

Instructions for authors



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Revised as of June 21, 2023

DIABETES & METABOLISM JOURNAL

Please read the complete instructions for authors before submitting your manuscript to the *Diabetes & Metabolism Journal* via <https://e-dmj.org> or <https://submit.e-dmj.org>.

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Diabetes & Metabolism Journal (ISO official abbreviation: Diabetes Metab J; dmj) is an official publication of the Korean Diabetes Association and is published bimonthly on the last day of January, March, May, July, September, and November. The journal is devoted to the dissemination of new knowledge, contributing to a cure for diabetes mellitus, and advancing diabetology through sharing the latest scientific information. Only manuscripts written in English are accepted. Manuscripts should be prepared for submission according to the following instructions. For issues not addressed in these instructions, authors should refer to the International Committee of Medical Journal Editors (ICMJE) "Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org>). The dmj follows the Open-Access Journal policy. All content is freely available on the web. Digital files can be read, downloaded, and printed freely.

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1. ARTICLE-PROCESSING CHARGE

An article processing charge of \$600 will be applicable for articles accepted for publication in the dmj. Submission of the article to the journal can be completed once the payment method has been agreed. Any applicable article processing charge must be paid before publication.

Effective January 1, 2023, an article processing charge of

\$600 will be applicable for non-industry-sponsored articles and \$1,000 for industry-sponsored articles accepted for publication in the dmj. Invited review articles are exempt from article charges.

• Waiver policy

dmj offers waivers and discounts for authors based in low-income countries as classified by the World Bank (<https://datahelpdesk.worldbank.org/knowledgebase/articles/906519/>) as of July in the year before submission. Requests for waivers should be made at the time of submission. Please contact the editorial office (diabetes@kams.or.kr) to request a waiver. To ensure that a paper's waiver status does not influence the editor's decision, editors are not informed when a waiver has been granted.

2. RESEARCH AND PUBLICATION ETHICS

dmj adheres to the guidelines and best practices published by professional organizations, including ICMJE Recommendations (<https://www.icmje.org/recommendations/>); Committee on Publication Ethics (COPE) Guidelines (<https://publicationethics.org/resources/guidelines/>); and the Good publication practice guideline for medical journals (https://www.kamje.or.kr/board/view?b_name=bo_publication&bo_id=13/). Furthermore, all processes of handling research and publication misconduct shall follow the applicable COPE flowchart (<https://publicationethics.org/guidance/Flowcharts/>).

2.1. Authorship and Contribution

1) Author's qualifications

According to ICMJE Recommendations, the authors of the paper must have the following criteria: (1) substantial contributions to conception and design, or acquisition, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; and (3) final approval of the version to be published; and (4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. All authors should meet all four criteria. The author list should include all appropriate researchers, and no others, who provide credit for a researcher's contributions to a study and carries accountability.

2) Author contributions statements

Authors are required to include a statement of responsibility

in the manuscript that specifies the contribution of every author at the end of the manuscript, in a section entitled “Author contributions,” including review-type articles. Any persons who do not meet the above four criteria may be listed as contributors in the Acknowledgments section.

3) Correction of authorship

After the initial submission of a manuscript, any changes in authorship (adding author(s), deleting author(s), or rearranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors of the paper. dmj does not correct authorship after publication unless a mistake has been made by the editorial staff.

4) Role of corresponding author

The corresponding author takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and typically ensures that all the journal’s administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest statement forms, are properly completed. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely manner, and after publication, should be available to respond to critiques of the work and cooperate with any requests from the journal for data or additional information or questions about the article.

5) Recommendations for working with people with personal connections

Authors who intend to include minors (under the age of 19 years) or their family members (such as spouses, children, or relatives) in their research, including publishing or presenting papers together, should clearly indicate this in the cover letter. For further information, please refer to the Guidelines for Preventing Illegitimate Authorship by the National Research Foundation of Korea (<https://www.cre.re.kr/>).

