

I. GENERAL POLICY

The *Journal of Neurosonology and Neuroimaging (J Neurosonol Neuroimag, JNN)* is a regular academic journal of Korean Society of Neurosonology, publishing all studies related to neurosonology and neuroimaging in the field of stroke, cerebrovascular or other neurological diseases. The JNN offers full coverage of all the relevant stroke or cerebrovascular aspects of neurosonology including transcranial Doppler, carotid duplex ultrasound, and neuroimaging modalities such as MRI, CT, SPECT, or PET. It is also interested in the field of peripheral nervous system based on ultrasound or imaging. Basic sciences can be welcome if the results are closely relevant to clinical practice. The submission policy is based on the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals issued by the International Committee of Medical Journal Editors (<https://www.icmje.org/recommendations/>). What is not stated in this instruction follows the general principles of the above format.

1) Submission and author

Submitting author must be member of the society or qualified by the editing committee. Author of the study must have contributed fully for the study and who can take responsibility for the contents of the study. Qualification for author is limited to who has contributed in setting of basic concept of the study, design of the study, analysis and interpretation of the data, or who have contributed in writing the manuscript, and who agree to the contents of the contents of the manuscript.

2) Duplicate publication

What has been published in other journals is not allowed for submission in our journal. Any study published through our journal must not be published in other journals without any permissions.

3) Types of manuscript

'Original article', 'Scientific statements', 'Review', 'Case

report', 'Education section', and 'Editorial' appointed by the committee of publication can be considered for peer-reviewed publication in *Journal of Neurosonology and Neuroimaging*.

4) Paper review policy

All submitted papers are reviewed by more than two experts on the topic, and review by the editing committee decides upon the publication. The editing committee may put corrections to the manuscript within the scope of not affecting the original contents. Once rejected for publication, the manuscript is not reviewed any more.

5) Ethical policy

A submitted manuscript must not be associated with any type of research misconduct, including fabrication, falsification, or plagiarism with intent to deceive by the authors. The Editor-in-Chief will reject a manuscript if research misconduct is suspected. The cover letter to the Editor-in-Chief must declare that a submitted manuscript has neither been published nor is under simultaneous consideration for publication elsewhere either in its entirety or in part in any language, except in the form of an abstract. The cover letter must also state whether any part of the manuscript contains redundant or duplicate information, defined as text, data, tables, or figures that overlap substantially with previously published information. Research involving human subjects must comply with the principles of the Declaration of Helsinki (1964), and manuscripts describing such research must state that informed consent was obtained from the subjects, when appropriate. Manuscripts describing research involving animals must state in the Methods section that the work was approved by the appropriate institutional ethics committee or review board. It is also recommended to write together the number of institutional review board, even if the requirement for informed consent was waived. Policies on the research and publication ethics not stated in these instructions are available elsewhere, such as in the "Committee on Publication Ethics" (<http://publicationethics.org/resources/guidelines>). In any possibility of exposing

the patient's (or even the hospital employee's) personal information like the patient's (hospital employee's) picture of the face, prior permission from the patient (hospital employee) or his/her guardian should be obtained, and it should also be specified in the manuscript.

6) Quotation of previously published data

Any quotation of figures or graphs from other previous publication should go through permission of the original author and be elucidated on the paper.

7) Costs to authors

There are no page charges to authors, however, authors must select the Copyright Transfer Agreement and remain within the word limit per article types.

8) Copyright

The copyright of the published manuscripts in JNN is held by the Korean Society of Neurosonology.

II. MANUSCRIPT PREPARATION

1) Article types

(1) Original article

An abstract is no longer than 250 words and should be provided with the following headings: Background, Methods, Results, and Conclusions. The maximum length for original manuscripts is 4,500 words including abstract, tables, figure legends, and references. The total number of figures and/or tables is limited to 7. Additional tables and figures may be provided using the online supplemental data system. Citation with irrelevant or numerous references should be avoided.

(2) Scientific Statements

Scientific statements are an official point of view which educates basic or clinical scientists, and clinical physicians on the scientific basis of neurological disease and on how this knowledge can be relevant in clinical practice. They may or may not contain clinical or research recommendations. Topics are selected based on their emerging scientific impact on neurological disease and their clinical application to the general population. Scientific state-

ments contain scholarly synopsis of a topic related to neurosonology and/or neuroimaging.

