Instructions for Authors

General rules for manuscripts

1. Contribution requirement and scope of content
The Journal of Breast Cancer (abbreviated as ‘J Breast Cancer’) is the official journal of the Korean Breast Cancer Society and published online only in English. The journal is issued bimonthly on the last days of February, April, June, August, October and December. All the contents of the Journal are available online at the official journal website (https://ejbc.kr) under Open Access policy. There are no specific limits to contribution requirements, but the scope of content should be in accord with the ‘Aims and Scope’ of the journal. The manuscript categories are listed as: editorial, original article, review article, special article, study protocol, case report, brief communication, commentary, and letter to editor.

2. Authorship
Those who made a substantial intellectual contribution to write the manuscript should be included as an author. The authorship requires substantial contributions to (a) the conception and design or analysis and interpretation of the data, (b) drafting of the article or critical revision for important intellectual content, (c) final approval of the version to be published, and (d) 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. The other contributions including providing funding or simple technical support should be appear the Acknowledgment section. The corresponding author must be submitted all authors' signatures in the Copyright Transfer Form. Any authorship changes after submission must be agreed by all of the authors and approved by the editorial board when they submit the revised manuscript.

3. Conflicts of interest
All authors are required to report potential conflicts of interest that could inappropriately influence the author's work. This includes any financial or other relationships with commercial entities whose products or services are related to the subject matter in the manuscript, or sociopolitical issues that can cause conflict.

4. Ethical consideration
1) Researchers must conduct the research with high ethical norms all the time. Any articles that are fabricated, falsified, or plagiarized cannot be published. Editorial board checks manuscripts to confirm the originality of text through CrossCheck (http://www.ithenticate.com). Dubious manuscripts will be assessed, the authors challenged and the manuscript may be rejected immediately.

2) For human investigations, the principles outlined in the Helsinki Declaration (available from http://www.wma.net) should be followed and the approved number by the Institutional Review Board should be specified upon the approval. Patient anonymity must be preserved and confidential information should not be published. If identifying information is essential, authors must provide a signed informed consent from the patient granting approval for the publication of identifying material, including photographs.

3) For experiments on animal subjects, the author should state that the use of animals (including mammals and birds only) was approved by the Institutional Animal Ethical Committee (AEC), or equivalent. It should be clearly stated in the manuscript that animal use has complied with the principles of animal use, or the relevant institutional policies. Copies of the protocol approved by institutional AEC, or equivalent, should be available for review by the editorial board if necessary.

4) Registration of the clinical trial research
Papers reporting clinical studies should contain a statement that they have been carried out with the approval of an appropriate ethical committee, which must be identified. The paper should include a statement that informed consent was obtained from patients, where this is appropriate.

Clinical trials should be registered with a primary national clinical trial registration site such as http://cris.nih.go.kr, or other sites accredited by the WHO or the International Committee of Medical Journal Editors (http://www.icmje.org), preferably prospectively, and the registration number, the registry name, and access details should be included in the paper.

5) Process to manage the research and publication misconduct
When scientific misconduct including data fabrication; deceptive manipulation of images; and plagiarism is alleged, or concerns are otherwise raised about the conduct or integrity of work described in submitted or published papers, the editorial board would initiate appropriate procedures detailed by such committees such as the Committee on Publication Ethics (COPE) (publicationethics.org/resources/flowcharts) and may notify readers of the outcome if appropriate, and if the investigation proves scientific misconduct, publish a retraction of the article.

6) For the policies on the research and publication ethics not stated in these instructions, Guidelines on Good Publication
Instructions for Authors

including responses to peer reviewers’ comments. Authors must give feedbacks to each comment separately. If the authors do not submit the revised manuscript within 3 months, editors would take that as the authors withdraw the submission. If a manuscript is accepted for publication, the author will receive an acceptance letter by e-mail. The order of publication would be decided by the Editor-in-Chief on the basis of the contents. Any errors discovered in the articles after publication should be notified to the Editorial Office and be inserted in Erratum.

10. Open access policy
Journal of Breast Cancer is followed Open Access policy. Therefore, the person using Journal of Breast Cancer Online may download, reproduce, disseminate, or display the content from this journal for non-commercial purposes.

Any use of the Open Access version of this Journal in whole or in part must include the customary bibliographic citation, including author and publisher attribution, date, article title, Journal of Breast Cancer, and the URL https://www.ejbc.kr/ and MUST include a copy of the copyright notice. If an original work is subsequently reproduced or disseminated not in its entirety but only in part or as a derivative work this must be clearly indicated.

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11. Article processing charges
Minimum article processing charges are due for every accepted manuscript.

Please refer to “Article processing charges” in the section of “For Contributors”.

12. Copyright
All published papers become the permanent property of the Korean Breast Cancer Society. Upon acceptance of the manuscript, the authors will be asked to sign a statement confirming that the manuscript contains no material the publication of which violates any copyright. This will ensure the widest possible protection and dissemination of information under copyright laws.

