

## Aims

The Journal of Pharmacopuncture is an international, peer-reviewed open-access journal published in English by the Korean Pharmacopuncture Institute (KPI). The journal has provided high-quality papers quarterly since it was launched in 1997. Its ISSN was changed in September 2010 from 1226-4849 to 2093-6966 when its title was changed from *daehanyakchimhakhweiji* to the Journal of Pharmacopuncture. The journal aims to publish evidence-based, scientific research papers in the multidisciplinary field of traditional and modern medicine through a strict review process by a panel of experts. As an international journal, the Journal of Pharmacopuncture also aims to present major advances and new developments contributing to the advancement of complementary and alternative medicine, with a special focus on pharmacology, acupuncture and a combination of pharmacology and acupuncture. The journal is dedicated to disseminating current data and ideas and fostering debate on issues related to complementary and alternative medicine and to providing better information to both the general public and experts. In addition, the journal requires high standards of research ethics to maintain the integrity of science. The official title of the journal is 'Journal of Pharmacopuncture', and the abbreviated title is 'J. Pharmacopunct.' For submission, see the details at [www.journal-jop.org](http://www.journal-jop.org).

## Scope

The Journal of Pharmacopuncture covers a wide range of basic and clinical science research relevant to all aspects of the biotechnology of integrated approaches using both pharmacology and acupuncture therapeutics, including research involving pharmacology, acupuncture studies and pharmacopuncture studies. The subjects are mainly divided into three categories: pharmacology (applied phytomedicine, plant sciences, pharmacology, toxicology, medicinal plants, traditional medicines, herbal medicine, Sasang constitutional medicine, herbal formulae, foods, agricultural technologies, naturopathy, etc.), acupuncture (acupressure, electroacupuncture, laser acupuncture, moxibustion, cupping, etc.), and pharmacopuncture (aqua-acupuncture, meridian pharmacopuncture, eight-principles pharmacopuncture, animal-based pharmacopuncture, mountain ginseng pharmacopuncture, bee venom therapy, needle embedding therapy, implant therapy, etc.). Other categories include chuna treatment, veterinary acupuncture and related animal studies, alternative medicines for treating cancer and cancer-related symptoms, etc. Broader topical coverage on the effects of acupuncture, the medical plants used in traditional and alternative medicine, pharmacological action and other related modalities, such as anthroposophy, homeopathy, ayurveda, bioelectromagnetic therapy, chiropractic, neural therapy and meditation, can be

considered to be within the journal's scope if based on acupoints and meridians. Submissions of original articles, review articles, systematic reviews, case reports, brief reports, opinions, commentaries, medical lectures, letters to the editor, photo-essays, technical notes, and book reviews are encouraged. Providing free access to the full text of all current and archived articles on its website ([www.journal-jop.org](http://www.journal-jop.org)), also searchable through a Google Scholar search, the journal is indexed in Emerging Sources Citation Index (ESCI), Pubmed Central (PMC), Scopus, SHERPA/RoMEO, Directory of Open Access Journals (DOAJ), CINAHL Plus, Electronic Journals Library, Research Bible, PubsHub, J Gate, Ulrichsweb, Science Central and the Korea Citation Index (KCI).

## The Publication Frequency

The Journal of Pharmacopuncture publishes in print and online as a quarterly, on 31<sup>st</sup> of March, 30<sup>th</sup> of June, 30<sup>th</sup> of September and 31<sup>st</sup> of December.

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## 1. Electronic Submission of Manuscript

Manuscripts should be submitted online via the Journal of Pharmacopuncture online manuscript submission and review system at [www.journal-jop.org](http://www.journal-jop.org)

The corresponding author should submit a manuscript and indicate the address and phone number for correspondence in the title page of the manuscript. If available, a fax number and e-mail address would be helpful. The revised manuscript should be submitted through the same web system under the same identification numbers.

For any further inquiry relating to manuscript submission, please contact the Editorial Office ([kpi-jpharmaco@naver.com](mailto:kpi-jpharmaco@naver.com)).

## 2. Ethical Approval of Studies and Informed Consent

For all manuscripts reporting data from studies involving human participants or animals, formal review and approval or formal review and waiver by an appropriate institutional review board or ethics committee is recommended. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed (World Medical Association).

Declaration of Helsinki: Ethical principles for medical research involving human subjects. Available at: <https://www.wma.net/whatwe-do/medical-ethics/declaration-of-helsinki/>.

For investigations of humans, the investigators should state in the Methods Section the manner in which informed consent was obtained from the study participants (i.e., oral or written). For more details about ethical approval of this journal, please see Journal of Pharmacopuncture Ethical approval.

### 3. Disclosure of Conflicts of Interest

The corresponding author of an article is asked to inform the Editor of the authors' potential conflicts of interest possibly influencing their interpretation of data. A potential conflict of interest should be disclosed in a cover letter even when the authors are confident that their judgments have not been influenced in preparing the manuscript. Include financial disclosure statement in the cover letter at the time of manuscript submission.

Such conflicts may be financial support or private connections to pharmaceutical companies, political pressure from interest groups, or academic problems. The authors should make sure the Editors are aware of any potential conflicts of interest possibly influencing their interpretation of data.

All authors are required to sign and submit the following:

*I certify that all my affiliations with or financial involvements in, within the past 5 years and foreseeable future, any organization or entity with a financial interest in or financial conflict with the subject matter or materials discussed in the manuscript are completely disclosed (e.g., employment, consultancies, honoraria, stock ownership or options, expert testimony, grants or patents received or pending, and royalties).*

Authors who have no relevant financial interests should provide a statement indicating that they have no financial interests related to the material in the manuscript.

