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*Public Health Weekly Report* (abbreviated as *Public Health Wkly Rep*, PHWR) is prepared by the Korea Disease Control and Prevention Agency (KDCA).

The aim of PHWR is to distribute evidence-based scientific information in a timely and accurate manner to healthcare professionals, public health practitioners, epidemiologists, researchers, educators, and the public based on the epidemiological investigations, surveillance, and research outcomes of the KDCA. Continuously published since 2008, PHWR is a weekly online journal with 50 issues per year, published on Thursdays. We adopted rapid peer review process to ensure that information is shared well-timed.

The regional focus of PHWR is on Korea. The scope of this journal encompasses research articles, survey and surveillance reports, outbreak reports, reviews and perspectives, as well as policy notes related to infectious diseases, chronic diseases, environmental diseases, injuries and addiction, and health promotion. The regional scope of PHWR is mainly Korea; however, it welcomes submissions from researchers worldwide.

The author shall prepare the manuscript in accordance with the instructions for authors. For issues not addressed in these instructions, the author should refer to the recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (<https://www.icmje.org/>) from the International Committee of Medical Journal Editors (ICMJE) or Editorial Board.

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## I. Research and Publication Ethics

PHWR follows the ethical guidelines for research and publication outlined in the Committee on Publication Ethics (COPE) Guidelines (<https://publicationethics.org/resources/guidelines>), the ICMJE Recommendations (<https://www.icmje.org>), and the Good Publication Practice Guideline for Medical Journals ([https://www.kamje.or.kr/board/view?b\\_name=bo\\_publication&bo\\_id=13](https://www.kamje.or.kr/board/view?b_name=bo_publication&bo_id=13)). All procedures for

addressing research and publication misconduct adhere to the COPE flowcharts (<https://publicationethics.org/resources/flowcharts>). Any instances of duplicate publication or plagiarism will result in immediate rejection and may negatively impact the acceptance of future submissions.

## 1. Authorship

All designated authors should meet the criteria for authorship and be appropriately listed. Authorship credit should be based on substantial contributions to all four categories established by the ICMJE: (1) conception and design, or acquisition, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; (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. Individuals who do not meet these criteria may be acknowledged as contributors in the Acknowledgments section. Acquisition of funding, collection of data, and general supervision of the research group, by themselves, does not justify authorship.

**Role of corresponding author:** The corresponding author takes primary responsibility for communication with the journal throughout the submission, peer review, and publication processes. This author ensures that all administrative requirements of the journal are met, including: (1) providing details of authorship, (2) securing ethics committee approval, (3) submitting clinical trial registration documentation, and (4) completing conflicts of interest forms and statements. While some of these tasks may be delegated to coauthors, the corresponding author remains accountable for their completion. They must be available to respond promptly to editorial queries during submission and peer review, and address critiques and journal requests for data post-publication.

**Correction of authorship:** Requests for changes in authorship (adding/removing authors or rearranging order) after submission but before manuscript acceptance must be submitted in writing to the editor with justification, signed by all authors, and require the editor's approval. All authors must complete the copyright assignment form. Post-publication, authorship changes will not be permitted, even in the case of editorial staff errors, as authors are responsible for verifying authorship during the final proofreading process.

**Recommendations for working with individuals with personal connections:** Authors must disclose if minors (under 19) or family members (spouse, children, relatives) are involved in the research or publication in the cover letter. Refer to the "Guidelines for Preventing Illegitimate Authorship" by the National Research Foundation of Korea (<https://www.nrf.re.kr/eng/main>) for details.

**Use of AI-assisted technologies:** In line with ICMJE policies, AI tools (e.g., generative AI, language models, chatbots) can be used to enhance scientific writing and language accuracy but cannot be listed as authors.

## 2. Originality, Plagiarism, and Duplicate Publication

All submitted manuscripts must be original and not under consideration by other journals. Accepted manuscripts should not be duplicated in any other journal without permission from the Editorial Board. If duplicate publication is detected, the authors will be publicly announced, their institutions informed, and penalties imposed. We do not consider posting on a preprint server to be duplicate publication, and it will not affect the manuscript's consideration for publication.

