

# **Dementia and Neurocognitive Disorders Guidelines for authors**

## **Journal Description and Scope**

Dementia and Neurocognitive Disorders (DND) is an official journal of the Korean Dementia Association and is published quarterly (in March, June, September, and December). The DND publishes research articles in dementia, cognition, and related fields. Although we are primarily interested in clinical work, experimental or translational research works are also considered if they are related to clinical practice.

## **Types of Manuscript**

The DND publishes Reviews, Original Articles, Case Reports, and Editorials, and articles commissioned by the Editorial Committee. For Reviews, the authors must obtain permission from the Editorial Committee before submitting the manuscript. Case reports are considered for publication only when they are unique and illustrative. All manuscripts are subject to peer review.

## **Ethical Policy**

A submitted manuscript must not be associated with any type of research misconduct, including fabrication, falsification, and plagiarism with intent to deceive by the authors. The cover letter to the Editor-in-Chief must declare that a submitted manuscript has not been published nor is under simultaneous consideration for publication elsewhere in whole or in part in any language except in the form of an abstract. The cover letter must also state if the manuscript contains any portion that may be regarded as redundant or duplicate information, defined as a paper, data, tables, or figures that overlap substantially with already published information. Research involving human subjects must comply with the principles of the Declaration of Helsinki (1964). Articles describing research involving animals must state in the Methods section that the work was approved by the applicable institutional ethics committee or review board. The manuscript must also state that informed consent was obtained from the subjects, when appropriate. The Editor-in-Chief has the right to reject a manuscript if research misconduct is suspected.

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The DND offers authors Web-based manuscript submission and peer review at <http://submit.thedementia.co.kr>. Please review the instructions at the website carefully and take note of the further instructions provided at the top of each screen of the five-stage submission process. Submit your manuscript and all figures exactly as instructed to avoid failure or delay in processing. Users must register when accessing the DND online submission system for the first time, by clicking on “Register”. You will be asked to complete three steps in order to obtain your personal account.

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At the DND online submission system, click on the “Submit a new manuscript” link. You will be presented with a series of fields for entering information about your manuscript and uploading the manuscript, image, and supplemental files.

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After completing the submission, the manuscript number will be sent to the email address specified, and this should be quoted in all subsequent communications. This email notification will be sent after we have confirmed that the submitted manuscript is consistent with the journal style. Manuscripts that do not conform with the style of the DND might be returned without further review, requiring you to correct the style of the manuscript before resubmitting it.

**Please note:**

For a blind review, do not include author information on the title page. Instead, provide the author information page as a separate file when uploading the manuscript. Prepare the title page as the first page of the main document file. The abstract should appear on page 2 of the main document file.

## **Supplemental Data**

Supplemental Data is content that the authors wish to make available online if the paper is accepted for publication. This is currently confined to video files.

## **Manuscript Status**

Authors who submit online using the DND online submission system can keep track of the progress of their manuscript through the peer-review process by visiting the DND online submission page and clicking on “My Manuscript”.

## **Submitting a Revision**

To submit a revised manuscript via the DND online submission system, click on “Submit a revised manuscript”. You will be presented with information on the original version of your manuscript, which should be edited as necessary. You will then be required to upload the files related to the revised version (see “Submitting a Manuscript” for further details). Do not submit revisions with the edits displayed (e.g., the Track Changes tool in Microsoft Word should be turned off when making edits). Please include your responses to the reviewer comments and a cover letter to the Editor-in-Chief.

## **Manuscript Preparation**

### **General Style**

The manuscript must contain the author information page, title page, abstract, main text, references, tables, and figure legends. Leave margins of 2.5 cm on each side. The main body of the manuscript and all tables included with your submission must be provided in Microsoft Word format (any version from Word 97 to Word 2003). The text must be written in double-spaced 12-point font, preferably in Times New Roman. The right margin should not be justified (i.e., left-justification only). Abbreviations should only be used for terms that are used at least twice, and should be defined separately on first use in the Abstract and main text. Place the page number in the middle of the bottom of each page from the title page onwards. Do not submit the manuscript with automatic formatting features (e.g., when using EndNote, remove field codes before submission).

## **Cover Letter**

The cover letter accompanying the manuscript must specify the type of manuscript and include statements on ethical issues and conflict of interests, and complete contact information for the corresponding author.