(3) Review

Review is a manuscript focused on a specific title, appointed by the editing committee, and published after certain screening. Abstract is required but does not need to follow the structured format of an Original Article. It is recommended that Review has the approximate length of 6,000 words including abstract, tables, figure legends, and references.

(4) Case report

Case reports are limited to when the case is rare, special or of clinical importance which can offer considerable insight into controversial disease entity. The maximum length for case report is 1500 words and two tables and/or figures. An abstract is unstructured and should be less than 150 words. The reference is limited to 10. The JNN requires providing author's reason for reporting the case in a separate cover letter.

Updated October 2020: It is mandatory to obtain patient consent for publication in JNN regarding information on demographic data, medical condition, treatment, prognosis, photographs, images, videos, or genetic information from the patient himself or an immediate or legal guardian (https://www.j-nn.org/file/informed_consent_form_ENG.pdf or https://www.j-nn.org/file/informed_consent_form_KOR.pdf). In case of not being able to obtain the consent, authors may request waiver of consent to institutional review board. Hand-written signatures are required by author and patient/guardian and the informed consent form is to be uploaded as Supplement file.

(5) Education section

Education section is composed of interesting findings for neurosonology or neuroimages unpublished before. It should be particularly clear examples of established observations intended for the trainee audience. Educational videos may also be submitted under this category. An abstract is not required, and the maximum length is 1500 words and the total number of figures and/or tables is limited to 2. The reference is limited to 10. The JNN requires the author's reason for reporting as an Education in a cover letter.

(6) Editorial

Any constructive criticism or opinion on a specific and important paper published in *Journal of Neurosonology and Neuroimaging* may be stated. Words counts and total number of references are not limited, and subheadings should not be used.

2) Copyright

The Korean Society of Neurosonology requires that the Copyright Transfer Agreement (https://www.j-nn.org/file/Copyright_Transfer_and_Author_Consent_Form.pdf) accompany all submissions. Electrical or hand-written signatures are required by corresponding author and the consent form is to be uploaded with online submission.

3) General instruction for authors

The JNN offers authors web-based manuscript submission and peer review at j-nn.org. Kindly review the instructions at the website carefully and submit your manuscript and its related files accurately as instructed to avoid a delay in processing. When accessing the JNN online submission system for the first time, authors must register by clicking on "Register."

We recommend using your email address as your ID, since this represents a unique and easy-to-remember identifier that will be needed each time you log onto the system (as a reviewer or author). The password will be encrypted for security reasons and will not be known to any of the JNN staff. A verification message will be emailed to you at the email address you used to register. Since 2020, ORCID IDs is required for corresponding authors and will be later requested for all authors. All authors should consider registering for an ID at ORCID's website.

Manuscripts should be written in English below the following sequence:

- Cover letter
- Title page including authors' information
- Abstract
- Introduction, Subjects and methods, Results, and Discussion
- Acknowledgements
- Sources of Funding

- Conflict of Interest
- References
- Table
- Figure legend

(1) Cover letter

The cover letter accompanying the manuscript must specify the type of manuscript and include statements on ethical issues and conflicts of interest, and complete contact information for the corresponding author. For case report, the authors must state that a written informed consent was obtained from the patient or legal guardian in the cover letter. The cover letter should include the following statement: "All authors have read and approved the submitted manuscript, the manuscript has not been submitted elsewhere nor published elsewhere in whole or in part, except as an abstract (if relevant)." The cover letter may include the names of potential reviewers (e-mail addresses are required). However, the Editors cannot always guarantee assignment of a particular reviewer to a manuscript.

(2) Title page

The title page should contain the following information:

- The full title of the manuscript, not to exceed 120 characters.
- A shortened version of the title, no more than 50 characters long (including spaces), as a running title.
- The full names of all authors. Authors should be limited to those individuals who contributed in an important manner to the study design, data collection and analysis, or writing of the paper.
- The department and institution where work was performed, as well as the affiliations of the individual authors.
- Name, address, and phone and fax numbers, and e-mail address of the corresponding author to whom communications regarding the manuscript should be directed.
- Total word count of Abstract, and total word count including all parts of the manuscript (i.e., title page, abstract, main body of text, acknowledgments, sources of funding, disclosures, references, figure legends, and tables).