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).

5. Data sharing
‘Journal of Breast Cancer’ accepts the ICMJE Recommendations for data sharing statement policy (http://icmje.org/icmje-recommendations.pdf). All manuscripts reporting clinical trial results should submit a data sharing statement following the ICMJE guidelines from 1 October 2018.

6. Gender issues
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.

7. Manuscript submission
Manuscripts should be submitted via our online manuscript submission system (https://www.editorialmanager.com/jbreastcancer/Default.aspx) and signed authorship forms printed from the online system should be sent by mail or fax written below.

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Tel: +82-31-215-6061, Fax: +82-31-219-5755
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If there is any inquiry concerning manuscript submission, contact to above address.

8. Peer review process
After a manuscript is submitted, the Editor-in-Chief or associated editor sends the manuscript to three peer reviewers in the corresponding field. The assigned reviewers can accept or reject the review request. Once the reviewers accept the request, they should submit their decision and comments on the manuscript within 2 weeks. A decision is made as “acceptance”, “minor revision”, “major revision” or “rejection”. On the basis of the comments of the reviewers, the Editor-in-Chief or the assigned member of editorial board primarily determines whether the article is acceptable or not.

9. Revised manuscript submission and publication
Revised manuscripts must be submitted with a cover letter

https://ejbc.kr
Detailed rules for manuscripts

1. Terms and submission requirements

1) Manuscripts should be in MS Word documents double spaced, in A4 sized paper, and font size 10. Pages should be numbered, and the text should be typed with margins of 3 cm on all sides.

2) In the manuscript, names of the author and the institution should be masked (e.g. OOO or XXX). These names should only appear in the final draft.

3) Use abbreviations sparingly. However, if they are necessary, full terms should be used first with abbreviations put in brackets.

4) Arabic numbers are used. Weights and measures should be in Systeme International (SI) units.

5) The “p” for statistical significance should be italicized and in lower case letters.

6) Provide the manufacturer’s name, city, and country in parentheses followed by drugs, chemicals, or instruments.

2. Form of manuscripts

The original article in MS Word should contain an abstract, key words, main text, acknowledgements, and references. Title pages or notes related to the text should not be included in the submitted file before the approval for publication. Tables should be submitted separately using MS Words and pictures or figures should be submitted in MS PowerPoint.

1) Title page

1) The title page should include the kind of manuscript (original article, case report, etc.), the title of the article, all authors with their ORCID ID number, institutions including the name of the city and country.

2) The title should be limited to 20 words and there should be no abbreviations in the title.

3) Do not include academic degree and position held after the authors’ names, and the first letter of each name should be written in capital letters.

Ex) Kil Dong Hong, Kil-Dong Lee, Kildong Park
   Department of Surgery, Breast Medical Center, Seoul, Korea

4) The description of the corresponding author should include name, institution, mailing address, telephone and fax numbers, and e-mail address.

5) A running title of no more than 10 words should be included, and if there has been any financial support or conference presentation, such information should be included.

6) All sources of funding applicable to the study should be stated in the title page page with grant number.

2) Abstract

It should not exceed 300 words and should contain the following components in the order listed without changing lines: purpose, methods, results and conclusion. This is only for the original articles.

3) Key words

MeSH (Medical Subject Headings) authorized words should only be used, and 5 words or less are listed in alphabetical order.

Ex) Keywords: Breast; Carcinoma; Medullary

4) Main text

1) Introduction: Background and purpose should be stated clearly.

2) Methods: Method of the research should have sufficient scientific basis, and recreation should be possible based on this information.

3) Results: Describe objectively suiting the purpose of the study. If tables are used, the text should not repeat the contents but describe the important contributions and issues.

4) Discussion: Describe only the subjects pertinent to the purpose or the hypothesis of the present study and emphasize any new or important observations. Compare to other authors’ study results, argue and describe the justification and accuracy. Unrelated textbook-based content should not be included. In the concluding paragraph, summarize the results and their significances corresponding to the purpose of the study.

5) Conflicts of interest

This includes any financial or other relationships with commercial entities whose products or services are related to the subject matter in the manuscript, or sociopolitical issues that can cause conflict.

6) Acknowledgement

If necessary, please acknowledge anyone who contributed to the study.

7) References

1) Citing in the main text

• References should be listed in the order they are cited in the text, and numbers should be in square brackets. Numbers are put after the last name of the author; if the author does not have a last name, number are put before a period or a comma.

Ex) Kim[1] is ~; ~ on it[2,3]; ~ is made[1,2-5].

• If there are two authors, all authors’ last names are included. If there are three or more authors, "et al." is attached after the first author’s last name.

Ex) Nogueras and Williams[3] is ~; Goldberg et al.[4] is ~

2) References should be limited to thirty in number, in the order in which they are cited in the text.
(3) When listing the author's name, the last name should be written first, and the first name in capital initials should follow. If there are 6 or fewer authors, all of them should be included and if there are 7 or more authors, “et al.” should be attached after the sixth author. 