2.2. Disclosure of Conflict of Interest

dmj requires authors to declare all competing interests in relation to their work. All submitted manuscripts must include a Conflicts of interest section at the end of the manuscript listing all competing interests (financial and non-financial). Financial relationships, such as employment, consultancies, stock ownership, honoraria, and paid expert testimony, are the most easily identifiable conflicts of interest. However, conflicts can occur for other reasons as well, such as personal relationships, academic competition, and intellectual passion (<https://www.icmje.org/conflicts-of-interest/>). Where authors have no competing interests, the statement should read “No potential conflict of interest relevant to this article was reported.” If the study was sponsored by a third party, authors should describe the role of the study sponsor in study design; collection, analysis, and interpretation of data; writing the report; and the decision to submit

the report for publication. If the supporting source had no such involvement, the authors should so state. The potential conflicts of interest of editorial board members should also be disclosed in the manuscript.

2.3. Statement of Human and Animal Rights

All studies performed on humans must comply with the principles laid down in the World Medical Association Declaration of Helsinki: Medical Research Involving Human Subjects (<https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/>). Studies involving experiments with animals must state that their care was in accordance with national laws and institutional regulations. The ethical treatment of all experimental animals must conform to the guidelines provided by the Institutional Animal Care and Use Committee (IACUC). The experiment plans approved by the experimental animal ethics committee must be available for submission upon request when deemed necessary by the editors or reviewers.

2.4. Statement of Informed Consent and Institutional Review Board Approval

Research involving human subjects, human material, or human data must have been approved by an appropriate ethics committee. A statement about this, including the name of the ethics committee and the reference number, must appear in all manuscripts reporting such research. If a study has been granted an exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption). In the process of review, the Institutional Review Board (IRB) approval document may be requested, if necessary. For all research involving human subjects, informed consent to participate in the study should be obtained from participants, and a statement to this effect should appear in the manuscript. For publication, the human subjects’ identifiable information, such as the patients’ names, initials, hospital numbers, dates of birth, or other protected healthcare information, should not be disclosed. In the case of an animal study, a statement should be provided indicating that the experiment process, such as the breeding and the use of laboratory animals, was approved by the Research Ethics Committee (REC) of the institution where the experiment was performed or that it does not violate the rules of the REC of the institution or the National Institutes of Health (NIH) Guide for the Care and Use of Laboratory Animals (Institute of Laboratory Animal Resources, Commission on Life Sciences, National Research Council). The authors should preserve raw experimental study data for at least 1 year after the publication of the paper and should present this data if required by the editorial board.

2.5. Registration of Clinical Trial Research

Any research involving clinical trials should be registered with the primary national clinical trial registry site, such as the Korea Clinical Research Information Service (CRIS; <https://cris.nih.go.kr/>), a primary national registry site accredited by the World Health Organization (<https://www.who.int/clinical-trials-registry-platform/network/primary->

registries), or ClinicalTrials.gov (<https://clinicaltrials.gov/>), a service of the U.S. NIH. Please be sure to include the Clinical Trial Registration number on the title page of the manuscript.

2.6. Originality and Duplicate Publication

The submitted manuscripts must be original. The manuscript may not be considered for publication in another magazine or journal. Additionally, no part of the manuscript may be published elsewhere without permission from the editorial board. Figures and tables can be used freely if the original source is verified according to the Creative Commons Non-Commercial License. It is mandatory that all authors resolve any copyright issues when citing a figure or table from a different journal that is not open-access. Similarity Check is used to screen submitted manuscripts for possible plagiarism or duplicate publication upon arrival. If plagiarism or duplicate publication is detected, the journal will be notified, the offenders may be penalized, and the institutions affiliated with the authors will be notified.

2.7. Secondary Publication

It is possible to republish manuscripts if the manuscripts satisfy the condition of secondary publication of the Recommendations by ICMJE (<https://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/overlapping-publications.html>) as follows:

- The authors have received approval from the editors of both journals (the editor concerned with the secondary publication must have access to the primary version).
- The priority for the primary publication is respected by a publication interval negotiated by editors of both journals and the authors.
- The paper for secondary publication is intended for a different group of readers; an abbreviated version could be sufficient.
- The secondary version faithfully reflects the data and interpretations of the primary version.
- The secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part elsewhere—for example, with a note that might read, “This article is based on a study first reported in the [journal title, with full reference]”—and the secondary version cites the primary reference.
- The title of the secondary publication should indicate that it is a secondary publication (complete or abridged republication or translation) of a primary publication. Of note, the United States National Library of Medicine (NLM) does not consider translations to be “republications” and does not cite or index them when the original article was published in a journal that is indexed in Medline.

