

# KOOS – Instructions for authors

For guidelines on KOOS journals policy and submission

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Enacted in May 1996, most recently revised in January 2019

## 1. Types of articles

- Articles should be original works, case reports, reviews or invited papers related to optometry, contact lens studies, visual optics, ocular examinations or ophthalmology. If not related, the editorial board will determine whether it can be published or not.
- Articles must be neither published nor under a review process in other journals.
- Authors are responsible for the contents of their article, and must not submit their works to other journals until the article is accepted by the editorial board.
- Once the article is accepted, its copyrights belong to the Korean Ophthalmic Optics Society (KOOS) and it cannot be published in another journal without permission of the KOOS.

## 2. Submission and publication

- Except for articles requested by the editorial board, the first author and the communication authors of the article submitted to the KOOS must be members of the KOOS.
- For the submission, you must submit the manuscript and the completed designated submission forms (research ethics pledge, copyright transfer consent form, authors checklist form) as attached files to the Journal of Korean Ophthalmic Optics Society paper submission webpage (<https://koos.jams.or.kr>).
- The submitted article will be reviewed by more than three reviewers and be permitted to publish by the editorial board eventually. The reviewers who are expert in the domain of the submitted article are elected by the editorial board.
- The article is orderly published by the field of study (optometry, contact lens studies, visual optics, ocular examinations or ophthalmology) and submission date.
- The journal of KOOS is published quarterly (March 31, June 30, September 30, and December 31).
- If the edited article requested by the editorial board is not re-submitted within the 12-month period after the initial notification, it will be considered to have no intention of publication and a publication fee will not be refunded.
- The submitted article is not returned to the authors regardless of selection of the article for publication.
- Publication details and selected forms are available on the homepage of KOOS ([www.koos.or.kr](http://www.koos.or.kr)).

### 3. Editorial guidelines

- Articles should be written in Korean or English on A4 paper (210 mm X 297 mm) using HWP 2007 or more recent versions, with only one column.
- Figures (photographs) and tables should be large enough to be reviewed, and be placed at the end of the article. Details and explanation for each of them have to be written in English, starting with 'Fig.' and 'Table' respectively.
- The contents of the article must follow the subsequent format:
  - ① Cover page: Title, Name of authors, Affiliations, Abstract, Key words, and Corresponding author (Name in English, Contact, e-mail).
  - ② Main article: Introduction, Subjects and methods, Results and discussion, Conclusion, Acknowledgement, References, Figures and Tables with legends or captions, and Additional abstract (English/Korean).
  - ③ Additional abstract at the end of the article should be written in English for the Korean article, and vice versa. However, it can be omitted only for the foreign authors.
  - ④ The abstract should be consistent with the additional abstract, including purpose, methods, results and conclusions.
  - ⑤ Author names must be listed in the following sequence; 1<sup>st</sup> author, authors according to the academic contribution to the main contents of the article, and the corresponding author. The contact information of the corresponding author should be included on the cover page.

A. The author should also indicate his or her affiliation and position in accordance with the "Guidelines for Securing Research Ethics (Ministry of Education, Revised 18.7.17)". If the author is a minor with no current affiliation, describe the last affiliation, title, and school year.

B. Indication by affiliation and position

Target		Item to indicate	
University affiliation	Professor affiliated with a university (full time/non full time/adjunct)	교수	Professor
	Lecturer affiliated with a university (part-time)	강사	Lecturer
	Student affiliated with a university	학생	Student
	Post-doc affiliated with a university	박사후 연구원	Post-doc
Elementary, middle school affiliation	Student affiliated with an elementary, middle school, high school	학생	Student
	Teachers affiliated with an elementary, middle school, high school	교사	Teacher
Other	Optometrist	안경사	Optometrist
	No affiliation/position	성명	-

C. The notation for the author should be in the order of department name (optical store), university (school), position, location, postal code, country.

(Example)

Gil-Dong Hong<sup>1</sup>, Min-Guk Park<sup>2</sup>, Dae-han Kim<sup>3</sup>, An-Kyoung Lee<sup>4</sup>, and Sun-Shin

Lee<sup>5\*</sup>

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⑥ Less than 5 words or short phrases relevant to the article should be presented.