### 4. Identification of Patients in Descriptions, Photographs, and Pedigrees

A signed statement of informed consent to publish (in print and online) patient descriptions, photographs and pedigrees should be obtained from all persons (parents or legal guardians for minors) who can be identified (including by the patients themselves) in such written descriptions, photographs, or pedigrees and should be submitted with the manuscript and indicated in the Acknowledgment Section of the manuscript. Such persons should be shown the manuscript before its submission. Omitting data or making data less specific to deidentify patients is acceptable, but changing any such data is not acceptable.

### 5. Page Charges

No publication fee is charged to authors.

### 6. Embargo Policy

All information regarding the content and the publication date of ac-

cepted manuscripts is strictly confidential. Unauthorized prepublication release of an accepted manuscript may result in rescission of acceptance and rejection of the paper. Information contained in or about accepted articles cannot appear in print, audio, video, or digital form or be released by the news media before its publication date (or other specified embargo release date for cases in which articles are released early).

### 7. Copyright

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### 9. Peer Review

At least 2 anonymous reviewers are recommended by the Editorial Board and the Editor-in-Chief. All information on the reviewers is confidential and so is that of the contributing authors. Authors' names and affiliations are removed during peer review.

The invited reviewers should response to the offer of review within 3 days. Recommended decisions can vary from "Accept," "Major revision," "Minor revision," or "Reject."

Reviewers should their decisions on the journal's electronic manuscript system. Emails from reviewers and authors are considered as digital signatures.

Upon the review decision, the paper is returned back to the corresponding author. Each comment by the reviewers should be addressed one point by one point. The corresponding author clearly indicates what alterations have been made using underline or highlight. The revised version should be uploaded online.

The final decision on whether to accept is left to the reviewers. As for reject, the reviewers should cite specific reasons as to how the decision was reached.

### 10. Authorship

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, and/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. Every author should meet all of these four conditions.

After the initial submission of a manuscript, any changes whatsoever in authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors of the paper. Copyright assignment must also be completed by every author.

- Corresponding author and first author: *Journal of Pharmacopuncture* does not allow multiple corresponding authors for one article. Only one author should correspond with the editorial office and readers for one article. *Journal of Pharmacopuncture* does accept notice of equal contribution for the first author when the study was clearly performed by co-first authors.
- Correction of authorship after publication: *Journal of Pharmacopuncture* does not correct authorship after publication unless a mistake has been made by the editorial staff. Authorship may be changed before publication but after submission when an authorship correction is requested by all of the authors involved with the manuscript.

## 11. Revised Manuscript

When manuscripts are returned to authors for revision, the author should carefully follow the directions in the editor's letter. A revised version of the manuscript and a cover letter should be prepared with point-to-point replies to the comments given by reviewers and indicate how the revisions have been made by underlining or highlighting them.

If references, tables, or figures are moved, added, or deleted during the revision process, renumber them to reflect such changes so that all tables, references and figures are cited in numeric order.

If the revised paper is not received within 6 months of decision, or if other necessary arrangements are not made by the editor, the manuscript is considered to have been withdrawn.

## 12. Categories of Articles

The Journal of Pharmacopuncture publishes original articles, review articles, systematic reviews (including meta-analyses), case reports, brief reports, opinions, commentaries, medical lectures, letter to the editors, photo-essays, technical reports and book reviews.

### 12.1. Original articles

Original articles typically include randomized trials, intervention studies, cohort studies, case-control studies, epidemiologic assessments, other observational studies, surveys with high response rates, cost-effectiveness analyses and decision analyses, and studies of screening and diagnostic tests. Section headings should be Abstract, Introduction, Methods, Results, Discussion, Conclusion, Acknowledgments (if applicable), and References.

Each manuscript should clearly state an objective hypothesis; the methods (including the study setting (design) and dates, patients or participants with inclusion and exclusion criteria and/or participation or response rates, or data sources, how these were selected for

the study, the essential features of any interventions, and the main outcome measures); the main results of the study; a discussion section placing the results in context with the published literature and addressing study limitations; and the conclusions. Data included in research reports must be original and should be as timely and current as possible. The text should be limited approximately to 4000 words (including figures and references). Articles that are longer than these guidelines require permission from the Editor-in-Chief prior to submission. The number of references is limited to 40.

### 12.2. Review articles

Review articles describe new developments of significance in the fields of pharmacology, acupuncture and a combination of pharmacology and acupuncture and highlight unresolved questions and future directions. Most reviews are solicited by the editors, but unsolicited submissions may also be considered for publication. Review articles should have an Abstract, an Introduction, and brief main headings. The text should be limited to 5000 words (including tables, figures and references). Articles that are longer than these guidelines require permission from the Editor-in-Chief prior to submission.

### 12.3. Systematic reviews (including meta-analyses)

Systematic reviews are systematic, critical assessments of literature and data sources pertaining to clinical topics, emphasizing factors such as cause, diagnosis, prognosis, therapy, or prevention. All articles or data sources should be searched and selected systematically for inclusion and should be critically evaluated, and the search and selection process should be described in the manuscript. The specific type of study or analysis, population, intervention, exposure, and tests or outcomes should be described for each article or data source. The data sources should be as current as possible, ideally with the search having been conducted within several months of manuscript submission. The text is limited to 6000 words (including figures and references). Articles that are longer than these guidelines require permission from the Editor-in-Chief prior to submission. The number of references is limited to 50.

### 12.4. Case reports

Case reports are short peer-reviewed papers presenting novel findings in clinical studies.

Section headings should be Abstract, Introduction, Case report, Discussion. The text should be limited to 2000 words (including figures and references). Articles that are longer than these guidelines require permission from the Editor-in-Chief prior to submission. A maximum of 6 figures/tables may be included. The number of references is limited to 20.

