INSTRUCTIONS FOR AUTHORS

Manuscripts for submission to Anatomy & Cell Biology (Anat Cell Biol, ACB) should be prepared according to the following instructions. For issues not addressed in these instructions, the author is referred to the “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” (http://www.icmje.org/).

ETHICS REGULATIONS

The journal adheres to the ethical guidelines for research and publication described in Good Publication Practice Guidelines for Medical Journals (http://kamje.or.kr/intro.php?body=publishing_ethics) and Guidelines on Good Publication (http://publicationethics.org/resources/guidelines).

1. Authorship and Contributorship
To be listed as an author one should have contributed substantially to all three categories established by the International Committee of Medical Journal Editors (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; and 3) final approval of the version to be published (www.icmje.org/index.html). The ICMJE further states that acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship. Individuals who have contributed substantially to some but not all of the three categories, or in other areas, should be listed in the Acknowledgments. The ACB recommends that authors submit a short description of all contributions to their manuscript. Each author’s contribution should be described in brief, to appear immediately before the references.

2. Conflict of Interest
A conflict of interest may exist when an author (the author’s institution or employer) has financial or personal relationships or affiliations that could bias the author’s decisions of the manuscript. Authors are expected to provide detailed information about all relevant financial interests and relationships or financial conflicts, particularly those present at the time the research was conducted and through publication, as well as other financial interests (such as patent applications in preparation), that represent potential future financial gain. All disclosures of any potential conflicts of interest, including specific financial interests and relationships and affiliations (other than those affiliations listed in the title page of the manuscript) relevant to the subject of their manuscript will be disclosed by the corresponding author on behalf of each co-author, if any, as part of the submission process. Likewise, authors without conflicts of interest will be requested to state so as part of the submission process. If authors are uncertain about what constitutes relevant financial interests or relationships, they should contact the editorial office.

3. Animal and Human Subjects
Clinical research should be performed in accordance with the Ethical Principles for Medical Research Involving Human Subjects, outlined in the Declaration of Helsinki. Clinical studies that do not comply with it will not be considered for publication. For human subjects, personal information such as patients’ names, individual registration numbers, dates of birth, or other private matters should not be disclosed. In cases of animal experiments, it should be stated clearly that the processes complied with regulations of the authors’ institution(s) or national research committee related to breeding and using laboratory animals or the NIH Guide for the Care and Use of Laboratory Animals. Copies of the protocol approved by Institutional Review board (IRB) or Animal Ethics Committee (AEC) should be available for review if necessary.
ACB condemns unethical treatment of subjects in laboratory research, both human and animal. The report of any research involving human beings or experimental subjects must be conducted in accordance with the local or national requirements approved by their Institutional Review Board or Animal Research Committee. Manuscripts that do not comply with acceptable standards for the humane treatment of vertebrate animals will not be considered for publication.

4. Originality and Duplicate Publication
All submitted manuscripts should be original and should not be considered by other scientific journals for publication at the same time. Any part of the accepted manuscript should not be duplicated in any other scientific journal without the permission of the Editorial Board. 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.

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MANUSCRIPT PREPARATION

1. Review Articles
Review articles shall be limited to invited review articles, selected by the Editorial Board as addressing a significant theme from areas relevant to cell biology based on anatomy and whose authors were selected and referred on the basis of articles published in this or other journals. The submitted manuscripts will be decided for publication after peer review with the supervision of the journal’s Editorial Board. The length of the manuscript should not exceed 3,500 words excluding cover letter, tables, figures, and references. The reference list should not exceed 100.

2. Original Articles
The sections of the manuscript for original articles should be organized in the following order: 1) title page, 2) abstract and keywords, 3) introduction, 4) materials and methods, 5) results, 6) discussion, 7) acknowledgements (if necessary), 8) references, 9) tables, 10) figures, and 11) figure legends.

The manuscript, in English, must be in double-spaced typing on pages of A4 size (21 × 29 cm; leaving margins of 2 cm on the left, right, top, and bottom). Use 12 point Times New Roman style font. All manuscript pages are to be numbered consecutively, beginning with the abstract as page 1.

Title Page
The title page should be the first page of the manuscript and should include:
- “Title of paper;”
- “Full name of author(s);”
- “Running title;” not to exceed 45 letters including spaces
- “Institutional affiliation;” The name of the department should be included for each author. If there are several authors with different affiliations, the author’s institute should be expressed as superscripts (like 1, 2, 3, etc.) next to the name of the relevant author and then the name of the affiliation in order.
- Correspondence to: The corresponding author’s name and institutional affiliation including the name of the department, complete postal address, telephone and fax numbers, and e-mail address should be included.

