

Instructions to Authors
**JOURNAL OF KOREAN ACADEMY OF PSYCHIATRIC AND MENTAL HEALTH
NURSING**

(Enacted in March 1992 and most recently revised in March 2020)

ABOUT THE JOURNAL

Journal of Korean Academy of Psychiatric and Mental Health Nursing (JKPMHN) is the official journal of The Korean Academy of Psychiatric and Mental Health Nursing. It was launched in 1992. The journal was published annual (1992 - 1993) and transitioned biannual issuance (1994-1999). The journal began quarterly publication on the last days of March, June, September, and December each year since 2000. The official abbreviated title is J Korean Acad Psychiatr Ment Health Nurs. Any supplementary or special issues may be published. The number of print copies per issue is 350. All or a part of the articles in this journal are indexed in KoreaMed, KoMCI, KoreaMed Synapse, KCI, CINAHL/EBSCO, DOI/CrossRef, and Google Scholar. The full text is freely available from KoreaMed Synapse and the journal's own homepage '<http://www.mhnursing.or.kr>' (Korean), '<http://jkpmhn.org>' (English), and URL '<http://www.mhnursing.or.kr/paper/?lkind=33>'

Publication of journal is supported by a Korean Federation of Science and Technology Societies grant funded by the Korean government (Ministry of Education, Science and Technology; MEST).

PUBLICATION INTERVAL

JKPMHN shall be published 4 times a year (on March 31st, June 30th, September 30th and December 31st). Manuscripts should be prepared for submission to the JKPMHN according to the following instructions.

SUBMISSION OF MANUSCRIPTS

Manuscripts can be submitted electronically by through the online manuscript management system (<http://mhn.medicallove.com>). The helpdesk service can help authors with questions on pre-publication, production and post-production processes for online submissions. Electronic editorial system is a journal author's one-stop shop to:

- Submit your papers online
- Track the status of your submission from decision to publication

Manuscript can be received at any time. The manuscript that does not keep the instruction to authors may be rejected before review.

RESEARCH AND PUBLICATION ETHICS

1. Theses contributed to this journal shall be prepared while observing the following ethics regulations that are based on the International Standards on Publication Ethics.

1) For the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors can be applied from following organizations: Committee of Publication Ethics (<http://publicationethics.org/international-standards-editors-and-authors>); Council of Science Editors (CSE, <http://www.councilscienceeditors.org>); International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>); and Korean Association of Medical Journal Editors (KAMJE, <http://www.kamje.or.kr>).

2) Clinical research should be done in accordance of the Ethical Principles for Medical Research Involving Human Subjects, outlined in the Helsinki Declaration of Helsinki (<http://www.wma.net/en/30publications/10policies/b3/index.html>). Human subjects should not be identifiable, such that patients' names, initials, hospital numbers, dates of birth, or other protected healthcare information should not be disclosed.

3) For animal subjects, research should be performed based on the National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals should be maintained.

2. If needed, the editing committee can request the submission of written consents and approval letters of ethics committee. Editors use the COPE Flowcharts for following COPE's code of Conduct and implementing its advice when faced with cases of suspected misconduct. The journal shall not carry such theses as have been involved in the following unfair practices:

1) Forgery: recording or reporting materials or research outputs which have been falsified 2) Alteration: manipulating research materials, equipment or processes and/or changing or omitting materials or research outputs, so as to render research records untrue

3) Plagiarism: appropriating others' ideas, processes, outputs or records in an unauthorized manner.

3. All submitted manuscripts should be original and should not be considered by other scientific journals for publication at the same time.

1) Such manuscripts as those that have been carried by or are being contributed to other academic journals cannot be contributed to this journal and vice versa.

2) For the journal to carry any duplicated theses is not allowed regardless of whether part or all of them have been published, printed, recorded and/or registered in an academic journal in other languages, electronically or otherwise.

3) The author can have his/her manuscripts which have been carried in this academic journal to be duplicated in other languages, only after the editing (or, publishing) committee chiefs of both academic journals approve it.

4) Whether or not a duplicated thesis is carried shall be decided by the editing committee, which is to review the contents of manuscripts.

4. Any part of the manuscript should not be duplicated in any other scientific journal without the permission of the Editorial Board. The duplication will be checked through the iThenticate software (<https://crosscheck.ithenticate.com/>) before review. 5. If duplicate publication related to the papers of this journal is detected, the authors will be announced in the journal and their institutes will be informed, and there also will be penalties for the authors. Materials taken from other sources must be accompanied by written permissions for reproduction, obtained from the original publisher.