⑦ All figures and tables must have a title and a number identifying them, which will be referenced in the main text. They should be included at the end of the article.

⑧ All units should be followed by the international system of units (SI).

⑨ Other correspondences can be sent by an e-mail to the Manuscript Editor, Dr. Se-Hoon Jung, The Faculty of Beauty Health, Major of Ophthalmic Optics, Shinhan University, Uijeongbu 480-701, Korea (tel: +82-31-870-3435, e-mail: hun1433@hanmail.net).

#### 4. References

- References regarding as officially reviewed data must be written in English. Any references which are not cited in the main text cannot be listed.
- When citing statistical data in the table, references should be included at the bottom of the table.
- In-text citations should be presented just after a full stop(.) or a period (.), with parentheses and reference number in the text such as <sup>[3]</sup>, <sup>[1,3]</sup>, <sup>[1-3]</sup>. The reference list is ordered in the order of their appearance in the text, with parentheses and Arabic numbers such as [1], [2], etc.
- Reference list must list all authors when there are up to six; first three followed by "et al." in the case of more than six authors. For the in-text citations, a work by two authors ought to use both authors' last name. A work by more than three authors needs to use the first author's last name followed by "et al."
- Examples of references
  - ① Periodical academic journals: author 1, author 2. Title. journal title. year; volume number (issue number):start page-end page.  
[1] Jung DI, Lim SK, Kim SR, Park M. The Comparison of Lens Movement by the Fitting States of Soft Contact Lenses in Normal and Dry Eyes. J Korean Oph Opt Soc. 2011;16(1):21-30.  
[2] Sheedy JE, Saladin JJ. Association of symptoms with measures of oculomotor deficiencies. Am J Optom Physiol Opt. 1978;55(10):670-676.  
[3] Pickwell D, Jenkins T, Yetka AA. The effect on fixation disparity and associated heterophoria of reading at an abnormally close distance. Ophthalmic Physiol Opt 1987;7(1):43-47.
  - ② Books: authors, book title, edition. city: publisher, year; start page-end page.

(City can be omitted in case)

[4] Kim JM, Kim SM, Kim CS. Ocular Anatomy, 1st Ed. Seoul: Hyunmoonsa, 2000;45-48.

[5] Theodore G. Primary care optometry, 3rd Ed. London: Butterworth-Heinemann, 2000;15-20.

③ Patent: inventor (or applier). patent title. country. patent number, year.

[6] Winthrop JT. Progressive Addition Spectacle Lens. U.S. Patent 4861153, 1989.

④ Thesis: author. title. degree. institution, city. Year; start page-end page.

[7] Park HJ. Effect of Spectacles Correction on the Improvement of Visual Acuity in Refractive Amblyopia. PhD Thesis. Chonnam National University, Gwangju. 2005;15-22.

⑤ Online electronic source: author or organization. title, year. URL, accessed date.

[8] MOST(Ministry of Science and Technology, Korea). Science and Technology Policy: International Science and Technology Cooperation, 2002. [http://www.most.go.kr/index\\_e.html](http://www.most.go.kr/index_e.html)(15 December 2002).

⑥ Additional resources for citation need to follow the basis of common sense and convention.

## 5. Mandatory submission and publication fee

- There is a one-time mandatory submission fee of ₩60,000 for each article submitted to the KOOS, which should be paid to the bank account of KOOS before the submitted article is reviewed.
- Once the article is accepted by the editorial board, the corresponding author has to pay the publication fee and additional charges for extra pages, design, editing, and so on. However, the requested articles are free of charge.
- Publication fee for up to 5 pages is ₩100,000, and the additional fee for the extra pages can be charged; ₩20,000 per extra page.
- 30 extra issues are basically given to the corresponding author. If extra issues are wanted, an additional fee will be charged.

