

Instructions for Authors

Aim and Scope

The Dementia and Neurocognitive Disorders (DND) is a journal of the Korean Dementia Association and is published quarterly on the last day of March, June, September, and December. DND contains manuscripts pertaining to clinical and translational investigations of dementia and neurocognitive disorders that will allow clinician or researcher for dementia or neurocognitive disorders to enrich their knowledge of patient management, education, and clinical or experimental research, and hence their professionalism.

DND aims to publish the most cutting-edge clinical research from around the world. DND is directed at physicians concerned with diseases and conditions of the neurodegenerative system, encompassing all fields of cognitive or neurobehavioral sciences. Although the main focuses of DND are common disorders of dementia and neurocognitive disorders, its publishers are also keenly interested in other, perhaps uncommon but nonetheless important diseases. The online version is considered the canonical version of the journal because all of its content (i.e., including any Supplementary Data) are available to the reader.

Types of Manuscript

DND publishes Original Articles, Reviews, Letters to the Editor, and Editorials, in addition to articles commissioned by the Editorial Committee. The manuscripts are subject to peer review. Identities of peer reviewers and authors are kept confidential. Final decisions regarding manuscript publication are made by the Editor.

Original Articles

Original Articles include reports on original clinical and translational research and related topics. Although there is no set limit for the length of Original Articles, it is highly recommended that they be no longer than 4000 words excluding the Abstract, tables, figure legends, and references. The Abstract should be no longer than 250 words, and should contain the following headings: Background and Purpose, Methods, Results, and Conclusions. A combined total of seven figures and tables are allowed; additional tables and figures may be provided as online Supplementary Data.

Reviews

Reviews are usually solicited by the Editor-in-Chief, and are subject to the same review process as the other types of manuscript prior to being accepted for publication. Reviews must have an Abstract, but there is no structured format for it. It is recommended that Reviews have a minimum length of

3,000 words excluding the Abstract, tables, figure legends, and references.

Letters to the Editor

Letters to the Editor should be no longer than 750 words, including the title page and references. Only one figure or table is allowed, and subheadings should not be used.

Editorials

Editorials are accepted by invitation only (from the Editor-in-Chief), and are commentaries on timely and important topics. Editorials express the personal views of the authors and do not represent the opinions of DND. Words counts are not limited, and subheadings should not be used.

Ethical Policy

A submitted manuscript must not be associated with any type of research misconduct, including fabrication, falsification, or plagiarism with intent to deceive by the authors. The Editor-in-Chief will reject a manuscript if research misconduct is suspected. The cover letter to the Editor-in-Chief must declare that a submitted manuscript has neither been published nor is under simultaneous consideration for publication elsewhere either in its entirety or in part in any language, except in the form of an abstract. The cover letter must also state whether any part of the manuscript contains redundant or duplicate information, defined as text, data, tables, or figures that overlap substantially with previously published information. Research involving human subjects must comply with the principles of the Declaration of Helsinki (1964), and manuscripts describing such research must state that informed consent to participate was obtained from the subjects, when appropriate. Manuscripts describing research involving animals must state in the Methods section that the work was approved by the appropriate institutional ethics committee or review board. Policies on the research and publication ethics not stated in these instructions are available elsewhere, such as in the "Committee on Publication Ethics" (<http://publicationethics.org/resources/guidelines>).

Copyright

The copyright of published manuscripts is held by the Korean Dementia Association. The authors must remember that the use of data, tables, figures, or videos (except for lectures) published in DND without written permission of the copyright holder is plagiarism, even if they are taken from the authors' own manuscripts. This statement is consistent with the "Creative Commons (Attribution-Noncommercial)" code (<http://creativecommons.org/licenses/by-nc-nd/3.0/us/>). The

corresponding author must send a signed copyright transfer and author consent form to the Editorial Office by email or fax before manuscripts can be published. Copyright transfer and author consent forms can be downloaded from the DND online submission page (<https://www.editorialmanager.com/dnd/>). The copyright transfer includes images of patients, whether in artwork or video format. The Methods section should state that informed consent for such images to be published was obtained from the involved subjects. Documentation proving this does not have to be sent to the Editorial Office, but it should be kept in case it is requested.

Manuscript Submission

DND offers authors Web-based manuscript submission and peer review at <https://www.editorialmanager.com/dnd/>. Please review the instructions at the website carefully and take note of the additional instructions provided at the top of each screen of the five-stage submission process. Submit your manuscript and all figures exactly as instructed to avoid rejection or a delay in processing.

Users must register when accessing the DND online submission system for the first time, by clicking on “Register.” Three steps are involved in obtaining a personal account.