For the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors (<http://publicationethics.org/international-standards-editors-and-authors>) can be applied.

6. For details not specified here, refer to the research and publishing ethics recommended by the Council of Science Editors (CSE, <http://www.councilscienceeditors.org>), International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>), and Korean Association of Medical Journal Editors (KAMJE, <http://www.kamje.or.kr>).

7. Manuscript submission is limited to a thesis for which the research data collection was conducted within the last five years.

Authorship

1. According to the International Committee on Medical Journal Ethics (ICMJE), an author is defined as one who has made substantial contributions to the conception and development of a manuscript. Inform a healthcare adheres to the ICMJE guidelines (<http://www.icmje.org/>) which state that "authorship credit should be based on all of the following: 1) substantial contributions to conception and design of the study, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or advising it critically for important intellectual content; and 3) final approval of the version to be published, and 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. All other contributors should be listed as acknowledgments".
2. The degree holder must be the 1st author of the material submitted for publication. Any master's degree or doctoral degree thesis only permits inclusion of a major professor as collaborated or corresponding author.

Conflict-of-Interest statement

Conflict of interest exists when an author or the author's institution, reviewer, or editor has financial or personal relationships that inappropriately influence or bias his or her actions. Such relationships are also known as dual commitments, competing interests, or competing loyalties. These relationships vary from being negligible to having a great potential for influencing judgment. Not all relationships represent true conflict of interest. On the other hand, the potential for conflict of interest can exist regardless of whether an individual believes that the relationship affects his or her scientific judgment. Financial relationships such as employment, consultancies, stock ownership, honoraria, and paid expert testimony are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, or of the science itself. Conflicts can occur for other reasons as well, such as personal relationships, academic competition, and intellectual passion (<http://www.icmje.org/conflicts-of-interest/>). If there are any conflicts of interest, authors should disclose them in the manuscript. The conflicts of interest may occur during the research process as well; however, it is important to provide disclosure. If there is a disclosure, editors, reviewers, and reader can approach the manuscript after understanding the situation and the background of the completed research.

Submission and peer review process :

- 1) **Original Papers:** These include full papers reporting original research on psychiatric and mental health nursing.
- 2) **Authors qualifications :**
 - (1) All authors of paper should be the members of the Korean Psychiatry and Mental Health Nursing, unless they are non-Korean authors.
 - (2) All manuscripts are peer-reviewed by at least 3 anonymous reviewers selected by the editor. The author's name and affiliation are not disclosed during review process to reviewers(double-blind peer review). The corresponding author is notified as soon as possible of the editor's decision to accept, reject, or request revision of manuscript, and the papers judged to be "post-revision" will be finalized by the editor-in-chief after being reviewed by the editor-in-chief.
 - (3) Whether or not the manuscript will be included will be decided by the editorial committee after the manuscript is reviewed by the reviewers and any manuscript that does not comply with this regulation may be subject to revision or may be put on hold.
 - (4) It is necessary for the author to make supplementary corrections based on the examination content, and the revisions pointed out by the thesis review committee are described item by item and submitted together with the revised manuscript within 14 days. Authors of papers that have been finalized based on the judgment of the editor-in-chief will submit the final version online.
 - (5) The author will make the necessary proofreading to print the article.
 - (6) An additional separate author will be charged for the loading fee, examination fee, and special typesetting if necessary.
 - (7) Payment will be made to the fiscal director of the book.
 - (8) Refer to the separate examination rules for details of the examination of papers.

ARTICLE PROCESSING CHARGES AND REPRINTS

For unsolicited manuscripts, corresponding author is requested to pay a part of the publication processing cost. Submission fee is 50,000 Korean Won (US \$50). For publication, the fee is 50,000 Korean Won (US \$50) per page up to 10 pages, and 60,000 Korean Won (US \$60) per additional pages. The reprint cost is free up to 20 copies. Even if authors prefer the black and white figures in print journal, they will be presented as color in e-journal. Bank account for money transfer is as following:

Bank name: KB Kookmin Bank
Account: 491001-01-325046
Account owner: Kim, Duck Jin

