

AUTHOR'S GUIDELINE

General Information

Journal of Korean Gerontological Nursing is the official publication of the Korean Gerontological Nursing Society. This journal provides up-to-date knowledge for nursing educators, practitioners, and researchers of gerontological nursing field in Korea where seen as one of the fastest aging societies in the world. The journal emphasizes articles on the issues most important for addressing emerging clinical issues in acute and long-term care for older people. In addition, this journal aims to contribute to the exchange of information and the spread of knowledge at the national and international level on the future prospects and countermeasures for the care issues related to aging. The Journal accepts manuscripts reporting quantitative, qualitative, methodological, philosophical, and theoretical research, meta-analyses, integrative and systematic reviews, and instrument development, with the aims of improving the wellness and quality of care of the older adult population. Manuscripts in other categories will be considered by the Editorial Board.

The official title of the journal is 'Journal of Korean Gerontological Nursing' (pISSN 2384-1877, eISSN 2383-8086) and the abbreviated title is 'J Korean Gerontol Nurs'. The journal is published in February 28th, May 31th, August 31th, and November 30th. All submitted manuscripts are peer-reviewed by three reviewers. The text may be written in Korean or English. The abstracts, acknowledgements, tables, figures, and references should be written in English. The articles in this journal are indexed in National Research Foundation of Korea (NRF) database (Korea Citation Index). The circulation number is 500. Full text is available in the following URL address of the Journal: <http://www.jkgn.org>. All rights reserved to the Korean Gerontological Nursing Society. No portion of the contents may be reproduced in any form without written permission of the publisher.

Research and Publication Ethics

The Journal of Korean Gerontological Nursing Editorial Board is sensitive to ethical responsibility and expects au-

thors to respect and to be responsive to the rights of the research participants.

The policies on the research and publication ethics of JKGN follow the guidelines set by Korean Association of Medical Journal Editors, the Committee on Publication Ethics (COPE, <http://publicationethics.org/>), Ministry of Education and National Research Foundation of Korea with respect to settlement of any misconduct.

Research Ethics

All 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/>), International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org/>), and Korean Association of Medical Journal Editors (KAMJE, <http://www.kamje.or.kr/>). Any study involving human subjects or human data must be reviewed and approved by a responsible institutional review board (IRB). Please refer to the principles embodied in the Declaration of Helsinki (<http://www.wma.net/en/30publications/10policies/b3/index.html>) for all investigations involving human subjects and materials. Experiments involving animals should be reviewed by an appropriate committee for the care and use of animals. The authors must be able to state that the research involving humans or animals has been approved by a responsible IRB and conducted in accordance with accepted national and international standards.

Authorship

An author is considered as an individual who has made substantive intellectual contributions to a published study and whose authorship continues to have important academic, social, and financial implications. Researchers should adhere to the authorship criteria of ICMJE, 2019 (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>), which state that "authorship credit should be met on all of the following: 1) substantial contributions to conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; 2) drafting the work or revising it critically for important intellectual con-

tent; 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 investigated and resolved appropriately." All other contributors should be listed in the acknowledgments section. These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work. The authors are obliged to participate in the peer review process for other submitters' manuscripts.

Conflict of Interest

Conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence his/her actions (such relationships are also known as dual commitments, competing interests, or competing royalties). All authors should disclose their conflicts of interest, i.e., (1) financial relationships, (2) personal relationship, (3) academic competition, and (4) intellectual passion. These conflicts of interest must be included as a footnote on the title page or in the acknowledgement, section. Each author should certify the disclosure of any conflict of interest with his/her signature.

Publication Ethics

Each manuscript must be accompanied by a statement that it has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere. Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. All accepted manuscripts become the property of the publisher. Authors have a due to pay for publication. You may find the following websites to be helpful: <http://www.gnursing.or.kr/info/doc.php?tkind=1&lkind=53>. For the policies on the research and publication ethics not stated in these instructions, International standards for editors and authors by the Committee on Publication Ethics (COPE) (<http://publicationethics.org/international-standards-editors-and-authors>) can be applied.

Process to manage the research and publication misconduct

When the Journal faces suspected cases of research and publication misconduct such as a redundant (duplicate) publication, plagiarism, fabricated data, changed in author-

ship, undisclosed conflicts of interest, an ethical problem discovered with the submitted data, complaints against editors, and other issues, the resolving process will follow the flowchart provided by the Committee on Publication Ethics (<https://publicationethics.org/guidance/Flowcharts>). The Editorial Board of JKGN will discuss the suspected cases to reach a decision. In no case shall the Editorial Board of JKGN encourage such misconduct, or knowingly allow such misconduct to take place. JKGN will not hesitate to publish errata, corrigenda, clarifications, retractions, and apologies when needed.

Submission of Manuscripts

1. The first author and corresponding author should be a member of KGNS, excepting non-Korea authors.
2. The manuscript should be prepared using MS word or HWP and submitted using online system (<http://jkgn.medicallove.com/>) or journal website (<http://www.jkgn.org>). In addition, the Copyright Transfer Agreement, the Self-review Form, and cover letter should be sent to the editorial board via email or fax:

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3. Publication Type

Original article: These include full papers reporting original research, on gerontological nursing.

Review articles: Invited and submitted review papers are accepted. The body of review article should be a comprehensive, scholarly evidence-based review of the literature, accompanied by critical analysis and leading to reasonable conclusions.

Editorials: These include comments by organizations or individuals on topics of current interest, by invitation only.

Case report: Description of clinical cases should be unique and provide discussion that help advancement of nursing practice for better outcomes.

