Instructions to authors

Enactment January 1, 2004
First revision March 1, 2006
Second revision July 6, 2008
Third revision May 1, 2013
Fourth revision January 10, 2016
Fifth revised January 6, 2017
Seventh revision March 13, 2017
Recently revised March 8, 2023

General information

To submit a manuscript to the Journal of Educational Evaluation for Health Professions (JEEHP), it is advised to first carefully read the aims and the scope section of this journal, as it provides information on the editorial policy and the category of papers it accepts. Unlike many regular journals, JEEHP usually has no lag in acceptance of a manuscript and its publication. Authors that find a match with the aims and the scope of JEEHP are encouraged to submit as we publish works from all over the world. JEEHP adheres completely to guidelines and best practices published by professional organizations, including Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (http://www.icmje.org/icmje-recommendations.pdf) from ICMJE and Principles of Transparency and Best Practice in Scholarly Publishing (joint statement by COPE, DOAJ, WAME, and OASPA (http://doaj.org/bestpractice) if otherwise not described below. As an entity, JEEHP and its editor have been a member of the following organizations: Korean Association of Medical Journal Editors (2005-), Council of Science Editors (2008-), the Alliance of Learned and Professional Society Publishers (2010-), the European Association of Science Editors (2011-), Korean Council of Science Editors (2012-), the Committee on Publication Ethics (2013-), the World Association of Medical Editors (2013-), the American Medical Writers Association (2014-), and the Council of Asian Science Editors (2014-). JEEHP has also been listed as a publication that follows the guidelines of ICMJE, as elaborated above, since 2007. As such, JEEHP would like to keep the principles and policies of those professional organizations during editing and the publication process.

Research and publication ethics

For the policies on research and publication ethics not stated in the Instructions, Guidelines on Good Publication (http://publicationethics.org/) or Good Publication Practice Guidelines for Medical Journals (http://kamje.or.kr/) can be applied.

1. Conflict-of-Interest statement

Conflict of interest exists when an author or the author's institution, reviewer, or editor has financial or personal relationships that inappropriately influence or bias his or her actions. Such relationships are also known as dual commitments, competing interests, or competing loyalties. These relationships vary from being negligible to having a great potential for influencing judgment. Not all relationships represent true conflict of interest. On the other hand, the potential for conflict of interest can exist regardless of whether an individual believes that the relationship affects his or her scientific judgment. Financial relationships such as employment, consultancies, stock ownership, honoraria, and paid expert testimony are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, or of the science itself. Conflicts can occur for other reasons as well, such as personal relationships, academic competition, and intellectual passion (http://www.icmje.org/conflicts-of-interest/). If there are any conflicts of interest, authors should disclose them in the manuscript. The conflicts of interest may occur during the research process as well; however, it is important to provide disclosure. If there is a disclosure, editors, reviewers, and reader can approach the manuscript after understanding the situation and the background of the completed research.

2. Statement of human and animal right

Clinical research should be done in accordance with the Ethical Principles for Medical Research Involving Human Subjects, as outlined in the Helsinki Declaration of 1975 (revised 2013) (available from: https://www.wma.net/policy). Clinical studies that do not meet the Helsinki Declaration will not be considered for publication. 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. For animal subjects, the research should

be performed based on the National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals should be maintained.

3. Statement of informed consent and Institutional Review Board approval

Copies of written informed consents should be kept for studies on human subjects. For the clinical studies with human subjects, there should be a certificate, an agreement, or the approval by the Institutional Review Board (IRB) of the author's affiliated institution. If necessary, the editor or reviewers may request copies of these documents to resolve questions about IRB approval and study conduct.

4. Registration of the clinical trial research

Any research that deals with a clinical trial should be registered with the primary national clinical trial registry site such as the Korea Clinical Research Information Service (CRiS, http://cris.nih.go.kr), other primary national registry sites accredited by the World Health Organization (http://www.who.int/ictrp/network/primary/en/) or ClinicalTrials.gov (http://clinicaltrials.gov/), a service of the United States National Institutes of Health.