**Plagiarism:** Similarity Check is used to screen manuscripts for plagiarism or duplicate publication. Plagiarism is defined as reproducing another work without attribution. If plagiarism is detected before or after acceptance, or after publication, the author will have a chance for rebuttal. Unsatisfactory rebuttals will result in retraction and a publication ban for a period determined by the editor(s). Figures and tables can be used freely if the original source is verified according to the Creative Commons Non-Commercial License. Authors must resolve any copyright issues when citing figures or tables from non-open access journals.

### 3. Secondary Publication

Manuscripts can be republished if they meet the ICMJE Recommendations for secondary publication available from <https://www.icmje.org/>:

- (1) Certain types of articles, such as guidelines from governmental agencies and professional organizations, may be published in multiple journals to reach a broader audience with the consent of the authors and editors.
- (2) Secondary publication in another language or country is permissible if: both journals' editors approve (the editor concerned with the secondary publication must have access to the primary version), and publication interval of at least one week is maintained, unless otherwise agreed.
- (3) The secondary version targets a different readership and may be abbreviated. It must reflect the primary version's data and interpretations accurately. The title page of the secondary version must indicate its secondary nature and cite the primary publication, e.g., "This article is based on a study first reported in [journal title, full reference]."

### 4. Conflicts of Interest

The corresponding author must ensure that any conflicts of interest related to the submitted manuscript are disclosed in the manuscript and take responsibility for this disclosure. Potential conflicts should be reported even if the authors believe they were not influenced in preparing the manuscript. All authors must disclose i.e., (1) financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony), (2) personal relationship, (3) academic competition, and (4) intellectual passion. These disclosures should be included on Declarations part. A completed conflict of interest form should be submitted during manuscript submission.

### 5. Statement of Human and Animal Rights

Investigations involving humans must be conducted in accordance with the principles of the Declaration of Helsinki (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>). And it should also follow the Korean Act on "Bioethics and Safety" (<https://www.law.go.kr/법령/생명윤리및안전에관한법률>). Clinical studies not adhering to the Helsinki Declaration will not be considered for publication. For animal research, studies must comply with the National or Institutional Guide for the Care and Use of Laboratory Animals, ensuring the ethical treatment of all experimental animals.

### 6. Statement of Informed Consent and IRB Approval

Research involving humans or animals must be approved by the institution's Research Ethics Committee (REC), Institutional Review Board (IRB), or Animal Care Committee. For human studies, informed consent must be obtained unless waived by the IRB. Copies of written informed consent (from the patient, or from a parent or guardian if the patient is not capable) and IRB approval should be retained. Editors or reviewers may request these documents. The manuscript must explicitly state that written informed consent was obtained from

all study participants. For animal studies, approval from the Institutional Animal Care and Use Committee (IACUC) is required.

## **7. Protection of Privacy and Confidentiality**

Patients have a right to privacy that must not be violated without informed consent. Identifying information, such as names, initials, or hospital numbers, should not be published unless essential for scientific purposes and with written informed consent from the patient (or parent or guardian). Nonessential identifying details should be omitted. If there is any doubt about maintaining anonymity, informed consent is necessary, as masking the eye region in photographs is inadequate. If identifying characteristics are deidentified, authors must assure, and editors must confirm, that these changes do not distort scientific meaning.

## **8. Registration of Clinical Trial Research**

Any research involving a clinical trial should be registered with the primary national clinical trial registry site, such as the Korea Clinical Research Information Service (CRiS, <http://cris.nih.go.kr>), any other primary national registry site accredited by the World Health Organization (<https://www.who.int/clinical-trials-registry-platform/network>), or ClinicalTrials.gov (<http://clinicaltrials.gov/>), a service of the United States NIH.

## **9. Management of Research and Publication Misconduct**

When the journal faces suspected cases of research and publication misconduct, such as redundant (duplicate) publication, plagiarism, fabricated data, changes in authorship, undisclosed conflicts of interest, ethical problems with the submitted manuscript, a reviewer appropriating an author's idea or data, complaints against editors, and other issues, resolution processes will follow the applicable COPE flowchart (<https://publicationethics.org/resources/flowcharts>). Suspected cases will be discussed and decided upon by the Editorial Board of PHWR.

