

Research in Vestibular Science (Res Vestib Sci) is an official journal of the Korean Balance Society. It was first published in 2002 and is published two times every year until 2009, the quarterly publication since 2010. We invite the submission of articles on topics pertaining to the science and art of medicine that will help fulfill the Journal's mission of publishing "contemporary, ethical, and clinically relevant information on vestibular science that can assist neurologists, vestibular scientists or related fields." To prevent the journal from being overrun by inadequate materials or troubled by certain conflicts, the editorial committee has established a set of regulations. Articles that do not contain adequate context or fail to meet editorial regulations are subject to correction recommendations, which may result in delayed publication or rejection.

Multiple or duplicate publications that do not satisfy the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (Ann Intern Med 1997;126: 36–47) are strictly forbidden. Any other necessary regulations that have not been covered by the instruction will follow the International Committee of Medical Journal Editors' Uniform Requirements for Manuscripts.

1. MANUSCRIPT SUBMISSION

Manuscripts should be submitted electronically through <http://submit.vestibularscience.com>. Application is accepted all through the year, and submitted manuscripts are reviewed by experts in the related field. Peer reviewers carefully evaluate the manuscript and check the validity of the research methodology and procedures. If the manuscript is appropriate, acceptance or revision is suggested. If the submitted manuscript lacks scholarly validity and rigor, the manuscript is rejected. The publication fee for the Research in Vestibular Science is based on the number of pages in the submitted article. Payment must be received in full before publication. Any errors discovered after publication is the responsibility of the authors. Once a manuscript is accepted for publication by the journal, the Korean Balance Society provides the corresponding author with gallery proofs to review and make corrections. Authors must respond to the page proofs as soon

as possible after making necessary corrections. If a response is not received by the designated date, the editorial committee may delay or even reject the article. To avoid such events, the editorial committee office urges our contributors to proofread the manuscripts carefully.

2. EDITORIAL POLICIES

1) Authorship

Authorship is accredited only when a substantial contribution to the published work is made by meeting all of the following criteria: organizing the conception design of the project or analysis of the manuscript data, drafting or critically revising the content of the manuscript submitted for publication, and providing final approval for the version to be published. All three criteria must be met for an individual to be listed as an author or co-author on a published paper. Any other form of contribution should be included in the "Acknowledgments" section of the manuscript.

2) Ethics

Manuscripts that include information obtained from human or animal research must provide (in the text or an appropriate footnote) verification of the review and approval of the appropriate institutional research oversight committee for the work reported. We define plagiarism as a situation in which a paper reproduces another work with at least 25% similarity and without citation. If evidence of plagiarism is found before/after acceptance or after publication of the paper, the author will be offered a chance for rebuttal. If the arguments are not found to be satisfactory, the manuscript will be retracted and the author sanctioned from publishing papers for a period to be determined by the responsible Editor(s).

We endorse the principles embodied in the Declaration of Helsinki (1964) and expect that all investigation involving human materials are performed in accordance with these principles. For animal experiments, all of the processes involved, from the raising of animals to the actual experiment, must proceed according to the guidelines of the appropriate

oversight committee. The manuscript must contain a statement declaring that the experiment had been approved by an ethics committee or had followed the NIH Guide for the Care and Use of Laboratory Animals (1996, ILAR [Institute of Laboratory Animal Resources] Committee on NRC, National Academic Press pp125, www.nao.edu/readingroom/books/labrats/index.html). If these terms are not satisfied, the “Guiding Principles Editor-in-Chief” has the right to reject a manuscript. The authors must keep all the original laboratory data used for the articles and be able to submit them at the request of the editorial committee. For other policies regarding research and publication ethics not stated in these instructions, authors can refer to ‘Good Publication Practice Guidelines for Medical Journals (http://kamje.or.kr/publishing_ethics.html)’ or ‘Guidelines on good publication (<http://www.publicationethics.org.uk/guidelines>)’.