2.8. Process to Manage the Research and Publication Misconduct

dmj is a member of Similarity Check’s plagiarism detection initiative and takes all cases of publication misconduct seriously. If the dmj staff discover suspected cases of research and publication misconduct, such as a redundant (duplicate) publication, plagiarism, fabricated data, changes in author-

ship, undisclosed conflicts of interest, and an ethical problem, the resolution process will follow the flowchart provided by the COPE (<https://publicationethics.org/resources/flowcharts>). All reviewers have a responsibility to report any suspected issues with the manuscript to the editor. If the investigation proves scientific misconduct, a retraction of the article will be published. If warranted, the authors will be invited to prepare the retraction, which should be submitted with an assignment of copyright statement that has been signed by all authors. If the paper has not been published, then the editor can always reject the paper. Instances of misconduct in the publication process will be shared with the editorial board of the dmj. The editor may wish to impose sanctions, notify editors of other biomedical journals, and depending on the severity of the allegation, notify the author’s institution. dmj will not hesitate to publish errata, corrigenda, clarifications, retractions, and apologies when the misconduct is founded.

2.9. Editorial Responsibilities

The Editorial Board is committed to maintaining high standards of publication ethics and will continuously work towards this goal by providing guidelines for retracting articles; preserving the integrity of academic records; prioritizing intellectual and ethical standards over commercial interests; publishing corrections, clarifications, retractions and apologies when necessary; and preventing plagiarism and fraudulent data. The responsibilities of editors include the authority to accept or reject articles; ensuring that there is no conflict of interest with regard to the articles they accept or reject; promoting the publication of corrections or retractions when errors are discovered; and preserving the anonymity of reviewers.

3. EDITORIAL POLICY

3.1. Copyright

Authors must declare that the submitted work is their own and that copyright has not been breached in seeking its publication. All published papers become the permanent property of the Korean Diabetes Association. Every author should sign the authorship responsibility and copyright transfer agreement form, confirming fulfillment of the authorship criteria. The copyright transfer form will be confirmed by email from each author after acceptance. Additionally, it is the authors’ responsibility to obtain written permission to reproduce (in all media, including electronic) any material that has appeared previously in another publication. Authors should provide copies of permission letters for any material reproduced from copyrighted publications. Submitted material will not be returned to the author unless specifically requested.

3.2. Open-Access License

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3.3. Article Sharing (Author Self-archiving) Policy

dmj is an open-access journal, and authors who submit manuscripts to dmj can share their research in several ways, including on preprint servers, social media platforms, at conferences, and in educational materials, in accordance with our open-access policy. However, it should be noted that submitting the same manuscript to multiple journals is strictly prohibited.

3.4. Data Sharing Policy

dmj encourages data sharing wherever possible unless this is prevented by ethical, privacy, or confidentiality matters. Authors wishing to do so may deposit their data in a publicly accessible repository and include a link to the digital object identifier (DOI) within the text of the manuscript. dmj accepts the ICMJE Recommendations for data sharing statement policy (<http://www.icmje.org/recommendations/>). Authors may refer to the editorial, “Data sharing statements for clinical trials: a requirement of the international committee of medical journal editors,” in *J Korean Med Sci* 2017;32:1051-3 (<https://doi.org/10.3346/jkms.2017.32.7.1051>).

3.5. Archiving

The full text of dmj has been archived in PubMed Central (<https://www.ncbi.nlm.nih.gov/pmc/journals/1508/>) since 2010 (from the 34th volume), Korea Citation Index (<https://www.kci.go.kr/>), and the National Library of Korea (<https://nl.go.kr/>). dmj ensures the long-term availability of its contents, even if the journal is no longer in publication, through archiving in PubMed Central, Korea Citation Index, and the National Library of Korea.

