Guidelines for Authors

*Nutrition Research and Practice*

(Enacted in January 2007, most recently revised in March 2020)

*Nutrition Research and Practice (NRP)* is an official journal, jointly published by the Korean Society of Community Nutrition and the Korean Nutrition Society. This journal is published bimonthly, at the following times every year (February 1, April 1, June 1, August 1, October 1, and December 1). Starting with the February issue 2020, the Journal will be published only online. All contents of the NRP are freely available on the web. The Guidelines for Authors is also available on the NRP website at http://e-nrp.org.

The NRP aims to stimulate research and practice across diverse areas of human nutrition. The Journal publishes original manuscripts on nutrition biochemistry and metabolism, nutrition and disease management, community nutrition, nutritional epidemiology, nutrition education, and foodservice management which benefits public, such as healthy eating, eco-friendly management and sustainability.

**Manuscript Submission and Peer Review**

Submission of manuscripts is open to nonmembers as well as members of the Korean Society of Community Nutrition and the Korean Nutrition Society. All manuscripts must be submitted at the NRP e-submission website, http://www.nrpesubmit.org.

Manuscripts must be submitted solely to the Journal. A manuscript is considered for publication with the understanding that it has not been published in its entirety or any portion thereof (including tables and figures) previously in print or electronic form and is not under consideration by another publication or electronic medium. This statement should be included in the cover letter.

The original manuscripts consist of the following categories: Original Research, Research Notes, Communications, and Reviews. Reviews will be received by the invitation from the editors only. Statements made and opinions expressed in the manuscripts published in this Journal represent the views of authors and do not necessarily reflect the opinion of the Societies. Only manuscripts submitted through the web site will be considered for review. Submission of an article for publication implies that all named authors have agreed on its submission. The manuscript checklist, and copyright transfer form file should be uploaded at the NRP e-submission website. The copyright transfer form should include the names and signatures of all authors. The checklist and copyright transfer form are available for download under the left side of the screen from e-submission website (http://www.nrpesubmit.org).

All submitted manuscripts will be treated as confidential and undergo double-blind peer review by the members of the editorial board or their designees before acceptance for publication. The corresponding author will be notified as soon as possible of the editor’s decision to accept, reject, or request for the revision of the manuscripts after the review process. When the final manuscript is completely acceptable according to the NRP format and criteria, it is scheduled for publication in the next available issue.

**Authorship**

The NRP adheres to the definition of authorships described by the International Committee of Medical Journal Editors (ICMJE). All authors should meet the following criteria: (a) substantial contribution to conception and design, data acquisition, analysis and/or interpretation, (b) significant participation in drafting the article or revising it critically for important intellectual content, (c) final approval of the version to be published, (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.

**Ethical Issues**

The Editorial Board of the Society will review any ethical issues arising from the manuscript and provide recommendations to the authors. If anyone does not agree or accept the decision by the Society in the process of ethical issues, those may be referred to the Korean Association of Medical Journal Editors (http://kamje.or.kr) or the appropriate committee of the corresponding institutes.

**Policy on Redundant Publication:** Submitted manuscripts should not contain any previously published materials and should not be under consideration for publication elsewhere. The Council of Science Editors defines redundant publication as reporting substantially the same work more than once, without attribution of the original source(s). A manuscript that is potentially redundant includes the following characteristics: (1) at least one of the authors has contributed to both or all reports (if there are no common authors, plagiarism is more likely than redundant publication); (2) the subject or study populations are often the same or similar; (3) the methodology is typically identical or nearly so; and (4) the results and their interpretation generally vary little, if at all. Guidelines for multiple publications are based on instructions described in the Uniform Requirements for Manuscript Submitted to NRP Journals. If authors believe their manuscript may be redundant, they should ask the editor about this in a
cover letter accompanying their submission and should clearly state the reuse/overlap of study materials in Materials and Methods of the manuscript. In the letter, the manuscript authors should explain how their report overlaps with already published material, or how it differs. To help the editor determine the possibility of redundant publication, a copy of such material previously published or being considered for publication elsewhere should also be submitted. Redundant or duplicate publication of a paper may be considered acceptable under specific circumstances according to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (http://www.icmje.org/icmje.pdf).

