order in which they are mentioned in the main text, and refer to them in the text as follows:

--- is represented (Table 1). Table 2 represents ---

Place the title above the table, using sentence case. Below each table, provide a key to abbreviations and additional explanations if needed. Table footnotes should use these symbols: *, †, ‡, §, ||, ¶, **, ††, and ‡‡.

BAL: bronchoalveolar lavage; ICU: intensive care unit;
NS: not significant.

* $p < 0.001$. † $p < 0.05$.

Tables and legends should provide enough detail that the study data can be understood without reference to the main text.

■ Figures

Figures include graphs, line drawings and photographs. All figures in JPG (JPEG) or TIF (TIFF) format should be submitted separately from the main manuscript. Images should be clear, with resolution exceeding 300 dpi. Each figure should be accompanied by a number. It should be possible for readers to understand the figures without reference to the text. Number the figures in the order in which they are mentioned in the main text, and refer to them in the text as follows:

--- is shown (Figure 1). Figure 2 shows ---

If any images were not generated by the authors, this should be stated and the source provided.

The magnification ratios should not be written for the photos taken via light microscopy. However, the magnification ratios and the names of the special staining methods, and the magnification ratios of the photomicrographs of electron microscopy should be briefly noted.

B. Review Articles

Review articles are generally prepared in the same format as original articles, but the details of manuscript format may be flexible according to the contents. They are organized as follows: Title page, Abstract and Keywords, Introduction, Body text, Conclusion, Conflict of Interests, Acknowledgments, References, Tables, and Figure legends. There should be an unstructured abstract equal to or less than 250 words. The length of the text excluding references, tables, and figures should not exceed 5,000 words, with up to 100 references.

C. Images of Interest

Original, high-quality images are considered for publication (subject to editing and abridgment). There should be no more than two figures and five authors and they should not exceed 300 words in total, with up to 10 references. An abstract is not required.

D. Editorials

Editorials are invited by the Editor-in-Chief and should be commentaries on original articles published in the same issue of the Journal. Editorials should not exceed 1,000 words (excluding references, tables, and figures) and contain

no more than 15 references. An abstract is not required.

E. Letters to the Editor

Letter to the Editor concerning recent publications in the TRD will be published through review and approval by the editors when its scientific quality is acceptable and space in the TRD is available. A Letter to the Editor should be concise and no longer than 1,000 words. It should have a title, distinct from the title of the referenced article, an unstructured main content, and a list of references which should be no more than 10. Only one table or figure would be accepted. An abstract is not required.

9. Article Processing Charge

The charge is 3,500 Korean won per page for Review and Original Articles and 10,000 Korean won per color figure. Editorials, Letters to the Editor/Author Replies, and Invited Review Articles are not subject to article processing charges. Offprints may be purchased if ordered at the proof stage. The offprint charge is 300 Korean won per offprint and 5,000 Korean won for shipping.

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It also follows the open access policy of PubMed Central at United States National Library of Medicine (<http://www.ncbi.nlm.nih.gov/pmc/>).

All the content of the journal is available immediately upon publication without embargo period.

Archiving policy

Full text of *Tuberculosis and Respiratory Diseases* has been archived in PubMed Central (PMC)/Europe PMC/PMC Canada (<http://www.ncbi.nlm.nih.gov/pmc/journals/1922>) from the Volume 72, Number 3, 2012.

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11. Copyrights

All authors of accepted manuscripts must sign a copyright transfer form and email to katrdssubmit@lungkorea.org. A copyright transfer form is available at the TRD e-submission website, <http://mc04.manuscriptcentral.com/trd>.

12. Contact information

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