5. Authorship

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and 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) agreeing to be accountable for all aspects of the work in ensuring that the questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. The authors should meet these 4 conditions. If the number of authors is equal to or greater than 2, there should be a list of each author's role in the submitted paper. The description of co-first authors or co-corresponding authors is also accepted if the corresponding author believes that such roles existed in contributing to the manuscript. The authors are obliged to participate in the peer review process for other submitters' manuscripts.

6. Originality and duplicate publication

All submitted manuscripts should be original and should not be in consideration by other scientific journals for publication. Any part of the accepted manuscript should not be duplicated in any other scientific journal without permission of the Editorial Board, although the figures and tables can be used freely if the original source is verified according to the Creative Commons Attribution License. It is mandatory for all authors to resolve any copyright is-

sues when citing a figure or table from other journal that is not open access.

7. Secondary publication

It is possible to republish manuscripts if the manuscripts satisfy the condition of secondary publication of the "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals" by International Committee of Medical Journal Editors (ICMJE), available from http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/overlapping-publications.html. These are:

- 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 as "republications" and does not cite or index them when the original article was published in a journal that is indexed in MEDLINE.

8. Process to manage the research and publication misconduct

When the Journal faces suspected cases of research and publication misconduct such as a redundant (duplicate) publication, plagiarism, fabricated data, changes in authorship, undisclosed conflicts of interest, an ethical problem discovered with the submitted manuscript, a reviewer who has appropriated an author's idea or data, complaints against editors, and other issues, the resolving process will follow the flowchart provided by the Committee on Publication Ethics (http://publicationethics.org/resources/flowcharts). The Editorial Board of JEEHP will discuss the suspected cases and reach a decision. JEEHP will not hesitate to publish er-

rata, corrigenda, clarifications, retractions, and apologies when needed.

Manuscript preparation

1. Style and language
Every manuscript should be written in English. Medical terminology should be followed by the latest version of Dorland's Illustrated Medical Dictionary (Saunders). Abbreviations should be fully described at first appearance in the text and should be described in parentheses. After that the abbreviation can be used instead of the full term. The first letter of a name, place and a proper noun should be typed in capital letters. Numbers should be in Arabic numerals. Weight and other measurements should be written in the CGS (centimeter-gram-second) system of units. Other units need to be in the International System of Units / le Système international d'unités, SI. Species name and name of a gene should be typed in italic characters. The word of a Latin origin such as et al., in vivo, etc. needs not to be typed in italic characters. The spelled-out abbreviation followed by the abbreviation in parentheses should be used on the first mention unless the abbreviation is a standard one. All numbers should be written in Arabic numerals except for in the beginning of a sentence.

2. Reporting guidelines for specific study designs
Research reports frequently omit important information. As such, reporting guidelines have been developed for a number of study designs that some journals may ask authors to follow. Authors are encouraged to also consult the reporting guidelines relevant to their specific research design. A good source of reporting guidelines is the EQUATOR Network (http://www.equator-network.org/home/) and the United States National Institutes of Health/National Library of Medicine (http://www.nlm.nih.gov/services/research_report_guide.html).

3. Organization of the manuscript
1) Research article
(1) General points
The manuscript should be inputted with any of the following word-processing programs: Open Office (http://www.openoffice.org/), any word processor program with an RTF format or a recent version of MS Word. Text and spacing requirements are: font size of 10 points, double-spaced and blank space of at least 2.5 cm from every margin of A4 paper size. The preferred font is Garamond. The arrangement of the sections is as follows: Title Page, Abstract and Keywords, Graphical abstracts, Introduction, Methods, Results, Discussion, Open Researcher and Contributor ID (ORCID), Conflict of Interest Disclosure, Funding Disclosure, Acknowledgments, Appendix, Supplementary Materials, Authors' contributions, References, Tables, and Legend for figures. Graphic files are included separately. Page numbers should be at the bottom center of the page. The word count for the main text should be equal to or less than 2,500 including introduction, methods, results, and discussion. The recommended word counts, number of references, tables, and figures for a given manuscript submitted to JEEHP according to publication type is presented in Table 1 below. For exceeding the word count, the number of references, tables or figures, it should be negotiated with the Editorial Board. It is recommended to use template files in MS word or for the RTF format.