## **10. Editorial Responsibilities**

The Editorial Board is committed to upholding publication ethics by continuously monitoring and safeguarding ethical standards. This includes retracting articles when necessary, maintaining the integrity of the academic record, and ensuring that business needs do not compromise intellectual and ethical standards. The Board is also responsible for publishing corrections, clarifications, retractions, and apologies when needed, and for preventing plagiarism and fraudulent data in publications. Editors have the responsibility and authority to accept or reject articles. They must avoid any conflicts of interest with respect to the articles they evaluate and ensure the accuracy of accepted papers. Additionally, editors are responsible for promoting the publication of corrections or retractions when errors are found and for preserving the anonymity of reviewers.

## **11. Preprint Policy**

PHWR allows a paper that has not conducted peer review on a preprint server such as the MedRxiv, Research square, and bioRxiv will not be considered as a duplicate publication, provided that the following conditions are met:

- 1) When submitting a paper, the author should clearly include a disclaimer that the paper was posted on the server before publication and provide the server's name, registration number, and DOI of the server that was published on the title page.

Example: Disclaimer: This manuscript is being considered for submission to Public Health Weekly Report. The manuscript published

on the Research Square [DOI:00.12345./rs.3.rs.=67890/v1] has not been peer-reviewed. Only peer-reviewed manuscripts can be used in Public Health Weekly Report.

- 2) PHWR does not support the publication of an edited version of the manuscript modified as a result of peer review on the paper server before publication.
- 3) Upon publication, the author is responsible for updating the DOI and the link of the final published version of the manuscript on the pre-published paper server. PHWR can accordingly be modified by providing a link with the following statements relating to the final published version of the paper, and thus the contents of the pre-published paper server.

Example: “This paper (insert DOI) is a pre-author and pre-published version of Public Health Weekly Report paper.”

## II . Editorial Policy

### 1. Copyright

Authors of papers published in the PHWR transfer the copyright to KDCA. In accordance to the copyright policy, all authors are required to sign the copyright transfer form to complete peer review.

### 2. Open Access Policy

PHWR is an Open Access journal distributed under the terms of the Creative Commons Attribution License (<https://creativecommons.org/licenses/by/4.0/>) which permits unrestricted distribution, and reproduction in any medium, provided the original work is properly cited.

### 3. Data Sharing

PHWR accepts the ICMJE Recommendations for clinical data sharing statement policy (<http://www.icmje.org/recommendations/>). Authors may refer to the editorial, “Data Sharing Statements for Clinical Trials: A Requirement of the International Committee of Medical Journal Editors,” in J Korean Med Sci 2017;32:1051-3 (<https://doi.org/10.3346/jkms.2017.32.7.1051>).

### 4. Archiving

PHWR provides electronic data storage and access to journal content by preserving it in the National Library of Korea (<http://nl.go.kr>) when the journal is no longer published. The author can archive the issuer’s version or a PDF of the same.

### 5. The Process for Handling Cases Requiring Corrections, Retractions, and Editorial Expressions of Concern

PHWR follows the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals by the International Committee of Medical Journal Editors (ICMJE) (<http://www.icmje.org/icmje-recommendations.pdf>) and the guidelines of the Committee on Publication Ethics (COPE) (<https://publicationethics.org/guidance>) for this process, if not described as below:

PHWR aims to ensure the integrity of the academic record of all published or potential publications. Whenever it is recognized that a significant inaccuracy, misleading statement, or distorted report has been published, it must be corrected promptly and with due prominence. If, after an appropriate investigation, an item proves to be fraudulent, it should be retracted. The retraction should be clearly

identifiable to readers and indexing systems.

**Correction:** Errors in published papers may be identified in the form of a corrigendum or erratum when the Editor-in-Chief considers it appropriate to inform the journal readership about a previous error and makes a correction to the error in the published article. The corrigendum or erratum will appear as a new article in the journal and will cite the original published article.

**Retractions:** An article may be retracted when the sincerity of the published work is undermined due to the errors in the conduct, analysis and/or reporting of the study. Violation of publication or research ethics may also result in a study's retraction. The original article is marked as retracted, but a PDF version remains available to readers, and the retraction statement is bi-directionally linked to the original published paper. Retraction statements will typically include a statement of assent or dissent from the authors.

**Editorial expression of concern:** Where a certain amount of doubt arises as to the honesty or integrity of a submitted or published article, journal editors may issue an expression of concern. However, it should only be issued if an investigation into the problems relating to the article has proven inconclusive, and if there are strong indicators that the concerns are valid.