## 6. Copyright

- The corresponding author must submit "Copyright transfer agreement" to the editorial board of the KOOS. The copyright of the submitted an author agreement form transferring copyright to the KOOS after the final draft is submitted.
- After the copyright is transferred to the KOOS, whole contents of the article cannot be used in another publication, but the use of its some parts is acceptable. In this case, the corresponding author must apply for an author agreement form using copyright to the KOOS and show the proof of publication through the KOOS (journal title, volume number (issue number), year, etc).

## 7. Research Ethics

- For the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors (<http://publicationethics.org/international-standards-editors-and-authors>) can be applied.

- In any case of research misconduct discovered, the matter will be dealt with in accordance with KOOS's code of research ethics.
  - Prohibited to submit manuscripts(3 years)
  - Removed from the list of the manuscripts in journals and announced to the website of KOOS
  - Reporting the relevant details to the Korea Research Foundation

## **8. Technical and editorial policy on gender differences**

- Biological sex or socio-cultural gender, as factors that can affect the outcome in cell experiments, animal experiments or clinical studies (all studies on humans), must be described after recognizing the following items.

### ① Cell or animal experiment study

- Describe the source, authentication, and biological characteristics of cell or animal sources
- Conduct research after including cultivation in the target cell or animal in the same way and describe the results due to the difference in sex
- If the study is conducted with only one sex, provide reasonable evidence

### ② Clinical study

- In sex technology, distinguish sex and gender and describe correctly
- Include males and females as the research subjects to conduct the study and implement a comparative analysis and present the study
- If the study is conducted with only one sex as the subject, provide scholarly reasonable evidence

## **9. Miscellaneous**

- Any items not reported in this guideline are determined by the editorial board of the KOOS on the basis of common sense and convention.

## COVER LETTER FOR SUBMISSION OF MANUSCRIPT IN THE JOURNAL OF KOOS

1. Manuscript title:

2. 1<sup>st</sup> author (Affiliation): Hong, Gildong (Hankook University)

\*List the name of author first in author lists

3. Co-author (Affiliation): Kang, Gamchan (Kook University), Lee, Sunshin (Hankook University)

\*List the name of authors followed by contribution in the research

4. Corresponding author details

\* A mobile number must be provided to the editorial board and publisher for manuscript proofreading

Name	Lee, Sejong (Hankook University)		
Postal code		Position	Professor
Office address			
Office phone number			
Mobile number*			
Office fax number			
E-mail			

5. Research area (Please tick the appropriate box)

\*Tick the appropriate box according to the field and suitability of the manuscript. (※ Any manuscripts unrelated to the Journal of KOOS can be returned)

A. Optometry ( )	B. Contact lens study ( )	C. Ocular examinations ( )
D. Visual optics ( )	E. Ophthalmology ( )	F. Clinical case study ( )

I am enclosing herewith a manuscript for publication in the Journal of Korean Ophthalmic Optics Society (KOOS) for possible evaluation. The manuscript only contains the research results researched by the author(s) and does not contain any material that is libelous, defamatory, or otherwise unlawful. The contents of this manuscript will not be copyrighted, submitted, or published elsewhere, while acceptance by the Journal of KOOS is under consideration.

Date: Month / Day / Year

Corresponding author \_\_\_\_\_ (Signature)

**The Journal of KOOS editorial board**

\* The scanned signature should be attached in this document.

\* If the signature is not included, the original cover letter must be submitted by fax or post.

## COPYRIGHT TRANSFER AGREEMENT

The following manuscript is requested to publish in the Journal of Korean Ophthalmic Optics Society (KOOS). Once it is approved, the copyright of the manuscript will be transferred to KOOS.

Manuscript title :

\_\_\_\_\_

Author(s) :

\_\_\_\_\_

With the co-author(s)' approval, I warrant and confirm the following.

Corresponding author (Name/Affiliation)	Name: Affiliation:
Contact details	(Address)
	(Tel/Mobile)
Date	Month / Day / Year
Signature	

**The Journal of KOOS editorial board**

※ 'Before the approval of publication" : any publication of the manuscript elsewhere is regarded as plagiarism.

※ "After the approval of publication" : any publication of the manuscript elsewhere is required to attain the approval of KOOS in advance.