3.6. Preprint Policy

A preprint can be defined as a version of a scholarly paper that precedes formal peer review and publication in a peer-reviewed scholarly journal. dmj allows authors to submit the preprint to the journal. It is not treated as duplicate submission or duplicate publication. dmj recommends authors disclose it with DOI in the letter to the editor during the submission process. Otherwise, it may be screened from the plagiarism check program—Similarity Check (Crossref) or Copy Killer. Preprint submission will be processed through the same peer review process as a usual submission. If the preprint is accepted for publication, authors are recommended to update the info at the preprint with a link to the published article in dmj, including DOI at dmj. It is strongly recommended that authors cite the article in dmj instead of the preprint in their next submission to journals.

3.7. Peer Review Policy

All papers, including those invited by the editor, are subject to peer review. dmj has adopted a double-blind peer review policy, where the author identities remain anonymous to the reviewers, and vice versa and the identities of the reviewers and authors are visible to (decision-making) editor throughout the peer review process. The Editorial Board selects reviewers based on expertise, publication history, and past reviews. During the peer review process, reviewers can interact directly or exchange information (e.g., via submission systems or email) with only an editor, which is known as “independent review.” An initial decision will normally be made within 2 weeks after the reviewers agree to review a manuscript. No information about the review process or editorial decision process is published on the article page.

All manuscripts from editors, employees, or members of the editorial board are processed in the same way as other unsolicited manuscripts. During the review process, submitters will not engage in the selection of reviewers or the decision process. Editors will not handle their manuscripts even if the manuscripts are commissioned. The conflict of interest declaration should be added as follows.

Conflicts of Interest: OOO has been an editorial board member of *Diabetes & Metabolism Journal* since OOO but has no role in the decision to publish this article. No other potential conflicts of interest relevant to this article were reported.

4. MANUSCRIPT SUBMISSION

4.1. Online Submission

All manuscripts should be submitted online via the online manuscript-submission system of the Korean Diabetes Association (<https://submit.e-dmj.org>), and all the reviewing and editing are also performed via this system. Any questions and answers regarding the review process and other related matters can be checked on the above online system. In addition, whenever any changes are made during the process of a manuscript review, the relevant information is forwarded to the corresponding author and the first author. Submission instructions are available on the website. In case of any trouble, please contact the editorial office (email: diabetes@kams.or.kr).

4.2. Manuscript Preparation

You will first be requested to complete the Author Checklist (<https://e-dmj.org/file/DMJ-checklist.pdf>). Before submitting a new manuscript, please ensure that every point listed in the Author Checklist has been addressed.

Before logging into the online submission system, you should prepare the following documents, which you will be asked to upload during electronic submission:

Manuscripts must be accompanied by a title page that should include the following information:

- A full statement to the editor about all submissions and previous reports that might be regarded as redundant publications of the same or very similar work.
- A statement of financial or other relationships that might lead to a conflict of interest.

- A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work. For more information, please refer to the title page section.

5. MANUSCRIPT CATEGORIES AND FORMAT

5.1. General Principles

- 1) Manuscripts should be prepared using Microsoft Word (.doc). All portions of the manuscript, including the title page, abstract, main text, acknowledgments, references, individual tables, and figure legends, should be double-spaced with a font size of 12 and a 3 cm blank margin on both sides, top and bottom of A4-sized paper (21×30 cm) or North American letter-sized paper (8½×11 in). The numbers on each page of the manuscript should be placed at the center of the bottom in a sequential manner starting from the title page.
- 2) Abbreviations should only be used when absolutely necessary for clarity. In cases in which the use of the abbreviation is desirable due to repetition, the abbreviation should be expressed in parentheses when the corresponding terminology first appears in the manuscript.
- 3) Laboratory measurements should be used in SI units (International System of Units). However, in some cases, non-SI units (Conventional Units) can also be used in a versatile manner. But the usage of units should be consistent.
- 4) For the specific study design, it is recommended that authors follow the reporting guidelines, such as CONSORT (<http://www.consort-statement.org>) for randomized controlled trials, STROBE (<http://www.strobe-statement.org>) for observational studies, PRISMA (<http://www.prisma-statement.org>) for systematic reviews and meta-analyses, and CARE (<https://www.care-statement.org>) for case reports. A good source for reporting guidelines is the EQUATOR Network (<https://www.equator-network.org/>) and U.S. NIH/NLM (https://www.nlm.nih.gov/services/research_report_guide.html).