(2) Title page
In this section, the type of manuscript, the title of manuscript, the name of all the authors and their affiliations, address of the corresponding author plus e-mail address, telephone number, fax number, any conflict of interest, and financial assistance should be described. The type of manuscript should be typed in the top left area of the title page. The title should represent the content of the manuscript in a clear, but concise fashion. The title in both phrase form and sentence form is accepted. The title should be written in small characters except the first word's first character. Avoid abbreviations in the title of the manuscript. Name of authors should be described fully without abbreviation. In author name listing, any title of degree or professions such as M.D. or Ph.D. should not be added. Differentiation of the authors' affiliation can be done with superscript Arabic character numerals - such as 1, 2, 3- after the author's name and before the address of their affiliation. Address of affiliation should comprise at least the institute, city, and country. The authors' e-mail address is strongly recommended to be of their institute rather than that of a commercial one. An e-mail address from a commercial source can be added as a secondary e-mail. The corresponding author has full responsibility on the manuscript's exactness, and this author's name, mailing address, telephone number, fax number, and e-mail address should be described. The corresponding author should submit the manuscript with his e-mail. The word count for the abstract and the main text (including introduction, methods, results, and discussion) should be noted.

(3) Abstract
JEEHP has adopted the structured abstract format since May 2013, and that is composed of subheadings of purpose, methods, results, and conclusion. Word count of abstract should be equal to or less than 250. Keywords should be core terminologies that represent the content of the full text. The number of keywords

should be equal to or less than five. It is recommended to use MeSH terms (http://www.ncbi.nlm.nih.gov/mesh) as keywords if possible, and the appropriate MeSH terms are available with MeSH on Demand search engine (https://www.nlm.nih.gov/mesh/MeSHonDemand.html). Keywords should be arranged in alphabetical order. Country check tag should be added in the keywords. Only the first character of the first word of keywords should be in capital letter. A comma separates keywords from each other.

(4) Graphical abstracts

Graphical abstracts should be submitted as a separate file by using JEEHP's template after the request from the editorial office when the manuscript is accepted. The submission of the graphical abstract is mandatory for research article, brief report, case report, review, technical report, and educational/faculty development material. Also, please submit using the template provided by JEEHP for optimized image size and preferred file types. Click here to download the form.

(5) Introduction

It provides a research background and specific purpose or objectives for the research. The hypothesis tested can be stated. The references should be exactly pertinent to the subject presented and they should be provided a reference number. Introduction section should be described in one or two paragraphs.

(6) Methods

Ethical statement: If the study in the article is on human subjects or human-originated material, informed consent for the study and the IRB approval number needs to be provided. If there is no IRB number, it should be discussed with the editor during the review process.

Study design: Whether it is a descriptive analysis, randomized controlled study, cohort study, or meta analysis, the study design type should be provided.

Materials and/or Subjects: The materials used in the research should be clearly stated to allow further follow-up research. Any materials purchased should disclose the source of the manufacturer. Research subjects should also be precisely described with parameters such as age, sex, region, schools, country, date of intervention period, or job, etc. The reason of inclusion or selection of subjects should be explained. If there is exclusion of a certain group, it should be also explained. Questionnaires in non-English languages may also be included in the Appendix.