(4) The abbreviation of the journal should follow the Index Medicus.

(5) Sample references are given below.


<Recitation from other article>


If it is waiting for publication, “in press” is written after the name of the article.


8) Tables and figures

(1) Number all tables and figures in the order of their citation in the text. If a table or figure is cited in the text, it should be inscribed before the punctuation mark. Ex) is shown (Table 1), is good (Figure 1).

(2) The title of the table should be put in a phrase or a clause on the top of the table, and only the first letter should be in capitals with no any punctuation marks at the end.

(3) Figure titles should be put in a phrase, and the description should be in full sentences.

(4) Tables are only used when necessary, and should be easy to interpret without reading the text. Regarding table configuration, Do not include borders (horizontal and vertical rows) inside the table.

(5) Any abbreviations used for tables and figures should be defined below the table/figure. If symbols are used, they should be utilized in this order: *, †, ‡, §, ¶, ‡ ‡, ‡ ‡ ‡, §§, ¶¶, ‡ ‡ ‡ ‡.

Ex) RT=radiotherapy; NS=not significant.

\*\*\* p = 0.001; \* R = 0.415.

(6) Resolution for color, gray, and black & white figures should each be 300, 900, and 1,200 dpi respectively, and size should be in 3.4 inches (7.5×10.0 cm) or in 5.7 inches (12.5×17.5 cm), saved in JPG or TIF format. These figures should be submitted in a compressed file after being loaded into MS PowerPoint. Original JPG or TIF files are submitted to the publisher after being approved.

(7) Related photographs or illustrations should be combined to one figure, each denoted by letters, A, B, and C, followed by Arabic numbers.

Ex) Figure 1A~, Figure 1B~

(8) Staining method and magnifying power should be stated when using optical microscope figures, and reduced scale should be stated when using electron microscope figures.

Ex) H&E stain, ×100

(9) Original drawings/photographs should be used for line drawing figures, and drawings/photographs from other sources should have approval from the original author

Other forms of publication

1. Review article

Clinical analysis of a topic chosen by the publisher should be in the following order: title page, abstract and keywords, introduction, body text, conclusion, conflicts of interest, acknowledgments, references, tables, and figure legends. There should be an unstructured abstract equal to or less than 300 words. There is no specific requirement for subsections of the body text of the paper. There is no limit to the number of references.
2. Special article

Special Articles include those manuscripts for which content and style do not fall under the category of Original Articles or Review Articles; these may include, but are not limited to, guidelines, summaries of consensus meetings, and annual report of Korean Breast Cancer Society, and other scholarly communications which are invited by the editorial board. They are organized as follows: title page, abstract and keywords, introduction, body text, conclusion, conflicts of interest, acknowledgments, references, tables, and figure legends. There should be an unstructured abstract equal to or less than 300 words. There is no specific requirement for subsections of the body text of the paper. There is no limit to the number of references.

3. Study protocol

Study protocol articles include those manuscripts for proposed or ongoing prospective clinical research involving human participants, human data or human tissue, and should provide a detailed account of the hypothesis, rationale and methodology of the study. Study protocols are generally not considered if the authors have other articles relating to the protocol published or under consideration. Study protocols for pilot or feasibility studies are not usually considered.

They are organized as follows: title page, abstract and keywords, introduction, methods, discussion, funding, conflicts of interest, acknowledgments, references, tables, and figure legends. Protocols of randomized trials should follow the SPIRIT guidelines, including the SPIRIT flow diagram in the main body of the text, with the populated checklist provided as an additional file. There should be an abstract, including purpose, methods, discussion, trial registration number and date of registration, equal to or less than 300 words. In methods, the type of statistical analysis used, including a power calculation, should be described. In addition, there should include a statement on ethics approval and consent and the name of the ethics committee that approved the study and the committee’s reference number. All sources of funding for the research reported should be declared. References should be limited to thirty in number, in the order in which they are cited in the text.

4. Case report

Unique case (never reported or previously reported but carries unique characteristic of a country, presents different symptoms, uses new diagnosis or management modality) reports should include a title page, abstract and keywords, introduction, case report, discussion, conflicts of interest, acknowledgments, references, and figure legends. There should be an unstructured abstract equal to or less than 150 words and there should be no more than 15 references.

5. Brief communication

In cases of reporting new findings or techniques, describe it briefly (A4 sized paper, 5-6 pages) in an essay form with abstract. There should be an unstructured abstract equal to or less than 150 words. Tables and figures are limited in two of them respectively.

6. Editorial

Editorial provides authoritative opinion on topics of current interest or trends described in essay form without abstract. Editorials should be no more than five to six pages in length including references, tables, and figures.

7. Commentary

Comment briefly (A4 sized paper, 2-4 pages) subjects that need further explanation or discussion about articles published on the journal.

8. Letter to editor

Describe briefly (A4 sized paper, 2-4 pages) a proposal or question for the journal.