

# Instructions to Authors

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The *Arthroscopy and Orthopedic Sports Medicine* (AOSM) is the official journal of Korean Orthopedic Society for Sports Medicine. Its primary title is the *Arthroscopy and Orthopedic Sports Medicine* and the abbreviated title is the '*Arthrosc Orthop Sports Med*'. The journal aims not only to care patient who suffered from sports injuries, but also to improve the communication between specialists in arthroscopy and orthopedic sports medicine. Its scope comprised the followings: surgical anatomy, pathophysiology, experiments related to the arthroscopy and sports medicine; new instruments and techniques in arthroscopy and orthopedic sports medicine; pharmacological or newly evolving therapy of the sports related problems; rehabilitation of the patients with joints injuries and injuries originated from sports activities; social impact and benefit of the arthroscopic care and orthopedic sports medicine. Published two times per year on the first day of May and November. Its publication types include guidelines, original articles, reviews, case reports, technical notes, video clips, continuing medical educations, editorials, book reviews, and correspondences. Other types are also negotiable with the editorial board. All articles are subject to peer review and processed through an online system.

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## RESEARCH AND PUBLICATION ETHICS

The journal adheres to the ethical guidelines for research and publication described in Good Publication Practice Guidelines for Medical Journals 2nd ([http://kamje.or.kr/intro.php?body=publishing\\_ethics](http://kamje.or.kr/intro.php?body=publishing_ethics)) and Guidelines on Good Publication (<http://publicationethics.org/resources/guidelines>). Also, for the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors (<http://publicationethics.org/resources/international-standards-for-editors-and-authors>) can be applied.

### Authorship

Authorship credit should be based on (1) substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; (2) drafting the work or reviewing it critically for important intellectual content; (3) final approval of the version to be published; (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. Authors should meet these 4 conditions. After the initial submission of a manuscript, any changes whatsoever in authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors on the paper. Copyright assignment must be completed by every author.

- Corresponding author and first author: AOSM does not allow multiple corresponding authors for one article even when it is reporting on a multicenter study. Only one author should correspond with the editorial office and readers for one article. AOSM accepts notice of equal contribution for the first author when the study was clearly performed by co-first authors.
- Correction of authorship after publication: AOSM does not correct authorship after publication unless any mistake has been made by the editorial staff. Authorship may be changed before publication but after submission when an authorship correction is requested by all authors involved.

## Originality and Duplicate Publication

Submitted manuscripts must not have been previously published or be under consideration for publication elsewhere. No part of the accepted manuscript should be duplicated in any other scientific journal without the permission of the Editorial Board. If duplicate publication related to the papers of this journal is detected, the manuscripts may be rejected, the authors will be announced in the journal, and their institutes will be informed. There will also be penalties for the authors. A letter of permission is required for any and all material that has been published previously. It is the responsibility of the author to request permission from the publisher for any material that is being reproduced. This requirement applies to text, figures, and tables. The journal follows the Code of Conduct (<http://publicationethics.org/resources/code-conduct>) of the Committee on Publication Ethics (COPE) (<http://publicationethics.org/>), and follows the COPE Flowcharts (<http://publicationethics.org/resources/flowcharts>) for resolving cases of suspected misconduct.

## Secondary Publication

It is possible to republish manuscripts if the manuscripts satisfy the conditions of secondary publication of the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals.

## Conflict of Interest Statement

The corresponding author must inform the editor of any potential conflicts of interest that could influence the authors' interpretation of the data. Examples of potential conflicts of interest are financial

support from or connections to pharmaceutical companies, political pressure from interest groups, and academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated.

### Registration of Clinical Trial Research

It is recommended that any research that deals with a clinical trial be registered with a primary national clinical trial registration site, such as <http://cris.nih.go.kr/>, or other sites accredited by the WHO as listed at <http://www.who.int/ictrp/en/>.

### 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.

### Statement of Human and Animal Rights

All human and animal investigations must be conducted according to the principles expressed in the WMA Declaration of Helsinki (2013): Ethical Principles for Medical Research Involving Human Subjects (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>).

## SUBMISSION & PEER REVIEW PROCESS

### Submission

All manuscripts should be submitted online via the journal's website (<http://www.e-aosm.org>) by the corresponding author. Once you have logged into your account, on-line system will lead you through the submission process in a step-by-step orderly process. Submission instructions are available at the website. All articles submitted to the journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

### Peer Review Process

AOSM reviews all manuscripts received. A manuscript is first reviewed for its format and then sent to the three most relevant investigators of the field. Assuming the paper is sent to reviewers, the AOSM waits to receive at least two reports. In addition, if deemed necessary, a review of statistics may be requested. Authors' names and affiliations are removed during peer review. The acceptance criteria for all papers are based on the quality and originality of the research and its clinical and scientific significance. Acceptance of the manuscript is decided based on the critiques and recommended decision of the referees. An initial decision will normally be made within 3 weeks of receipt of a manuscript, and reviewers' comments are sent to the corresponding authors by e-mail. Revised manuscripts must be submitted online by the corresponding author. The corresponding author must indicate the alterations that have

been made in response to the referees' comments item by item. Failure to resubmit the revised manuscript within 12 weeks of the editorial decision is regarded as a withdrawal. A final decision on acceptance for publication or rejection for publication is forwarded to the corresponding author from the Editorial Office.