Technical Information: In describing analytic methods, a reporting guideline should be referred to for a better understanding of the content. If the methods are already well known, cite the method with a reference provided and mention only the modification, if any. If the method is something new, describe it more precisely. Complicated statistical methods can be placed in the Appendix. A methods section derived from previous articles is allowed to be described without consideration of duplicate publication. Duration of observation, survey, experiment, analysis, or follow-up for a study should be clearly stated.

Statistics: It should be described very meticulously. If the reviewers want to analyze the data to confirm the results, the raw data may be provided to the Editorial Office. Computer programs used for the statistical analysis should be stated with the name, manufacturer and the software version. Statistical results are encouraged to provide measurement error or uncertainty such as confidence intervals besides providing P-values.

(7) Results

It should be described logically according to the Methods section. Tables and figures are recommended to present the results more rapidly and easily. Do not duplicate the content of a table or a figure with in the Results section. Briefly describe the core results related to the conclusion in the text when data are provided in tables or in figures. In the Results section, audio or video files are also welcomed. Supplementary results can be placed in the Appendix.

(8) Discussion

It is important to deduce the conclusion from the results while avoiding statements not described in the Methods or the Results sections. At the first part of the Discussion section, briefly summarize the main findings, then explore possible explanations for these findings, compare, and contrast the results with other relevant studies. Please do not repeatedly mention the results of previous relevant studies, but mention any differences or concordances. Emphasize the core findings and the conclusions drawn from them with the best available evidence. At the last part of the Discussion section, describe the limitations of the study, any future research plans, and conclusions. If there was a research hypothesis mentioned in the Introduction section, it should be addressed and whether it was proven, disproven or remains to be addressed at a later study. It is meaningful to mention the usefulness of the contents to promote medical health education.

(9) ORCID (Open Researcher and Contributor ID)

All authors are recommended to provide an ORCID. To obtain an ORCID, authors should register in the ORCID web site:

http://orcid.org. Registration is free to every researcher in the world. Example of ORCID description is as follows:

Sun Huh: http://orcid.org/0000-0002-8559-8640

(10) Conflict of interest

It should be disclosed here according to the statement in the Research and publication ethics regardless of existence of conflict of interest. If the authors have nothing to disclose, please state: "No potential conflict of interest relevant to this article was reported."

(11) Funding

Funding to the research should be provided here. Providing a FundRef ID is recommended including the name of the funding agency, 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 that agency to contact the FundRef registry (e-mail: fundref.registry@crossref.org). Additional detailed policy of FundRef description is available from http://www.crossref.org/fundref/. Example of a funding description is as follows:

The study is supported by the Hallym University (FundRef ID: 10.13039/501100002632) research fund (HRF-G-2015-4) and the Korea Health Personnel Licensing Examination Institute (FundRef ID: 10.13039/501100003647) research fund (2016).

(12) Acknowledgments

Any persons that contributed to the study or the manuscript, but not meeting the requirements of an authorship could be placed here. For mentioning any persons or any organizations in this section, there should be a written permission from them.

(13) Appendix

If any materials are not enough to be included in the main text such as questionnaires, they can be listed in the Appendix.

(14) Supplementary materials

If there are any supplementary materials to help the understanding of readers or too great amount data to be included in the main text, it may be placed as supplementary data. Not only recording of the abstract, text, audio or video files, but also data files should be added here.

(15) Authors' contributions

JEEHP participates in the CRediT standard for author contributions. The contributions of all authors must be described using the CRediT Taxonomy of author roles. For each of the categories below, please enter the initials of the authors who contributed in that category. If listing more than one author in a category, separate each set of initials with a space. If no one contributed in a category, you may leave that box blank.

The corresponding author is responsible for completing this information at submission, and it is expected that all authors will have reviewed, discussed, and agreed to their individual contributions ahead of this time

Examples of authors' contributions are as followings:
- Conceptualization: SH.
- Data curation: YH.
- Formal analysis: ARC.
- Funding acquisition: SH.
- Methodology: SH YH ARC.
- Project administration: ARC.
- Visualization: SH YH ARC.
- Writing – original draft: YH ARC.
- Writing – review & editing: SH YH ARC.