5.2. Original Articles

The manuscript should be arranged in the following order: title page, abstract and keywords, main body (introduction, methods, results, discussion), conflicts of interest, funding statements, acknowledgments, references, tables, and figure legends. Original articles should be no more than 4,000 words (excluding abstract, references, figure or table legends), include no more than 50 references, and have no more than 6 figures/tables.

1) Title page

Manuscripts must be accompanied by a title page that should include a title, a short running title of less than 50 characters, including spaces, authors' names, and their affiliations. The title page must also include conflicts of interest, authors' contributions, ORCIDs (Open researcher and contributor IDs) of corresponding and first authors, funding, and acknowledgments. dmj has adopted a double-blind peer review pro-

cess. When submitting a manuscript, this information should not be included in the main text. After acceptance, this section will be published after the Discussion section.

- Title: The title of the manuscript should be no longer than 20 English words. The first letter of each word of the title must be capitalized. Acronyms should not be used in the title except for special situations.
- Author list and affiliations: Full names of authors and institutional affiliations should be included for each author. If several authors and institutions are listed, it should be made clear with which department and institution each author is affiliated. For a multicenter study, indicate each individual's affiliation using a superscript Arabic number (e.g., 1, 2, 3).
- Corresponding author: The corresponding author's name, postal code, address, and email should be included.
- Running title: A running head of no more than 50 characters including letters and spaces should be included in English.
- Conflicts of interest: Any potential conflicts of interest relevant to the manuscript should be described. If there are no conflicts of interest, authors should state that none exists.
- Author contributions: The individual contributions of the authors to the manuscript should be specified in this section. The contributions must be described using CRediT (Contributor Roles Taxonomy; <https://credit.niso.org/>).
- ORCID: ORCIDs for corresponding and first authors are recommended to be provided. To receive ORCID, authors should register on the ORCID website (<https://orcid.org/>).
- Funding: A statement of the funding sources that have supported the work and the role of any sponsors or funders should be described. Also, describe the role of any sponsors or funders. If they had no role, include this sentence at the end of your statement: "The funders had no role in study design, data collection and analysis, decision to publish, or preparation of the manuscript."
- Acknowledgments: Any persons that contributed to the study or the manuscript, but not meeting the requirements of authorship could be placed here. If you do not have anyone to acknowledge, please write "None" in this section.

2) Abstract and Keyword

- The abstract must be self-contained and clear without reference to the text.
- The abstract of the original article should be concise (less than 250 words) and describe concisely the Background, Methods, Results, and Conclusion, in a structured format.
- Three to ten keywords, reflecting the manuscript contents, must be provided at the end of the abstract in MeSH in Medline (<http://www.nlm.nih.gov/mesh/MBrowser.html>).
- The clinical trial registration number must be provided at the end of the abstract.

3) Main text

- The main text should be structured as Introduction, Methods, Results, and Discussion. Use headings and subheadings in the Methods section and Results section. Every reference, figure and table must be cited numerically in the

order mentioned in the text.

- Introduction: A context or background for the study should be provided. State the specific purpose or research objective of, or hypothesis tested by, the study or observation. Cite only directly pertinent references, and do not include data or conclusions from the work being reported.
- Methods: Materials, methods, and study design should be presented in detail. Clearly describe the selection of observational or experimental participants (healthy individuals or patients, including controls), including eligibility and exclusion criteria and a description of the source population. Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial, or cultural factors). In experimental research, methods should be described in such a manner that the experiments can be reproduced by the readers. The sources of special chemicals or preparations should be given (name of company). The method of statistical analysis and the criteria for determining significance levels should be described. Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to judge its appropriateness for the study and to verify the reported results. A statement concerning approval by an independent local, regional, or national review body (e.g., ethics committee, IRB) and consent procedures must appear at the beginning of the Methods section.
- Results: A detailed description of the study results should be clearly arranged in a logical manner. In cases in which tables are used, the contents described in the tables should not be redundantly described in the main text, but the important trends and points should be emphasized.
- Discussion: New and important observations should be emphasized. A redundant description of the results is not acceptable. The significance and limitations of the observed findings should be described. There should be a link between the conclusions and the goals of the study. Conclusions not adequately supported by the data must be avoided.

