

# Instructions to Authors

## Journal of Korean Society of Dental Hygiene

(Enacted in 2001 and most recently revised in December 2022)

### RESEARCH AND PUBLICATION ETHICS

Publication ethics including plagiarism, duplicated publication, and violation of ethics obeys the research and publication ethics. For the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors (<https://publicationethics.org/resources/resources-and-further-reading/international-standards-editors-and-authors>) can be applied. All cases of suspected misconducts will follow the flowcharts provided by the Committee on Publication Ethics (<https://publicationethics.org/guidance/Flowcharts>).

#### 1. Statement of Informed Consent and Institutional Review Board Approval

- 1) Clinical research should be done in accordance of the Ethical Principles for Medical Research Involving Human Subjects, outlined in the Helsinki Declaration of 1975 (revised 2000). Clinical studies that do not meet the Helsinki Declaration will not be considered for publication. 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.
- 2) An informed consent should be given by the study subjects.
- 3) When reporting experiments with animal subjects, the authors should indicate whether the handling of the animals was supervised by Institutional Board for the Care and Use of Laboratory Animals.

#### 2. Conflicts of Interest Statement

If there are any conflicts of interest, authors should disclose them in the manuscript. A conflict of interest may exist when an author has financial or personal relationships or affiliations that could bias the author's decisions of the manuscript. Authors are expected to provide detailed information about all relevant financial conflicts, particularly those present during the process of research and publication, as well as other financial interests (such as patent applications in preparation) that represent potential financial gain in the future. All disclosures of any potential conflicts of interest including specific financial interests, relationships, and affiliations (other than those affiliations listed in the title page of the manuscript) relevant to the subject of the manuscript will be reported by the corresponding author on behalf of each co-author,

if any, as part of the submission process. Likewise, authors without conflicts of interest will be requested to state so as part of the submission process. If authors are uncertain about what constitutes relevant financial interests or relationships, they should contact the editorial office.

#### 3. Originality and Duplicate Publication

- 1) All submitted manuscripts should be original and should not be considered by other scientific journals for publication at the same time. Any part of the accepted manuscript should not be duplicated in any other scientific journal without the permission of the Editorial Board.
- 2) If duplicate publication related to the papers of this journal is detected, the authors will be announced in the journal and their institutes will be informed, and there also will be penalties for the authors. It is mandatory for all authors to resolve any copyright issues when citing a figure or table from a different journal that is not open access.

#### 4. Author Contributions

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) confirmation of all data, responsibility of the results, and full discussion between the researcher to be open. Authors should meet these 4 conditions.

#### 5. Copyrights and Creative Commons Attribution License

The authors grant the Korean Association of Dental Hygiene to own the full copyright of the final version of the Article once it is accepted for publication. It obeys Creative Commons Attribution Non-Commercial License (CC BY-NC 4.0). Each author must sign in the copyright transfer form.

### GENERAL INFORMATION

Journal of Korean Society of Dental Hygiene (J Korean Soc Dent Hyg, JKSDH) is the official peer reviewed research publication of the Korean Society of Dental Hygiene (KSDH). The instruction to authors not described thereafter follows the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (<https://www.icmje.org/icmje-recommendations.pdf>).

## 1. Author Qualifications

The authors must be certified by the Editorial Board of Journal of Korean Society of Dental Hygiene. The first author or corresponding author must be the member of Korean Society of Dental Hygiene.

## 2. Publication Types

Journal of Korean Society of Dental Hygiene focuses on reviews, original articles, case reports, letters to the editor, commentaries, book reviews, editorials and announcements related to dental hygiene, oral health promotion, and related field.

## 3. Submission

- 1) All manuscripts should be submitted to JKSDH online submission system ([http://submission.jksdh.or.kr:8080/admin/login\\_new.php](http://submission.jksdh.or.kr:8080/admin/login_new.php)) by the corresponding author.
- 2) In addition to members of JKSDH researcher throughout the world can submit a manuscript if the scope of the manuscript is appropriate. Authors are requested to submit their papers electronically by using the online manuscript submission system, available at: ([http://submission.jksdh.or.kr:8080/admin/login\\_new.php](http://submission.jksdh.or.kr:8080/admin/login_new.php)). Authors submit the manuscripts, checklist, and copyright transfer form.
- 3) All correspondence, including notification of the Editor's decision and requests for revisions, will be made by e-mail. Submitted papers should not be returned unless the authors require the manuscripts.
- 4) JKSDH verify the similarity of all submitted manuscripts with the existing literature using iThenticate tool of the Similarity Check program. For more information on Similarity Check, see (<https://www.crossref.org/services/similarity-check/>).