### III . Submission & Peer Review Process

#### 1. Submission of Papers

Corresponding authors who wish to submit papers to PHWR can do so through the online submission system (<https://www.phwr.org/submission>) and refer to Instruction for Authors and Reporting guideline.

#### 2. Review Process

All manuscripts submitted to PHWR, including invited articles, undergo peer review. Before initiating the review process, the editorial board evaluates the content and quality of the submitted manuscripts. If a manuscript is deemed unsuitable for the journal's aims and scope or does not comply with the Instruction for Authors, it may be rejected without undergoing peer review.

- 1) Type of peer review: PHWR adopts double-blind review, which means that the reviewers and authors cannot identify each other's information. The authors' names and affiliations are removed during peer review.
- 2) Screening before peer review: PHWR conducts screening process for all submitted manuscripts before peer review. A manuscript is screened for its format and adherence to the aims and scope of the journal. If the manuscript meets these two criteria, it is dispatched to a deputy Editor in the field with relevant knowledge.
- 3) Plagiarism check: Before review, all submitted or invited manuscripts are screened with "Similarity Check" powered by iThenticate (<https://www.crossref.org/services/similarity-check/>), a plagiarism screening tool.
- 4) Who conducts peer review: Peer review is conducted by two or three external experts. A deputy editor select reviewers from the journal's reviewer pools.
- 5) Duration for the first decision: The result of the first peer review is usually finished within 10 days. If there is no correspondence from the editorial office on the fate of the submitted manuscript 2 weeks after the submission, please get in touch with the editorial office at

[https://www.phwr.org/content/about/contact\\_us.html](https://www.phwr.org/content/about/contact_us.html). The editorial board's post-review decision will be one of the followings: Accept, Minor revision, Major revision, or Reject.

- 6) Revision process: The editorial board may request that the authors revise the manuscript according to the reviewers' comments. If the reviewers made any requests for revision of the manuscript, the authors should do their best to revise it accordingly. If a reviewer's opinion is not acceptable or is believed to reflect misinterpretation of the data, the authors should reasonably indicate this. After revising the manuscript, the author should upload the revised files with a reply to each item of the reviewer's commentary. The author's revisions should be completed within 7 days after the request. If the revisions have not been received by the due date, the editorial board will notify the author. To extend the revision period beyond 14 days, the author should negotiate with the editorial board. The manuscript review process can be provided for up to three rounds. If the authors would like further review, the editorial board may consider it. The editorial board will make a final decision on the approval of the submitted manuscript for publication and can request any further corrections, revisions, and deletions of the article text if necessary.
- 7) Final decision maker: An editorial board finally decides the manuscript's fate, such as accept, reject after hearing from peer reviewers. The publication date is published with all published research, including submission and acceptance dates.
- 8) Review of in-house manuscripts: All manuscripts from editors, staff, or editorial board members are subject to the same review process as other submissions. During the review process, they will not be involved in the selection of reviewers or the decision-making process. Editors will not handle their manuscripts even if they have been commissioned.

### 3. Acceptance of Papers

For papers that have been confirmed to be published, download the form for copyright transfer in the online submission system. All authors are required to sign it before submission.

## IV. Publication Types

The papers published in PHWR can be categorized into surveillance/survey reports, outbreak reports, notes from the field, original articles, reviews & perspectives, recommendation report, policy notes, and etc.

**Surveillance/Survey Reports:** Surveillance/survey reports are categorized into two types: (1) surveillance reports and (2) survey reports. It includes analysis and reporting of epidemiological changes in diseases, pathogens, and health issues based on national or international investigation/monitoring system data. The manuscript must be within 2,000 words, and a maximum of three tables and figures each can be included. Not more than ten references can be included.

**Outbreak Reports:** Reports on outbreaks or epidemics occurring in community residents, population groups, facilities, or institutions. These reports should chronologically describe the investigation from the initial onset to its conclusion. The manuscript must be within 2,000 words, and include a maximum of three tables and figures each. A maximum of ten references can be included.

**Notes from the Field:** A summary form of research reports on recent events or ongoing issues in the public health sector may include

pandemics, specific group outbreaks, addiction, exposure to disease, and noteworthy public health case reports. Ideally, the manuscript should be within 2,000 words, and if the number of characters is exceeding, prior consultation by the editorial committee is required, and no more than one table and picture each should be included. There shall be no more than ten references.