### 12.5. Brief reports

Brief reports are short peer-reviewed papers presenting novel results in pharmacology, acupuncture and a combination of pharmacology and acupuncture. Section headings should be Abstract, Introduction, Materials and Methods, Results, Discussion and Conclusion. The text should be limited to 2000 words (including figures and references). A maximum of 4 figures/tables may be included.

### 12.6. Opinions

Opinions are papers expressing personal interests and thoughts in

trends related to general health. The text should be limited to 400 words. The number of references is limited to 5.

### 12.7. Commentaries

Commentaries are reviews of previous articles published in the journal. The text should be limited to 400 words with a maximum of 5 references. They do not reflect the opinions of the Editorial Office.

### 12.8. Medical lectures

The subject of medical lectures is decided by the Editorial Committee. The text is limited to 400 words with a maximum of 5 references.

### 12.9. Letter to the editors

Letters to the editors are letters about reader's opinions or issues of concern on previously published articles in the journal. Receipts of letters will not be acknowledged nor are authors generally consulted before publication. They should be limited to 400 words with a maximum of 5 references.

Letters must not duplicate other material published or submitted for publication and should not include unpublished data. Letters will be published at the discretion of the editors and are subject to abridgement and editing for style and content.

### 12.10. Photo-essays

Photo-essays demonstrate information and physical exam findings by the use of images. Unlike original articles, educational purposes are the main focus. As many pictures as necessary may be included. The text should be limited to 400 words. The number of references is limited to 5.

### 12.11. Technical notes

Technical notes include short comments and replies to articles on topical issues published in the journal. They also present new techniques for instruments, herbal medicine, and integrative medicine. The text should be limited to 400 words.

### 12.12. Book reviews

Book reviews evaluate books on pharmacology, acupuncture, a combination of pharmacology and acupuncture, and related subjects. Receipt of book reviews will not be acknowledged nor are authors generally consulted before publication. The text should be limited to 400 words and accepted manuscripts are subject to editing for clarity and space.

**Table 1.** Recommended maximums for articles submitted to *Journal of Pharmacopuncture*

Type of Article	Abstract (word)	Text (word)*	References	Tables/Figures
Original article	300	4,000	40	10/10
Review article	300	5,000	100	No limits
Systematic review	300	6,000	50	No limits
Case report	300	2,000	20	6/6
Brief report	300	2,000	20	4/4
Letter to the editors	-	400	5	-

\*Maximum number of words is exclusive of the abstract, references, tables, and figure legends.

## 13. Manuscript Preparation and Submission Requirements

### 13.1. Electronic submission of manuscript

Manuscripts should be submitted online via the Journal of Pharmacopuncture online manuscript submission and review system at [www.journal-jop.org](http://www.journal-jop.org). For any further inquiry relating to manuscript submission, please contact the Editorial Office ([kpi-jpharmaco@naver.com](mailto:kpi-jpharmaco@naver.com)).

### 13.2. Manuscript components

Articles submitted by internet-based system should be prepared in double space on an A4 (210 × 297 mm) with a standard 12-point font using MS word format (\*.doc or \*.docx).

- Automatic page numbering may be used, but should not be used other kinds of automatic formatting, such as footnotes, endnotes, headers and footers.
- Text, references, tables, figures, and legends should be put in one file, with each table and figure on a new page.
- Figures that are line drawings or photographs must be submitted separately in high-resolution EPS or TIFF format (or alternatively in high-resolution JPEG format). Please ensure that files are supplied at the correct resolution of a minimum of 500 dpi. If a paper is accepted, authors may be asked to submit higher resolution figure files.

Please ensure that the following submission documents are also included, where applicable:

- A cover letter: It must include your name, ORCID (when available), address, telephone and fax number, email address, and a list of up to five suggested reviewers with their contact information and must state that all authors have contributed to the paper and have never submitted the manuscript, in whole or in part, to other journals.
- A conflict of interest disclosure statement (see relevant section above).
- Articles covering the use of human samples in research and human experiments must be approved by the relevant review committee (see relevant sections above and below).
- Articles covering the use of animals in experiments must be approved by the relevant authorities (see relevant section above).
- Articles where human subjects can be identified in descriptions, photographs or pedigrees must be accompanied by a signed statement of informed consent to publish (in print and online) the descriptions, photographs and pedigrees from each subject who can be identified (see relevant section above and below).
- Where material has been reproduced from other copyrighted sources, the letter(s) of permission from the copyright holder(s) to use the copyrighted sources must be supplied.
- Manuscripts should be submitted in decent scientific English. Unless the authors (first author, corresponding author) of the submitted article are from English speaking countries (United Kingdom, United States, Canada, Australia, New Zealand), the Editorial Office will ask a certificate of English proofreading.

### 13.3. Basic criteria

Articles should be written in English (using American English spelling) and meet the following basic criteria: the material is original, the information is important, the writing is clear, concise and grammatically correct, the study methods are appropriate, the data are valid, and



the conclusions are reasonable and supported by the data.

For non-native English-speaking authors, we suggest that manuscripts be checked and edited by a native English speaker. Manuscripts should be prepared in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals.

