

Submission Guidelines for the Journal of the Korean Dietetic Association

■ Publication Frequency and Manuscript Types

1. **Publication Frequency:** This journal is the official scholarly publication of the Korean Dietetic Association (KDA), issued four times annually on the 2nd of February, May, August, and November.
2. **Eligibility for Submission:** Manuscripts may be submitted by KDA members. Non-members may submit only if they have conducted collaborative research with a KDA member or have received special approval by the Editorial Board.
3. **Scope and Types of Manuscripts:** The journal publishes original manuscripts that contribute to the advancement of professional competency, practice, and scope of work in dietetics, nutrition, food service, and related fields. Types of manuscripts include Original Articles, Reviews, Reports, and Research Notes. Authors must indicate the manuscript type on the title page. Reviews are accepted only upon invitation by the Association.

■ Manuscript Preparation and Submission

1. Language

- 1) Manuscripts must be prepared in Korean following the orthographic rules of the Korean Language Society, with an English abstract attached.
- 2) Scientific terms must follow the most recent editions of the terminology published by the Korean Nutrition Society and the Korean Medical Association. Proper nouns such as personal names, place names, and product names should be written in the original language when appropriate. Traditional food names without standardized English counterparts should be transcribed phonetically.
- 3) Quantities should be expressed with Arabic numerals, and SI or CGS units are recommended.
- 4) Abbreviations should be avoided unless a technical term appears repeatedly. In such cases, the abbreviation must appear in parentheses with the full term at the first mention and may be used thereafter. Abbreviations must not be used in the title or abstract.

2. Formatting of Original Articles

- 1) Manuscripts should be written in Hangeul (Hangul Word Processor, HWP) or Microsoft Word (DOC), on A4 paper (210×297 mm) with 25 mm margins on all sides, 10-point font size, and double-line spacing.
- 2) Pages should be numbered consecutively beginning with the title page, with numbers placed at the center bottom.
- 3) The manuscript should follow this sequence: (1) Title page, (2) English abstract with key words, (3) Main text (Introduction, Methods, Results, Discussion, Summary and Conclusion), (4) Acknowledgments (if applicable), (5) References, (6) Tables and Figures.

4) Title Page Requirements

- ① Include the title (in Korean and English), all authors' names, affiliations, ORCID numbers, corresponding author's contact information, funding acknowledgments, and the Running Head.
- ② Titles must accurately and concisely reflect the content, avoiding vague phrases such as "A study on" or "An observation of." Each word in English titles should be capitalized.
- ③ Authorship requires significant contribution to research conception, design, data collection, analysis, or interpretation; involvement in drafting or revising important intellectual content; and final approval of the manuscript. All authors must disclose relevant financial or personal conflicts of interest.
- ④ The order of authorship should reflect the degree of contribution, regardless of academic position. The corresponding author carries overall responsibility for the research process and publication, while the first author must have made a substantial contribution to manuscript preparation.
- ⑤ Author names and affiliations must be written in both Korean and English. English names must follow the order: given name followed by family name. Affiliations should list the institution where the research was conducted, with initial capitalization for each word. Superscript numbers should be used if authors belong to different institutions.
- ⑥ Corresponding author's name should carry a dagger symbol (†). Full name, mailing address, telephone, fax number, and e-mail address must be provided.
- ⑦ Funding acknowledgments should be written in English, e.g., "This research was supported by grants from the Korean Foundation of Science Promotion."
- ⑧ Running Head should be a shortened version of the title within 20 Korean characters.

5) Abstract and Keywords

- ① The English abstract should be written in a single unbroken paragraph, not exceeding 250 words. It should include the background, objectives, key methods (participants, procedures, analyses), major findings (including numerical data and statistical significance), and main conclusions, highlighting novel insights.
- ② Keywords (up to six) should be chosen from the Medical Subject Headings (MeSH) of Index Medicus. When appropriate MeSH terms are not available, authors may submit their own.

6) Introduction: Explain the background of the study and state its objectives. If there are specific aims or hypotheses for the research or observation, describe them and summarize the rationale behind the study objectives or observation. Clearly present both the primary and secondary objectives. References should be strictly limited to those directly relevant, and should not include the results or conclusions of the submitted manuscript.