**Original Articles:** Original articles based on public health and health-related surveys and research should include content that can help improve future public health. The manuscript should be within 3,000 words, and include up to three tables and figures each. A maximum of ten references should be included.

**Review & Perspective:** It includes arbitration on major public health issues, literature review on policy research, and insightful analysis of project implementation and policies and guidelines in the field. For reviews, it is recommended to follow the PRISMA guidelines for systematic literature review. The report cannot exceed 3,000 words, although there is no limit on the number of references. Perspectives may be up to 2,000 words in length, and appropriate subheadings can be incorporated to suit the content.

**Policy Notes:** It is a report released for the purpose of conveying new policies or guidelines related to public health and health of KDCA. The manuscript shall not exceed 2,000 words, and a maximum of three tables and figures each can be included. There should be no more than ten references.

**Recommendation Report:** It provides in-depth explanations of various guidelines by the KDCA. There are no restrictions on the number of words, tables, or figures in these reports. There are no restrictions on the number of references.

#### Publication type and formats

Publication type	Description	Layout	Reporting guideline	Length	
				English	Korean
Surveillance/ Survey Reports	Analysis and reporting of epidemiological changes in diseases, pathogens, health issues, etc. based on national or international surveys or surveillance system data	<ul style="list-style-type: none"> <li>Survey Reports</li> </ul> Abstract, key messages, introduction, method, results, discussion (conclusions), declaration, and references	G-SURE	2,000 words	9,000 characters
		<ul style="list-style-type: none"> <li>Surveillance Reports</li> </ul> Abstract, key messages, introduction, method, results, discussion (conclusions), declaration, and references	G-SIRE	3 tables, 3 figures, and 10 references	
Outbreak Reports	Reports on outbreaks or epidemics cases occurring in community residents, population groups, facilities, or institutions	Abstract, key messages, introduction, method, results, discussion (conclusions), declaration, and references	G-CORE	2,000 words	9,000 characters
				3 tables, 3 figures, and 10 references	



Publication type	Description	Layout	Reporting guideline	Length	
				English	Korean
Notes from the Field	Pandemics, specific group occurrence, addiction, exposure to disease, noteworthy public health cases, etc.	Abstract, initiation and recognition of events, content and description of investigations, size and scope of events, results, preliminary conclusions and actions, declaration, and references	G-CORE	2,000 words	9,000 characters
				1 table, 1 figure, and 10 references	
Original Articles	Reports based on public health, health-related surveys, and research include contents that could lead to future public health improvements	Abstract, key messages, introduction, method, results, discussion (conclusions), declaration, and references	-	3,000 words	12,000 characters
				3 tables, 3 figures, and 10 references	
Review & Perspective	Interventions on major public health issues, literature review of policy research, and insightful analysis of project implementation, policies and guidelines in the field	Abstract, key messages, main (introduction, method, results, discussion [conclusions] - can use an unstructured format), declaration, and references - Subheadings appropriate to the content	-	Review: 3,000 words Perspective: 2,000 words	Review: 12,000 characters Perspective: 9,000 characters
				No limitation on the number of references	
Policy Notes	Report issued for the purpose of communicating new policies or guidelines on public health and health of the Korea Disease Control and Prevention Agency	Abstract, key messages, introduction, method, results, discussion (conclusions), declaration, and references	G-SCOPE	2,000 words	9,000 characters
				3 tables, 3 figures, and 10 references	
Recommendation Report	In-depth explanations of various guidelines by the Korea Disease Control and Prevention Agency	Abstract, key messages, background, evidence, recommendations, updates, declaration, and references	G-RECO	No limitation	No limitation
				No limitation	
Public Health Issue	Brief report introduces designated anniversaries related to public health, major public health events, and recent policy trends (written with a maximum word count of 1,000 words)	Can use an unstructured format and subheadings appropriate to the content	-	1,000 words	4,500 characters
				2 tables, 2 figures, and 10 references	
QuickStats	It mainly publishes one statistics summary per week, a manuscript that presents major health-related statistics with a brief explanation		-	2 figures	

## V. Manuscript Preparation

### 1. General Guidelines on Manuscript Preparation

Manuscripts must be written in either Korean or English. It should be prepared using Hangul or MS Word according to the provided “Guidelines for Manuscript Preparation.” For Surveillance/Survey Reports, Outbreak Reports, Policy Notes, and Recommendation Reports, authors should refer to PHWR Reporting Guidelines. Detailed information on the reporting guidelines can be found at PHWR website.