In addition to the Uniform Requirements, a number of reporting guidelines have been developed by groups of experts to facilitate reporting of research studies or clinical trials (<https://www.equator-network.org/library/>). For more information, refer to the following reporting guidelines:

- CONSORT (Consolidated Standards of Reporting Trials)—reporting of clinical trials
- MOOSE (Meta-analysis Of Observational Studies in Epidemiology) - reporting of meta-analyses of observational studies
- STRICTA [STandards for Reporting Interventions in Clinical Trials of Acupuncture (STRICTA)]—for clinical acupuncture trials (<https://www.stricta.info/>)
- REFLECT (Reporting Guidelines for Randomized Controlled Trials for Livestock and Food Safety)—for clinical trials in livestock and food safety
- STARD (Standards for the Reporting of Diagnostic Accuracy Studies)—reporting of diagnostic test evaluation
- STROBE (Strengthening the Reporting of Observational Studies in Epidemiology)—reporting of cross-sectional, case-control, and cohort studies
- STROBE-Vet (STrengthening the Reporting of OBServational studies in Epidemiology – Veterinary (STROBE-Vet)—for cross-sectional, case-control, and cohort studies in veterinary medicine (<https://strobevvet-statement.org/>)
- PRISMA (Preferred Reporting Items of Systematic Reviews and Meta-analyses)—reporting of systematic reviews and meta-analyses
- ARRIVE (Animal Research: Reporting of In Vivo Experiments)—for all studies involving laboratory animals
- SRQR (Standards for Reporting Qualitative Research)—for all studies involving qualitative research
- CARE (Case Report Guideline, <https://www.care-statement.org/>) – reporting of case report
- GRADE (Grading of Recommendations Assessment, Development, and Evaluation) (<https://www.gradeworkinggroup.org/>)—for assessing evidence or developing recommendations

### 13.4. Title page

The title page should contain the following information:

- Category of paper placed on top left side
- A full title of article with the initial letter of the first word using capital letter
- Names (spelled out in full) of all authors, and the institutions with which they are affiliated
- Short running title not exceeding 50 characters
- Provide affiliation numbers in superscripts 1,2,3 and an asterisk (\*) for the corresponding author.
- Corresponding author's details (name, e-mail address, mailing address, telephone and fax number)
- The name of each author should be written with the family name

last, e.g. Charles Darwin. Authorship is restricted only to direct participants who have contributed significantly to the work.

- Open Researchers and Contributors ID (ORCID) of all authors are recommended to be provided. To have ORCID, authors should register in the ORCID web site available from: ORCID (<http://orcid.org/>). Registration is free to every researcher in the world .

### 13.5. Abstract and Key Words

Provide an abstract of less than 300 words. They are followed by headings Objectives, Methods, Results, Conclusion. The manuscript abstract for a Case Report is unstructured.

Key words up to 6 are allowed using the medical subject headings (MeSH) list of Index Medicus (<https://www.nlm.nih.gov/mesh/mesh-home.html>). Otherwise, the authors should provide concise and informative terms.

### 13.6. Main text

The text for original articles should include the following sections: Introduction, Materials and methods, Results, and Discussion. The Introduction should be as concise as possible, without subheadings. The Materials and methods Section should be sufficiently detailed. Subheadings may be used to organize the Results and Discussion. Sections for case reports are: Introduction, Case report, Discussion.

#### 13.6.1. Abbreviations

Where a term/definition will be continually referred to, it must be written in full when it first appears in both the abstract and the text, followed by the subsequent abbreviation in brackets. Thereafter, the abbreviation may be used. The use of abbreviations should be kept to a minimum.

#### 13.6.2. Ethical approval

For human or animal experimental investigations, appropriate institutional review board or ethics committee approval is recommended, and such approval should be stated in the methods section. Investigators who do not have formal ethics review committees should state whether the principles outlined in the Declaration of Helsinki were followed. For work involving experimental animals, the guidelines for the care and use of the animals that were followed should be included in the methods section.

#### 13.6.3. Informed consent

For investigations of human subjects, state explicitly in the methods section that informed consent was obtained from all participating adult subjects and from parents or legal guardians for minors or incapacitated adults, together with the manner in which informed consent was obtained (i.e. oral or written).

#### 13.6.4. Identification of patients in descriptions, photographs, and pedigrees

Omitting data or making data less specific to de-identify patients is acceptable, but changing any such data is not acceptable.

#### 13.6.5. Units of measure

Systeme International (SI) units must be used, with the exception of blood pressure values which are to be reported in mmHg. Articles that contain numerous conversion factors may list them together in a paragraph at the end of the Methods Section. In tables and figures,

a conversion factor to SI should be presented in a footnote or legend. Please use the metric system for the expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

#### **13.6.6. Names of drugs, devices, and other products**

Use the Recommended International Non-proprietary Name for medicinal substances unless the specific trade name of a drug is directly relevant to the discussion. The traditional medicine prescription should be marked by Korean pronunciation first and only the first word is capitalized. Words that stand for ingredients, such as soups, acids or pills, should be indicated by lower case letters after using a hyphen (-) (e.g., Chungpesagan-tang). The name of traditional medicine may not be marked only with the name of the herbal medicine; rather the actually used part or measuring method must be marked with proper English (e.g., licorice (broiled): Broiled root of *Glycyrrhiza uralensis* FISCH).

#### **13.6.7. Acupuncture nomenclature and traditional medicine terminologies**

Refer to the Standard Acupuncture Nomenclature (<http://apps.who.int/medicinedocs/en/m/abstract/Js7143e/>) and WHO International Standard Terminologies on Traditional Medicine in the Western Pacific Region (<https://apps.who.int/iris/handle/10665/206952>) published by the World Health Organization Regional Office for the Western Pacific.

#### **13.6.8. Controlled trials of acupuncture in clinical studies**

Use the preferred reporting criteria based on the Guidelines for Clinical Research in Acupuncture (<https://apps.who.int/medicinedocs/en/d/Jh2948e/>).

#### **13.6.9. Statistical requirements**

Statistical analysis is essential for all research papers except case reports. Use correct nomenclature of statistical methods (e.g., two-sample t test, not unpaired t test). All P values should be presented to the third decimal place for accuracy unless they are less than 0.001. Descriptive statistics should follow the scales used in data description. Inferential statistics are important for interpreting results and should be described in detail.

