

1. General policy: Journal of Pharmacoepidemiology and Risk Management (JPERM) follows the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, (http://www.icmje.org/urm_main.html), commonly known as “Vancouver style” if not otherwise described below.

2. Aims and scope: JPERM is dedicated to publication of original clinical research and practice articles on all aspects of pharmacoepidemiology and risk management.

3. Copyright and licence: Upon approval of the article for publication, all copyrights for the paper are transferred to The Korean Society for Pharmacoepidemiology and Risk Management. The author confirms that the creation is his/her own, and on behalf of other authors, takes responsibility for the releasing the material and signs the copyright transfer agreement. Copyright transfer includes exclusive rights to distribute reprints, translations, photographic reproductions, conversion to electronic form, and similar forms of reproductions as well as the original article.

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4. Types of paper: JPERM considers manuscripts for publication in the following five types of papers and submitted manuscripts must not have been previously published in any context, or be under consideration for publication elsewhere.

- 1) Review: Review is written on the current topic of a specific interest within the scope of JPERM and as a general rule, the review is invited by the editorial board. Please note that the invited reviews will be subjected to appropriate evaluation process.
- 2) Original article: This full-length research paper should describe original and important pieces of work in detail from the fields covered by the journal. It is written in the order of introduction, methods, results, discussion, conclusion, acknowledgement (if needed) and references.

3) Short communication: These are short papers that present original or significant material for rapid dissemination and could be reported as original article after editing. The paper does not need to follow the order of original article.

4) Case series/Case report: Case series/Case report is written in the order of abstract (unstructured, within 250 words), key words, introduction, case series/case report, discussion and reference. The paper is limited to 1,500 words and the number of reference is limited to 20. The author must anonymize patient’s age, ethnic background, occupation and other personal information. If the case series/case report is about a living patient, the authors must receive agreement from the patient. If the patient is no longer alive, the authors must receive consent from his or her family. However, if the institutional review board (IRB) approve author’s request to waive the documentation of informed consent, it can be waived.

5) Editorial: Editorial is related to the papers published in JPERM and is invited by the editor. The paper is limited to 1,500 words and the number of reference is limited to 20.

5. Submission

- (1) All manuscripts must be prepared using ‘MS-Office’ and should be written on A4 size paper (212 × 297 mm) with at least 2.5cm margin from all sides. All manuscripts must be double-spaced and the page number should numbered from the title page.
- (2) Authors must submit the first page of manuscript which include the names and affiliations of all authors, a separate text file with no information about the authors (required), and figures and supplementary files at submission site of KoPERM (<https://e-perm.org/>).
- (3) The first page of manuscript should include the name, position, address, and email address of the corresponding author.
- (4) If the manuscript is revised after the review, the final version of the file must be submitted with the tracked version.
- (5) After the manuscript is accepted to be published, send

an original copy that was submitted for review with the final version.

6. Publication fee: If the manuscript exceeds 8 printed pages, the authors are required to pay publication fee.

7. Duplicate publication, unauthorized publication and plagiarism: Authors cannot submit manuscripts that have been previously published in any context and cannot submit the manuscripts that have been published in JPERM to other journals. However, if there is a manuscript that the members of The Korean Society for Pharmacoepidemiology and Risk Management must know about, the bibliographic data of previously published paper must be clearly identified and the editor-in-chief of both journals must approve duplicate publication before duplicate publication. In this case, the name of journal, year, volume (issue), and pages of the previous publication must be clearly stated and that it received approval from the editorial board. The author is responsible for the manuscript and must submit the results of KCI Plagiarism checker.

8. Conflict of interest: All known or potential conflicts of interest should be disclosed. If no potential personal, financial, or occupational conflict exists, the following statement should be included: "The authors have no conflicts of interest to declare with regards to the contents of this study."

9. Protection of human rights: All manuscripts including case series/case report should protect human rights of patients. Name, hospital number and exact date should be avoided and authors must not disclose personal information which helps to identify patient such as description, photographs and pedigree. However, if the patient's personal information is scientific information that must be published, authors must explain it to the patient, parents or caregivers and receive documentation of consent after showing prepared manuscript including photographs to the patient, parents or caregivers. Personal information must be omitted if not necessary and patient information cannot be falsified or counterfeited in order to secure anonymity. If there is a possibility of patient identity exposure, authors must receive documentation of consent. For example, covering the patient's eyes in a photograph is not enough. If authors received documentation of consent, this information must

be included in the manuscript. However, if the IRB approved to waive the documentation of informed consent for case series/case report, it can be waived.