For the policies on the research and publication ethics not stated in these guidelines, “Good Publication Practice Guidelines for Medical Journals (http://kamje.or.kr/publishing_ethics.html)” or Committee on Publication Ethics (COPE, http://publicationethics.org) can be applied.

Conflict-of-Interest: Public trust in the peer review process and the credibility of published articles depend in part on how well conflict of interest is handled during writing, peer review, and editorial decision making. Conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence his or her actions (such relationships are also known as dual commitments, competing interests, or competing loyalties). These relationships vary from those with negligible potential to those with great potential to influence judgment, and not all relationships represent true conflict of interest. The potential for conflict of interest can exist whether or not an individual believes that the relationship affects his or her scientific judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and science itself. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion.

- International Committee of Medical Journal Editors (“Uniform Requirements for Manuscripts Submitted to Biomedical Journals”) -February 2006

Informed Consent: Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. Authors should identify individuals who provide writing assistance and disclose the funding source for this assistance. Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note.

The requirement for informed consent should be included in the journal's instructions for authors. When informed consent has been obtained, it should be indicated in the published article.

- International Committee of Medical Journal Editors (“Uniform Requirements for Manuscripts Submitted to Biomedical Journals”) -February 2006

Human and Animal Rights: When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

- International Committee of Medical Journal Editors (“Uniform Requirements for Manuscripts Submitted to Biomedical Journals”) -February 2006

Manuscript Preparation

General: The manuscript must adhere to the following guidelines. If not, authors will be notified to make the necessary corrections and resubmit the manuscript file before it undergoes the review process.

- Manuscripts are to be clearly typewritten in English and prepared using MS Word.
- Manuscripts are to be double-spaced with margins of 3 cm at the top, bottom, and sides.
- The designated font style is Times New Roman, size 12 point.
- Manuscripts are to have line numbers in the left margin.
- Manuscripts are to have page numbers at the bottom right-hand corner beginning with the abstract page.

Cover letter: A letter of submission from the corresponding author is a required field in the submission site. The cover letter
should include a statement that a manuscript has not been published in its entirety or any portion thereof (including tables and figures) previously in print or electronic form and is not under consideration by another publication or electronic medium. It may also include information about the list of where and when the study has been presented in part elsewhere, if applicable and disclaimers, if any.

**Title Page:** Authors’ names or initials should not appear anywhere else within the manuscript or other documents. The title page should be submitted in a separate file from the manuscript file. A title page should contain the following information: (1) the title of the manuscript, (2) author list, (3) running head, (4) acknowledgments, (5) funding source, (6) conflict of interest, and (7) open researcher and contributor ID (ORCID) of all author(s), (8) author contributions.

- **Title of the manuscript** should be specific, concise, and informative.
- **Author list:** Full names of authors and institutional affiliations (organization, province, postal code, country, and e-mail address) at the time the work should be provided. For the corresponding author, the full postal address, e-mail address, telephone number, and fax numbers should be included. When two or more authors are involved, the mark, ‘§’, should be indicated in the item of ‘corresponding author(s)’ for the contact information. Numbers and symbols should be in superscript. Do not include titles (Dr., PhD, Professor, etc.).
- **Running head:** A short running head containing not more than 50 characters including spaces is required.
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- **Funding source,** if any, need to be included with funding number. Funding institution name should be unified to the name registered with CrossRef (http://search.crossref.org/funding).
  
  (e.g.) This research was supported by grants from [Organization Name (funding number : xxx)].
- **Conflict of Interest:** Authors must reveal any possible conflict of interest in their submitted manuscripts. If there is no conflict of interest, authors should state that “The author(s) declare(s) no potential conflicts of interests”.
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- **Author contributions:** The role(s) of all authors should be listed using the term by Contributor Roles Taxonomy (CRediT). Please enter initials of authors using CRediT terms. Authors may have contributed in multiple roles and items not applicable can be deleted and items if necessary can be added.
  