7) Methods

- ① Clearly describe the method of selecting study participants. Record participants' age, gender, and other important characteristics.
- ② Specify the study period and describe the methods in enough detail so that other researchers can replicate the results. Cite references for well-known statistical and methodological approaches; for published but less known methods, provide citations and a brief description.
- ③ Statistics: Statistical methods must be described in sufficient detail so that a reader with access to the data can verify the results presented. Quantify findings when possible and provide indicators of measurement error or uncertainty (e.g., confidence intervals). Avoid relying solely on statistical hypothesis testing results such as presenting only the P value, as this does not convey important quantitative information. Cite references for study design and statistical tests, preferably standardized ones

including page numbers. Specify the statistical software used.

- ④ IRB approval is mandatory for submissions involving human subjects or animal experiments, and the approval number must be documented within the Methods section.
- 8) Results: Present research results in a logical order of importance using the text, tables, and figures. Do not repeat all data from tables or figures in the text; emphasize or summarize only key findings. Present both absolute data and their derivatives, such as percentages, numerically.
- 9) Discussion: Highlight important or novel findings without repeating information presented in the Introduction or Results. Describe the scope of application, limitations of interpretation, and potential for future research. Compare and relate findings to other relevant studies, connecting the study objectives and conclusions. Avoid unsupported claims or conclusions. Propose new hypotheses supported by data with appropriate suggestions for confirmation.
- 10) Summary and Conclusion: Summarize meaningful results, listing them with numbers.
- 11) Acknowledgments: Include acknowledgments for contributors who do not meet authorship criteria. Specify their roles clearly (e.g., data collection, financial support, statistical analysis, laboratory assistance). Obtain prior consent from the acknowledged person, informing them that their name will appear.
- 12) References
 - ① References should be listed preferably in English; if none exists, Korean may be used.
 - ② Journal names should follow the abbreviations used in Index Medicus.
 - ③ Abstracts should not be cited as references. For papers accepted but not yet published, use “in press” and confirm acceptance and author agreement. For manuscripts submitted but not yet accepted, cite as “unpublished observation” with author permission.
 - ④ Avoid citing “personal communication” unless essential; if used, include provider name and date in parentheses. For cited data, confirm accuracy and obtain author consent.
 - ⑤ Check original references carefully, especially to avoid citing retracted papers.
 - ⑥ In text citations use the author's English last name and year; for two or fewer authors list all, for three or more list the first author followed by “et al.” Use a, b, c after year to distinguish multiple works by same author in same year.
Examples: (Kim & Lee 1995), (Peter & Davidson 1989), Kim & Lee (1995) is -, Peter & Davidson (1989) is -, Kim et al. (1994) is -, Hopkins et al. (1993a) is -
 - ⑦ When citing multiple references in text, order chronologically; if same year, order alphabetically by author name.
Example: (Peter et al. 1989; Hopkins 1993; Hong 1995; Kim & Lee 1995)
 - ⑧ References should be listed alphabetically by the authors' English last names, listing all authors. For references not in English, list Korean references first, followed by English.
 - Example of a periodical (journal): Author (Year): Title of the article. Journal Name Volume(Issue):Page range
Kim Chang Im (2006): Story of Amish food in the movie Witness. Korean J Nutr 30(1):38-39
Moon HK, Lee AR, Lee YH, Jang YJ (2001): Analysis of the frequency, criticality and difficulty of each job task elements for the validity of the dietitian's job description. J Korean Diet Assoc 7(1):105-116
 - Example of conference proceedings: Author (Year): Title. Proceedings Title. Conference Name. Location. Page range
Bae Young Hee (2006): The world of cooking science according to food ingredients and cooking methods. Proceedings of the National Dietetic Conference. Korean Dietetic Association. Seoul. pp.45-55

- Example of a book: Author (Year): Book title. Publisher. Place of publication. Page range
 The Korean Nutrition Society (2005): Dietary reference intakes for Koreans. The Korean Nutrition Society. Seoul. pp.23-28
 Harrigan WF (1998): Laboratory Methods in Food Microbiology. 3rd ed. Academic Press. San Diego CA. pp.307-309
- Example of a thesis: Author (Year): Title. Degree type. University. Page range
 Lee MY (2005): Development and standardization of the evaluation tool for the school food service program in Korea. Masters degree thesis. Yonsei University. pp.22-23
- Example of an online resource: Author. Title. Available from: URL. Accessed date
 USDA. USDA National Nutrient Database for Standard Reference, Release 16. Nutrient Lists.
 Available from: http://www.nal.usda.gov/fnic/foodcomp/Data/SR16/wtrank/wt_rank.html
 Accessed April 13, 2004