(3) Abstract

The content of the abstract should be in order of Background, Methods, Results, Conclusion, and *Key Words*. Each heading should be separated, and within 5 Key Words should be recorded on the bottom of the abstract, where the words should be from Medical Subject Headings (MeSH) of the Index Medicus. For abstract of case report, the abstract is composed in one paragraph without dividing into above headings (background, methods, results, and conclusion).

(4) Introduction

The purpose of the study should be concisely and clearly stated, and description of the background should only contain what is related to the purpose. For a case report, no title of "introduction" is needed, and only general background and meaning related to the case should be briefly stated.

(5) Subjects and methods

Subjects and methods of the study should be described in order. Participants, experimental animals, and control group should be clearly specified, and when the method of the experiment is the focus, it should be specifically described to enable reproduction. Especially, method for identifying the target disease should be described. Standards for inclusion and exclusion of the experimental group and control group should be clearly stated. Apparatus and reagents should be labeled of the name with the manufacturing company, city, and country in parenthesis. For statistics, the most commonly used method may be described. However, when unfamiliar method is used or the existing method is used with modification, the method should be briefly introduced with reference with explanation on the reason for trying the new method.

(6) Results

Results of the study should be listed clearly in logical point of view. When tables are used, the content does not need to be repeatedly described in the manuscript, and only important and essential points should be clarified.

(7) Discussion

The results of the study should be discussed and com-

paratively analyzed in relation to other studies. New and important observation should be emphasized, and the content of the introduction and result should not be repeatedly mentioned. The meaning of observation and limitation should be described, and the conclusion should be briefly stated at the last paragraph taking the result and purpose of the study in correlation.

(8) Ethics statement

It is recommended to describe as a following example: A written informed consent was obtained from the patient for her information on demographic data, medical condition, images, videos, treatment, and prognosis anonymously.

(9) Availability of Data and Material

It is recommended to describe as a following example: The datasets generated or analyzed during the study are available from the corresponding author on reasonable request.

(10) Author Contributions

The corresponding author also takes responsibility for listing coinvestigators with contributions to the study/paper of each author. This section should clearly state each author's contribution to the paper. Authorship must include and be limited to those who have made substantial contributions toward one or more of the following roles or tasks: conception or design of the work, acquisition of data, data analysis and interpretation, drafting the article, revision of the article critically for important intellectual content, and final approval of the version to be published. The description of author contributions is printed with the article (see the example below).

Example: A.B. and C.D. designed the study. E.F. and G.H. were responsible for the data acquisition. C.D. and E.F. analyzed the data. C.D. and I.J. wrote the first draft. A.B., E.F., and I.J. critically reviewed the manuscript. G.H. and I.J supervised the project. All authors read and approved the final manuscript.

The contributors who do not qualify for authorship should be in the Acknowledgments section.

(11) Acknowledgments

When necessary, acknowledgment for who has con-

tributed to the study but does not suit as an author may be stated. Acknowledgment should be expressed for the contributor's specific role (for example collection of data, financial support, statistical support, experimental analysis, etc), and the fact of putting his or her name in the acknowledgment should be notified to the contributor for permission.

(12) Sources of Funding

Authors must list all sources of research support relevant to the manuscript in this location. If you have no disclosures, please state "None".

(13) Conflicts of interest

Authors must state disclosures at the end of main text and on online when submitting a manuscript. Unless you have relevant conflicts of interest, please state "None".

(14) References

- References should be numbered serially in the text using numbers as unparenthesized superscripts: ^{1,2,5-7}. When reference is quoted within the manuscript, the name of the author is not recommended to be described.
- There is no limitation to total number of references, but making it within 30 references is recommended in original article.
- When citing an article that is accepted but not published it should be specified as 'in press'.
- The names of journals should use the official abbreviation of Index Medicus.
- Less than or equal to 6 authors should be recorded all, and for greater than or equal to 7 authors, 'et al.' is put after the first 6 authors.
- Names of authors are put as last name followed by first name with the first letter in capital.
- It is recorded in a new page in order of citation in the manuscript following the format below.
- What is not exemplified below follows the format of "Uniform Requirements for Manuscripts Submitted to Biomedical Journals".

Article in academic journal

1. Park JH, Ovbiagele B. Optimal combination second-

ary prevention drug treatment and stroke outcomes. *Neurology*. 2015;84:50-56.

