SCOPE & AIM

Annals of Laboratory Medicine (Ann Lab Med; ALM) is the official journal of Korean Society for Laboratory Medicine (KSLM), published bimonthly (every other month from January) in English. The journal publishes Original Articles, Case Reports, Brief Communications, Letters to the Editor, Review, Editorials, Corrections, and Correspondence about new and important subjects in laboratory medicine that are related to the etiology, diagnosis, and treatment of diseases that are scientific, original, ethical, and academically significant.

GENERAL CONSIDERATIONS

1. The manuscripts should be written in English. Ann Lab Med currently does not accept Case Reports but will consider publication for exceptionally unique and educational cases. Brief Communications are intended for the presentation of brief observations that do not warrant full length papers, but have sufficient originality and utility to be considered for publication. The information must be presented in sufficient detail so that readers can understand and appreciate the material presented. Brief communications undergo the same review process as full-length papers and are not published sooner than the full-length papers. The manuscripts are classified according to the following 8 specific areas, and the author should state the appropriate area of interest in their manuscripts. However, the associate editor of each field may request to the author to change the area of interest and resubmit the manuscript, if necessary.

Specific areas include:
- Diagnostic Hematology
- Clinical Chemistry
- Clinical Microbiology
- Diagnostic Immunology
- Transfusion Medicine
- Diagnostic Genetics
- Laboratory Informatics
- General Laboratory Medicine

2. Ethical considerations: For the policies on the research and publication ethics such as plagiarism/duplicate publication/research misconduct, Ann Lab Med adheres to the “Code of Conduct and Best Practice Guidelines for Journal Editors (https://publicationethics.org/resources/code-conduct), previously published as “Guidelines on Good Publication Practice”. Experiments conducted on human subjects should be performed according to the Declaration of Helsinki https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/) and approved by the Research Ethics Committee or the Institutional Review Board (IRB) of the institution where the experiment was performed. Written informed consent should be obtained from all subjects, when necessary. In the case of an animal study, it should be mentioned that the experimental processes such as breeding and the use of laboratory animals were approved by the Research Ethics Committee of the institution where the experiment was performed or that these processes complied with the rules of the Research Ethics Committee of the institution or National Institutes for Health (NIH) Guide for the Care and Use of Laboratory Animals (National Research Council. 2011. Guide for the Care and Use of Laboratory Animals, https://doi.org/10.17226/12910). The authors should retain the raw data of the experiment and study for at least a year after the publication of the paper and should present these data if required by the editorial board.

3. Clinical Trial Data Sharing Plan: As of July 1, 2018, manuscripts that report the results of clinical trials must contain a data sharing statement that indicates the following:
- whether individual deidentified participant data (including data dictionaries) will be shared
- what data in particular will be shared
- whether additional, related documents will be available (e.g. study protocol, statistical analysis plan, etc.)
- when the data will become available and for how long
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Also clinical trials that begin enrolling participants on or after January 1, 2019 must include a data sharing plan in the trial's registration. This is an effort of adherence to the ICMJE policy and further information regarding this policy can be found at http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html.

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a comment as a footnote in the title page of the second journal stating the primary reference and the duplicate nature of the paper.

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10. **Reporting Sex and Gender**

The term sex and gender should be used in accordance with the Sex and Gender Equity in Research (SAGER) guidelines. This includes the correct use of the terms sex (when reporting biological factors) and gender (when reporting identity, psychosocial, or cultural factors) and separate reporting and interpretation of the data by sex and gender. If sex and/or gender information are not reported or an exclusive population was involved (i.e., prostate cancer or ovarian cancer), this should be explained.

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1. **The manuscript must be typewritten double-spaced using a 12-point font size (Times New Roman) on A4-sized paper using Microsoft (MS) Word. Manuscripts should follow the guidelines for length restrictions, abstract, reference, table and figure, supplemental data limits according to their manuscript type as outlined in the table below:**