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4) Conflict of Interest

Authors must disclose any financial, personal, and/or institutional relationships that might lead to a conflict of interest in the manuscript. If there is no conflict of interest, this should also be stated explicitly as none declared. All sources of funding should be stated in the “Acknowledgements” section.

5) 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.

3. MANUSCRIPT TYPE

This journal accepts four categories of publications: Original articles, Review articles, Case reports, Brief communications, and Letter to the Editor, focused on basic science and clinical issues.

Original articles are papers containing the results of basic and clinical investigations, which are sufficiently well documented to be acceptable to critical readers.

Review articles are usually solicited by the Editor-in-Chief and describe a concise review on subjects of importance to medical researchers.

Case reports as well as *Brief communications* deal with issues of importance to medical researchers.

Letter to the editor are selected for publications that discuss problems of general interest. Letters may be subject to review by the Editorial Board. The letters are intended to reflect the range of opinions received. The authors of the paper in question (authors of the original article) are usually given an opportunity to reply.

4. MANUSCRIPT PREPARATION

1) General

Format: Manuscript must be written in English using MS word or Word Perfect. It should be formatted with double line spacing for printing on one side of A4 (21×29.7 cm) sheets with a margin of 3.0 cm on all sides.

Terms: Authors are advised to use terminology recommended by the ISO-IEC, Nomina Anatomica and WHO list.

Units of measurement: Authors should express all measurements in “Le Systeme International d’Units” (SI units). For example, length should be expressed in meters and temperature in Celsius.

Abbreviations: Except for units of measurement, abbreviations are strongly discouraged. Except for units of measurement, when an abbreviation appears for the first time, it should be preceded by the words it represents.

Manuscripts containing research data generally follow the order: Title page, Abstract, Text, Acknowledgements and Declaration of Interest, References, Tables, and Figures.

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 au-

thors follow the reporting guidelines listed in the following table.

Initiative	Type of study	Source
CONSORT	Randomized controlled trials	http://www.consort-statement.org/
STARD	Studies of diagnostic accuracy	http://www.consort-statement.org/stardstatement.htm
QUOROM	Systematic reviews and meta-analyses	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf
STROBE	Observational studies in epidemiology	http://www.strobe-statement.org/
MOOSE	Meta-analyses of observational studies in epidemiology	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf

2) Title page

Title page should include (1) title of the article, (2) full names of all authors without academic degrees, (3) institutional affiliations of each author (if multiple affiliations are listed, they should be written in the same line after matching the authors with the affiliations with superscript Arabic numerals), (4) running title (less than 10 words) reflecting the content, (5) and full information for corresponding authors including the name, degree, institutional affiliation, address, country telephone and fax number, and e-mail address.

3) Abstract and Keywords

An abstract of **NO MORE THAN 250** words must be organized and formatted according to the following headings: **Objectives, Methods, Results, and Conclusions**. Each subtitle is bolded and differentiated with a colon (:). The subtitles do not change the lines at the end of their content.

4) Text

The text is to be divided into five sections with the following headings: **Introduction, Materials and Methods, Results, and Discussion**. Define abbreviations at the first mentioned text and for each table and figure. If a brand name is cited, supply the manufacturer's name and address (city and state/country). The maximum manuscript length is 3,500 words in English and 10,000 words in Korean (excluding the title page and abstract). The number of total references is limited to 30 for all types of manuscripts except for Case Reports where up to 15 references may be cited. The maximum number of images is 10.

(1) Introduction

Brief background, references to the most pertinent papers are generally enough to inform the readers, and the relevant findings of others may be described. The specific questions evaluated by the authors' particular investigation should also be included.