## 4. Peer Review Process

- 1) Submitted manuscripts will be reviewed by 3 or more experts in the corresponding field. The Editorial Board may request authors to revise the manuscripts according to the reviewer's opinion. After revising the manuscript, the author should upload the revised files with a reply to each item of the reviewer's opinion. The rejected manuscript is informed to the authors with the reason for rejection.
- 2) The revised manuscripts shall submitted within a week, and the editorial committee shall finally decide the publication status and order of publication after deliberation when the final revised manuscripts meets the publication form and standards of the journal.
- 3) The Editorial Board will make a final decision on the approval for publication of the submitted manuscripts and can request any further corrections, revisions, and deletions of the article text if necessary.

## 5. Publication and Deadline of the Manuscript

Journal of Korean Society of Dental Hygiene is the official scientific journal of the Korean Society of Dental Hygiene published at the end of every 2 months (February 28, April 30, June 30, August 30, October 30, December 30). The decision of manuscripts is made before 30 days of publication, but it can be delayed to the next issue.

## 6. Fee for Publication

- 1) For accepted Manuscripts, the peer review fee of 60,000 Korean Won (50 US dollars) will be charged to the corresponding authors.
- 2) For accepted Manuscripts, the publication cost will be charged to the corresponding authors. It costs 250,000 Korean Won (210 US dollars) for 10 pages, and it takes 50,000 Won (42 US dollars) per page. But reprints will be charged to the authors. It takes 3,000 Korean Won per each copy. An additional will be charged for color prints.

## 7. Sex and Gender Reporting

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.

# MANUSCRIPT PREPARATION

## 1. Format of Manuscript

- 1) Manuscripts should be submitted in the file format of Hangeul or Microsoft Word. Manuscripts should be written in 10 points or larger, single space with a line margins of 200.
- 2) The original article are limited within 13 pages, and case report and other article are limited within 7 pages. The Editorial Board may request revision of the article pages in case of large volume. Page numbers should be placed at the middle of the bottom of page.
- 3) The original article should be organized in the order of title page and text for fair review. The text consists of article title, abstract, key words, introduction, methods, results, discussion, conclusions, and references. Case report follows the same arrangement of the original article and references. For the fairness of the review, only the title and key words are written and the name and affiliation of the authors are omitted.

## 4) Numbering is as follows.

## Ex) Methods

## 1. Subject

## 1) Experimental group subject

## (1) Elementary school children group

## 2. Abbreviation of Terminology

- 1) Use standard abbreviations and units recommended in the Publication Manual of the American Psychological Association (5th edition). Non-standard abbreviations should be defined the first time they appear in the text. When they are used, full expression of the abbreviations following the abbreviated word in parentheses should be given at the first use.
- 2) Citation for Trademark are written in order of Trademark, Corporation, and Nation in parentheses.
- 3) A proper noun including personal name, area, and nation should be given in the original language.
- 4) The number should be given in arabic numeral. Weight and measures should be given in meter, kilogram, and celsius degree (°C).
- 5) Based on International System, the number and unit have a space except mmHg, °C, and %.
- 6) In use of parenthesis, a space should be given after English terminology and figure. In Korean, there is no space between the parenthesis.
- 7) Medical Dictionary and the most recent edition of English-Korean, Korean-English Health Terminology, published by the Korean Medical Association (<https://www.kmle.co.kr>).
- 8) The use of abbreviations should be used in the case of abbreviations repeated in the text, and the temporary use of non-repeated abbreviations should be prohibited.
- 9) The format for creating the abbreviation explanations is the same as for "abbreviations: explanation".

## 3. Original Article

### 1) Title Page

- Title should be concise and precise. The first word should be capitalized. The cover letter includes author names, orcid, academic degree, position, address, affiliation (university, department, city, and nation), author contributions, address, phone number, fax number, and e-mail of the corresponding author should be recorded. The abstract includes the title and key words. The author's information should not be written in the abstract page.
- Spelling of the Korean author consists of the first name and the family name. The affiliation should be official English designation. Ex) Gil-Dong Hong
- The title should be written in concise and logical meaning.

- The first word of title begins in a capital letter. and the other words are small letters.

- A running title of no more than 40 characters, including letters and spaces, should be described. If inappropriate, the Editorial Board may revise it.

- A title of no more than 15 characters, including letters and spaces, should be described.

### 2) Abstract and Key Words

- Key Words are written in alphabetical order, up to six, and select very specific keywords and use the MeSH keyword (<https://www.nlm.nih.gov/mesh/meshhome.html>) of the National Library of Medicine.