  Sample format of author contribution is following:

  Conceptualization: name(s); Methodology: name(s); Formal analysis: name(s); Investigation: name(s); Writing - original draft: name(s); Writing - review & editing: name(s); Funding Acquisition: name(s); Supervision: name(s)

  (Terms and definition of CRediT can be found: https://onlinelibrary.wiley.com/doi/full/10.1002/leap.1210)

**Arrangement of manuscript:** The manuscript must be arranged as follows: abstract, main text, references, and tables and figures.

**Abstract Page:** Original articles must be prepared with a structured abstract designed to summarize the essential features of the paper in a logical and concise sequence under the following mandatory. Abstracts are limited to 300 words and must appear after the title page.

- **The title of manuscript** should be listed at the top of the abstract page.
- **Structured abstracts:** Abstracts should be structured according to the following headings: Background/Objectives, Subjects (or Materials)/Methods, Results, and Conclusion.
- **Keywords:** It is recommended three to five keywords with one or two words except for technical terms. The terminology should be listed, in principle, in MeSH (www.nlm.nih.gov/mesh/MBrowser.html). The first letter of the keyword should be capitalized and the remaining letters lowercased. The delimiter is written with a semicolon (;).

**Main Text:** Generally, the main text will include: Introduction, Subjects (or Materials) and Methods, Results, and Discussion. As for abbreviations and acronyms, the entire phrase should be indicated, when used first, and the abbreviation/acronym should be stated between parentheses. However, abbreviations should not be used in the title.

- **Introduction:** Provide a brief review of the key literature, and define the research topic addressed and why it is important. Discuss any relevant controversies in the field and state the overall aim of the work.
- **Subjects (or Materials) and Methods:** It should be sufficiently detailed to allow readers to repeat the study without having to refer to supplementary material. Please describe Institutional Review Board (IRB) approval statement with IRB number or IACUC approval for the research here, if applicable. As for devices and equipments, such items as model name, manufacturer, city, state, and country of origin should be stated between parentheses. Superscripts for brand name such as TM and ™
should only be stated where necessary. According to the recommendation of International Committee of Medical Journal Editors (ICMJE), 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: Authors may use subheadings in the results section. Results should present detailed description of the findings in the text and/or tables and figures.

• Discussion: Authors should discuss the research findings in comparison with other published data of a similar nature using current literature along with the implications of their results for further research or possible application.

References: If you use EndNote, a software program for managing references/bibliographies, NRP journal style is available from: https://www.kcse.org/resources/endNote.php. Otherwise, please follow the format of the sample references and citations as shown in this Guide. References should be numbered serially in order of appearance in the text, with numbers in brackets ([ ]). If referring to more than two sequential references, list all numbers. References in “References” should be listed on a separate sheet at the end of the paper in the order of citation. List all authors’ names regardless of the number of authors. Journal names should be abbreviated according to the journal list of United States National Library of Medicine (NLM) available from: http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals and the List of KoreaMed Journals available from: http://www.koreamed.org/JournalBrowser.php. References should be arranged and punctuated according to the examples below. For citations from other sources, refer to “The NLM Style Guide for Authors, Editors, and Publishers”. 2nd Edition, 2007. Available from: http://www.nlm.nih.gov/citingmedicine.