10. Gendered innovations policy: The published manuscripts in our journal must follow the guidelines of gendered innovation (<https://gister.re.kr>). In a clinical study, correct usage of terms "sex" and "gender": must be ensured. It is recommended that the paper includes comparison and analysis of results involving study that include both men and women. When the study is conducted involving single sex/gender, provision of scientific justification is recommended.

11. Research ethics: Case series/case reports or studies involving human must be approved by the IRB, and such results and approval number should be included within the manuscript. In the case of animal study, it must be approved by the Institutional Animal Care and Use Committee.

12. Data sharing policy: JPERM accepts the ICMJE Recommendations for data sharing statement policy (<http://icmje.org/icmjerecommendations.pdf>). Authors may refer to the editorial, "Data Sharing statements for Clinical Trials: A Requirement of the International Committee of Medical Journal Editors," in JKMS vol. 32, no. 7:1051-1053 (<https://doi.org/10.3346/jkms.2017.32.7.1051>).

13. Manuscript preparation

- (1) Manuscript format: The manuscript should be in the following order: title page, abstract and key words, texts, acknowledgements, references, table & figure, legends. The text should include introduction, materials and methods, results, discussion, and conclusion in order. Case series/case report should include introduction, case, discussion, and reference in order.
- (2) Title page: This should include 1) a concise title in Korean and English which indicates the main focus of the paper, 2) full name of authors in Korean and English, institutional affiliation, and authors' information, 3) funding sources, 4) name and address of the corresponding author. A running title of less than 10 words in Korean or 5 words in English should be included if the title of manuscript is more than 30 words in Korean or 15 words in English.
- (3) Author: The author listed in the manuscript should be qualified as an author. Each author should have

participated fully in the performance of the research and shall bear the official responsibility for all parts contributed by each author in the content of the treatise. The following three qualities must be satisfied to be qualified as an author standards: ① Significant contributions must be made to the process of thinking research ideas, designing research method, data collection, data analysis and interpretation, etc. ② Intellectual contribution must be made to writing the first draft of treatise and the critical revision work of the draft of the treatise, etc. ③ The contents and form of the final treatise must be approved. The editor or reviewer can ask about the role of each author in the manuscript. Approval of the editorial committee must be obtained in case of changing author.

(4) Abstract: In 250 words or less, state continuously under subheadings of objective, methods, results, and conclusions. Abstracts for review and case series/case report should be written in unstructured manner. A list of key words should be placed below the abstract using MeSH terms within 6 words.

(5) Text

① Medical terminology: The manuscript should be written in Korean or English, but abstract should be written in English. If the manuscript is written in Korean, the medical terminology should be used in accordance with the Korean Academy of Medical Sciences (KAMS) library and foreign language itself can be used if no proper words are indicated in Korean at KAMS library.

② Substance name: As a general rule, substance names should be indicated in accordance with the Korean Pharmacopoeia or Korean Ministry of Education. Foreign names should follow the nomenclature and terminology of International Union of Pure and Applied Chemistry. Capital letters are used in abbreviated words only. Trade names should be included only when necessary with only the first letter in capital letter.

③ Abbreviation: Standard abbreviations may be used, but the definition should be provided at the first use on the manuscript. Abbreviation use is not recommended in the title and English abstract.

④ Units: International System of Units should be used.

Otherwise, internationally accepted units should be used

⑤ Classification within the text: classification should be as followed.

1, 2, 3, 1), 2), 3), (1), (2), (3), ①, ②, ③

⑥ Reference: Each reference should be in English except when citing Korean book. Only the last name of authors are included. List all authors when two or less; when three or more, list only the first three and add et al. Reference number are identified in text, tables, and legends by superscript Arabic numbers followed by parenthesis. Abstract should not include any reference number.

⑦ Tables and figures: Tables and figures should be written only in English and only the first letter of the first word is written in capital letter. Same rules apply to the contents of table and figures. Do not use internal vertical and horizontal lines within tables. Tables and figures should be numbered in order as they appear in the manuscript. Each table and figure need title and abbreviations should not be used in the title. Descriptions and non-standard abbreviations should be written below the horizontal line at the bottom and the order of superscript is *, †, §, ||, ¶, and **.

(6) Reference: Reference should be written according to the "List of Journals Indexed in Index Medicus" like the example below. If there is no example, reference is subject to the International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals. References should be numbered consecutively as they are first cited in the text. Each manuscript should include less than 50 references. Each reference should be in English either by itself or by translation. Transliteration should be considered when the translation is not applicable.

① Articles: List all authors when three or less; when four or more, list only first three and add et al. If a journal continues to number pages after each volume, the volume number can be omitted.

(Published article)

Author. Article title. Journal Title (abbreviated). Year of publication; volume: first page-last page.