4) References

Authors should provide direct references to original research sources whenever possible.

- References should be listed in the sequence cited in the paper, and sequential numbers should be attached in the middle or at the end of the corresponding sentences in the body of the text. The reference list should be given at the end of the document, after the main text and acknowledgments (if applicable) and before the tables. Original articles are limited to 50 references. Reference numbers in the text should appear in chronological order in normal type and in square brackets (e.g., “In the study by Won et al. [23]...”).
- The names of authors must be listed by the last name and the initials of first and middle names in each reference. List the first six authors followed by “et al.” if there are more than six authors. Inclusive page numbers must be provided. The titles of journals should be abbreviated according to the style used for Medline (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>).
- Journals
 1. Bae EJ, Park BH. Multiple roles of sirtuin 6 in adipose

tissue inflammation. *Diabetes Metab J* 2023;47:164-72.

2. 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.
- Book and Book chapter
 3. Eyre HJ, Lange DP, Morris LB. Informed decisions: the complete book of cancer diagnosis, treatment, and recovery. 2nd ed. American Cancer Society; 2002. p768.
 4. Leon S, Fritz MA. Clinical gynecologic endocrinology and infertility. 7th ed. Lippincott Williams & Wilkins; 2005. Chapter 29, Endometriosis; p1103-33.
 - Online
 5. Ministry for Health, Welfare and Family Affairs. The Third Korea National Health and Nutrition Examination Survey (KNHANES III). Available from: <https://knhanes.cdc.go.kr> (updated of July 8, 2006).
 - Preprint
 6. Arruda AL, Hartley A, Katsoula G, Smith GD, Morris AP, Zeggini E. Insights into the comorbidity between type 2 diabetes and osteoarthritis [Preprint]. Posted 2023 Mar 29. medRxiv 2023.03.28.23287861. <https://doi.org/10.1101/2023.03.28.23287861>

5) Tables

- Tables should be double-spaced and inserted on a separate page at the end of the text document, with the table number, table title, and legend given above the table.
- Titles of tables should be concise using a phrase and a clause. The first character should be capitalized.
- The numbers should be allocated accordingly in the order in which the table was quoted in the main text.
- The description of footnotes below the table should follow the order of that of the acronyms and symbols. Symbols should be marked with small alphabet letters in the order of their usage, such as ^{a,b,c,d,e}.
- Unnecessary longitudinal lines should not be drawn. Horizontal lines should be refrained from being used as much as possible.
- The content of tables should be easily understood.
- If a table has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce it. Permission is required irrespective of authorship or publisher except for documents in the public domain.

6) Figures

- Figures should be submitted separately from the text of the manuscript. All pictures and photographs should be of excellent quality with a resolution of more than 300 dpi and supplied either as JPEG, EPS, TIFF, PICT with RTF manuscripts, or embedded in the PDF file.
- Figures should be numbered consecutively according to the order in which they have been cited in the text.
- In cases where more than two photographs are used for the same number, alphabet characters should be used next to the Arabic numeral (e.g., Fig. 1A, Fig. 1B).
- Color figures and pictures can be used when appropriate.
- Photomicrographs should have internal scale markers. Ex-

plain the internal scale, and identify the method of staining in photomicrographs.

- If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce it. Permission is required irrespective of authorship or publisher except for documents in the public domain.

7) Figure legends

- Arabic numerals should be used in the order that the figures are quoted in the main text.
- All pictures and photographs should be described in the legend with complete sentences rather than incomplete phrases or a clause.
- The description of footnotes below the figure should follow the order of that of symbols and then acronyms. Symbols should be marked with small alphabet letters in the order of their usage, such as ^{a, b, c, d, e}.

8) Supplemental data

Nonessential tables and figures may accompany articles as online-only supplemental files. All online-only supplementary files should be combined in one document file (whenever possible) and uploaded separately during the submission process. These files must be referenced in the main text of the manuscript at least once (e.g., “Supplementary Table 1”).

9) Graphical abstract

A graphical abstract serves as a visual summary of a paper’s main findings, presenting the article’s topic in an engaging pictorial format to captivate a diverse readership. Highlights, presented as concise bullet points (up to 5), convey the essential discoveries of the paper. Each bullet point should not exceed 85 characters, including spaces.

