Check List of the manuscript for Korean Journal of Neurotrauma

Title of article: _____

_____

Author(s): _____

Author(s) should check the followings items under the heading of 'Authors'. The spaces under the heading of 'Editorial Staff' are reserved for editorial office. Please leave no marking at the spaces under the heading of 'Editorial Staff'

Check points	Author	Editorial Staff	
Mandatory components of a manuscript: Manuscript layouts. Manuscript should be prepared in following orders;	☐	Yes ☐	No ☐
1. Original Article: title page, inner title page, abstract, introduction, materials and methods, results, discussion, conclusion, references, table, and figure legends.	☐	☐	☐
2. Case Report: title page, inner title page, abstract, introduction, case report, discussion, conclusion, references, table, and figure legends.	☐	☐	☐
3. Review Article: title page, inner title page, abstract, introduction, subdivisions, conclusion, references, table, and figure legends.	☐	☐	☐
Words count; Manuscripts may be no longer than 40,000 words including all elements for Original Articles, 20,000 words for Case Reports, 60,000 words for Review article, and 600 words for letter to editor including references.	☐	Yes ☐	No ☐
Please indicate the total word number at the title page.	☐	Yes ☐	No ☐
All pages are numbered in sequence, starting with the abstract page.	☐	Yes ☐	No ☐
It must be completed with Microsoft Word 2007, or earlier versions, and Hangul Word Processor must not be used.	☐	Yes ☐	No ☐

		Complete	Incomplete
Title page: The title page must contain all of the followings; clear title, name and affiliation of all authors, information of the corresponding author (address, telephone number, fax number, and e-mail address), type of article (Review article, research paper, clinical article, case report) and running head.	☐	Complete ☐	Incomplete ☐
Inner title page: Only title of the manuscript is listed. Any information on the authors and corresponding author is not shown on the inner title page.	☐	Yes ☐	No ☐
Abstract Words count. Abstract should have four parts, which are objective, methods, results, and conclusion and should have no longer than 250 words for Original Articles and 200 words for Case Reports. Please indicate the word number after Key words.	☐	Yes ☐	No ☐
Recommended words from Medical Subject Heading Terms database at http://www.ncbi.nlm.nih.gov/mesh are used for Key word and the words are written within a maximum of six.	☐	Yes ☐	No ☐
Text: Format. Text is written in 11 point fonts with double line spacing and 3 cm as bottom and left and right margins on A4 paper.	☐	Yes ☐	No ☐
Every word except name of a place, a personal name, and a proper noun is written in lower case. Also, some words such as names of virus, Latin and p values are written in italics. Comma as thousand separators must be placed for indicating numbers.	☐	Yes ☐	No ☐
Figures and tables - Cite in numerical order as they are first mentioned in the text.	☐	Yes ☐	No ☐
References: **Style.** References are described followed by the rules of the Journal of Korean Journal of Neurotrauma (JKNT)	☐	Yes ☐	No ☐
Options. It is recommended that reference may contain at least one of the articles of JKNT. If it may not, please specify the reason in the cover letter.	☐	Yes ☐	No ☐
We recommend the citation software such as EndNote (EndNote style for JKNT can be downloaded from JKNT homepage (http://www.kjnt.org/index.php?body=instructions)	☐	Yes ☐	No ☐

		Yes	No
Tables: **Style.** Table style should follow the conventional rules as suggested in Instructions to Authors.	☐	☐	☐
Tables should be self-explanatory, and the data must not be duplicated in the text or figures.	☐	Yes ☐	No ☐
Figures and Figure legends **Figure resolution.** Author must guarantee the quality of figures. It should be noted that the manuscript could be rejected if print-suitable high quality figures are not provided at the initial phase of submission.	☐	Acceptable ☐	Inadequate ☐
Figure legend. Figure legend should be self-explanatory. Abbreviations should not be used and the present tense must be used for the description. Appropriate description of dyeing method and magnification for histological figure should be provided	☐	Yes ☐	No ☐
Submission All authors should sign on the copyright release and agreement form then send email to editor of Korean Neurotraumatolgoy Society (kjnt.editor@gmail.com) and corresponding author should indicate that he (she) takes full responsibility of authorship from all authors.	☐	Yes ☐	No ☐

Date: _____

Editorial office use only

☐ **suitable for review process**   ☐ **a qualified consent for submission acceptance**   ☐ **needs author's**

correction

Date: _____