(16) References

The description of the Reference section is provided below. The References follow the NLM Style Guide for Authors, Editors, and Publishers (http://www.nlm.nih.gov/citingmedicine) if not mentioned below. Only journal article citation follows house style with description of all authors and digital object identifier (DOI); no issue number and no comma after journal title. Every reference in the Reference section should be cited in the text. The number assigned to the reference citation is according to the first appearance in the manuscript. References in tables or figures are also numbered according to the appearance order. Reference number in the text, tables, and figures should in a bracket ([ ]). If there is a sequence of reference numbers at a given citation, the number should be described separately as [1, 2, 3]. Personal communication, an abstract, or unpublished data cannot be included not only in the text but also in the Reference section. In the Reference section, journals should be abbreviated according to the style used in the list of journals indexed in the NLM Journal Catalog (http://www.ncbi.nlm.nih.gov/nlmcatalog/journals). For journal titles not listed in the Catalog, they should follow the ISO abbreviation as described in "ISO 4:1997 Information and documentation--Rules for the abbreviation of title words and titles of publications" (http://www.iso.org/iso/home/store/catalogue_tc/catalogue_detail.htm?csnumber=3569). The total number of references in the research article is recommended to be equal or less than 15. If the authors would like to add more references, this is negotiable with the Editorial Board.

In citing references, journal articles are the most preferable. Nowadays, web site material is also used frequently. The problem

with web site materials is the frequent change of the URL address or sudden disappearance of data. Therefore, it is recommended to cite open access or free access book archived in a public web site such as Bookshelf (http://www.ncbi.nlm.nih.gov/books) or ScienceCentral Books (http://www.e-sciencecentral.org/books/). Otherwise, the materials equipped with a DOI are also recommended as references. In selecting references, please do not include the journal papers or books older than 10 years after the publication. References published within the last 5 years are recommended for inclusion. In special cases, such as history papers or review articles, older references are allowed. If the authors would like to add references of more than 10 years old, it should be negotiated with the Editorial Board. Also, references in PubMed and those with a DOI are strongly recommended, allowing a stable hyperlink to access the full text of the reference. If the journal reference cited is not indexed in PubMed, or without DOI, its pdf file should be sent to the editorial office simultaneously when the manuscript is submitted. This is for minimizing the errors that may occur in references section.

Examples of reference descriptions according to type of references are as followings:

[Journal articles]

1. Raaum SE, Arbelaez C, Eduardo Vallejo C, Patino AM, Colbert-Getz JM, Milne CK. Emergency medicine and internal medicine trainees' smartphone use in clinical settings in the United States. J Educ Eval Health Prof 2015;12:48. http://dx.doi.org/10.3352/jeehp.2015.12.48.

2. Hur Y, Cho AR, Kim S. Operation of a school adaptation program considering the interpersonal needs of medical freshmen. Korean J Med Educ 2014;26:283-289. http://dx.doi.org/10.3946/kjme.2014.26.4.283

[Books]
- Entire book
3. Michaelsen LK, Parmelee DX, McMahon KK, Levine RE. Team-based learning for health professions education: a guide to using small groups for improving learning. Sterling (VA): Stylus Publishing LLC.; 2008. 256 p.

- Book chapter
4. Levine RE. Peer evaluation in team-based learning. In: Michaelsen LK, Parmelee DX, McMahon KK, Levine RE, editors. Team-based learning for health professions education: a guide to using small groups for improving learning. Sterling (VA): Stylus Publishing LLC.; 2008. p.103-116.

[Internet web sites]
5. National Health Licensing Examination Board. Clinical skill test [Internet]. Seoul (KR): National Health Licensing Examination Board; 2012 [cited 2016 Jan 10]. Available from: http://www.kuksiwon.or.kr/EngHome/context.aspx?page=sub_3_1.