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<thead>
<tr>
<th>Type of manuscript</th>
<th>Word limit (excluding reference, table and figure)</th>
<th>Abstract (S: structured; U: unstructured)</th>
<th>Maximum number of references</th>
<th>Total number of Tables/Figures</th>
<th>Supplemental data permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
<td>No limit</td>
<td>250 (S or U)</td>
<td>No limit</td>
<td>No limit</td>
<td>No</td>
</tr>
<tr>
<td>Original Article</td>
<td>3,500</td>
<td>250 (S)</td>
<td>40</td>
<td>6</td>
<td>Yes</td>
</tr>
<tr>
<td>Brief Communication</td>
<td>1,500</td>
<td>200 (U)</td>
<td>20</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Case Report</td>
<td>1,000</td>
<td>150 (U)</td>
<td>20</td>
<td>3</td>
<td>No</td>
</tr>
<tr>
<td>Letter to the Editor</td>
<td>750</td>
<td>No</td>
<td>10</td>
<td>2</td>
<td>No</td>
</tr>
</tbody>
</table>
Section headings should not be used in the body of the Brief Communications, and the methods, results, and discussion should be combined in a single section. Methods should be described in the text, neither in the table footnotes, nor in the figure legends in the case of Brief Communications. Acknowledgments should be presented similar to that in full-length papers. Insert the page number in series at the bottom of each page in manuscript file.

2. Cover letter and title page:

1) **Cover letter:** The cover letter file should contain a brief description of the novelty and importance of the work.

2) **Title page:** In title page, describe the type of manuscript, the specific area, title, institutional affiliation(s), name and Open Researcher and Contributor ID (ORCID) of the author(s), the corresponding author’s information (complete address, telephone and facsimile numbers, and e-mail address). If the authors are affiliated to different institutions, their names and affiliations should be stated the superscripts (1, 2, 3, etc) starting from the first author. Only the highest degree or title should be mentioned after the name, such as M.D., Ph.D., M.S., M.T., etc. We permit only one co-first author and/or one co-corresponding author, if necessary. A running title should be added if the title exceeds 50 characters in English, including spaces.

3. Manuscript file should include the following in the given order:

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2) **Introduction:** Research hypothesis and specific aim should be described briefly.

3) **Methods:** Statistical methods should be described, if any.

4) **Results:** In Case Reports, the section heading of “Case Report” should be used instead of Methods and Results.

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6) **Author(s)’ disclosure of potential conflict of interest:** All potential conflicts of interests should be disclosed.

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8) **Tables and Figures:** Each table and figure should be written concisely, and the content of the tables and figures should not overlap. Photographs should be clear. Submit colored and black and white photographs to print colored and black and white photographs, respectively. Files containing the figures can be uploaded via the on-line manuscript submission system in Joint Photographic Experts Group (JPEG) or Graphics Interchange Format (GIF) file formats. Tagged Image File Format (TIFF) or bitmap (BMP) files can be uploaded for the accepted manuscript. The print resolution should be 300 dots per inch (dpi) or more. If figure(s) are to be delivered via postal service, each figures should have a separate label on the reverse side, indicating the figure numbers, name of the author, an arrow indicating the top, and whether it should be printed in color or not. The appropriate location of tables and figures should be marked with <Insert Table 1>, <Insert Figure 1>, etc. using the “Memo” function in MS Word.

4. Observe the following points when preparing the contents of a manuscript.

1) The name of a person or a place and other proper nouns should be used in the original language and Arabic numerals should be used. Weights and measures should be represented in the metric system and the units should be in the International Standard Unit (SI unit). Indicate liters with a capital L.

2) The name of a microorganism should be spelled out the first mention in the abstract, and original text. The names of the genus can be abbreviated subsequently (example: E. coli). However, do not abbreviate the name of the genus if 2 or more genera starting with the same letter are being referred to. Scientific names should always be italicized.

**Example 1** To be italicized: *Escherichia coli*, *Papovaviridae*, *Hepadnavirus*, and *Simplex virus*

**Example 2** Not to be italicized: streptococci, coagulase negative staphylococci, Epstein-Barr virus, hepatitis B virus, and herpes simplex virus
3) The names of the genes, and not the proteins should be italicized: BCR-ABL mutations, HER2 gene, BCR-ABL kinase domain, HER2-positive.

4) When using English abbreviations, define the abbreviation completely at first mention in the abstract, and original text. Do not use an abbreviation in the title. The terms listed at the end of the Ann Lab Med journal or its website need not be defined.

5) In the case of spacing between words and parentheses or brackets, a space should be inserted when English text or a number is placed before the parentheses.