ID/Password

We strongly recommend using your email address as your ID, since this represents a unique and easy-to-remember identifier that will be needed each time you log onto the system (as a reviewer or author). The password will be encrypted for security reasons, and will not be known to any of the DND staff. A verification message will be emailed to you at the email address you used to register.

Profile

Once you have verified your email address, you will be asked to provide a basic profile consisting of your contact information.

Uploading a Manuscript

Once logged onto the DND online submission system, click on “Submit a new manuscript.” You will be presented with a series of fields for entering information about your manuscript and uploading the manuscript and any images and supplementary files.

The system will automatically convert your files into a single PDF file for the review procedure. You will be asked to approve the converted file before your manuscript is formally accepted for submission to DND. The conversion process can take up to 30 minutes, and an

email will be sent informing you when the conversion is complete. Click on “Ready for you to proof” in the author area to check that the manuscript has been converted correctly.

You may begin a submission or continue the process at a later date by clicking on “Save/Continue” at the bottom of the screen when entering your manuscript information. This enables you to save that page or continue to the next page. If you choose not to complete the submission during a particular session, your manuscript will appear in the “incomplete submission” queue under “My Manuscript.” Do not submit the same manuscript more than once.

After completing the submission, the manuscript number will be sent to the email address specified, and this should be quoted in all subsequent communications. This email notification will be sent after we have confirmed that the format of the submitted manuscript is consistent with the DND style. Manuscripts that do not conform to this style might be returned to you so that you can correct the style before further review.

Supplementary Data

Supplementary Data are contents (such as raw data, figure, table, and video file) that the authors wish to make available online if the manuscript is accepted for publication.

Manuscript Status

Authors who submit online using the DND online submission system can keep track of the progress of their manuscript throughout the peerreview process by visiting the DND online submission page and clicking on “My Manuscript.”

Submitting a Revision

To submit a revised manuscript via the DND online submission system, click on “Submit a revised manuscript.” You will be presented with information about the original version of your manuscript, which should be edited as necessary. You will then be required to upload the files related to the revised version (see “Manuscript Submission” for further details). Please include your point-by-point responses to the reviewer comments and a cover letter to the Editor-in-Chief. In addition, please submit a copy of the revised manuscript indicated new text using red colored type (without a change of the font type or underlining).

Manuscript Preparation

General Style

The manuscript must contain the author information page, title page, Abstract, main text, references, tables, and figure legends,

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and should be written in English. Margins of 2.5 cm are required on each side. The main text of the manuscript and all tables included in the submission must be provided as Microsoft Word files. The text must be written in doublespaced, 12-point font, preferably Times New Roman, and left-justified only (i.e., the right margin should not be justified). Abbreviations should only be used for terms that are used at least twice, and should be defined separately on first use in both the Abstract and main text. Place the page number in the middle of the bottom of each page from the title page onwards. Any automatic formatting features should be removed before submitting the manuscript (e.g., when using EndNote, remove the field codes before submission).

Cover Letter

The cover letter accompanying the manuscript must specify the type of manuscript and include statements on ethical issues and conflicts of interest, and complete contact information for the corresponding author.

Author Information Page

The author information page should contain all of the following information: manuscript title, full names of all authors and their affiliations where the work was performed, a running title (less than 50 characters including spaces), and the contact information for the corresponding author including the complete postal address, telephone number, fax number, email address, and ORCID (Open Researcher and Contributor ID) of all authors. When there are multiple authors with multiple affiliations, these can be referenced using lower-case superscript letters in the order in which they appear (e.g., "1,2,3"). Titles should be short, specific, and informative. Acknowledgements and sources of funding should be stated on this page under appropriate subheadings. All potential conflicts of interest of the authors must also be reported on this page.

Title Page

The title page is considered the first page of the manuscript. It should contain the title, running title, number of characters in the title, number of words in the manuscript (excluding references, tables, and figure legends), number of figures, and number of tables. The total number of figures and tables combined should not exceed seven in an Original Article. Do not include author information on the title page for a blind peer review. The author names should not appear on this page.

Abstract

The Abstract must appear on a separate page. All Original Articles

must include structured Abstracts that do not exceed 250 words, and be organized under Background and Purpose, Methods, Results, and Conclusions, with these subheadings terminated with a colon and in boldface. Abstracts are required for Reviews, but a structured format as required for Original Articles is not necessary. Editorials and Letters to the Editor do not require an Abstract. Between three and six keywords should be provided at the end of this page. Important terms can be selected from the Medical Subject Heading (MeSH) of Index Medicus.