1) Example for journal article:

2) Example for book:

3) Example for chapter in a book:

4) Example for dissertation

5) Example for internet source:

6) Example for abstract or supplement:

7) Example for proceeding:

Tables and Figures: Each table and figure should be prepared on a separate page and be placed according to the order cited in the text. Indicate the place of tables and figures in the text. The total number of tables and figures is limited to 10. A brief descriptive title is to be placed above the table and below the figure. Place legends, footnotes, and other text below the table. Table footnotes should be indicated with superscript symbols in sequence: *, †, ‡, §, ¶, ‡‡, ‡‡‡. Horizontal or vertical lines are not used within a table. Unless it is necessary, only three lines (above, under, and at the bottom of the top horizontal item name). Please note that NRP does not allow table pieces, such as Table 1a and 1b. If electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) and other applications, please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. NRP concerns about the quality of tables and figures tables, therefore authors should provide the table of editable text data or original figure if necessary. The figure is available for Color or grayscale photographs (halftones) and keeping to a minimum of 300 dpi. Please do not submit files of a low number of pixels
and too low in resolution in a letter size of 215.9 by 279.4 mm (8.5 by 11 inches). Abbreviations/acronyms, symbols, arrows, and numbers, if used, should be accompanied with sufficient information to make the table or figure self-explanatory as well.

Units and Abbreviations: Quantities are presented by Arabic numerals except at the beginning of the sentence, when the number must be written out in full, e.g., “Twenty-two meals were prepared”. Units of measurement must conform to the International System of Unit (SI). Use these abbreviations throughout the paper: centimeter cm; liter L; deciliter dL; milliliter mL; milligram mg; kilogram kg; kilocalorie kcal; weight wt; second s; hours h; month mon; years yrs; mean m; standard deviation SD; standard error SE; number n. When abbreviations or acronyms are mentioned for the first time in the text and abstract, the complete form should be written first, putting abbreviations or acronyms in parentheses. Very common abbreviations such as RDA, UNICEF, need not be defined. Define abbreviations upon first appearance in the text and the footnotes of the tables and figures. All abbreviations are explained in the table, footnote and figure legend. Spacing apply to all units, except for percentage (%), Celsius degree (°C).

(e.g.) 10°C, 20%, 10 mL, 20 μL

Use italic font: Use italic font for Latin words, such as “in vivo, in vitro, post hoc, et al., ad libitum, etc.” Italicize the words: scientific names of bio-organisms (Escherichia coli, E. coli), name of genes (COX2), and name of journals (Nutrition Research and Practice).”

Description of P value: P is always italicized and capitalized. In case that P values are statistically significant, the corresponding data should be marked with superscripted asterisks (*P < 0.05, **P < 0.01, ***P < 0.001).

Gene Nomenclature: At NPR, we follow the nomenclature set by the HUGO Gene Nomenclature Committee (HGNC, https://www.genenames.org/about/guidelines) for human genes, and the nomenclature set by Mouse Genome Informatics (MGI, http://www.informatics.jax.org/) for mouse genes.

Short Communication: A short communication is a short report of original research that is of exceptional interest or importance in the field of nutritional research and practices, and does not include any preliminary results. A regular review process will be conducted for publication as a short communication in the NRP.

   The manuscript for short communication should contain:
   - an abstract of no more than 300 words
   - no more than 2,500 words (excluding abstract and references)
   - no more than five illustrations (figures and/or tables)
   - no more than 30 references
   - separate sections (Introduction, Materials/Subjects and Methods, Results, Discussion)

Review Articles: Review articles will only be accepted if invited by the Editor-in-Chief; therefore, authors who are considering to submit a review article are strongly advised to submit an outline of the proposed review via e-mail to the Editor-in-Chief prior to writing. If the article is approved, it will then undergo the regular review process for publication. Review articles follow the general manuscript preparation of original manuscripts but should contain less than 100 references. Additionally, abstract and main text are not necessary to be structured.

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The corresponding author should pay a publication fee via wire transfer (Bank : Nonghyup, Account: The Korean Society of Community Nutrition 453130-55-004264) before online publication. The page charges will be waived for invited authors.
Proofs

Unless indicated otherwise, proofs are sent to the corresponding author and should be returned within 48 hours of receipt. Failure to observe this deadline may result in delayed publication. Corrections are limited to printer’s errors - no substantial author’s changes will be allowed. The modifications made by the editors for style, grammar and readability may not be changed by the author(s) unless scientific meaning has been compromised.

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