

This checklist is designed to expedite the review process from manuscript submission to the final publication decision. You can download this checklist from the Korean Diabetes Association website or the *Diabetes & Metabolism Journal* online submission site.

Final checklist for manuscript submission

- Submit the copyright transfer agreement and disclosure of conflict of interest form electronically on the submission website after publication confirmation. This form corresponds to the Creative Commons (Attribution-Noncommercial) available at: <https://creativecommons.org/licenses/by-nc/4.0/legalcode>.
- Disclose any potential conflicts of interest relevant to the manuscript in the Conflicts of Interest section.
- Include any financial sponsorship in the Funding section.
- For human studies, provide a statement regarding Institutional Review Board approval and consent procedures at the beginning of the Methods section.
- For animal studies, confirm that the research was conducted in accordance with the national or institutional Guide for the Care and Use of Laboratory Animals, ensuring ethical treatment of all experimental animals.
- Provide Open Researcher and Contributor IDs (ORCID) for the corresponding and first authors.

Checklist for manuscript formatting

- Organize the manuscript in the following order: title page, abstract and keywords, main body (introduction, methods, results, and discussion), conflicts of interest, funding statements, acknowledgments, references, tables, and figure legends.
- Use double-spacing, 12-point font, with 3-cm margins on all sides on A4-sized paper (21×30 cm) or U.S. letter-sized paper (8½×11 in).

1. Original articles

- The title page should include the manuscript title, a short running title (under 50 characters), and the names and affiliations of all authors.
- Limit the title to 20 English words, capitalizing the first letter of each word.
- Provide an abstract of not more than 250 words, structured into background, methods, results, and conclusion.
- Limit original articles to 4,000 words (excluding abstract,

references, or figure and table legends), with a maximum of 50 references and six figures or tables.

2. Reviews

- Include an abstract no more than 200 words, along with keywords.
- Limit the number of references to 150.

3. Brief reports

- Provide a short, non-structured abstract (maximum 180 words), with sections for Introduction, Methods, Results, and Discussion.
- Keep the manuscript under 1,500 words, excluding references and abstract.
- Include no more than 20 references and two figures or tables.

4. Editorials

- Limit the number of references to 20.

5. Letters to the Editor

- Keep the manuscript under 1,000 words with a maximum of 10 references.
- Include no more than one table or figure.

Detailed checklist for manuscript submission

- Use abbreviations only when necessary, defining them on first use (e.g., high-density lipoprotein cholesterol [HDL-C]).
- Present clinical laboratory values in International System of Units (SI) format.
- Leave a space before a unit, a number, parenthesis, and any sign such as \pm , $<$, $>$, and $=$ (e.g., body weight 52 kg, diabetic ketoacidosis [DKA], 57.5 ± 33.3 , $< 30 \text{ kg/m}^2$).

1. References

- Reference numbers should appear in the text in chronological order, in square brackets (e.g., "In the study by Norton et al. [23] ...").
- Format journal references according to Citing Medicine, the National Library of Medicine style guide for authors,

editors, and publishers (<https://www.nlm.nih.gov/citing-medicine>). Include authors' names first six authors "et al."), title, journal name, year, volume, and page numbers.

- Bae EJ, Park BH. Multiple roles of sirtuin 6 in adipose tissue inflammation. *Diabetes Metab J* 2023;47:164-72.
- Inzucchi SE, Maggs DG, Spollett GR, Page SL, Rife FS, Walton V, et al. Efficacy and metabolic effects of metformin and troglitazone in type II diabetes mellitus. *N Engl J Med* 1998;338:867-72.

2. Tables

- Number tables in the order they appear in the manuscript.
- Double-space tables and place them on a separate page.
- Capitalize only the first letter of the table title and the first word within the table.
- Avoid using unnecessary vertical lines.
- Footnotes should be marked with lowercase letters (e.g., ^{a, b, c, d, e}) and separated by a semicolon. Do not start a new line for each footnote.
- Cite tables in the text as follows: Table 1.

3. Figures

- Number figures in the order they appear in the manuscript.
- Ensure images and photographs have a resolution exceeding 300 dpi.
- Use alphabet characters to label multiple images within a single figure (e.g., Fig. 1A, Fig. 1B).
- Indicate the stain used and magnification level for each microscopic image (e.g., H&E stain, ×400).
- Place figure legends at the end of the manuscript, not with the figure or image files.

4. Author Contributions

- Each author should have contributed to the conception or design of the work; the acquisition, analysis, or interpretation of data; drafting or revising the work; and have approved the final manuscript.

Example:

Conception or design: A.B.C., X.Y.Z.

Acquisition, analysis, or interpretation of data: A.B.C.

Drafting the work or revising: X.Y.Z.

Final approval of the manuscript: all authors.