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Name of the first author (in block letters) \_\_\_\_\_  
Article title \_\_\_\_\_  
\_\_\_\_\_

### Cover letter

- An acknowledgement that the manuscript has not been published or submitted to other journals previously is included.
- An acknowledgement that all authors have contributed significantly and that all authors are in agreement with the content of the manuscript is included.
- An acknowledgement that all authors agree to the conditions outlined in the copyright assignment form is included.

### Manuscript

- Manuscript is typed double-spaced (including references, tables, figure legends, and footnotes) with 2.5 cm margin using 한글 or MS-word program.
- Page number is placed at the bottom of each page.
- Body of paper, references, figure legends, and tables are set out in the separate sheets, respectively.
- Manuscript is structured according to the following: Title, Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusion, Acknowledgements, Conflict of Interest, References, Figure legends, and Tables.
- Standard abbreviations are used in the list provided by the *Pharmacoepidemiology and Risk Management* and spelled out in parentheses in its first use in the text.
- Ethical guideline for human or animal study is described.

### Title page

- Title is concise and informative. A running title is provided if the title exceeds 15 words.
- The first letter of each word is the capital letter.  
Example) Post-marketing surveillance for the safety and efficacy (X)  
Post-marketing Surveillance for the Safety and Efficacy (O)
- The authors' names are listed as follows: first name, middle initial(s), and family name.
- The official name of the hospital or institution at which the research was undertaken is included.  
Example) Seoul National University Medical College (X)  
Seoul National University Medical School (X)  
Seoul National University College of Medicine (O)
- The name, full postal address, telephone and facsimile numbers and e-mail address of the author to whom correspondence should be sent, is provided.

### Abstract

- A structured abstract of no more than 250 words is described under the following headings: Objective, Methods, Results, and Conclusions.

- A list of key words using MeSH terms (6 words or less) that reflect the content of the manuscript are provided.  
Example) Key Words: Spontaneous adverse event reporting system; Adverse event; Adverse drug reaction; Reporting pattern; WHO-ART

### Body of paper

- Statistical method used is outlined.
- Spaces between words and parentheses are present.  
Example) tumor necrosis factor(TNF) (X)      tumor necrosis factor (TNF) (O)  
                  8 patients(16%)                    (X)      8 patients (16%)                    (O)  
                  11/20(55.0%)                    (X)      11/20 (55.0%)                    (O)
- Spaces between numbers and units are present.  
Example) AST 125IU/L (X)      AST 125 IU/L (O)  
                  9.2mg/dL (X)      9.2 mg/dL (O)  
                  170cm (X)      170 cm (O)
- Unnecessary spaces are not present between numbers and % or °C.  
Example) 78 % (X)      78% (O)  
                  39 °C (X)      39°C (O)
- The names of bacteria are provided in italics.  
Example) *Helicobacter pylori* (X)      *Helicobacter pylori* (O)
- "Materials and Methods" section and "Results" section are divided into subsections.
- Drugs and chemicals are identified by generic name (if trademarks are mentioned, manufacturer name, city, state, and country are given).
- Knowledge unrelated with study are not described in the "Discussion" section.

### References

- References are cited in order of appearance in text using Arabic numerals in superscript.
- References are typed double-spaced on sheets separate from the text and numbered consecutively.
- The style and punctuation of the references conform to the style of the *Pharmacoepidemiology and Risk Management* (see examples in the Instructions to Authors).
- Journal titles are abbreviated in accordance with the style of *Index Medicus*.
- Unpublished observations and personal communications are not listed as references.

### Figure legends

- Informative legends are typed double-spaced on a separate sheet.
- Each figure is numbered according to the order of citation.
- Symbols, arrows, and letters used to indicate parts of illustrations are identified in the legend.
- If two or more sub-figures are present in one figure, separate legends using serial numbers such as (A), (B), and (C) are provided.
- Staining method and magnifying power are provided if the figure is the microscopic histologic photograph.  
Example) Fig. 1. Microscopic findings of the parathyroid gland. (A) The picture shows capsular invasion (H&E, ×100). (B) Nuclear atypia is noted (H&E stain, ×400).

## Tables

- Tables are typed double-spaced on a separate sheet, accompanied by table number and title above table and explanatory notes below.
- Explanatory notes are described as follows;  
Example) A: apical, C: cytoplasm, M: mucus. (X)  
A: apical  
C: cytoplasm  
M: mucus (X)  
A, apical; C, cytoplasm; M, mucus. (O)
- The form and order of footnotes are as follows; \* † ‡ § || ¶ # \*\* †† ‡‡
- Footnotes are described as follows;  
Example) \*RIBA positive, †RIBA indeterminate, ‡RIBA negative. (X)  
\*RIBA positive.  
†RIBA indeterminate.  
‡RIBA negative. (O)
- Each table is numbered according to order of citation.
- Only the first word of phrase in the table starts with capital letter.  
Example) Number of Culture Positive (X)      Number of culture positive (O)

## Figures

- Figures are submitted in the form of jpg or jpeg file format with resolution of 300 dpi or over.
- Symbols, arrows, and letters are clear and of sufficient size to retain legibility when reduced by 50%.

Name of the corresponding author (in block letters) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_