SPECIFIC GUIDELINE FOR WRITING MANUSCRIPTS

General information

1. Manuscripts should be written in Korean or English with an abstract (200-word maximum) written in English.
2. Authors should remove any self-identifying citations and references.
3. Manuscripts should be no longer than 15 pages excluding the English abstract, text, bibliography, tables and figures in Korea. In English, the text is 6,000 words or less, excluding the English abstract, text, bibliography, tables and figures.
4. The style guidelines are the following:
Set margins to 30 mm up, 25 mm down, 25 mm on the left, and 25 mm on the right on A4 paper. Use the Hangul word processor or MS word when writing korean manuscripts, and use MS word when writing manuscripts in English. In the case of the Hangul program, the typeface is written in a new name, 10 points in letter size, and 200% in line spacing. In the case of MS word, The Korean calligraphy is hy new myeongjo, the letter size is 10 points, the line interval is written in 1.5 lines, and the English-language typeface is Times New Roman, the letter size is 12 points, the line interval is written in two lines.
5. Technical terms shall be cited from the Standard Nursing Terminology Database published by the Korean Academic Society of Nursing Education, and the Medical Terminology Database (5th ed.) by the Korean Medical Association.
6. Only standard abbreviations should be used. For standard abbreviations and units, refer to Citing Medicine: The NLM (National Library of Medicine) Style Guide for Authors, Editors, and Publishers (2007, 2nd ed.) or <https://www.ncbi.nlm.nih.gov/books/NBK7256/>. In the case of English abbreviations, the first mention should include the entire word followed by its abbreviation in parentheses. However, abbreviations should not be used in paper titles and abstracts.
7. When using parentheses, there should be a space between the parentheses and any English or numeric text. If the parentheses are preceded by Korean or followed by postpositions, no space is needed.
8. As a general rule, the research tools used in the paper should be used with the approval of the creator of the tool.
9. Drugs should be referred to using their generic names (common names). Appliances and equipment shall be mentioned with their model name, manufacturer, city (state) and nationality declared in parentheses. Such symbols as TM, ® which refer to the commodity name shall not be used unless indispensable.

Manuscript composition

1. Manuscripts shall be made up of front cover, title, English abstract, text, references, table and figure, each of which shall begin on a separate page.
 - 1) The cover page shall comprise title, research designs, author, correspondent author, other official announcements, and keywords.
 - Research designs shall comprise review article, quantitative research, qualitative research, concept analysis, Q methodological research, and meta analysis.
 - The authors shall comprise the family name, affiliation, and position of all the authors, and ORCID (Open Researcher and Contributor ID) expressed in Korean and English.

- The corresponding author should provide the family name, address, postal code, telephone number, FAX number, and e-mail address, and ORCID in Korean and English.
 - Official announcements (additional comments) shall comprise academic degree theses, funding, other conflicts of interest, acknowledgements, and supplementary materials expressed in Korean and English.
 - Editorial notes should be described (1) a history of publication or submission by other academic societies in the same paper as that submitted to JKPMHN, (2) a history of publication or submission by other academic societies based on the same data of the paper as that submitted to JJKPMHN, (3) the differentiation from the preceding research.
 - Keywords are not to exceed 5 words and should be written along with corresponding English words of possible.
- 2) English abstracts shall not exceed 200 words; titles should be on the top and sub-titles such as Purpose, Method, Results, and Conclusion, shall be consecutively described without changing lines. Keywords shall not exceed 5 words and be written at the bottom of the abstract by employing, in principle, the terms registered with MeSH (www.nlm.nih.gov/mesh/MBrowser.html).
- 3) The main text shall comprise introduction, research method, research results, discussion, conclusion, and references (no more than 30 items); and considering documents shall be declared only if indispensable. The said composition may be changed in the case of a qualitative research.
- Introduction: Describe the rationale and purpose of the research concisely and clearly.
 - Research Method: Describe the research design, subjects, methods, data collection, and data analysis separately under subheadings in this order. Research methods should be described in detail for the possible reproduction of the research. If a well-known research method is used, list the references. If a new or modified method is used, a detailed description is necessary. Research methods should be described under the consideration of research ethics. When a research is conducted on humans, authors should confirm the correct use of the words “sex” (when reporting biological factors) and “gender” (when reporting identity, or psychosocial and/or cultural factors), and report the sex or gender of the study participants. Also the research participants should consist of both genders, but if it was done involving an exclusive population, authors should explain the rationale for determining the study participants and justify its relevance.
 - Results: Describe the analysis and results clearly and logically. Refrain from repeating the contents of tables or figures, and summarize only important results.
 - Discussion: The discussion section should be written based on research results while emphasizing important or new findings. Provide interpretations and application of research results, limitations, and suggestions.
 - Conclusion: Describe final results and recommendations for future research. Refrain from repeating research methods or results.
 - Any financial or personal stakes in this paper must be published. However, if there is no relevant item in the stakeholder section, write it in English. ex) The authors declared no conflict of interest.
 - Acknowledgment (if necessary): Appreciate the contributions from non-coauthors and write in English. However, when there is no such information, it is described as "None".