(17) Tables and figures (drawings and pictures)

In digital journals, tables and figures should provide enough information without having to read the main text. Therefore, the explanation of figures and tables should contain enough information to explain the data included and to be self-explanatory. There is limit of 10 tables or figures per manuscript. If any tables or figures are moved or modified from other papers, authors should obtain permission through the Copyright Clearance Center https://www.copyright.com/ or from the individual publisher if the materials are not included in open access journal published according to the Creative Commons license. If tables or figures are from open access journal, simply verify the source of the journal precisely in the footnote. Please note that a free access journal is different from that of open access; therefore, it is necessary to obtain permission from the publisher of the free access journal for using tables or figures from these sources.

In tables, remove internal horizontal or vertical lines. The horizontal line is only used for the title field and the bottom line. The line should be single. Explanatory words should be placed in footnotes including explanation of nonstandard abbreviation. To indicate the specific content in the table use the superscript a), b), c), d) consequently and explain them at the footnote. Drawings should be done with a computer program. Scanned drawings are not acceptable. Acceptable figure file formats are BMP, JPG, PSD, TIF, AI, EMF, EPS, WMF, DOC, XLS, PPT, and PDF. Figures are loaded as separate files during the submission process. Other formats of figures are negotiable. Contact the Editorial Office for other formats. Contrast density of figure file should be at least 600 dpi with a size of 82 mm or 164 mm in width. The drawings and pictures are recommended to be in full color.

(18) Data files

Raw data or data files produced during analysis process should be provided not only for the confirmation of the accuracy of analysis but also for the reproducibility of the results. Raw data or analysis data should be deposited to submission system. After final decision of acceptance, they would be supplied to Harvard Dataverse available from https://dataverse.harvard.edu/dataverse/jeehp. If the opening of data files to a reader is difficult due to the agreement with source data providing agency or other reasons, this can be negotiated with the Editorial Board.

2) Brief report

It deals with the pilot study and could have descriptors such as "simple but an interesting study," "meaningful follow-up study of the previous works," etc. Sections of introduction, methods, results, and discussion are merged into one. The total number of references is recommended to be equal to or less than 10. The word count for the main text should be equal to or less than 1,500.

3) Case report

The main text of a case report is composed of 3 sections: introduction, case presentation, and discussion. The total number of references for a case report is recommended to be equal to or less than 10. The word count for the main text of a case report should be equal to or less than 1,500.

4) Review

An invited review will be published on an interesting or a new topic. Also submitted reviews are welcomed for the easy presentation of any field. The main text is composed of 3 sections: introduction, text, and conclusion. The total number of references for a review article is recommended to be equal to or less than 50. The word count for the main text should be equal to or less than 5,000.

5) Editorial

An editorial is usually invited by the Editorial Board. It provides the brief review of the articles in the journal and comment on the recent development and events in the field of educational evaluation for health professions. Editorials also may deal with a change in the journal's style and format and communication with an outside organization or professional. Also, a variety of topics shall be dealt by the Editorial Board. Divisions in the body of an editorial are not required. The total number of references is recommended to be equal to or less than 10. The word count of the main text should be equal to or less than 1,500.

6) Opinion

It is possible to propose a new idea through an opinion piece although there is no concrete background evidence. A creative suggestion may be considered for publishing and if determined to be interesting to many medical health teachers in the world. No sectional division for the main text for an opinion piece is required. A title, author, affiliation, main text and reference sections are required. The total number of references is recommended to be equal to or less than 10. The word count for the main text should be equal to or less than 1,500.

7) Technical report

It is made up of data analysis generated by multiple nation-base or high stake examinations. A technical report may provide an international comparison of the evaluation data. It follows the format of an original article. The total number of references is recommended to be equal to or less than 15. The word count of the main text should be equal to or less than 2,500.