(2) Materials and Methods

This should be organized as follows: research plan, selection of participants, methods, and lastly, statistical analysis. To maintain the anonymity of participants, the names of research facilities should not be revealed. Explanation of the experimental methods should be concise and sufficient for repetition by other qualified investigators. Procedures that have been published previously should not be described in detail. However, new or significant modifications of previously published procedures require full descriptions. The sources of special chemicals or preparations should be provided along with their location (name of company, city and state, and country). With all investigations involving human materials, the authors must present the name and place of the clinical trial ethics committee that oversaw the experiment, and provide a statement declaring that the experiment meets the standards of the Helsinki declaration of 1975. Pictures should not reveal the name or identification numbers of the patients involved. With animal investigations, the authors must also provide a statement that the animals were treated according to the guidelines of the national research committee. If relevant, information on the IRB approval and informed consent should be included. The methods for statistical analyses and the criteria applied for significance levels should be described. The name of the program used to compute the data must be provided as well. In Case Reports, case history or case description replace the Materials and Methods section as well as the Results section.

(3) Results

This part should be presented logically using text, tables and illustrations. Excessive repetition of table or figure contents should be avoided. At the end of the Results section, important observations should be emphasized or summarized.

(4) Discussion

The data should be interpreted concisely without repeating materials already presented in the Results section. Speculation is permitted, but it must be supported by the data presented and be well founded. The summary and conclusion must be brief and written in the context of the research purpose.

(5) Acknowledgments

All persons who have made substantial contributions, but who are not eligible as authors are named in the acknowledgments section.

(6) References

The maximum number of references that can be cited is 30 for Original Articles and 15 for Case Reports. All references (double spaced) should be listed in the order of citation in the text with corresponding numbers. For papers with six or more authors, list the first six authors then add "et al." (List all authors up to a maximum of six). Identify references [in square brackets] in the text by providing the corresponding number. For example, "K-HINT has been developed [1,2]." for the first two in-text citations. 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 Korea Med Journals (<http://www.koreamed.org/JournalBrowser.php>). 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/>).

- References to journal: names and initials of six authors, et al.(,) full title of article(,) journal name() year(;) volume(;) first page(–)last page numbers(.)

1) When a work has six or fewer authors

Ex) **Pavelic ZP, Portugal LG, Goote MJ, Stambrook PJ, Smith C, Mugge RE.** Retrieval of p53 protein in paraffin-embedded head and neck tumor tissue. *Arch Otolaryngol Head Neck Surg* 1996; 122:3425–30.

2) When a work has seven or more authors

Ex) **Reiss LA, Ito RA, Eggleston JL, Liao S, Becker JJ, Lakin CE, et al.** Pitch adaptation patterns in bimodal cochlear implant users: over time and

after experience. *Ear Hear* 2015;36:e23–34.

- References to entire book: name and initials of all authors(,) title of the book(,) edition(,) place(;) publisher(;) year(,) (p,)first page(–) last page(.)

Ex) **Leigh RJ, Zee DS.** The neurology of eye movements. 2nd ed. New York: Oxford Univ Press; 1991. p.90–100.

- References to book chapter: name and initials of all authors(,) title of the chapter(,) (in:) editor of the book (,) editor(,) title of the book(,) edition(,) place(;) publisher(;) year(,) (p,)first page(–)last page(.)

Ex) **Roland JT Jr.** Vestibular and auditory ototoxicity. In: Cummings CW, Fredrickson JM, Harker LA, Krause CJ, Schuller DE, editors. *Otolaryngology-head and neck surgery*. 3rd ed. St Louis: Mosby Year Book; 1998. p.3186–99.

- References to unpublished sources: To cite unpublished material such as papers presented at conference proceedings, unpublished dissertations, any manuscripts 'in press' or personal communication, provide the details as follows.

1) Conference proceedings:

Ex) **Virolainen A, Saxen H, Leinonen N.** Antibody response to pneumolysin in children with acute otitis media. In: Lim DJ, Bluestone CD, Klein JO, Nelson JD, Ogura PL, editors. *Recent advances in otitis media. Proceedings of the 5th International Symposium on Recent Advances in Otitis Media*; 1991 May 20–24: Ft. Lauderdale, Florida. Hamilton: Decker Periodicals; 1993. p.205–6.

2) Dissertation: name and initials of all authors(,) title of article[type of degree](,) place(;) academy(;) year(.)

