GENERAL INFORMATION

*Journal of Trauma and Injury (J Trauma Inj, JTI)* is the official journal of the Korean Society of Traumatology. JTI is a peer-reviewed, open access journal that collaborates closely with the Armed Forces Medical Command and the Armed Forces Capital Hospital of Korea, due to the special circumstances between South Korea (hereinafter referred to as Korea) and North Korea.

JTI aims to provide education and training in the field of trauma and to promote communication and information exchange among medical staff, ultimately helping to save the lives of injured patients.

The scope of JTI includes basic and clinical research in trauma-related fields such as general surgery, thoracic surgery, orthopedics, neurosurgery, plastic surgery, head and neck surgery, obstetrics and gynecology, ophthalmology, emergency medicine, anesthesiology, neuropsychiatry, rehabilitation medicine, diagnostic radiology, and interventional radiology. Its scope also encompasses the role of emergency medical technicians and nurses, social infrastructure and systems for caring for injured patients, government policy and support, and wartime trauma research.

The regional scope is mainly Korea, but JTI welcomes submissions from researchers worldwide.

JTI was launched in June 1988 with articles published in both Korean and English. Since 2016, the journal has been published in English only. Publication types include original articles, case reports/series, reviews, editorials, and correspondence. The editor usually commissions reviews. JTI is published quarterly on the last day of March, June, September, and December.

JTI follows the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (https://www.icmje.org/recommendations/) from the International Committee of Medical Journal Editors (ICMJE) if not otherwise described below.

ARTICLE PROCESSING CHARGES

JTI is a platinum open access journal that does not charge author fees. Thus, there are no fees for author submissions or other publication-related charges. The publisher fully covers all costs associated with the publication process.

PUBLICATION AND RESEARCH ETHICS

JTI adheres to the ethical guidelines for research and publication described in the Guidelines on Good Publication (https://publicationethics.org/guidance/Guidelines) by the Committee on Publication Ethics (COPE) and the Good Publication Practice Guideline for Medical Journals (https://www.kamje.or.kr/board/view?b_name=bo_publication&b_id=13) by the Korean Association of Medical Journal Editors (KAMJE).

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All authors must have made a significant intellectual contribution to the manuscript according to the criteria formulated by the ICMJE. Each author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based on the four ICMJE criteria: (1) substantial contributions to conception, design, or the acquisition, analysis, or interpretation of data; (2) drafting the article or revising it critically for important intellectual content; (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. General supervision of the research group is not sufficient for authorship. All authors must state they have approved the final draft before submission.

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Informed consent should be obtained from patients who participated in clinical investigations unless the requirement is waived by the IRB. Images of human subjects should only be used if the information is essential for scientific purposes and explicit permission has been obtained as part of the consent. Even with consent, identifying details should be omitted if they are not necessary. Authors must ensure that any alterations made to maintain the anonymity of individuals in photographs do not compromise the scientific accuracy of the image. If consent has not been obtained, it is generally not sufficient to anonymize a photograph simply by using eye bars or blurring the face of the individual concerned.

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EDITORIAL POLICY

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JTI is an open access journal, which means that authors who publish with us are able to freely share their research in various ways, including preprint servers, social media platforms, conferences, and 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.

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**Archiving Policy**

JTI ensures the long-term availability of its contents, even if the journal is no longer in publication, through archiving in the National Library of Korea (https://www.nl.go.kr/). Authors can also archive the publisher’s version (in PDF format) available from our website (https://jtraumainj.org/).

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JTI allows authors to submit preprints to the journal. A preprint refers to a version of a scholarly paper that precedes formal peer review and publication in a peer-reviewed scholarly journal. Submitting a preprint to JTI will not be considered as duplicate submission or publication. JTI advises authors to mention the existence of the preprint, along with its DOI, in the cover letter during the submission process. Failure to do so may result in a plagiarism check program (Similarity Check) flagging the submission for excessive duplication. The preprint will go through the same peer review process as any other submission. If accepted for publication, the authors are encouraged to update the preprint with a link to the published article in JTI, including the DOI. It is highly recommended that authors cite the published article in JTI instead of the preprint in their future submissions to other journals.

**Peer Review Policy**

All submitted papers, including those invited by the editor, are subject to peer review. JTI follows a double-blind peer review policy, ensuring the anonymity of both authors and throughout the review process. However, the editor managing the review process has access to the identities of both authors and reviewers. Each manuscript undergoes peer review by at least two reviewers with relevant expertise. The Editorial Board selects reviewers based on their expertise, publication history, and past reviews. During the review, reviewers can interact directly with the editor alone (via the submission system or email), following the “independent review” approach. Certain publication types, including editorials, errata, corrigenda, retractions, withdrawals, and letters to the editor, are reviewed by the Editorial Board without external peer review.

The initial decision is typically made within 2 months of receiving a manuscript. If there is no correspondence from the Editorial Office regarding the manuscript’s status after 2 months, authors are encouraged to contact the editor. The Editorial Board is responsible for the final decision on whether to accept or reject a manuscript after the peer review.

All published articles in JTI display the dates of submission, revision, acceptance, and publication on their article page, but information regarding the review process and editorial decision are not published. JTI does not guarantee acceptance of initial manuscript submissions except for the invited articles.

**MANUSCRIPT PREPARATION**

Manuscripts should be written in English. Medical terminology should conform to the most recent edition of Dorland’s Illustrated Medical Dictionary.