8) Software report

A useful software report for medical education can be published. The software and its source are preferred to be open to the public through the SourceForge (http://sourceforge.net/) or GitHub (https://github.com/) portals. However, a commercial program can also be introduced. A software report follows the format of an original article or review article. The total number of references is recommended to be equal to or less than 15. The word count of the main text should be equal to or less than 2,500.

9) Letter to editor

Any opinion or inquiry on a paper published can be addressed to the editor. Title, author, affiliation, main text and the references are the required sections. The total number of references is recommended to be equal to or less than 10. The word count of main text should be equal to or less than 1,500.

10) Book review

Books on the topic of the educational evaluation of health professions can be reviewed in this section.Other topics also can be reviewed after negotiation with Editorial Board. Books in non-English languages can also be introduced. The book's title, author, affiliation, main text, and references are required. The total number of references is recommended to be equal to or less than 10. The word count for the main text should be equal to or less than 1,500. A book review is usually recommended by the Editorial Board; however, unsolicited submission is also possible. If there are any publishing companies that wish to introduce their recent books, please contact the Editorial Office.

11) Educational/Faculty development material

Quality workshop materials such as power point presentations, case studies, links to other journal articles, program evaluation materials, etc. are considered for publication. The manuscript format follows that of review article with materials. Total number of references is recommended to equal to or be less than 10. The number of words in the main text should be equal to or less than 1,500.

Table 1. Recommended word counts, number of references, tables, and figures for manuscript submitted to Journal of Educational Evaluation for Health Professions (JEEHP) according to the publication type

Publication type	Word count of abstract [a]	Word count of main text [a]	Number of references	Number of tables and figures
Research article	250	2,500	15	10
Brief report	150	1,500	10	5
Case report	150	1,500	10	5
Review	250	5,000	50	10
Editorial	Not required	1,500	10	5
Opinion	Not required	1,500	10	5
Technical report	250	2,500	20	10
Software report	250	2,500	20	10
Letter to editor	Not required	1,500	10	5
Book review	Not required	1,500	10	5
Educational/Faculty development material	150	1,500	10	5

[a] Maximum number of word count is exclusive of the abstract, references, tables, and figure legends.

12) Other publication types
Other publication types such as history article may be accepted. Recommended format can be discussed with Editorial Board.

Manuscript submission

1. Template file in MS word format or RTF format
It is recommended to use template files for the MS word or the RTF format.

2. Online submission site
Manuscripts must be submitted to JEEHP web site (http://submit.jeehp.org).

3. Creative Commons license Agreement
When making the new submission at JEEHP's web site, there appears the below agreement. Please check all items:
    a. Corresponding author obtained an agreement by the co-authors to submit the papers to JEEHP.
    b. Co-authors had a meaningful role in the submitted manuscript.
    c. The submitted manuscript is original and not published in other scientific journals and is not being considered by any other scientific journals. All authors have received the policies on research and publication including ethical conduct of JEEHP.
    d. All authors transfer copyright of their papers published to the Publisher (Korea Health Personnel Licensing Institute).
    e. All authors understand that JEEHP is an open access journal according to the Creative Commons license, and therefore, they agree to the open access provisions of the license.
    f. If a manuscript is accepted for publication, it should not be published in other scientific journals without the permission of JEEHP's publisher/editor.

4. Submission process
The authors are recommended to list at least 3 appropriate reviewers, their affiliations and e-mail addresses. During the submission process, information on the authors' ORCIDs and FundRef ID of the funding agency will be requested. The authors' ORCIDs are mandatory, and FundRef ID is strongly recommended although it is not mandatory. Any audio or video files for abstract or full text should be submitted after acceptance. Any kinds of audio file formats that support the HTML5 audio format are accepted including mp3, wav, or ogg. The video file formats that support HTML5 video are accepted including mp4, webM, or ogg.

Article processing charge

There are no author submission fees or other publication-related charges. All cost for the publication process is supported by the Publisher. JEEHP is a so-called platinum open access journal which does not charge author fees.