Abstract and Keywords
The abstract should be a brief description of the manuscript, not exceeding 300 words. Abbreviations and reference citations should be avoided. A list of keywords, with a maximum of five terms in English, should be included at the end of the abstract. The selection of keywords should be based on those of the Medical Subject Heading (MeSH) of Index Medicus, and each keyword should begin with a capital letter.

Introduction
The introduction should address the purpose of the study briefly and concisely, and should report only on background information related to the purpose of the study.

Materials and Methods
The design, subjects, and methods should be described in detail. Authors should provide the name and location (city and state/country) of the source for specified chemicals, equipment, and non-generic drugs. Explanation of the experimental methods should be sufficient for replication by other researchers, though methods that have been reported in detail elsewhere may be described briefly by citation of references. However, new methods or modifications of previously published methods should be described sufficiently for other researchers to understand. The methods of statistical verification on the results should be clarified.

Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and gender. If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they determined race or ethnicity and justify their relevance.
Results
The authors should describe clearly and logically their significant findings of observations or results corresponding to the purpose of the study, following the order in the methods. The authors should avoid overlapping descriptions between the figures or tables and the main text, describing important results only.

Discussion
Important or new findings from the results of the study should be emphasized and the consequent conclusions described, while repetition of the contents in the introduction and the results should be avoided. The significance and limitations of the study, and comparisons with the results of the other related studies should be addressed. Conclusions should be also be drawn in the discussion section. The conclusions should include a comprehensive description of the authors’ rationale and supporting evidence from the results and discussion sections and should correspond to the purpose of the study mentioned in the introduction. A simple summary or list of the results should be avoided.

Acknowledgements
When necessary, acknowledgements shall be provided for those who contributed to the study in some way that would be insufficient to be considered authors. The acknowledgements should express appreciation for the concrete roles of the contributors in the study (e.g., data collection, statistical processing, and experimental analysis) and the authors should notify these individuals that their names will be included in the acknowledgements for their consent in advance.

Funding information must appear under the Acknowledgements heading.

References
Abbreviations for the literature shall be based on the NLM Catalog: Journals Referenced in the NCBI Database (http://www.ncbi.nlm.nih.gov/nlmcatalog/journals). The reference works are provided within [ ] according to the order of the citations in the text.

Journal references should follow the examples below. For more examples, “Citing Medicine: the NLM Style Guide for Authors, Editors, and Publishers” (http://www.nlm.nih.gov/citingmedicine) should be consulted.

Journal article

Book

Book chapter

Website

Tables
Tables should be double-spaced on separate pages and included at the end of the text document, with the table number and title indicated. Tables should be created in MS Word using the “Insert Table” command; tabs and/or spaces should not be used to create tables, columns, or rows. Tables with internal divisions (Table 1A and B) should be submitted as individual tables, i.e., Tables 1 and 2. Symbols for units should be confined to column headings. Abbreviations should be kept to a minimum and defined in the table legend. Symbols should be marked with lowercase alphabet letters in the order of their usage (a, b, c, etc.).

If tables are taken from other sources, this should be noted in the legend, and the author must be able to provide written permission for reproduction obtained from the original publisher and author.
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Line and bar graphs: Lines in graphs should be bold enough to be easily read after reduction, as should all symbols used in the figure. Data points are best marked with the following symbols, again ensuring that they will be readily distinguishable after reduction: ○ ● □ ■ △ ▲. Bars should be black or white only, unless more than two datasets are being presented; additional bars should be drawn with clear bold hatch marks or stripes, not shades of gray. Line or bar graphs or flow charts with text should be created in black and white, not shades of gray, which are difficult to reproduce in even tones.

Legends
Table and figure legends should be included within the text file and contain sufficient information to be understood without reference to the text. Each should begin with a short title for the figure. All abbreviations and symbols should be explained within the legend.

Abbreviations and Symbols
Symbols, units, and abbreviations should be expressed using the International System of Units (SI), as given in: Baron DN. Units and abbreviations: a guide for medical authors and editors. 6th ed. New York: Oxford University Press; 2008. Abbreviations should be used only when necessary, e.g., for long chemical names, procedures, or terms used throughout the article. When used, they are to be defined where first used, followed by the acronym or abbreviation in parentheses. Abbreviations are not allowed in the title, but may be used in tables and figures. Abbreviations should be defined at the end of the table or figure legend for every table or figure where they appear.

Nomenclature
Gene names and loci should be in italics; proteins should be in a Roman font such as Times New Roman. Chemical nomenclature should follow the International Union of Pure and Applied Chemistry (IUPAC) definitive rules for nomenclature.

Statistics
Calculations and the validity of deductions made from them should be checked and validated by a statistician.