**General Principles**

- Format of manuscript: Manuscripts should be submitted in the file format of Microsoft Word 2010 or higher. Manu-
scripts should be typed on an A4-sized document, be double-spaced, and use a font size of 10–12 point with margins of 2 cm on each side and 3 cm for the upper and lower ends. We recommend the use of the template provided at https://www.jtraumainj.org/authors/authors.php/ when formatting the manuscript.

- Abbreviation of terminology: Abbreviations should be avoided as much as possible. One word should not be expressed through an abbreviation, although two or more words may be expressed through an abbreviation. The full term for which the abbreviation stands should be used at its first occurrence in the text. Abbreviations should not be present in the title. Common abbreviations, such as DNA or COVID-19, however, may be used.


- Machines and equipment: When the use of reagents or devices is reported in the text, the name of the manufacturer, city, state, and country should be indicated.

- Statistics: Statistical methods must be described and the program used for analysis and its source should be stated.

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- Cover letter: The cover letter should inform the Editor that neither the submitted material nor portions thereof have been published previously or are under consideration for publication elsewhere. It should state any potential conflict of interest that could influence the authors’ interpretation of the data, such as financial support from or connections to pharmaceutical companies, political pressure from interest groups, or academically related issues.

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1. Arrangement of the manuscript: Original articles should be organized in the order of Title page, Abstract & Keywords, Main text (Introduction, Methods, Results, Discussion), References, Tables, Figures, and Figure Legends. The title of each new section should begin on a new page. Number pages consecutively, beginning with the abstract page. Page numbers should be placed at the middle of the bottom of each page.

2. Title page

- The title page must include the article title, the authors’ names (including ORCID), affiliations, corresponding authors’ names and contact information, running title, and declarations.

- Title: The title should be concise and precise. The title should be written in sentence case, meaning the first letter of the first word and any proper nouns are capitalized, as in a typical sentence. Generic drug names should be used in the title, not brand names. The title should also indicate the study design. If the study involved human participants, the country where the study was conducted should be included.

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- Corresponding author: The corresponding author’s name, address, postal code, telephone number, and email address should be included.

- Running title: A running title of less than 50 characters including letters and spaces should be included in English. If the included running title is inappropriate, the Editorial Board may revise it.

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  - Ethical statements: When reporting experiments with human or animal subjects, the authors should indicate whether they received approval from the IRB for the study and whether informed consent from the patients was obtained.
  - Conflicts of interest: If there are any conflicts of interest, authors should disclose them in the manuscript. Disclosures allow editors, reviewers, and readers to approach the manuscript with an understanding of the situation and background of the completed research. If there are no conflicts of interest, authors should include the following sentence: “The authors have no conflicts of interest to declare.”
  - Funding: Funding for the research should be provided here.
Providing a FundRef ID is suggested, including the name of the funding agency, the country, and if available, the number of the grant provided by the funding agency. If the funding agency does not have a FundRef ID, please ask the agency to contact the FundRef registry (fundref.registry@crossref.org). A detailed description of the FundRef policy can be found at the Crossref website (https://www.crossref.org/services/funder-registry/).

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   • Introduction: The Introduction should address the purpose of the article concisely and include background reports that are relevant to the purpose of the paper.
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   • Results: Results should be presented in a logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat all of the data in the tables or figures in the text; emphasize or summarize only the most important observations.
   • Discussion: Discussion should emphasize the new and important aspects of the study, including the conclusions. Do not repeat the results in detail or other information that is included in the Introduction or Results sections. Describe the conclusions according to the purpose of the study but avoid unqualified statements that are not adequately supported by the data. Conclusions may be stated briefly in the last paragraph of the Discussion section.

5. References
   • References should be obviously related to the document. In the text, references should be cited with Arabic numerals in brackets, numbered in the order cited. In the references section, the references should be numbered and listed in order of appearance in the text.
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   • In principle, the number of references is limited to 30 for original articles. Exceptions can be made only with the agreement of the Editor.
The description of the References section is provided below. The References follow the NLM Style Guide for Authors, Editors, and Publishers (https://www.ncbi.nlm.nih.gov/books/NBK7256/) if not specified below.


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Tables must be numbered in the order in which they are cited in the text. Each table must be simple and typed on a separate page. Supply a brief title at the top of the table. The titles of tables start with “Table 1.” Footnotes should be provided consecutively in order of the information, statistics, and abbreviations. Footnoted information should be referenced using superscript lowercase letters (e.g., a, b) in alphabetical order.

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Authors must submit figures and illustrations as electronic files. Images must be provided as TIFF files. JPEG is also acceptable when it is the original format. Each figure must be of good quality, higher than 300 dpi resolution with good contrast and sharpness. Figures must be sized to 4 inches. If possible, submit the original file without any modifications.

Submit files of figures and photographs separately from the text of the paper. Number figures as “Figure Arabic numeral” (e.g., Fig. 1) in the order of their citation. If a figure is divided into more than two images, mark each figure with Arabic numerals and a capital letter (e.g., Fig. 1A, B). Authors should submit line drawings in black and white. Figures should be explained briefly in the titles. An individual should not be recognizable in photographs or X-ray films provided at the time of submission. Radiographic prints must have arrows for clarity if applicable. Pathological samples should be pictured with a measuring stick.

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All figures should be described in the text separately. The description order must be the same as in the footnotes in tables and should be in recognizable sentences. In microscopic pictures, staining methods and magnification ratio should be indicated.

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1. The Editorial Board requests review articles of particular titles and text. The author can describe text that is not itemized.
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3. In principle, the number of references is limited to 100 for review articles. Exceptions can be made only with the agreement of the Editor.

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5. In principle, the number of references is limited to 15 for case reports. Exceptions can be made only with the agreement of the Editor.
Organization of Manuscript: Others

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Submission Process
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