#### **13.6.10. Reproduced material**

The Journal of Pharmacopuncture does not republish text, tables, figures, or other material from other publishers, except under rare circumstances. Please delete any such materials and replace them with originals.

#### **13.6.11. Gene names, symbols, and accession numbers**

Authors describing genes or related structures in a manuscript should include the names and the official symbols provided by the US National Center for Biotechnology Information (NCBI) or the HUGO Gene Nomenclature Committee. Before submission of a research manuscript reporting on large genomic data sets (e.g., protein or DNA sequences), the data sets should be deposited in a publicly available database, such as NCBI's Gen-Bank, and a complete accession number (and version number, if appropriate) must be provided in the Methods Section or the Acknowledgment of the manuscript.

#### **13.6.12. Acknowledgments**

General acknowledgments for consultations, statistical analysis, etc

should be listed at the end of the text, including the names of the individuals involved. All financial and material support for the research and the work should be clearly and completely identified. Any conflicts of interest must be explicitly declared.

#### **13.7. Tables**

Number all tables on Arabic numbers in the order of their citation in the text. Table title for each table (a brief phrase not a sentence, preferably no longer than 10 to 15 words). The use of abbreviations should be kept to minimum except when they appear for the first time. Include all tables in a single file following the manuscript.

Refer to Categories of Articles because there may be a limit on the number of tables for the type of manuscript. If a table must be continued, repeat the title on a second sheet, followed by "(cont)." Tables should be typed double-spaced on separate pages in as simple a form as possible. They include a short descriptive title typed directly above it with the table content between horizontal lines and essential footnotes below it.

Information requiring explanatory footnotes should be denoted using these symbols (in the order of appearance): \*, †, ‡, §, ||, ¶, #, \*\*, ††, ‡‡. Abbreviations used in the table must be defined in the footnotes. If any data which is from other sources are included, whether published or unpublished, the original source must be acknowledged.

#### **13.8. Figures**

8 × 8 cm is preferred for photographs but one-page width (16.5 cm in width × 8 cm in length) is also acceptable. Figure files of sufficient quality should be submitted for approving the final color galley proof. All photographs should be correctly exposed, sharply focused, and prepared in files of 500 dpi. When the figures are reduced to the size of a single-column or of a single-page width, the smallest parts of the figure must be legible.

Points of observation should be noted with different symbols rather than with different types of lines and their significance can be directly shown in the body of the figure or in the legend.

For photomicrographs, include the type of specimen, original magnification, and stain. Each figure should be submitted separately in high resolution EPS or TIFF format (or alternatively in high resolution JPEG format).

Number figures using Arabic numerals in the order they are cited in the text. All symbols and abbreviations should be defined in the legend. Figure legends should indicate the anatomic area and/or pathologic condition shown. Patient identification should be obscured. All lettering should be done professionally.

The number of figures is different depending on the type of the article. Multiple figures under one figure number should be marked on the photographs using capital alphabet letters, at the lower right corner. Symbols, arrows, or letters used in photographs should contrast well with background. The legend for each light microscopic photograph should include names of stain and magnification. Indicate the magnification with a scale bar on each micrograph.

#### **13.9. References**

Authors are responsible for the accuracy and the completeness of their references and for correct text citation.

The sequence is authors, title of papers journal name, year published,

and volume followed by pages. Follow the style shown by the examples below. For citations from other sources, refer to “The NLM Guide for Authors, Editors, and Publishers. 2nd ed. Bethesda, Maryland, USA. National Library of Medicine. 2007 (<http://www.nlm.nih.gov/citing-medicine>)

- References, numbered with Arabic numerals, should be assembled on a separate sheet and should be limited to those cited in the text.
- Each reference citation within the main body of the text should be an Arabic numeral enclosed in square brackets on the same line as the text, not a superscript.
- References must be numbered consecutively in order of appearance in the text, and listed in numerical order in the reference list; references must not be alphabetized.
- References cited in tables or figure legends should be included in sequence at the point where the table or figure is first mentioned in the main text.
- Abstracts should not be cited unless the abstract is the only available reference to an important concept.
- Do not cite uncompleted work or work that has not yet been accepted for publication as references.
- Include all the authors' names up to 6. The rest is followed by et al.
- Abbreviate journal names based on Index Medicus and PubMed.

#### Examples of Citations to Journal Articles

1. Standard journal article  
Grabbe S, Schwarz T. Immunoregulatory mechanisms involved in elicitation of allergic contact hypersensitivity. *Immunol Today*. 1998;19(1):37-44.
2. Journal article with more than 6 authors  
Hallal AH, Amortegui JD, Jeroukhimov IM, Casillas J, Schulman CI, Manning RJ, et al. Magnetic resonance cholangiopancreatography accurately detects common bile duct stones in resolving gallstone pancreatitis. *J Am Coll Surg*. 2005;200(6):869-75.
3. Journal article with organization as author  
Institute of Medical Illustrators. Photography of cleft audit patients. *J Audiov Media Med*. 2004 Dec;27(4):170-4.
4. Journal article with year having a supplement  
Doherty DE, Briggs DD Jr. Long-term nonpharmacologic management of patients with chronic obstructive pulmonary disease. *Clin Cornerstone*. 2004;Suppl 2:S29-34.
5. Journal articles not in English  
Batysheva TT, Kostenko EV, Ryl'skii AV, Boiko AN. [Movalis in treatment of painful shoulder syndrome in poststroke patients]. *Zh Nevrol Psikhiatr Im S S Korsakova*. 2004;104(12):60-1. Russian.