3. Case Reports
Case reports shall address states of disease that have not been
reported before or have rarely been seen, and those that have already been reported on but are distinctively different from cases in previous reports may be submitted to this journal. The manuscript should not exceed 1,500 words excluding cover letter, tables, figures, and references. A maximum of 15 references is permitted; all references should pertain to the featured case. The abstract, unlike those for original articles, should have only one paragraph, no more than 150 words, and be written in English. The cover letter should include the phrase “Case Report,” and the report’s title should not include “… case” or “A case of.” The case report should be organized in the following order: 1) title page, 2) abstract and keywords, 3) introduction (without an ‘introduction’ heading), 4) case report(s) (case I, case II…), 5) discussion, 6) acknowledgements (if necessary), 7) references, 8) tables, 9) figures, and 10) figure legends. The page numbers in the manuscript should be counted from the title page and appear in the center of the bottom of each page. The keywords should be in accordance with those for original articles. The introduction shall briefly describe the general background and significant findings related to the relevant case. The discussion shall focus on what the case report emphasizes, and end with a conclusion summarizing the main points that does not have a separate ‘conclusion’ heading.

SUBMISSION OF MANUSCRIPT

All authors must submit the manuscript online (http://www.acbjournal.com) only. The corresponding author must read all the sections of the “Guide for Authors.” The corresponding author should upload the manuscript during the article submission process. Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the proper usage of language. A list of independent suppliers of editing services can be found at website for English Correction provided by KAMJE (www.kamje.or.kr/sub_page.php?sub_page=link_Writing).

If the corresponding author is new to the system, he or she must create a profile by clicking on the “create a new account” link, which will guide the user through the process of creating a profile. Once this is completed, the new user should return to the main page and log in. The option to submit a manuscript should be available at the top of the screen. ACB Bench>Press will give authors instructions on submitting their paper. Manuscript submission online can be accepted either MS Word file format DOC or DOCX. Figures for review should be uploaded separately as JPEG or TIFF files. On acceptance, authors will be required to provide high resolution graphics files (only TIFF files are acceptable for publication).

A covering letter or comments to the Editor in Chief should be submitted when prompted online. The covering letter must contain the following: 1) manuscript title; 2) author(s) name(s); 3) type of manuscript; 4) brief statement of the significance of the paper; 5) optional suggested reviewers (names, addresses, and e-mail).

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Any questions during this process should be directed to the Editorial Office.

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1. Editorial Board

The Editorial Board deals with acceptance and editing of manuscripts. Articles may be accepted conditionally with minor or major revisions required. The Editorial Board reserves the right to make minor corrections that do not affect the content communicated by the paper. Submission of data can be required from the author(s) by reviewer request according to the decision taken by the Editorial Board.

2. Reviewing and Publication of Manuscripts

All the submitted manuscripts will undergo the peer review process by two or three professionals selected by the Editor in Chief, and publication decisions will solely depend on the Editorial Board including section editors and the Editor in Chief. If reviewers differ in their assessment of a paper, the final decision on the relevant manuscript shall be made after an additional editorial board review.

A selected manuscript’s place in the publication queue shall be decided based on its type and the date when its publication was approved by the Publication Committee.

3. Conditions of Acceptance

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5. Revisions
Revised manuscripts must be submitted in their final form, within 5 weeks of the authors being notified of conditional acceptance (pending satisfactory revision). Resubmissions after this time will be considered as new. When submitting a revised manuscript, all changes should be indicated with red font and underlined. Deletions need not be indicated within the article itself but should be noted in the author responses to reviewers.

If the “track changes” function of a word processing program is used to show additions and deletions, all changes must be “accepted” before submitting the clean revised version. Once the changes are accepted, the track changes function should be deactivated before saving and uploading the file. Two versions - one showing “corrections” and a “clean” final version - should be submitted.

AFTER ACCEPTANCE

1. Accepted Manuscripts
Accepted manuscripts will be scheduled for publication as quickly as possible. Correspondence concerning the copy editing, proofreading, and the production of accepted manuscripts should be addressed to the Publisher online (edit@medrang.co.kr). The designated corresponding author will receive notification of availability of page proofs by e-mail. Corrections should be returned to the Publisher online (edit@medrang.co.kr).

2. Proofs
E-mail notification that an author’s work is in proof and ready for publication will be sent from the ACB e-proofing website. Further instructions will be sent in a PDF file with the upload notification e-mail. Acrobat Reader software, which is available for free download, is required in order to read this file. The corresponding author should arrange for a colleague to make corrections to the proofs in the case of his or her absence. Major alterations at the proof stage are discouraged and the costs of developing new proofs will be charged to the author and it may delay publication.

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