13) Tables and Figures

- ① They should be concise and clear enough to be understood without reading the main text.
- ② The default language is English, with one item per page, attached sequentially after the main text; indicate their location in the text.
- ③ Tables should be double-spaced, without vertical lines, and use minimal horizontal rules.
- ④ Table titles are aligned above the table; figure titles below the figure. Capitalize only the first letter and end with a period.
- ⑤ Confirm each citation in the text, referring to tables and figures as Table 1 or Fig. 1.
- ⑥ Footnotes use symbols to explain, indicate statistical measures such as standard deviation or standard error. Number footnotes 1), 2), 3), etc. Use *, **, *** to denote significance at $P < 0.05$, $P < 0.01$, and $P < 0.001$, respectively. Use letters a, b, c, d for multiple comparison tests, explained in footnotes. Capitalize the first letter of each footnote word and the "P" in P value.
- ⑦ f reproducing published material, cite the source and obtain copyright permission.

3. Manuscript Preparation Guidelines for Non-Research Articles

- 1) Review (review): Reviews are focused critiques on specific topics and are published by invitation from the Editorial Board.
- 2) Report (report): Reports are simpler than research articles, summarizing survey data necessary to promote research on specific topics, with a maximum of 10 references.
- 3) Research Note (research note): Brief papers summarizing a specific finding or new experimental method, formatted like a research article but limited to three printed pages.

4. Research and Publication Ethics

- 1) For human subjects, in accordance with the Declaration of Helsinki, it is a principle to explain the research purpose to subjects and state efforts to protect them from possible mental and physical harm during participation. Only manuscripts approved by the Institutional Review Board (IRB) of the authors' institution will be accepted.
- 2) For animal studies, procedures to minimize pain and discomfort must be described, and it must be stated that the experiments complied with the Institutional Review Board (IRB) regulations or the NIH Guide for the Care and Use of Laboratory Animals
- 3) Authors must comply with the research and publication ethics regulations publicly available on the Korean Dietetic Association website, follow the "Medical Journal

Publication Ethics Guidelines” established by the Korean Association of Medical Journal Editors, and apply related laws including the Bioethics and Safety Act

5. Manuscript Submission

- 1) After preparing the manuscript following the guidelines on the Korean Dietetic Association website (www.dietitian.or.kr) under KDA Publications / Journals / Journal Manuscript Submission:
 - ① Manuscripts must be submitted using the Korean Dietetic Association's online submission and peer review system.
 - ② Authors must submit the manuscript, submission form, author checklist, and copyright transfer agreement. For studies involving human subjects or animal experiments, a copy of the IRB approval letter must also be submitted.
- 2) Authors must check each item in the author checklist and mark it with a ✓ upon submission. The copyright transfer agreement must be signed by all authors. Copyright of accepted manuscripts is transferred to the Association, which holds the right to publish, transmit, distribute, and print the accepted manuscript in the journal or other media.
- 3) Manuscripts are accepted for submission at any time and once submitted will not be returned.

6. Peer Review and Acceptance

Manuscripts undergo review by two referees according to the journal's peer review regulations, which determine acceptance or rejection. Authors may be advised to revise and supplement their manuscripts. Publication order is decided by the Editorial Board in accordance with journal policies.

7. Additional Information

- 1) A review fee per manuscript must be paid upon submission. If resubmission for revision is required, a re-review fee applies. Publication fees are charged based on the number of printed pages after publication.
- 2) Proofreading is the author's responsibility and limited to the first proof. No content changes or additions are allowed during proofreading. Editorial revisions may be made within limits that do not affect the original manuscript.
- 3) Thirty reprints are provided free of charge to authors; additional copies must be paid for by the authors.
- 4) Any issues not specified in these guidelines will be decided upon by the Editorial Board.

Supplementary Provisions

These regulations take effect from the date approved by the Board of Directors.