Table, Figure and Pictures

1. No more than five tables, figures, and pictures should be used, and their titles and contents should be written in English. The contents of tables and figures should not overlap, and they should be placed on separate pages.

- In the case of qualitative researches, when it is judged that the meaning of a table or figure cannot be well communicated in English, it may be described in Korean after the editing committee has examined and approved it.
- The contents of tables, figures and photos shall be easy to understand and function independently.

2. Principle for preparing tables

- All the lines shall be single lines and there shall be no vertical lines.
- The title of a table shall be declared with important words, the first letter of which shall be written as a capital letter.
(e.g. Table 1. Overall Responses to Question Types)
- Table shall be numbered in the order of their being cited from the text.

•Words whose abbreviations were used in tables should always be placed in a legend at the bottom of the table or figure even if the words have already appeared in the text. List abbreviations in alphabetical order and do not place “and” before the last abbreviation (e.g. HR=heart rate; T=temperature).

•For footnotes in a table, the following symbols should be used in this order: *, †, ‡, §, ¶, #. If the table requires >6 footnotes, use double (e.g. **, ††) symbols. Symbols should be defined in the bottom left corner of the table. However, in the case of *p*-value (significance probability), enter the *p*-value at the time without using footnotes. When the *p* value is .000 or 1.000, it is expressed as $p < .001$, $p > .999$, respectively. If you need to present *p*-values occasionally using footnotes, use *, ** (eg * $p < .05$, ** $p < .01$).

•All values should be written with up to two decimal places. However, *p* (probability of attention) should be entered in 3 decimal places and percentage (%) should be entered in 1 decimal place.

•For a decimal point, enter "0" before the decimal point if the value can exceed "1", and enter "0" before the decimal point if the value cannot exceed "1". Is not entered.

Example: $t = 0.26$, $F = 0.92$

Example: $p < .001$, $r = .41$, $R^2 = .61$

3. Principle of producing figures and photos

•The title of a figure should be placed under the figure, and only the first letter should be capitalized.

(e.g. Figure 1. Mean responses to questions by student grade categories)

•The size of photos shall exceed 102×152mm (4×6 inches) but not exceed 203×254mm (8×10 inches) in any unavoidable cases.

•When there are more than one figure marked with the same number, the figures shall be expressed with an alphabet letter which follows Arabic numerals (e.g. Figure 1-A, Figure 1-B).

•As for a microscopic photo of a tissue sample, the name, dyeing method and magnification of the tissue shall be declared.

•Create the symbols used in the graph in the order of ●, ■, ▲, ◆, ○, □, △, ◇.

Official announcements (additional comments)

1. Acknowledgements: authors might write down the contents of appreciation for those who contributed to the research in the manuscript. if there is nothing to disclose, the following sentence can be used: “None”.

2. If other authors are cited in the same title in the book, number them in citation order.

Example: stress management [1], nursing intervention [2,3], intensive care nursing [4-6], depression nursing [7-9,11,13]

3. If quote the text in the text, write it in brackets [] in the order in which quote it.

4. If the thought is quoted in the text, use the same number.

5. If multiple numbers are entered at the same time, divide them by','. If you enter consecutive numbers, display with "-".

Example: stress management [1], nursing intervention [2,3], intensive care nursing [4-6]

Reference Citation & List

In-text citations example

1. In-text citations should be numbered consecutively in order of appearance in the text and be identified by Arabic numerals in square brackets [], according to the the Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers (2007, 2nd. ed.).

2. When multiple reference sare cited together, use a hyphen to indicate a series of inclusive numbers. Use commas to indicate a series of non-inclusive numbers (e.g. [1], [2,3], [4-6]). If a reference is cited more than once, use the original reference number.

3. If there are one or two authors, include the last name of each. If there are three or more, include only the last name of the first author followed by ‘et al’. (e.g. Kim [1], Kim과 Park [3], Choi 등[5] in Korean text; Kim [1], Kim & Park [3], Choi et al. [5] in English text).