2. Lackland DT, Roccella EJ, Deutsch AF, Fornage M, George MG, Howard G, et al. Factors influencing the decline in stroke mortality: a statement from the American Heart Association/American Stroke Association, *Stroke*. 2014;45:315-353.

Book

1. Wyllie E. The treatment of epilepsy. 2nd ed. Baltimore: *Williams & Wilkins*. 1997;97-98.

Chapter within a book

1. Calne CB, Duvoision RFC, McGeer E. Speculation on the etiology of Parkinson's disease. In: Hassler RG, Christ JF. *Advances in neurology*. 2nd ed. Vol. 40. New York: *Raven Press*. 1984;353-360.

Electronic data

1. Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis*. [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1): [24 screens]. Available from <http://www.cdc.gov/ncidod/EID/eid.ht>.

(15) Tables

- Each table should be included in the main manuscript file as a Word table in order to ensure correct column alignment.
- Tables must be cited in text and numbered according to order of appearance.
- Name of the table should be briefly described in verse or phrase format with the first letters of the words of the table name and content put in capital letters.
- For footnotes, use the following symbols in the indicated sequence: *, †, ‡, §, ||, ¶, **, ††, and ‡‡. The significance of observations, as determined by appropriate statistical analyses, must be indicated. Expansion of abbreviation should all start with small letters, and semicolons should be put in between abbreviations (i.e., BMI, body mass index; CDU, carotid Doppler ultrasound).
- The significance of observations, as determined by appropriate statistical analyses, must be indicated.
- Reference numbers must be used when citing articles.

(16) Figures

- Figures should be prepared in digital, and each figure should be in separate file upon submission (do not embedded the figures in the Microsoft Word manuscript file).
- Figures are cited in numerical order (Figure 1, Figure 2, etc.) as they appear in the text.
- For figure composed of many figures (for example Figure 1-A, B, C...), the entire figure should be combined and composed upon submission as one file. Upon combination, the margins should be removed as much as possible, and appropriately composed to a balanced figure so that every single figure shows itself well when printed.
- Since size and resolution of the figure is directly related to the quality of the figure when printed, please follow by the instructions thoroughly. Especially, make sure the size of the figure is not too small.
- Line art should be at least 1200 dpi, and half tone or color figure should be at least 600 dpi.
- Size of the figure can be estimated by actual pixel in photoshop for actual size of the figure, and print size or image size should be greater than actual print size.
- Acceptable file formats for figure are JPEG, TIFF, GIF, EPS, or PPT.
- Colored figures should be saved in CMYK (cyan, magenta, yellow, black) file format for submission. (Files saved in RGB format is not acceptable.) Half tone figures may be saved in grayscale mode instead of CMYK.
- Legends for figures must appear on a separate page at the end of the manuscript file (following References).

If the manuscript includes any previously published tables or figures, proof of permission from the copyright holder to republish a figure from any source is required. The permission form should be uploaded as a Supplemental File at the time of submission. All related previously published tables or figures should be cited as references and described in the submitted manuscript along with

explanation of how the submitted manuscript differs from the related previously published article.

For units of measure, authors should provide units of measure in International System of Units (SI) units. Authors should refer to the American Medical Association Manual of Style for details regarding SI units for laboratory data.

After uploading documents (cover letter, manuscript, tables, figures, and supplemental data) to the submission website (j-nn.org). The system will convert documents to PDF files. It is recommended to submit manuscripts in Microsoft Word documents (.doc files). Before review process, if manuscripts are determined to be incompletely prepared, they can be returned to the authors.

If you have any questions about the online submission process, contact the Editorial Office by e-mail at ksn@neurosonology.or.kr or by telephone at +82-44-995-5590.

III. PUBLICATION OF THE JOURNAL

The JNN is published two times a year on the last day of June and December.

Supplementary issues are published by occasional manner.

IV. TERMS OF REFERENCE

Other items not regulated in this instruction are under the determination of the editing committee.

V. EFFECTUATION OF THE RULE

This rule is initiated from June, 2018.

REVISION HISTORY

Enactment	June 7, 2018	
Amendment	December 1, 2018	December 26, 2019
	December 21, 2020	April 1, 2021
	December 8, 2021	November 3, 2022