#### Examples of Citations to Entire Books

1. Standard book with initials for authors  
Jenkins PF. Making sense of the chest x-ray: a hands-on guide. New York: Oxford University Press; 2005. 194 p.  
Eyre HJ, Lange DP, Morris LB. Informed decisions: the complete book of cancer diagnosis, treatment, and recovery. 2nd ed. Atlanta: American Cancer Society; c2002. 768 p.
2. Book authors with optional full first names given

Hamric, Ann B.; Spross, Judith A.; Hanson, Charlene M. Advanced practice nursing: an integrative approach. 3rd ed. St. Louis (MO): Elsevier Saunders; c2005. 979 p.

3. Books not in English  
Katsunori K. [Euthanasia and criminal law]. Tokyo: Seibundo; 2003. 198 p. Japanese.

#### Examples of Citations to Parts of Books

1. Standard chapter in a book  
Riffenburgh RH. Statistics in medicine. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; c2006. Chapter 24, Regression and correlation methods; p. 447-86.  
Reed JG, Baxter PM. Library use: handbook for psychology. 3rd ed. Washington: American Psychological Association; c2003. Chapter 2, Selecting and defining the topic; p. 11-25.

#### Examples of Citations to Contributions to Books

1. Standard reference to a contributed chapter  
Whiteside TL, Heberman RB. Effectors of immunity and rationale for immunotherapy. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. *Cancer medicine 6*. Hamilton (ON): BC Decker Inc; 2003. p. 221-8.

#### Examples of Citations to Conference Proceedings

1. Standard proceedings with a book title in addition to the conference title  
Ferreira de Oliveira MJ, editor. Accessibility and quality of health services. Proceedings of the 28th Meeting of the European Working Group on Operational Research Applied to Health Services (ORAHs); 2002 Jul 28-Aug 2; Rio de Janeiro, Brazil. Frankfurt (Germany): Peter Lang; c2004. 287 p.
2. Standard proceedings without a book title in addition to the conference title  
Dittmar A, Beebe D, editors. 1st Annual International IEEEEMBS Special Topic Conference on Microtechnologies in Medicine & Biology; 2000 Oct 12-14; Palais des Congres, Lyon, France. Piscataway (NJ): IEEE; c2000. 643 p.

#### Examples of Citations to Homepages

1. Standard citation to a homepage  
Complementary/Integrative Medicine [Internet]. Houston: University of Texas, M. D. Anderson Cancer Center; c2007 [cited 2007 Feb 21]. Available from: <http://www.mdanderson.org/departments/CIMER/>.
2. Homepage with author(s)  
Hooper JF. Psychiatry & the Law: Forensic Psychiatric Resource Page [Internet]. Tuscaloosa (AL): University of Alabama, Department of Psychiatry and Neurology; 1999 Jan 1 [updated 2006 Jul 8; cited 2007 Feb 23]. Available from: <http://bama.ua.edu/~jhooper/>.

#### Examples of Citations to Entire Dissertations and Theses

1. Standard dissertation  
Jones DL. The role of physical activity on the need for revision total knee arthroplasty in individuals with osteoarthritis of the knee

[dissertation]. [Pittsburgh (PA)]: University of Pittsburgh; 2001. 436 p.

Liu-Ambrose TY. Studies of fall risk and bone morphology in older women with low bone mass [dissertation]. [Vancouver (BC)]: University of British Columbia; 2004. 290 p.

## 2. Standard master's thesis

Roguskie JM. The role of *Pseudomonas aeruginosa* 1244 pilin glycan in virulence [master's thesis]. [Pittsburgh (PA)]: Duquesne University; 2005. 111 p.

Weisbaum LD. Human sexuality of children and adolescents: a comprehensive training guide for social work professionals [master's thesis]. Long Beach (CA): California State University, Long Beach; 2005. 101 p.

### 13.10. Image integrity

Preparation of scientific images (clinical images, radiographic images, micrographs, gels, etc.) for publication must preserve the integrity of the image data. Digital adjustments of brightness, contrast, or color applied uniformly to an entire image are permissible as long as these adjustments do not selectively highlight, misrepresent, obscure, or eliminate specific elements in the original figure, including the background. Selective adjustments applied to individual elements in an image are not permissible. Individual elements may not be moved within an image field, deleted, or inserted from another image. Cropping may be used for efficient image display but must not misrepresent or alter interpretation of the image by selectively eliminating relevant visual information. Juxtaposition of elements from different parts of a single image or from different images, as in a composite, must be clearly indicated by the addition of dividing lines, borders, and/or panel labels.

When inappropriate image adjustments are detected, authors will be asked for an explanation and will be requested to submit the image as originally captured prior to any adjustment, cropping, or labeling. Authors may be asked to resubmit the image prepared in accordance with the above standards.

### 13.11. Preparation for Publication

Accepted manuscripts are copy-edited according to the journal's style, and the galley proofs in the form of a PDF file are e-mailed by the Publisher to the corresponding author for final approval. Requests to publish corrections should be sent to the Editorial Office. Authors are responsible for all statements made in their work, including changes made by the copy editor. It is printed on acid-free paper.

## 14. Funding Agency

Funding to the research should be appreciated here. It is recom-

mended to describing the FundRef ID, name of funding agency, country and the number of grants provided by funding agency if present. If funding agency does not have Fundref ID, please ask that agency to contact FundRef (e-mail: [fundref.registry@crossref.org](mailto:fundref.registry@crossref.org)).

Other detailed policy of FundRef description is available from Funder Registry of CrossRef (<https://www.crossref.org/services/funder-registry/>).

## 15. Erratum (Correction)

Journals should publish corrections (or errata) of errors or important omissions made by the authors or misunderstandings of their work, as well as corrections introduced by editors, manuscript editors, production staff, or printers. Journal editors have a duty to publish corrections in a timely manner.