- All manuscripts should contain a structured abstract that is written only in English. Provide an abstract of no more than 200 words. Abbreviations should be avoided as much as possible. It should contain 4 subsections: Objectives, Methods, Results, and Conclusions.

- When creating key words for abstract, match the order of the English keywords and the keywords of the Korean.

### 3) Introduction

- The introduction should address the purpose of the article concisely and include background reports that are relevant to the purpose of the paper.

- The notation when writing English in the main text must follow the lowercase/upercase notation of the title.

### 4) Methods

- The methods section should include sufficient details of the design, subjects, and methods of the article in order, as well as the data analysis methods and control of bias in the study. Sufficient details need to be addressed in the methodology section of an experimental study so that it can be further replicated by others. When reporting experiments with human or animal subjects, the authors should indicate whether they received approval from the Institutional Review Board for the study.

### 5) Results

- Results should be presented in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat all of the data in the tables or illustrations in the text; emphasize or summarize only the most important observations. Results can be sectioned by subsection titles but should not be numbered. Citation of tables and figures should be provided as <Table 1> and <Fig. 1>.

### 6) Discussion

- The discussion should be described to emphasize new and important aspects of the study, including conclusions. Do not repeat the results in detail or other information that is given in

the Introduction or the Results section. Discussion should not exceed one third of the manuscript.

## 7) Conclusions

- Describe conclusions according to the purpose of the study but avoid unqualified statements that are not adequately supported by the data. Conclusions may be stated briefly in the last paragraph of the Discussion section.

## 8) Conflicts of Interest

- Authors must disclose any financial or personal relationships with other individuals or organizations that could influence their work.

## 9) Acknowledgements

- Persons or institutes who contributed to the paper but not enough to be co-authors may be introduced. Financial support, including foundations, institutions, pharmaceutical and device manufacturers, private companies, or intramural departmental sources, or any other support should be described.

## 10) References

- The description of the journal reference no more than 30 follows the descriptions below. The references are cited in the order.
- The Editorial Board may require the original reference list.
- If a citation has 6 authors, write the 6 authors' names. If there are more than 7 authors, apply 'et al.' at the end of the six authors' name.

Ex) Ly KA, Milgrom P, Roberts MC, Yamaguchi DK, Rothen M, Mueller G.

Ex) Mäkinen KK, Pemberton D, Mäkinen PL, Chen CY, Cole J, Hujoel PP, et al.

- Citation of the references is as follows. In two authors, Kim and Lee [1]....Above three authors, Kim et al. [1]

Ex) Kim and Lee [1] reported that....

Ex) It is reported that.. [3,7-9,17].

### (1) Journal Articles

Ex) Ghasemi E, Mazaheri R, Tahmourespour A. Effect of probiotic yogurt and xylitol-containing chewing gums on salivary *S. mutans* count. *J Clin Pediatr Dent* 2017;41(4):257-63. <https://doi.org/10.17796/1053-4628-41.4.257>

Ex) Söderling E, ElSalhy M, Honkala E, Fontana M, Flannagan S, Eckert G, et al. Effects of short-term xylitol gum chewing on the oral microbiome. *Clin Oral Investig* 2015;19(2):237-44. <https://doi.org/10.1007/s00784-014-1229-y>

### (2) Books

Ex) Geurink KV. *Community oral health practice*. 2nd ed. Philadelphia: Elsevier; 2002: 899-902.

### (3) Book Chapters

Ex) Blitt C. Monitoring the anestheized patient. In: *Clinical Anesthesia*. 3rd ed. Edited by Barash PG, Cullen BF, Stoelting RK: Philadelphia: Lippincott-Raven Publishers; 1997: 563-85.

### (4) Translated Documents

The original document should be provided as references.

Ex) Stuart G. *Principles and practice of psychiatric nursing*. 9th ed. Kim SS, Kim KH, Ko SH, translator. Philadelphia, PA: Mosby; 2008: 56.

### (5) Secondary Citation

Ex) Gordis E. Relapse and craving: A commentary. *Alcohol Alert* 1989;6:3. Cited by Mason BJ, Kocsis JH, Ritvo EC, Cutler RB. A double-blind, placebo controlled trial of desipramine for primary alcohol dependence stratied on the presence or absence of major depression. *JAMA* 1996;275:761-7.

### (6) Online Sources

- Journal articles in electronic format is as follows.

Ex) Statistics Korea. 2010 life tables for Korea [Internet]. Statistics Korea; 2011[cited 2012 Jan 16]. Available from: [https://kostat.go.kr/portal/korea/kor\\_nw/3/index.board?bmode=read&aSeq=252533](https://kostat.go.kr/portal/korea/kor_nw/3/index.board?bmode=read&aSeq=252533).