Main Text

The main text of an Original Article must be prepared under the following subheadings: Introduction, Methods, Results, and Discussion. The following rules should be followed for each paragraph: (1) do not indent the first line, (2) separate it from the previous paragraph by a vertical space, and (3) do not include any new-line or new-paragraph marks (except at the end). Do not include any new-page marks in the file. Editorials and Letters to the Editor should not contain subheadings. When preparing "Methods," ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors). Unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex or gender. If the study involved an exclusive population (only one sex, for example), authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they determined race or ethnicity, and justify their relevance.

Author Contributions

This section should describe what each author has done in the study. To qualify for authorship, all contributors must meet at least one of the seven core contributions by CRediT (conceptualization, methodology, software, validation, formal analysis, investigation, data curation), as well as at least one of the writing contributions (original draft preparation, review, and editing). Authors may also satisfy other remaining contributions; however, satisfying these alone will not qualify them for authorship. Author contributions will be published with the final article, and they should accurately reflect contributions to the work. The submitting author is responsible for completing this information at submission, and it is expected that all authors would have reviewed, discussed, and agreed to their individual contributions ahead of this time.

Conflicts of Interest

Any potential conflicts of interest must be disclosed in this section. If there are no potential conflicts of interest, the

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following statement should be added: “The authors have no potential conflicts of interest to disclose.”

References

References should be numbered numerically in the text using superscript, unparenthesized numbers (e.g., 3,7,10-12), and then listed on a separate sheet at the end of the manuscript in the same numerical order. Unpublished data, including manuscripts that have been submitted but not yet accepted for publication, and personal communications may be cited in the text (and must include the initials and surnames of all of the involved people, and the year in which the observation was made), but should not be listed as references. Authors are responsible for the accuracy of references. The format of reference should conform with that specified in “NLM Style Guide for Authors, Editors, and Publishers (<http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=citmed>)” Journal abbreviations should conform to the style used in the Cumulated Index Medicus (<http://www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng>). References with six or fewer authors should list all of them, while those with seven or more authors should list only the first six, followed by “et al.” The endnote reference style for DND is specified on the journal homepage. References to web-only journals should give authors, article title and journal name as above, followed by URL in full – or DOI if known – and the year of publication in parentheses. References to websites should give authors if known, title of cited page, URL in full, and year of posting in parentheses.

Sample References

1. Journal article:

Kim SH, Han SW, Kim EH, Kim DJ, Lee KY, Kim DI, et al. Plasma fibrinolysis inhibitor levels in acute stroke patients with thrombolysis failure. *J Clin Neurol* 2005;1:142-147.

2. Book:

Wyllie E. *The Treatment of Epilepsy*. 2nd ed. Baltimore: Williams & Wilkins, 1997;97-98.

3. Book chapter:

Calne CB, Duvoision RFC, McGeer E. Speculation on the etiology of Parkinson’s disease. In: Hassler RG, Christ JF, editors. *Advances in Neurology*. 2nd ed. Vol 40. New York: Raven, 1984;353-360.

Tables

Each table and its title should appear on a separate page, and should be provided as a Microsoft Word table in order to ensure correct column alignment. Tables must be cited in numerical order (Table 1, Table 2, etc.) in the main text. Horizontal lines

should be used only above and below column headings and at the bottom of a table; vertical lines should not be used at all. All abbreviations should be spelled out when they first appear in tables. For footnotes, the following symbols should be superscripts and be used in the indicated sequence: *, †, ‡, §, ||, ¶, **, ††, and ‡‡. The significance of observations, as determined by appropriate statistical analyses, must be indicated.

Figures

Figures must also be cited in numerical order (Fig. 1, Fig. 2, etc.) in the main text. They must be submitted as separate files saved in JPEG, TIFF, EPS, or PPT format (do not embed the figures in the Microsoft Word manuscript file). The minimum resolutions for different image types are line art (an image composed of lines and text), 1000 dpi; halftone (a continuous-tone photograph that contains no text), 300 dpi; and combined line art and halftone, 600 dpi. As mentioned in the “Copyright” section, photographs of recognizable persons should be accompanied by signed releases from them or their legal guardians authorizing publication. Figure legends must appear on a separate page at the end of the manuscript file. All color figures will be reproduced in full color in the online edition of DND at no cost to authors, but the complete cost of reproducing color figures in the printed version of the journal will be charged to the authors, at \$200 for the first page containing any color figures and \$100 for each additional page.

Accepted Manuscripts:

Materials Required for Publication

Proofs and Reprints

Proofs must be returned within 48 hours of receipt; late return might delay the publication of a manuscript. Please check the text, tables, figure legends, and references very carefully. To expedite publication, page proofs (rather than galley proofs) will be sent electronically to the corresponding author. Substantial alterations by the authors other than the correction of printing errors might incur additional charges.

Editorial Correspondence

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