## PUBLICATION TYPES, QUALIFICATION FOR AUTHORS AND LANGUAGE

AOSM focuses on guidelines, original articles, reviews, case reports, technical notes, video clips, continuing medical educations, editorials, book reviews, and correspondences. Any physicians or researchers throughout the world can submit a manuscript if the scope of the manuscript is appropriate. Manuscripts should be submitted in good scientific English.

## MANUSCRIPT PREPARATION

### General Requirements

- The main document with manuscript text and tables should be prepared with an MS-word program.
- The manuscript should be double spaced on 21.6 × 27.9 cm (letter size) or 21.0 × 29.7 cm (A4) paper with 3.0 cm margins at the top, bottom, and left margin.
- All manuscript pages are to be numbered at the bottom consecutively, beginning with the abstract as page 1. Neither the author's names nor their affiliations should appear on the manuscript pages.
- Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. Abbreviations should be spelled out when first used in the text—for example, cerebrospinal fluid (CSF)—and the use of abbreviations should be kept to a minimum.
- The names and locations (city, state, and country only) of manufacturers of equipment and non-generic drugs should be given.
- When quoting from other sources, give a reference number after the author's name or at the end of the quotation.
- Authors should express all measurements in conventional units, with International System (SI) units.

Initiative	Type of study	Source
CONSORT	Randomized controlled trials	<a href="http://www.consort-statement.org/">http://www.consort-statement.org/</a>
STARD	Studies of diagnostic accuracy	<a href="http://www.stard-statement.org/">http://www.stard-statement.org/</a>
STROBE	Observational studies in epidemiology	<a href="http://www.strobe-statement.org/">http://www.strobe-statement.org/</a>
PRISMA	Systematic reviews and meta-analyses	<a href="http://www.prisma-statement.org/">http://www.prisma-statement.org/</a>
REMARK	Reporting recommendations for tumor marker prognostic studies	<a href="http://www.nature.com/nrclinonc/journal/v2/n8/pdf/nconoc0252.pdf">http://www.nature.com/nrclinonc/journal/v2/n8/pdf/nconoc0252.pdf</a>

## Reporting Guidelines for Specific Study Designs

For the specific study design, such as randomized control studies, it is recommended that the authors follow the reporting guidelines listed in the following table.

### Original Articles

Original articles are reports of basic or clinical investigations. Although there is no limitation on the length of these manuscripts, the Editorial Board may abridge excessive illustrations and large tables. The manuscript for an original article should be organized in the following sequence: title page, abstract and keywords, main text (introduction, methods, results, discussion), conflict of interest, acknowledgments, references, tables, figure legends, and figures (should be received as separate files). Maximum length: 3,000 words of text (not including abstract, tables, figures, and references) with no more than a total of 10 tables and/or figures.

- **Title page:** Include the following items on the title page: 1) the title of the manuscript, 2) author list, 3) names of each author's institutions and an indication of each author's affiliation and position, 4) the name, address, phone/fax numbers, and e-mail address of the corresponding author, 5) if necessary, state the source of any research funding and list of where and when the study has been presented in part elsewhere, 6) running title of fewer than 50 characters.
- **Abstract and Keywords:** The abstract should be concise, less than 300 words, and describe concisely, in a paragraph, background, methods, results, and conclusion of the study in a structured format. references are not allowed in the abstract. Up to 5 keywords should be listed at the bottom of abstract to be used as index terms. For the selection of keywords, refer Medical Subject Heading (MeSH, <http://www.ncbi.nlm.nih.gov/mesh>).
- **Introduction:** Briefly describe the purpose of the investigation, including relevant background information. Do not include conclusions in the Introduction.
- **Methods:** Describe the research plan, the materials (or subjects), and the methods used, in that order. Explain in detail how the disease was confirmed and how subjectivity in observations was controlled. Describe inclusion and exclusion criteria. When experimental methodology is the main issue of the paper, describe the process in detail so as to recreate the experiment as closely as possible. The names of manufacturers of equipment, reagents, and non-generic drugs should be given. If needed, include information on the institutional review board/ethics committee approval or waiver and informed consent. Methods of statistical analysis and criteria for statistical significance should be described.