## **Author Information Page**

Titles should be short, specific, and informative. The first page should contain all the following information: title, the full names of all authors with their highest degrees (e.g., M.D., Ph.D.) and affiliations where the work was performed, a running title (less than 50 characters including spaces), and the contact information for the corresponding author including the complete address, telephone number, fax number, and email address. When there are multiple authors from multiple affiliations, use lower-case letters as superscripts in the order of appearance (e.g., <sup>a</sup>, <sup>b</sup>, <sup>c</sup>). Acknowledgements, sources of funding, and any conflicts of interest should be stated on this page under each subheading.

### **Sample title and author information**

Plasma Fibrinolysis Inhibitor Levels in Acute Stroke Patients with Thrombolysis Failure

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## **Title Page**

This page should contain the title, running title, number of characters of the title, number of words in the manuscript (excluding references, tables, and figure legends), number of figures, and number of tables. The author names should not appear on this page. This is considered the first page of the manuscript.

## **Abstract**

The Abstract must appear on a separate page. All Original Articles must include structured abstracts that do not exceed 280 words, and be organized into Background and Purpose, Methods, Results, and Conclusions, with these titles terminated with a colon and in boldface. Abstracts are required for Reviews, but a structured format as in Original Articles is not necessary. For Case Reports, the abstract must be organized into Background, Case report, and Conclusion. Between three and six keywords should be provided at the end of this page. Important terms can be selected from the Medical Subject Heading (MeSH) of Index Medicus.

## **Main Text**

The main body of the manuscript must be prepared under the following subheadings: Introduction, Methods, Results, and Discussion. For each paragraph, (1) do not indent the first line, (2) ensure that it is

separated from the previous paragraph by a vertical space, and (3) do not include any new-line or new paragraph marks (except at the end). Do not include any new-page marks in the file.

## References

References should be numbered serially in the text using numbers as unparenthesized superscripts: 3, 7, 10–12. They should be listed on a separate sheet at the end of the paper in that order. Unpublished data and personal communications may be cited in the text (including the initials and surnames of all authors, and the year in which the observation was made), but should not be listed as references. Authors are responsible for the accuracy of references. Reference format should conform with that specified in “Uniform Requirements for Manuscripts Submitted to Biomedical Journals”. Journal abbreviations should conform with the style used in the Cumulated Index Medicus. Do not reference papers that are “submitted”; these can be specified as unpublished data in the body of the text. Personal communications should also be mentioned in the body of the text only. List all authors when they are six or fewer; when there are seven or more, list only the first six and add “et al.”. The endnote reference style for the DND is specified on the journal homepage.

## Sample References

Journal article: Kim SH, Han SW, Kim EH, Kim DJ, Lee KY, Kim DI, et al. Plasma fibrinolysis inhibitor levels in acute stroke patients with thrombolysis failure. *J Clin Neurol* 2005;1:142–147.

Book: Wyllie E. The Treatment of Epilepsy. 2nd ed. Baltimore: Williams & Wilkins, 1997;97–98.

Book chapter: Calne CB, Duvoisin RFC, McGeer E. Speculation on the etiology of Parkinson’s disease. In: Hassler RG, Christ JF. *Advances in Neurology*. 2nd ed. Vol 40. New York: Raven. 1984;353–360.

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Type each table, with a title, on a separate sheet. Each table should be included as a Word table in order to ensure correct column alignment. The number of tables is limited to five. Cite and number tables in the order they are mentioned in the text. Use horizontal lines only above and below column headings and at the bottom of a table. Do not use vertical lines. All abbreviations should be spelled out when they first appear in tables. For footnotes, use the following symbols in the indicated sequence: \*, †, ‡, §, ||, ¶, \*\*, ††, and ‡‡. The significance of observations, as determined by appropriate statistical analyses, must be indicated.

## Figures

Cite figures in numerical order (Fig. 1, Fig. 2, etc) as they appear in the text. Figures must be submitted as separate files saved in JPEG, TIFF, GIF, EPS, or PPT format (do not embedded the figures in the

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The corresponding author should send a signed copyright transfer and author consent form in advance to the Editorial Office by email or fax, since manuscripts cannot be published unless these items are received by the Editorial Office. You can download copyright transfer and author consent form from the DND online submission page. The copyright transfer includes images of patients, whether in artwork or video format. The corresponding author should state in the Methods section that informed consent was obtained from the subjects. These do not have to be sent to the Editorial Office, but they should be kept in case they are requested.

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