

## Submission Checklist

Before submitting the manuscript, please review the following items and mark the applicable content with a "✓" (checkmark). All authors must submit additional documents via email to the KJAN editorial assistant before submission.

### General Guidelines:

- ☐ The manuscript should follow the ethical guidelines of the Korean Society of Adult Nursing (KSAN) and should not be a duplicate publication.
- ☐ The first and corresponding authors should be members of the KSAN (\*Foreign researchers may submit to KJAN, even though they are not KSAN members).
- ☐ The corresponding author agrees to pay the article processing charge (APC) of 600 USD (KRW 600,000) per article after the submitted manuscript is accepted for publication.
- ☐ Copyright transfer agreement signed by all authors, submission checklist, professional English editing certificate, relevant EQUATOR reporting guidelines checklist (submitted by email).
- ☐ Original article                      ☐ Non-original article
- ☐ Initial submission                      ☐ Resubmission
- ☐ Institutional review board (IRB) approval institution and number: \_\_\_\_\_
- ☐ The topic of the manuscript should align with the aims and scope of KJAN.

### 1. Manuscript preparation

- ☐ A4 paper size, 12-point font Times New Roman in MS Word file.
- ☐ Line space: double spacing / Margins of 30 mm on the top and 25 mm on the bottom, left, and right.
- ☐ Page numbers at the bottom of each page.
- ☐ Subheadings of abstract, text, references, and tables and figures.
- ☐ Original article should be no more than 6,000 words; a review article should not exceed 8,000 words; and an editorial should be no longer than 2,500 words.

### 2. Title page

- ☐ The first author and the corresponding author should be clearly noted.
- ☐ All authors' information (name, affiliation, and ORCID number).
- ☐ The full postal and email address, telephone numbers, and fax number of the corresponding author.
- ☐ The type of manuscript (e.g., review, quantitative research, qualitative research, concept analysis, Q-methodology, and meta-analysis).
- ☐ The number of references.
- ☐ Word count for abstract.
- ☐ Running title.
- ☐ Permission to use measurements/instruments for the study.
- ☐ IRB approval institution and number.
- ☐ Disclosure.

- ☐ Mention of professional English editing certificate.
- ☐ Mention of reporting guideline checklist.

### **3. Abstract and Keywords**

- ☐ 250 words or fewer in the abstract.
- ☐ Subheadings of Purpose, Methods, Results, and Conclusion.
- ☐ 5 or fewer keywords from MeSH terms.

### **4. References**

- ☐ The number of references should be 35 or fewer (50 or fewer for model construction).
- ☐ All references should be written in English and on separate pages.
- ☐ References follow NLM style.
- ☐ All references are written with DOIs.
- ☐ All citations in the paper should have a complete and accurate corresponding reference in the reference list.
- ☐ Present recent (within 5 years) articles to the extent possible.

### **5. Tables and Figures**

- ☐ The total number of tables and figures should be 5 or fewer.
- ☐ All abbreviations should be described below the tables or figures.
- ☐ When numbers are used, the units of the numbers should also be given.
- ☐ All table and figure numbers should be mentioned in the text.
- ☐ The figures should be consistent with the main text.
- ☐ Tables and figures are presented on separate pages after the references, with one table and figure per page.

### **6. Corresponding author**

- ☐ As a corresponding author, I am well-informed of the KJAN APC (article processing fee) and the author's guidelines.

Note: Manuscripts submitted to KJAN will be returned if they do not conform to the submission guidelines of KJAN.

Corresponding author's full name & authorized signature:\_\_\_\_\_