### (7) Scientific and Technical Reports

- Journal articles in electronic format is as follows.

Ex) Won BY, Jang GW, Hwang MY, Kim SA, Jang JH. Development of Korean standard dental hygiene curriculum proposal. Daejeon: Korean Society of Dental Hygiene; 2012: 25-40.

### (8) Dissertations

- Author. Title of thesis[kind of degree]. Place: School, Year.

Ex) Youssef NM. School adjustment of children with congenital heart disease[Doctoral dissertation]. Pittsburgh (PA): Pittsburgh University, 1988.

### (9) In Press Article Citations

Ex) Leshner AI. Molecular mechanisms of cocaine addiction. *N Engl J Med* 1996[In press].

## 11) Tables, Figures and Illustrations

### (1) Tables

- Type or print each table on a separate sheet of paper.
- Number tables consecutively in the order of their first citation in the text.
- The table shall omit horizontal and vertical lines, and the numbers in the table shall be recorded in principle in the middle alignment and other left alignment.

- Abbreviations used in the table when creating the title must be listed in full name or the interpretation of the abbreviation must be provided in the footnote.
- Substitute the tilde notation when creating a range symbol.

Ex) <Table 1> showed that.....

- Supply a brief title.
- Data in table should be arranged in right side arrangement and the others should be arranged in left side.
- *p* value would be provided as  $p < 0.001$ .

Ex)  $p = 0.001$

## (2) Figures and Illustrations

- Figures and photographs should be submitted as jpg files or tif files. Submit files of figures and photographs separately from the text of the paper. Width of figure should be within 3×5 or 5×7 mm.
- Standard colors should be used (black, red, green, blue, cyan, magenta, orange, and gray). Avoid colors that are difficult to see on the printed page (e.g. yellow) or are visually distracting (e.g., pink). Figure backgrounds and plot areas should be white, not gray. Axis lines and ticks should be black and thick enough to clearly frame the image. Axis labels should be large enough to be easily readable, and printed in black.
- An individual should not be recognizable in the photographs or X-ray films unless written consent of the subject has been obtained and is provided at the time of submission.
- Number figures as “Fig. (Arabic numeral)” in the order of their citation. (ex. <Fig. 1>)
- Figures should be explained briefly in the footnotes. The format is the same as the table format.
- Figure and photograph are not returned to the authors.
- If a picture or photograph has already been published, it shall be marked under the picture and photograph after obtaining written consent from the original author.

## 4. Case Reports and Review Articles

- General consideration follow the original article.

### 1) Case Reports

Case reports describe the new cases that make an important findings or scientific observation. Case reports may describe unusual and unreported clinical manifestation in oral health. The Editorial Board decides the case reports.

#### (1) Cover Page

- Cover page is same as the original article.

### (2) Abstract and Key Words

- All manuscripts should contain an abstract of no more than 150 words.

### (3) Introduction

- Introduction should contain the case and research background.

### (4) Case Report Description

### (5) Discussion

- Discussion should contain a brief case report and results.

### (6) References

- The number of references is limited to 15.

### (7) Tables, Figures

- Tables and figures follow the same guidelines as the original article.

## 2) Review Article and Invited Article

Review article should contain the followings.

### (1) Cover Page

### (2) Abstract and Key Words

### (3) Introduction

### (4) Text

### (5) Conclusions

### (6) Acknowledgements, if necessary

### (7) References (More than 30 references available)

### (8) Tables, Figures (Table and figure should be limited

no more than 6)

## 5. Other Considerations

Other considerations are decided by the Editorial Board.

## 6. Appendix

This instructions is applied from the December 2022 issue (Volume 22 Number 6).

Revision			
Enacted	Revised	Revised	Revised
March 2001	March 2006	March 2008	March 2009
Revised	Revised	Revised	Revised
March 2010	February 2011	December 2012	June 2013
Revised	Revised	Revised	Revised
December 2016	February 2019	October 2019	December 2019
Revised	Revised		
October 2021	December 2022		

# Authors Checklist

Title	
Author Name	

• **General Considerations**

1. The submitted manuscript is original and is being considered by other scientific journals for publication at the same time. ....
2. The original article is organized as follows: title page and text for fair review. The text consists of article title, abstract, key words, introduction, methods, results, discussion, conclusions and references. ....
3. The manuscript is a Hangul or MS-Word file in 10-point Sinmyeongjo font, with line spacing at 200%, in A4 paper size. ....
4. All authors wrote ORCID number and the article has passed a similarity check. ....