- 1) All manuscripts are prepared using PHWR templates.
- 2) The manuscript should be prepared in the order of title page, abstract, key messages, body, declaration, tables and figures, and references. The text may be described autonomously without classifying subheadings.

## 2. Abbreviations and Terms

Abbreviations cannot be used in titles or subheadings. However, the abbreviation can be used if the title is too long or the reader is familiar with it. Use abbreviations after expanding it in words first and place them in parenthesis. In principle, only standard abbreviations should be used, and abbreviations should be avoided as far as possible.

- 1) In principle, the names of people, places, and other proper nouns shall be written in the original language.
- 2) Arabic numerals are used for numbers; metric units are used for weights; and temperature is in degrees Celsius.
- 3) Other units of measurement follow the International System of Units (SI).
- 4) Except for °C, °, and %, spacing between measured values and unit marks is the principle, and when using parentheses, spacing is used in English or numbers, but not in Korean.

e.g.) World Health Organization (WHO), coronavirus disease (COVID-19)

- 5) The labeling of devices and reagents shall be in accordance with the following provisions:
  - ① In the case of equipment, the manufacturer's name shall be written in parenthesis.
  - ② For reagents, write the generic name and manufacturer name in parenthesis.
  - ③ If there is a model name, use a semi-colon (;) after the model name, and if the names of two or more reagents and instruments are listed consecutively, separate them using semi-colons (;).

## 3. Structure of the Paper (Original Articles)

### 1) Title page

In the title page, the title of the paper, author's name, and name of the agency to which the author belongs are specified in Korean and English, as well as the email address of the corresponding author.

- ① If there are two or more authors, the name of the first author is mentioned first, and in the case of co-authors, it is mentioned according to their contribution to the paper. Author names shall be separated by a comma (,) and the corresponding author shall be marked with an asterisk (\*).
- ② The affiliation is processed under the name, while the contact address (phone number, e-mail address) of the corresponding author is indicated.

### 2) Abstract and Keywords

- ① All abstracts shall be prepared in Korean and English in structured format (objectives, methods, results, conclusions), not exceeding 250 words.
- ② The abstract must not cite references.
- ③ Provide 4–5 keywords at the bottom of the Korean and English abstracts. For English, refer to the terms listed in the National Library of Medicine's Medical Subject Headings (MeSH) Index (<https://www.ncbi.nlm.nih.gov/mesh>). Each word is separated with a semi-colon (;), and the first word begins with a capital letter after a space.

### 3) Key message

In principle, it should be written in a simple manner, and without the use of technical terms unless necessary, it should include

- ① What is known previously? ② What new information is presented? ③ What are implications? written in Korean and English within 100 words.

### 4) Main text

The format of the text is in the order of introduction, method, results, and discussion (conclusions), and refers to the following items when describing. In principle, the text shall be written in Korean, and English shall be allowed if necessary.

#### ① Introduction

- It includes the research background, research necessity, and recent research trends.

#### ② Method

- Research methods and research contents, including research subjects, are described according to the logical development.
- The study correctly uses the terms gender (biological element) and sex (identity, social psychological, or cultural element), reports the gender/sex of the study subjects, and describes the methods used to determine gender and sex. If the study was conducted with limited subjects, for example, including only one gender, the authors should explain the reason, except in obvious cases (e.g., prostate cancer).
- Method: Includes research design, research subjects, research tools, data collection, and analysis methods. The statistical program used also includes the version and manufacturer's name.

Example: It was analyzed using SAS (version 9.4; SAS Institute Inc.).

#### ③ Results

- The results of the study shall be clearly and logically described, but all data in the table or figure shall not be listed in the description of the research results, and only the main research results shall be briefly described.

#### ④ Discussion (Conclusion)

- Conclusions and discussion based on the research results and appropriate policy suggestions may be included. When writing a paper without classification of subheadings, it includes the contents corresponding to ①–④ of 4) and describes it freely in a logical manner.

### 5) Declarations

All the contents below should be written in English. If not applicable, it should be stated that it is not applicable (Not applicable, None, etc.). Refer to the template for a detailed description.