Meijer WM, Cornel MC, Dolk H et al. The potential of the

European network of congenital anomaly registers (EUROCAT) for drug safety surveillance: a descriptive study. *Pharmacoepidemiol Drug Saf* 2006;15:675-82.

(Article in press)

Author. Title. Journal title. Year of publication. Online ahead of print.

Tuyls S, Van Der Brempt X, Faber M et al. Allergic reactions to COVID 19 vaccines: statement of the Belgian Society for Allergy and Clinical Immunology (BelSACI). *Acta Clin Belg* 2021. Online ahead of print.

(Theses/dissertations)

Author. Title [dissertation]. Country of institution: Institution. Year of completion.

Kim SR. A study on the comparison of inpatients healthcare utilization between the medicaid recipients and the insured [dissertation]. Korea: Yonsei Univ; 1999.

② Books

(Section in a book)

Section author. Section title. In: Book author(s). Book title, edition. Place of publication: publisher, published year: first page-last page. (If there is no information about the place of publication, it can be omitted)

Miller AB. Ischemic heart disease. In: Delafuente JC, Stewart RB, eds. *Therapeutics in the elderly*, 3rd ed. Cincinnati: Harrvery Whitney Books, 1995: 272-86.

(Whole book)

Author. Book title, edition. Place of publication: Publisher, published year: first page-last page.

Greenwood D. *Antimicrobial Chemotherapy*, 3rd ed. London: Oxford University Press, 1995: 179 87, 206-30.

③ Proceedings in conference or workshops

Vetter N. Efficacy of meropenem in the treatment of respiratory tract infections. In: *Proceedings of the Mero-penem Workshop*, Athens, Greece, May 26, 1992.

④ Website

Association of British Neurologists. Association of British Neurologists Guidance on COVID-19 for People with Neurological Conditions. Their Doctors and Carers. Available from: https://cdn.ymaws.com/www.theabn.org/resource/collection/6750BAE6-4CBC-4DDBA684-116E03BFE634/ABN_Neurology_COVID-19_Guidance_22.3.20.pdf. Accessed April 2, 2020.

14. Retraction/expressions of concern: Articles may be retracted by the author(s) or by the journal editor. However, since the final decision to retract the article rests with the editor, the article can be retracted without consent of all authors. Publications can be retracted if the journal editor is convinced that the publication data or results are seriously flawed (e.g. fabrication, falsification, plagiarism), or misconduct exists regarding author ethics, conflicts of interest, or duplicate publications.

15. Review and acceptance of manuscripts

1) Submitted manuscripts are evaluated by the editorial board and the board makes the decision regarding the publication of manuscripts.

2) The editor-in-chief initially evaluates the manuscript, and it is sent to an editorial board member. The editorial board member first evaluates the manuscript for its 'suitability of the format and editorial policy requirements, necessity and originality of the research, clarity of research purpose, appropriateness of research contents and methods' and if deemed inappropriate, manuscript can be rejected without reviewer evaluations.

3) Editorial board invites at least two qualified reviewers, and editorial board members can be invited as reviewers. As a general rule, reviewers from the same institution as the authors are excluded, and reviewers are asked to indicate whether conflicts of interest exist with regards to the research article. Reviewer selection and review process is not disclosed.

4) The manuscript is provided to reviewers without any cues on the identity of the author(s).

5) Reviewers are given at least two weeks for review, and the reviewers are notified of the deadline for review at the time of invitation.

6) Reviewers comprehensively evaluate the manuscript on its format and editorial policy requirements, necessity and originality of the research, clarity of research purpose, appropriateness of the research contents and methods, expected impact and practicality of the results, and provide the following recommendations: accept, minor revision, major revision, or reject. Reviewers must provide reviewer evaluation comments in free form.

7) The editorial board has the right to make the final decision regarding the publication of the manuscript based on recommendations from at least two reviewers, and has obligations to promptly inform the author(s) on the decision and review comments.

8) Manuscripts that are not accepted or those requiring revisions are returned to the author(s) with specified comments.

16. Published date: JPERM is published biannually (March 31st, September 30th) and articles are published in the order of submission.

17. Resubmission: Deadline for manuscript revision of a returned article is 3 months, and after the deadline, the manuscript will be considered a new manuscript and will be subject to a new review process.

18. Publication fee: All papers published will be subject

to publication and review fee except papers published by request. Fees for design, special printing, and supplementary file are subject to each author.

19. Corrigenda and corrections: If correction of the article content is absolutely necessary, the author may submit a corrigendum within six months of publication of the article. This corrigendum will be published in the next issue of the journal.

20. Other terms: If the terms are not in the author guidelines, it will follow the decision of the editorial board.

Appendix

The above Author Guidelines was implemented starting January 17th, 2008 and is updated and verified on March 23rd, 2023.