• **Title Page**

1. The type of article is one of the following: original article, review article, opinion, case report, short communication, commentary, and letters to the editor. ....
2. The title page provides the author's name, address, phone number, fax number, and the email address of the corresponding author written in Korean and English. ....
3. The title page includes research funding and conflict-of-interest statements. ....
4. The funding institution is mentioned with the grant number. ....

• **Text**

1. Every page is numbered. ....
2. The sections are numbered according to logical order and hierarchy. ....
3. The text does not contain any information about the author. ....

• **Abstract**

1. The abstract consists of the objectives, methods, results, and conclusions. ....
2. The manuscript includes an abstract, which is in English. ....
3. English abstracts are no more than 200 words. ....
4. Key words are arranged in alphabetical order with no more than 6 words and are in both Korean and English. Key words use MeSH words when possible. ....
5. The first letter of each key word is capitalized. ....

• **References**

1. All references are cited in the text. ....
2. References are formatted according to the submission guidelines. ....
3. The names of the first 6 authors have been indicated. If there are more than 6 authors, "et al." is placed after the 6th author's name.
4. The DOI number is listed, if there is one. ....

• **Tables and Figures**

1. Tables and figures do not overlap with each other. ....
2. Tables and figures are arranged according to the submission guidelines, and the captions, explanations, and content are in English.

• **Research Ethics**

1. For human subject studies, IRB approval was obtained and the approval number has been included. ....

I confirm that the authors have adhered to the manuscript checklist of the Journal of Korean Society of Dental Hygiene.

Date / Month / Year

Corresponding Author

# Journal of Korean Society of Dental Hygiene

## Copyright Transfer Form

To : Editorial Board of the Journal of Korean Society of Dental Hygiene

Manuscript Title (Korean): \_\_\_\_\_

Manuscript Title (English): \_\_\_\_\_

Author(s): \_\_\_\_\_

### 1. Copyright Assignment

I, the undersigned author, having reviewed the submitted manuscript, state that this article is an original work, and approve it for publication.

- I certify that none of the material in this article is included in another manuscript, is presently being considered for publication elsewhere, or has been published heretofore in any other language.
- I further certify that I accept public accountability for it.
- I have not assigned any right or interest in the article to any third party, and I also attest that none of the figures or illustrations that accompany this article have been digitally altered and that they do not misrepresent in any way the actual circumstances reported.
- I further warrant that this article has not been accepted for publication elsewhere.
- The author(s) grant the Korean Society of Dental Hygiene ownership of the article for the full term of copyright and any extensions thereto, the sole and exclusive, irrevocable license to publish, reproduce, distribute, transmit, display, store, translate, create derivative works from, and otherwise use the work in any language or in any form, manner, format, or medium now known or hereafter developed without limitation throughout the world, and to permit and/or license others to do any or all of the above.

Ownership of the copyright remains with the author(s) provided that, when reproducing their contribution or material from it, they first acknowledge and reference the publication in the Journal of Korean Society of Dental Hygiene.

### 2. Conflict of Interest

The author(s) of this paper have specified both financial (research grants, employment, stock, lectures and consulting fees, material support, etc.) and personal interests (concurrent, interest, and intellectual property) related to the study.

(Date / Month / Year)       /       /

Authors	Name	Signature	Authors	Name	Signature
Corresponding Author			Author 5		
Author 1			Author 6		
Author 2			Author 7		
Author 3			Author 8		
Author 4			Author 9		

※ Archiving and deposition in publicly accessible repositories

As an open-access journal, the Journal of Korean Society of Dental Hygiene, deposits all content in KCI, at the time of publication.



# Declaration by Authors

Title of Manuscript \_\_\_\_\_  
\_\_\_\_\_

In order to publish your paper in the Journal of Korean Society of Dental Hygiene, it is necessary that this form should be signed by all Authors, and returned to the Journal of Korean Society of Dental Hygiene Editor-in-Chief as soon as possible.

Signature affirms ;

- That each Author has seen and approved the content of the submitted manuscript.
- That the paper presents original work not previously published in similar form and not currently under consideration by another Journal.
- That if the paper contains material (data or information in any other form) that is the intellectual property and copyright of any person(s) other than the Author(s), then permission of the copyright owner(s) to publish that material has been obtained, and is clearly identified and acknowledged in the text of the paper.
- That any affiliations with a direct financial interest in the subject matter or materials discussed in this manuscript are disclosed and all financial research or project support is identified in an acknowledgment of the manuscript.
- That authors grant AJAS all rights, including subsidiary rights, for manuscript/article.

Names of Author(s)

Signature(s)

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