Errata should be prepared in the same manner as the papers, with the following exceptions:

1. The title should be 'Correction: [Original title]'. In most cases, the authors listed will be the same as those listed on the original paper.
2. The original list and affiliation(s) of the author(s) should be included after the original title. (Do not include footnotes or an abstract.)
3. The erratum text should begin directly after the list of author(s) and affiliation(s).
4. An explanation of how the error arose, what needs to be changed (e.g., replacement figure or table, new text), and how these affect the conclusions of the earlier paper should be given. (Give a one- or two-sentence explanation of why an erratum is required.)
5. The addition of new data is not permitted.
6. Corrections to printed publications should be published on a numbered editorial page and listed in the journal's table of contents.
7. See errata published in recent volumes of the journal for examples of the format.
8. For correction of an original paper, the paper with correction will be provided as a Microsoft Word file via E-mail ([kpi-jpharmaco@naver.com](mailto:kpi-jpharmaco@naver.com)).

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## Article. 1. Objective

The following rules are for review and publication based on Article 5 Clause 4 and Article 26 from the Bylaws of the Korean Pharmacopuncture Institute.

## Article. 2. Reviewer Selection and Appointment

1. Reviewers are recommended by the Editorial Board and appointed by the Editor-in-Chief. Reviewers are limited to leading researchers in this field with a track record of published papers. The names of the reviewers are not disclosed.
2. No one can assume the roles of Editorial Board member and reviewer at the same time. However, exceptions can be made by the Editor-in-Chief.
3. The reviewer invited from the Editor-in-Chief or Editorial Board should submit the decision whether to review or decline to review the article within 3 days. If the reviewer accept the invitation, the reviewer should complete reviewing within 14 days.
4. When invited reviewers do not give a review of the assigned paper within 14 days after agreeing to do the review, they are no longer considered as reviewers and continued access to the concerned paper will not be allowed.

## Article. 3. Peer Review Process

1. Reviewers are assigned to a submitted paper for peerreview. Anything indicating identification of authors is removed from the papers assigned for review. The invited reviewers should give a review of the assigned paper within 15 days after agreeing to do review.
2. Reviewers classify the paper as accepted in present form, minor revision (accepted after modest revisions), major revision (reconsidered for acceptance after major changes), and rejected at this stage.
3. When the paper is evaluated as minor revision (accepted after modest revisions), the reviewers should specify where should be made corrections. Revised papers are put under a second review by the reviewers or the Editorial Board members to determine whether they are acceptable in revised form.
4. When a paper is evaluated as major revision (reconsidered for acceptance after major change), the reviewers should specify where should be made corrections. Revised papers are put under a second review by the reviewers or the Editorial Board members to determine whether they are acceptable in revised form.
5. When the paper is rejected at this stage, the reviewers should cite specific reasons as to how the decision was reached.
6. Review results will be sent to the authors once the required reviews are completed.

7. Reviewers should post review results on the website of the Journal of Pharmacopuncture. Emails from reviewers and authors are considered as digital signatures.

## Article. 4. Criteria for Review

As a peer-reviewed journal, review is a critical element in the editorial process at Journal of Pharmacopuncture. In approaching a review, you can refer to the followings as an objective criteria.

### 1. Research process, results and conclusion should be firmly structured.

#### 1) Research subject

- (1) High levels of understanding for research assignment
- (2) A certain framework set for carrying out research
- (3) A concise and clear statement of research objectives
- (4) A scope of research

#### 2) Data collection and methods

- (1) Appropriate date and information collection and organized use of trial outcomes
- (2) Academic approaches based on a certain theory
- (3) A detailed description of how extraordinary methods or apparatus are used in trials. A clear statement of the definitions of terms and trial data used in the paper
- (4) A clear statement of any factors in the course of the trials

#### 3) Date analysis and discussion

- (1) A right demonstration of creativity and logicity in research with a proper analysis of collected data by using good methods and discussion of the objective of the research
- (2) An objective analysis of collected data on a variety of angles

#### 4) References Citations for how the questions were addressed in other studies

#### 5) Conclusion

- (1) A review of how the research conclusion was reached based on collected data and analysis results
- (2) A concise and comprehensive summary taking into account the whole picture

### 2. The research process, results and conclusion should be firmly structured.

#### 1) Validity

- A use of organized and scientific methods and flawless procedures.
- A review of how the precise conclusion was gained from the research results.

## 2) Originality

- Originality is required for the development of academic research.

## 3) Objectivity

- Facts and evidence build a good paper.

## 4) Fairness

- The disregard of other theories because of prejudices and misguided stereotypes is discouraged. Even if they are different, they should be treated equally. All information or theories should be evaluated fairly.

## 5) Preciseness

- Data collection procedures and trials should be prepared and followed meticulously, with clear information (statistics, citations, names, titles of books and papers) being presented.

## 6) Ethics

- Research results should be stated as they are. Other arguments or theories belonging to the other parties should not be treated as your own.

## 7) Reproducibility

- If needed, anyone should be able to reproduce what was done in the trials and the papers. Evidence to support arguments, sources of information, research procedures and methods, approaches to research, evaluation standards, etc. should be clearly stated.

## 8) Terms

- Terms and sentences that are concise and simple are required in a paper. The research process, results and conclusions should be clearly stated based on the format standards.

### Article. 5. Review Fee

The fee for the review is not paid to the reviewers. However, exceptions can be made by the Editor-in-Chief.

### Article. 6. Review Ethics

The review process follows the ethics protocol of the Korean Pharmacopuncture Institute. These rules can be revised by adding corrections to the rules related to editing and review.

#### Additional Clause 1

These rules can be revised by adding corrections to the rules related to editing and review.