While authors are not required to submit a graphical abstract or highlights during the initial submission, acceptance of the manuscript mandates their inclusion. Both the graphical abstract and highlights will be featured in online content, the article PDF file.

5.3. Reviews

Review articles may be written by invitation or may be submitted for consideration by the editorial board. Manuscripts submitted as review articles will be subjected to the same review process as original research articles. Instructions for original articles should be followed for review articles. A review article should include an abstract not exceeding 200 words and keywords, for which the number of references should not exceed 150.

5.4. Brief Reports

The purpose of a brief report is to permit publication of novel and exciting findings in clinical and experimental studies that can be concisely presented. These manuscripts should include a short nonstructured abstract (180 words maximum), an introduction, methods, results, and discussion. The total manuscript length should not exceed 1,500 words, excluding references and abstract. Brief reports can include a maximum of 20 references and 2 figures or tables.

5.5. Editorials

Editorials in the *dmj* are written following an invitation from the journal’s editorial board to a senior investigator in the relevant field. The purpose of Editorials is to provide additional insights into original data contained within an article published in the journal. The number of references should not exceed 20.

5.6. Letters to the Editor

This is referred to as the criticism or opinions about a specific manuscript that is published in this journal in the past six months, with a maximum of 1,000 words, plus 10 references and normally no more than one table or one figure. Letters will be published at the discretion of the editor-in-chief.

6. PEER REVIEW AND ACCEPTANCE

6.1. Screening before Review

Submitted manuscripts are first reviewed by manuscript editors. Unless they meet submission criteria, they will be sent back to the authors for a resubmission after corrections have been made. Then, the priority of the submitted manuscript to *dmj* will be initially assessed by the associate editors. Before reviewing, all submitted manuscripts are inspected by Similarity Check powered by iThenticate (<https://www.crossref.org/services/similarity-check/>), a plagiarism-screening tool. If a too high a degree of similarity score is found, the Editorial Board will do a more profound content screening.

6.2. Peer Review Process

Manuscripts deemed suitable will be reviewed by two or more experts in the corresponding field to assess the scientific quality of the paper. This journal uses double-blind review throughout the review process. If changes are needed, the editorial board may request authors to revise and amend the manuscripts. Authors of a revised manuscript must describe on a line-by-line basis how the manuscript was revised according to the instructions of the reviewers. Revisions must be received within 2 months from the date of the letter from the editorial board indicating that a revised manuscript would be considered for publication. If the revised manuscript is not returned within this period, the board will assume that the author has decided not to pursue publication. Based on the review results and revisions, the associate editor finally determines whether manuscripts are acceptable. Statistical editing is also performed if the data requires professional statistical review by a statistician.

6.3. Complains and Appeals

1) Who complains or makes an appeal? Submitters, authors, reviewers, and readers may register complaints and appeals in a variety of cases as follows: falsification, fabrication, plagiarism, duplicate publication, authorship dispute, conflict of interest, ethical treatment of animals, informed consent, bias or unfair/inappropriate competitive acts, copyright, stolen data, defamation, and legal problem. If any individuals or institutions want to inform the cases, they can send a letter via email (diabetes@kams.or.kr). For

the complaints or appeals, concrete data with answers to all factual questions (who, when, where, what, how, why) should be provided.

- 2) Who is responsible to resolve and handle complaints and appeals? The editor, editorial board, or editorial office is responsible for them. A legal consultant or ethics editor may be able to help with the decision making.
- 3) What may be the consequence of remedy? It depends on the type or degree of misconduct. The consequence of resolution will follow the guidelines of the COPE.

If not described above, the process of handling complaints and appeals follows the guidelines of the COPE (<https://publicationethics.org/appeals>).