Manuscript Preparation

1. Manuscripts should be written in Korean or English. Manuscripts written in English should be submitted with a certificate of English editing.
2. Manuscripts should be typed, double-spaced, with a margin of at least one inch on all sides, and should be prepared according to the Citing Medicine: The NLM (National Library of Medicine) Style Guide for Authors, Editors, and Publishers, 2nd ed. If there are any discrepancies between the JKGN guidelines and the NLM Manual, the former has precedence.
3. All manuscript pages are consecutively numbered throughout the paper (including references and tables). Original manuscripts should be no more than 20 double-spaced pages in length including tables, figures, and references. An abstract, notes, references, tables, and figures should be on separate pages. Illustrations submitted should be clean originals or digital files.

Composition of Manuscripts

1. **Title page:** The title page should include the name, title, affiliation, and ORCID numbers of all authors. This page should also include a mailing address, phone and fax numbers, acknowledgments, and authorships. Information identifying the authors should not appear elsewhere in the manuscript.
2. **Abstract:** Abstracts are limited to 250 words, and should be typed double-spaces on a separate page. It should cover the main factual points, including statements of the purpose, methods, results, and conclusion. The abstract should be accompanied by a list of three to five keywords for indexing purposes; be very specific in your word choice. Use the MeSH keywords (<http://www.nlm.nih.gov/mesh/meshhome.html>).
3. **Text**
Text should include introduction and objectives, methods, results, discussion, and conclusion.
 - 1) Introduction: Clearly state the need for this study and the main question or hypothesis of the study.
 - 2) Methods: Describe the study design, setting and samples, ethical considerations, measurements/instru-

ments, data collection/procedure, and data analysis used.

- Description of participants
Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex or 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.
- 3) Results and Discussion: These sections should be based only on the reported findings.
 - 4) Conclusion: State the conclusions and recommendations for further study. Do not summarize the study results.

4. References

References follow the NLM style. Reference should be numbered serially in the order of appearance in the text, with numbers in brackets ([]). The number of references should be 30 or less for a regular article except for a manuscript on research (Systematic Review, Structural Equation Model, etc) which have no limit on references. Prepare the reference list as follows:

- Journal articles or books:
Peate I. The student's guide to becoming a nurse. 2nd ed. Chichester WS: John Wiley & Sons; 2012. 660 p.
Elham H1, Hazrati M, Momennasab M, Sareh K. The effect of need-based spiritual/religious intervention on spiritual well-being and anxiety of elderly people. *Holistic Nursing Practice*. 2015;29(3):136-43.
<https://doi.org/10.1097/HNP.000000000000083>
- Technical and research report
Perio MA, Brueck SE, Mueller CA. Evaluation of 2009 pandemic influenza A (H1N1) virus exposure among internal medicine housestaff and fellows. *Health Hazard Evaluation Report*. Salt Lake City, Utah: University of Utah School of Medicine; 2010 October. Report No. HETA 2009-0206- 3117.
- Electronic Media
Wilcox LS. 2010 life tables for Korea. *Biological Procedures Online* [Internet]. 2005 Nov [updated 2005 Sep 12; cited 2007 Jan 5]; 8(1):194-215. Available from: http://kostat.go.kr/portal/korea/kor_nw/3/

5. Tables/Figures

- 1) Tables/Figures should be self-contained and complete, but not duplicate, information contained in the text. Tables/Figures should be numbered consecutively in Arabic numerals. Each table and figure should be placed on a separate page and in English. There should be no more than five tables and figures in total.
- 2) The title of the table shall be placed on top of the table and the first letters of important words shall be capitalized (e.g., Table 1. Overall Responses to Question Types). The title of the figure shall be placed below the figure with the first letter capitalized (e.g., Figure 1. Scatter plot for study variables between cancer survivors and their spouses.). When there are two or more figures for the same number, alphabets shall be placed after the Arabic number. (e.g., Figure 1-A, Figure 1-B).
- 3) Always, define abbreviations in a legend at the bottom of a table/ figure, even if they have already been defined in the text. List abbreviations in alphabetical order.
- 4) All units of measurements and concentrations should be designated. And when reporting decimal numbers, the significance level shall be rounded off to three decimal places; means, standard deviations, and a test statistic, to two decimal places; and percentages and mean age, to one decimal place (e.g., $p=.005$, 32.84 ± 3.47 , 90.6% , 56.4 years).

Review Process

Similarity Test

Submitted papers are examined for plagiarism by similarity test. If the submitted article has a high similarity, the editorial board may refuse to publish or request revision.

Peer-review Process

All manuscripts are sent simultaneously to reviewers for double-blind peer review. This means that both the reviewer and the author are anonymous. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to three of the independent expert reviewers to assess the scientific quality of the paper. The editor is responsible for the

final decision regarding acceptance or rejection of articles based on the reviewers' comments. The editor's decision is final. Authors will be received notification of the publication decision, along with copies of the reviews and instruction for revision.

After Acceptance

Gallery Proofs: Corresponding authors will receive electronic page proofs to check the copyedited and typeset article before publication. Corrections should be kept to minimum. They must be checked carefully and returned within 7 days of receipt. Any fault found after the publication is the responsibility of the authors.

Fee for Page Charge: Publication processing fee of Korean Won 50,000, the page charge of Korean Won 45,000 per page should be paid by the corresponding author, if the manuscript is accepted for publication.

Complaints and Appeal: If there is any objection to the review results, corresponding authors(s) can appeal within 60 days after being notified. Editor-in Chief has the obligation to notify the results after one more review.

Reprints: The corresponding author of each article will receive free of charge for 10 offprints of his or her article and one complimentary copy of the issue in which the article appears at free of charge. Additional reprints may be ordered by using the special reprint order form.

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Archiving: It is accessible without barrier from National Library of Korea (<http://nl.go.kr>) in the event a journal is no longer published.