Ex) **Kaplan SJ.** Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis (MO): Washington Univ.;1995.

3) References to In press: name and initials of all authors(,) title of article(,) journal name(,) In press year(,) Or name and initials of all authors(,) title of article(,) journal name() date of Publication(,) <http://dx.doi.org/doi> number.

Ex) **Choi HS, Park KJ, Hwang SC, Park HI, Kim YS,**

Park KH. The role of peroxiredoxin III in the ototoxic drug-induced mitochondrial apoptosis of cochlear hair cells. *Acta Otolaryngol.* In press 2007.

- References to electronic materials

- 1) Journal article in electronic format

Ex) **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.htm>.

- 2) Monograph in electronic format

Ex) CDI, clinical dermatology illustrated (monograph on CD-ROM). Reeves JRT, Maibach H. CMEA Multimedia Group, producers. 2nd version 2.0. San Diego: CMEA;1995.

(7) Table

Tables must be cited in the order in which they appear in the text using Arabic numerals and the word processing program should be used to create the tables. Do not use Excel or comparable spreadsheet programs. Provide the tables together with the manuscript in a DOC file. Cite tables consecutively in the text, and number them in that order. Place each on a separate sheet, and include the table title, appropriate column headings, and explanatory legends (including definitions of any abbreviations used). Do not embed tables within the body of the manuscript. For footnotes (symbol), use the alphabet in sequence as following: ^{a)}, ^{b)}, ^{c)}. All units of measurement and concentration should be designated. If you use data from another published or unpublished source, obtain permission and acknowledge them fully. Stating the names of participants should be avoided and names should be replaced with Arabic numerals.

(8) Figure

Images can be in black-and-white or in color, depending on the author's preference. However, the images must have adequate resolution for printed materials, and if not, the committee may ask the author to provide more suitable pictures. If a black-and-white picture does not provide sufficient information, the editorial committee has the right to request a colored picture and the authors must make the necessary corrections. If several pictures are des-

igned with a single Arabic numeral, each picture must be differentiated with alphabets (ex: Fig. 1A; Fig. 1B, C). If an author decides to submit a facial picture, the eyes must be covered, and the individual's information must be omitted to make identification impossible. Please note that all images or drawings submitted will not be returned.

(9) Size of a figure files

The sizes and resolutions of files have a direct relationship with the quality of printed materials. Therefore, following the editorial guidelines is strongly advised. Especially, careful attention is necessary to ensure that image sizes are not too small. Pixels from Photoshop can be used to estimate the actual image size. Digital art needs to be submitted as TIFF, EPS, or PPT files during the review process. However, TIF files must be submitted once the publication has been approved. Color images must be submitted as CMYK files, but half tone pictures (CT or MRI) must be converted to grayscale mode. Electronic photographs (radiographs, CT/MRI scans, and scanned images) must have a resolution of at least 300 dpi. Line art must have a resolution of at least 800 dpi.

(10) Figure Legend

Legends must be submitted for all figures. Figure legends should appear within the document in a separate section after the tables. Figures must be cited in the order they appear in the text using Arabic numerals. Figure titles should be in the form of paragraphs or phrases with a capital letter at the beginning. Articles, such as 'the' and 'a' should not be present. If detailed explanation is necessary, the explanation must be in complete sentences so that readers can understand the meaning without looking through the original paper. Microscopic pictures should contain a scale bar within the picture or the magnifying power used for the microscope should be stated. The illustrations of pathological tissue should state clearly the type of stain (ex: H&E, X100), and the main contents should be marked by signs or arrows on the picture.

(11) Review Articles

There is no limit of the number of references, but list the references only cited in the text.

(12) Case Report

Submissions should have up to five A4 pages and include

an introduction and discussion. The maximum length for abstracts is 150 words, 15 references, and a total of four authors.

※Other requirements are in accordance with the international Committee of Medical Journal Editors, Uniform Requirements for Manuscripts Submitted to Biomedical Journals, October 2008.

5. EDITORIAL OFFICE

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