7. MANUSCRIPT PROCESSING AFTER ACCEPTANCE

7.1. Final Version

After a paper has been accepted for publication, the author(s) should submit the final version of the manuscript. The names and affiliations of authors should be double-checked, and if the originally submitted image files were of poor resolution, higher-resolution image files should be submitted at this time. TIFF and PDF formats are preferred for the submission of digital files of photographic images. Files containing figures must be named according to the figure number (ex: Fig. 1. tiff). Symbols (e.g., circles, triangles, squares), letters (e.g., words, abbreviations), and numbers should be large enough to be legible on reduction to the journal's column widths. All

symbols must be defined in the figure caption. If references, tables, or figures are moved, added, or deleted during the revision process, they should be renumbered to reflect such changes so that all tables, references, and figures are cited in numeric order.

7.2. Manuscript Corrections

Before publication, the manuscript editor will correct the manuscript such that it meets the standard publication format. The authors must respond within 2 working days when the manuscript editor contacts the author for revisions. If the response is delayed, the manuscript's publication may be postponed to the next issue.

7.3. Galley Proof

After corrections have been made, an accepted manuscript will be sent to the publisher for printing. The proof may be revised more than once by the corresponding author, if needed. The author should double-check for corrections in the content, title, affiliation, capitalization, locations of figures, and references. Corresponding authors are responsible for further corrections made after printing.

7.4. Post-publication Discussions

Post-publication discussions can be held through letters to the editor. If any readers have concerns about any articles published, they can submit a letter to the editor related to the articles. If any errors or mistakes are found in an article, they can be corrected through an erratum, corrigendum, or retraction.

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- Any potential conflicts of interest relevant to the manuscript should be stated in the Conflicts of Interest.
- Financial sponsorship should be stated in the Funding statements.
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Checklist for formatting of the manuscript

- The manuscript should be organized in the following sequence: title page, abstract and keywords, main body (introduction, methods, results, discussion), conflicts of interest, funding statements, acknowledgments, references, tables, and figure legends.
- The manuscript must be double-spaced in 12-point font with 3-cm blank margin on both sides, top, and bottom on A4-sized paper (21×30 cm) or North American letter-sized paper (8½ in×11 in).

1. Original articles

- The title page should be as follows; the title of the manuscript, a short running title less than 50 characters, names of all authors and their current affiliations.
- The word limit for a title is 20 English words and the first letter of each word of a title must be capitalized.

- Provide an abstract of not more than 250 words composed of background, methods, results, and conclusion.
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2. Reviews

- A review article should include an abstract not exceeding 200 words and keywords.
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- The manuscript should include a short non-structured abstract (180 words maximum), introduction, methods, results, and discussion.
- The total manuscript length should not exceed 1,500 words, excluding references and abstract.
- A maximum of 20 references and 2 figures or tables are allowed.

4. Editorials

- The number of references should not exceed 20.

5. Letters to the Editor

- The word limit is 1,000 words and the number of references should not exceed 10.
- No more than one table or one figure is allowed.

Detailed checklist for manuscript submission

- Abbreviations should be used only when necessary and defined on first use.
 - e.g., high density lipoprotein cholesterol (HDL-C)
- Clinical laboratory values and units should be in Système International (SI) form.
- Leave a space before a unit, a number, a parenthesis and before and after any sign such as ±, <, >, and =.
 - e.g., body weight 52 kg, diabetic ketoacidosis (DKA), 57.5 ±33.3, < 30 kg/m²

1. References

- Reference numbers in the text should appear in chronological order in normal type and in square brackets {e.g., “In the study by Norton et al. [23]...”}.
- The descriptions of the journal references should follow the National Library of Medicine (NLM) Style Guide for Authors, Editors, and Publishers. Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. Available from: <http://www.nlm.nih.gov/citing-medicine> The order should be as follows; authors’ names (list the first six authors and add “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

- Tables should be numbered in the order of their appearance in a main body.
- Tables should be double-spaced and inserted on a separate page.
- Only the first letter of the table title must be capitalized.
- Only the first word should be capitalized inside a table.
- Unnecessary longitudinal lines should not be used.
- The description of footnotes below the table should follow the order of that of the acronyms and symbols. Symbols should be marked with small alphabet letters in the order of usage, such as ^{a, b, c, d, e}. The explanation of footnotes should

be separated from each other by a semicolon, without beginning a new line below the table.

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- Figures should be numbered in the order of their appearance in a main body.
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Each author is expected to have made contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or have drafted the work or revised it; and to have finally approved the manuscript.

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