- ① Ethics Statement: For human studies, approval from the Institutional Review Board (IRB) should be obtained and approval details (including the approval number) should be recorded. Clinical studies should describe the informed consent of the subject. Even if prior consent is exempted by the IRB, the contents shall be described.
- ② Funding Source: In the case of receiving research funding from various sources, describe the details of research funding support.
- ③ Acknowledgments: Introduce a person not listed as co-author or an institution that has contributed in part to the paper.
- ④ Conflict of Interest: If there is a stake in the writing of the paper, it will be described in detail. If there is no conflict of interest, mention that "The authorities have no conflicts of interest to declare."
- ⑤ Author Contributions: If there are more than two authors, describe each author's role. The author's role can be described by referring to CRediT (<https://www.casrai.org/credit.html>).

Example: Conceptualization: GDH. Data curation: JHK. Funding acquisition: GDH. Investigation: JHK, SSL. Methodology: AGK.

Project administration: GDH. Supervision: GDH. Writing–original draft: JHK, SSL. Writing–review & editing: GDH, AGK.

- ⑥ ORCID: ORCID is a unique number given to researchers. Researchers without ORCID can simply create it on the ORCID website (<https://orcid.org>).

## 6) Tables and Figures

- In principle, tables and figures shall be in Korean and English.
- The contents of the table and figures must be easy to understand and independently readable.

### ① Principles for tables

- All lines shall be in a single line and only the horizontal line (three lines) shall be marked, and no vertical line shall be used.
- The title of the table shall be listed on the left-hand side alignment at the top in English; only the first letter of the sentence and proper nouns shall be capitalized; and there is no period at the end of the sentence.
- In principle, the first column is left-aligned, and the remaining columns are center-aligned.
- The table is numbered in the order in which it is quoted in the text. Indicate the citation information in the table in the body.
- If explanation is required in the table, use footnotes. All non-standard abbreviations used in the table should be described in footnotes at the bottom of the table.

Example: Exp=experimental group; Con=control group.

- Footnotes are described with symbols, but symbols should be in alphabet superscripts (a), b), c),...). The P value is expressed in “p-value” lowercase letters.
- If materials that have already been published or have yet to be published are used in the table, permission from the original author must be obtained.

### ② Principles for figures

- The figures are also numbered in the order in which they are cited.
- In case it is in English, in the title of the picture, capitalize only the first letter of the sentence and proper nouns.
- Color images shall be at least 300 dpi, and radiographs and black-and-white images shall have a resolution of at least 600 dpi.
- The display of letters, numbers, and symbols should be made in clear and constant concentration, and even if the image is reduced during the publication process, the reader should be able to read the letters.
- If the image is already published, specify the fact and obtain a license from the copyright holder. All documents except public domain documents (not copyrighted) must have a license from the author or issuer.
- Explain what each footnote means at the bottom of the figure if a description of the figure is required, and if a symbol, arrow, number, or character is used for the purpose of marking a particular part of the figure. For microscopic photographs, magnification and staining are specified.
- The patient’s personal information should not be revealed in photographs or video findings. However, if the patient’s information has to be inevitably disclosed, written consent should be obtained from him/her.

## 7) References

All references cited in the text shall be in English.

- ① The reference is numbered in the order in which it is cited in the text, and the reference number is assigned in the following form.
- In general, the reference number is placed at the end of the cited sentence.

Example: ... It emphasizes the importance of preventive intervention [1].

... Overseas studies have highlighted personal hygiene [2,3,7].

... According to overseas studies, personal hygiene is emphasized [2–7].

In English, spacing in front of [ is required.

... respiratory diseases such as pneumonia and death [5,6].

- If the author's name is included, place the reference number after the author's name.

Example: If there is only one author—Kim [1] is...

If there are two authors—Kim and Lee [2] are...

If there are more than three authors—Kim et al. [3] are...

- ② References cited only in tables and image descriptions are displayed in the order in which the table and image descriptions first appeared in the text.
- ③ If there are more than six authors in the reference, mention only the first three and add et al.
- ④ If there is no English title or author name in the original text, translate it into English and place it in parenthesis [ ].
- ⑤ For the form not included in the sample below, refer to the Vancouver form, which is the ICMJE recommended format ([https://www.nlm.nih.gov/bsd/uniform\\_requirements.html](https://www.nlm.nih.gov/bsd/uniform_requirements.html))
- ⑥ Use the official abbreviation in NLM Catalog: Journals referred in the NCBI Databases (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals/>) to refer to the name of the journal.

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