#### *Ethics statement*

The study protocol was approved by the institutional review board of OOO (IRB No. 00-00-000). Informed consent was confirmed (or waived) by the IRB. The animal studies were performed after receiving approval of the Institutional Animal Care and Use Committee in OOO University (IACUC approval No. 00-00-000).

- **Results:** The results should be presented in logical sequence in the text, tables, and figures. Provide P-value if resulting parameters have statistical significance, and repetitive presentation

of the same data in different forms should be avoided. The results should not include material appropriate to the discussion.

- **Discussion:** Observations pertaining to the results of research and other related materials should be interpreted for your readers. Emphasize new and important observations; do not merely repeat the contents of the results. Explain the meaning of the observed opinion along with its limits, and within the limits of the research results connect the conclusion to the purpose of the research. In a concluding paragraph, summarize the result and its meaning.
- **Conflict of interest:** State any potential conflict of interest that could influence the authors' interpretation of the data, such as financial support from or connections to pharmaceutical companies, political pressure from interest groups, or academically related issues.
- **Funding:** All sources of funding applicable to the study should be stated here explicitly.
- **Acknowledgments:** All persons who have made substantial contributions, but who have not met the criteria for authorship, are acknowledged here.
- **References:** In the text, references should be cited with Arabic numerals in square brackets, numbered in the order cited. In the references section, the references should be numbered and listed in order of appearance in the text. The number of references is limited to 30 for original article. List all authors if there are less than or equal to six authors. List the first three authors followed by "et al." if there are more than six authors. If an article has been published online, but has not yet been given an issue or pages, the digital object identifier (DOI) should be supplied. Journal titles should be abbreviated in the style used in MEDLINE. Other types of references not described below should follow The NLM Style Guide for Authors, Editors, and Publishers (<http://www.nlm.nih.gov/citingmedicine>).

#### **Journal article:**

1. Latimer HA, Tibone JE, ElAttrache NS, McMahon PJ. Reconstruction of the lateral collateral ligament of the knee with patellar tendon allograft: report of a new technique in combined ligament injuries. *Am J Sports Med* 1998;26:656-62.
2. Zeng C, Gao SG, Cheng L, et al. Single-dose intra-articular morphine after arthroscopic knee surgery: a meta-analysis of randomized placebo-controlled studies. *Arthroscopy* 2013 Jun 11 [Epub]. <http://dx.doi.org/10.1016/j.arthro.2013.04.005>.

#### **Book & Book chapter:**

3. Hoppenfeld S, deBoer P, Buckley R. Surgical exposures in orthopaedics: the anatomic approach. 4th ed. Lippincott Williams & Wilkins; 2009.
4. Stubbs AJ, Stone AV. Position and distraction options. In: Thomas Byrd JW, editor. *Operative hip arthroscopy*. 3rd ed. Springer; 2012. p.121-30.

#### **Dissertation:**

5. Hong GD. Functional analysis of the dynamic activity in the posterior cruciate ligament and posterolateral corner

reconstructed patients [dissertation]. Seoul (KR): Sungkyunkwan Univ.;2010.

#### Conference paper:

6. Rice AS, Brooks JW. Canabinoids and pain. In: Dostorovsky JO, Carr DB, editors. Proceedings of the 10th World Congress on Pain; 2002 Aug 17-22; San Diego, CA. Seattle (WA): IASP Press; 2003. p.437-46.

#### Online sources:

7. National Cancer Information Center. Cancer incidence in Korea, 2010 [Internet]. National Cancer Information Center; [cited 2013 Jun 15]. Available from: <http://ncc.re.kr/english/infor/kccr.jsp>.

- **Table:** Tables are to be numbered in the order in which they are cited in the text. A table title should concisely describe the content of the table so that a reader can understand the table without referring to the text. Each table must be simple and typed on a separate page with its heading above it. Explanatory matter is placed in footnotes below the tabular matter and not included in the heading. All non-standard abbreviations are explained in the footnotes. Footnotes should be indicated by <sup>a)</sup>, <sup>b)</sup>, <sup>c)</sup>, <sup>d)</sup>, ... Statistical measures such as SD or SE should be identified. Vertical rules and horizontal rules between entries should be omitted.
- **Figure & legends for illustrations:** Figures should be numbered, using Arabic numerals, in the order in which they are cited. Remove all items that can identify patient or authors. Upload each figure as a single image file in either uncompressed jpg, gif or PPT format over 600 dpi (dots per inch) or 3 million pixel (less than 6 megabytes). Written permission should be obtained for the use of all previously published illustrations (and copies of permission letters should be included). In the case of multiple prints bearing the same number, use English letters after the numerals to indicate the correct order. (ex) Fig. 1A --, Fig. 2B, C--

#### Reviews

- Reviews are invited by the editor and should be comprehensive analyses of specific topics. They are organized as follows: title page, abstract and keywords, main text (introduction, text, conclusion), conflict of interest, acknowledgments, references, tables, figure legends, and figures. There should be an unstructured abstract equal to or less than 200 words. The length of the text excluding references, tables, and figures should not exceed 5,000 words. The number of references is limited to 100.