[Example 1] Heparin-induced thrombocytopenia/thrombosis (HITT)

6) For an instrument or equipment, mention the name of its model; manufacturer, city, (state), and country of an instrument or equipment in parentheses. The general name of a reagent should be used. If a trade name is expressed with a general name, it should be placed after it in parentheses. When using a trade name, indicate the manufacturer, city, state, and country in parentheses. Do not use the symbols TM or ® unless necessary. At subsequent mentions after the first, instruments and equipments can be referred to indicating only the manufacturer in parentheses.

[Example] Coulter STKS (Coulter Electronics Inc., Hialeah, FL., USA), vancomycin (Sigma Chemical Company, St. Louis, MO, USA)

7) $P$ should be uppercase and italicized to indicate statistical significance.

8) In the case of numbers greater than 3 digits, a comma should be inserted after every third digit from right to left (e.g., 5,431, 5,675, and 1,000), but a comma should not be inserted when indicating years (e.g., 1995, 2007).

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1) In the case of articles, mention the names of the authors, title, name of the journal, year published, volume number, and the first and last page numbers. List all the authors if the number of authors is less than 7, and list the first 6 authors followed by et al. if the number of authors is 7 or more. If the manuscript has only 2 authors, use “and” and not a comma between their names. Journal names are to be abbreviated in accordance with the style of Index Medicus (http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=PubMed). In the case of a supplementary volume of a journal, record it in parentheses such as 75(S). All the references in other languages should be translated into English.


Kim HY. Recent advances of adult stem cell research. Korean J Lab Med 2003; 23(S1):569-73.


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2) Only the first letter and proper nouns of the headings and legends of tables and figures should be in capital letters.
3) Vertical and horizontal lines should be omitted as much as possible. Text in the first column of a table should be aligned to the left. Single letters should be aligned centrally from the second column. If numbers are of the same unit, the decimal point should be the datum point. If there are symbols such as “…”, “±”, “×” and “×” symbols should be the datum point. Numbers with different units should be aligned to the right in all columns. If there are parentheses, the start of the parentheses and the last letter before it should be the datum point.

4) Only numbers can be used without parentheses or a period if it represents a case in a table. A heading representing cases should be noted as “No. case” and a heading representing the number of cases should be noted as “N”.

5) Explanations below should be in the order of superscripts and abbreviations. There should be a line break between the explanations of each superscript and/or abbreviations.

6) The superscript should be placed on the right side of a word and should be used in the following order, “*, †, ‡, §, ¶, ††, †‡, etc.” The following are examples of using superscript: *not tested; †P<0.05.

7) All nonstandard abbreviations should be explained below. Define them as indicated in the following examples. (Example) Abbreviations: NT, not tested and SAA, severe aplastic anemia.

8) If a figure is a microphotograph, the staining methods and the magnification should be indicated.

9) If a figure comprises 2 or more pictures, each should be explained either separately as “(A), explanation and (B), explanation” or together in parentheses.

10) Minimum resolution required for a figure image is 300 dpi with figure file sizes of 80 mm in height and 80 mm in width. Acceptable file formats include BMP, JPG, PSD, TIFF, AI, EMF, EPS, WMF, DOC, XLC, PPT and PDF. Expense of reproducing color photographs will be charged to the author(s). The author is responsible for getting the color galley proof.

7. Supplemental Data
Figures or tables too large for print, manuscript material that exceeds the limitation for the specific submission type, or appendices should be submitted for online publication only. These files should be marked and uploaded separately as supplemental files during submission and should be referenced within the text as supplemental data (i.e., “See Supplemental Data Table S1”, “See Supplemental Data Figure S1”). Please assess the necessity of the material before submission, as only essential materials are allowed to be presented as supplemental data.

**SUBMISSION, PEER-REVIEW, EDITING, AND PUBLICATION OF MANUSCRIPTS**

1. Every manuscript should be submitted as an electronic file through the following website, www.annlabmed.org/submission/ along with the completed “Author’s Checklist” including disclosure of conflict of interest. Each author should upload three separate files: Cover letter, title page and the manuscript file for peer-review excluding the information regarding the authors and their affiliations. Before uploading the manuscript, the authors should create a new account for “the manuscript submission and review system for Ann Lab Med”. Association of ORCID (Open Researcher and Contributor ID) account for all authors is mandatory at the time of manuscript submission.

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   1) A manuscript is rejected by 2 reviewers.
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3. These instructions are based on the Vancouver Form, 5th edition. For any issues not addressed in these instructions, refer to the following materials. http://www.icmje.org/ International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals: Writing and Editing for Biomedical Publication (Updated December 2017).

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