#### Additional Clause 2

These rules are immediately effective as of December 13, 2008.

#### Additional Clause 3

These rules are immediately effective as of March 31, 2020

## Article. 1. Research Ethics Rules for Authors

### Section.1.1. No Copying, Forging and Falsification

- (1) Authors should not falsely claim that they have conducted research when they have not. Other researchers' academic achievements can be used for reference, including the original sources. Presenting other researchers' research as your own constitutes plagiarism.
- (2) Faking research data, manipulating research procedures, changing and deleting arbitrarily are banned as there could affect the research outcomes.

### Section.1.2. Publication Contribution

- (1) Authors are recognized for their own research and assume responsibility for the contents of their papers.
- (2) Authors and papers should be listed based on their contributions to the research. Being in certain positions cannot be counted as co-authors, first authors, or corresponding authors. Not recognizing any contributions in any forms is not justified. When the levels of contributions are not big, gratitude comes in the form of a footnote or a preface.

### Section.1.3. Previous Publication or Duplicate Submission

The Editor assumes that all authors listed in a manuscript have agreed with the following policy of Journal of Pharmacopuncture and are responsible for the whole content on submission of manuscripts. Authors should not submit articles previously published or in press or under review. Submitting the same papers to other similar journals is not allowed. Using parts of previously published papers for publication requires consents from the publishers.

If a new author is added or an author is deleted after the submission, the corresponding author is responsible to ensure that the authors concerned are aware of and agree with the changes. Journal of Pharmacopuncture has no responsibility for such changes.

### Section.1.4. Citation and Reference

- (1) Use of academic data should be clearly stated, and its sources should be disclosed in the paper unless it is shared knowledge. Information obtained through personal discussion can be used with consent from the provider of the information.
- (2) When using other people's papers for reference or opinion, the details can be written in a footnote, indicating which part of the research is cited from other people's papers and showing the authors' own ideas, arguments and interpretations.

### Section.1.5. Authorship

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, and/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. Every author should meet all of these four conditions. After the initial submission of a manuscript, any changes whatsoever in authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors of the paper. Copyright assignment must also be completed by every author.

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### Section.1.6 Human Rights in Experiments

For research on humans, the study protocol must be reviewed and approved by the appropriate Institutional Review Board (IRB). The IRB approval number should be provided (e.g. Approval No. 2019013). In addition, informed consent must be obtained from all subjects at the time they are enrolled. Editorial Board and Reviewer is able to reject manuscripts for concerning of ethical or human welfare.

### Section.1.7 Animal Rights in Experiments

For animal experimentation, the procedures used and the care of animals should be approved by the Institutional Animal Care and Use Committee (IACUC) of one of the authors' institution(s), and the approval number should be provided (e.g. Approval No. 2019011). Additionally, pathogens involving research requiring a high degree of biosafety should pass the review of a relevant committee (e.g., an Institutional Biosafety Committee). Editorial Board and Reviewer is able to reject manuscripts for concerning of ethical or human welfare.

## Article.2. Research Ethics Rules for Editorial Board Members

### Section.2.1. Roles

The Editorial Board members assume the responsibility for deciding whether to publish submitted papers. They need to respect the authors' individualities.

### **Section.2.2. No Bias**

All submissions should be treated equally and evaluated fairly based on the quality of the manuscripts and by the rules. No special treatment is given for authors' gender, age, affiliation, or personal connection.

### **Section.2.3. Review**

The Editorial Board members should commission reviewers who are well knowledgeable in their areas with good judgment. Persons with personal ties to the authors should not be recommended as reviewers. Reviewers who are hostile towards authors should not be considered as reviewers. When review results are significantly different from reviewer to reviewer, the Editorial Board can seek advice from outside experts with deep knowledge of the field for a final decision.

### **Section.2.4. Confidentiality Disclosure**

Until the final decision of acceptance is made, no information about the authors or the manuscript can be released.

### **Section.2.5. Duty for Report**

If any complaints are made about the review of a manuscript to the Editorial Board, it should be reported to the Ethics Board immediately.

## **Article.3. Research Ethics Rules for Reviewers**

### **Section.3.1. Review Period and Decline of Review**

Reviewers are required to evaluate papers commissioned by the Editorial Board within a certain period of time set for review. They need to inform the Editorial Board of the review results. If the reviewer thinks he or she will not be able to serve as a reviewer for some reasons, he or she should notify the Editorial Board of his or her inability to do the review.

### **Section.3.2. No bias**

Reviewers are required to review manuscripts fairly and objectively. They also should not allow any personal beliefs or personal ties to disrupt the review process. Rejecting manuscripts because they are

against personal beliefs or interpretations without properly presenting sensible reasons is not acceptable. Reviewing without thoroughly reading the manuscripts is also not acceptable.

### **Section.3.3. Notification**

Reviewers should notify the Editorial Board when they find that papers they are reviewing have been published in other journals or are under review. Also, any problems concerning the papers should be addressed to the Editorial Board.

### **Section.3.4. Making Reviewers' Comments**

Reviewers should respect the authors' individualities. While expressing opinions on manuscripts in an evaluation form, the reviewers need to explain why the paper needs corrections. Reviewers' comments should be expressed positively. Belittling or insulting authors is not allowed.

### **Section.3.5. Confidentiality Disclosure**

Information on assigned papers should be kept confidential by reviewers. Showing the papers to or consulting with someone else is not desirable unless the reviewers are seeking advice for review. Citing any passages in whole or part from the manuscript before publication is not allowed.

## **Article.4. Standards of Ethics and Guidelines**

It is committed to adhering to the standards and guidelines set out by the COPE. The following are useful links for authors, reviewers and editors (COPE, COPE Flow Charts, International Standards for Editors and Authors).

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