#### Case Reports

- Case reports will be published only in exceptional circumstances, when they illustrate a rare occurrence of clinical importance. Case reports should address issues of importance to medical researchers and preferably should have helpful illustrations. Only a very limited number of Case Reports are accepted by the Journal.
- The manuscript for a case report should be organized in the following sequence: title page, abstract and keywords, main text (introduction, case report, discussion), conflict of

interest, acknowledgments, references, tables, figure legends, and figures. Case reports should not exceed 2,000 words (not including abstract, tables, figures, and references). The abstract should be unstructured and its length should not exceed 200 words. There should be no more than five figures, including tables, and no more than 15 references.

#### Technical Notes

- Technical notes should not exceed 2,000 words. The abstract should be an unstructured summary not exceeding 200 words. The body of these manuscripts should consist of introduction, technique, discussion, conflict of interest, acknowledgments, references, and figures/figure legends and tables (if applicable). References should not exceed 15. A maximum of 3 figures and 1 table are allowed.

#### Video Clips

- Video clips can be submitted for placement on the Journal website. All videos are subject to peer review and must be sent directly to the Editor by e-mail. A video file submitted for consideration for publication should be in complete and final format and at as high a resolution as possible. Any editing of the video will be the responsibility of the author. We accept all kind of video files not exceed 5 minutes duration, but recommend AVI, MPEG, MP4, RealMedia, Quicktime, WMV files. A legend to accompany the video should be double-spaced in a separate file. All copyright for video files after acceptance of main article are automatically transferred to AOSM.

#### Editorials

- Editorials are invited by the editor and should be commentaries on articles published recently in the Journal. Editorial topics could include active areas of research, fresh insights, and debates in all fields of clinical oncology. Editorials should not exceed 1,000 words, excluding references, tables, and figures. References should not exceed 10. A maximum of 3 figures, including tables, are allowed.

#### Book Reviews

- Book reviews are solicited by the editor. These will cover recently published books in the field of arthroscopy and orthopedic sports medicine.

#### Correspondences

- Correspondence (letter to the editor) may be in response to a published article, or a short, free-standing piece expressing an opinion. Correspondence should be no longer than 1,000 words of text and 10 references.
- In reply: If the Correspondence is in response to a published article, the Editor-in-Chief may choose to invite the article's authors to write a Correspondence reply. Replies by authors should not exceed 500 words of text and 5 references.

#### Special Reports

- Special reports are miscellaneous articles of special interest to the medical community. They are limited to 2,700 words.

**Table.** Recommended maximums for articles submitted to AOSM

Type of article	Abstract (word)	Text (word) <sup>a)</sup>	References	Tables & Figures
Original articles	Structured, 300	3,000	30	10
Reviews	200	5,000	100	No limits
Case reports	200	2,000	15	5
Technical notes	200	2,000	15	Table:1, Figure: 3
Video clips	No	5 min	-	-
Editorial	No	1,000	10	3
Book review	No	-	-	-
Correspondence	No	-	-	-
To the Editor	-	1,000	10	3
In reply	-	500	5	3
Special reports	200	2,700	30	5

Any article longer than these limits should be discussed with the editor.

<sup>a)</sup>Maximum number of words is exclusive of the abstract, references, and figure legends.

## FINAL PREPARATION FOR PUBLICATION

### Final Version

After the paper has been accepted for publication, the author(s) should submit the final version of the manuscript. The names and affiliations of the authors should be double-checked and if the originally submitted image files were of poor resolution, higher resolution image files should be submitted at this time. Send the electronic original with appropriate labeling and arrows. The EPS, TIFF, Adobe Photoshop, JPEG formats are preferred for submission of digital files of photographic images. Symbols (e.g., circles, triangles, squares), letters (e.g., words, abbreviations), and numbers should be large enough to be legible on reduction to

the journal's column widths. All symbols must be defined in the figure caption. If references, tables, or figures are moved, added, or deleted during the revision process, renumber them to reflect such changes so that all tables, references and figures are cited in numeric order.

### Manuscript Corrections

Before publication, the manuscript editor will correct the manuscript such that it meets the standard publication format. The author(s) must respond within 2 days when the manuscript editor contacts the author for revisions. If the response is delayed, the manuscript's publication may be postponed to the next issue.

### Gallery Proof

The author(s) will receive the final version of the manuscript as a PDF file. Upon receipt, within 2 days, the editorial office (or printing office) must be notified of any errors found in the file. Any errors found after this time are the responsibility of the author(s) and will have to be corrected as an erratum.

## PUBLICATION PAGE CHARGES

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