Peer review and publication process

The review and publication processes that are not described below will be incorporated into the Editorial Policy Statements, approved by the Council of Science Editors Board of Directors available from:
    http://www.councilscienceeditors.org/. General scheme is presented in Fig. 1.

1. Screening before review
If the manuscript does not fit the aims and scope of the Journal or does not adhere to the Instructions to authors, it may be returned to the author immediately after receipt and without a review. 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. The criterion for similarity rate for further screening is usually 15%; however, the excess amount of similarity in specific sentences may be also checked in
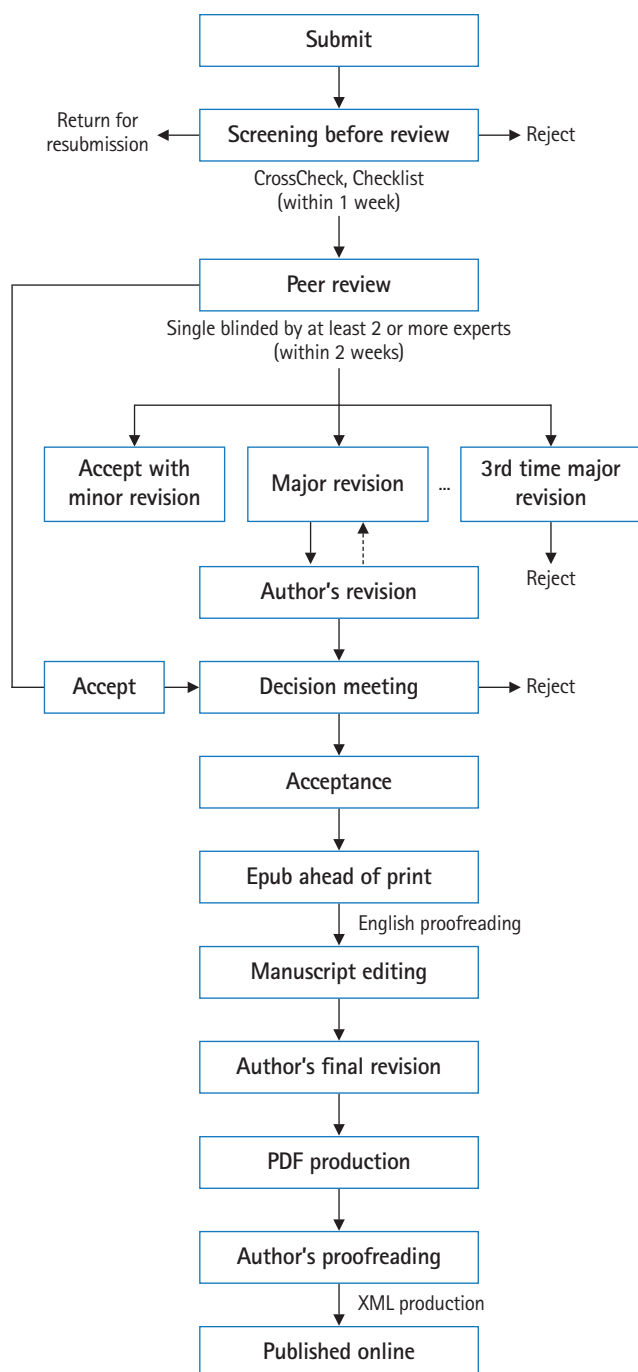
Fig. 1. Flow chart of the peer review and publication process of Journal of Educational Evaluation for Health Professions.

every manuscript. The settings for Similarity Check screening are as follows: It excludes quotes, bibliography, small matches of 6 words, small sources of 1%, and the Methods section.

2. Number of reviewers

One or two reviewers will be selected from the list of reviewers recommended by the corresponding author. Manuscripts are then peer reviewed by at least 2 or more experts in the corresponding field, usually by 3.

3. Peer review process and the author response to the reviewer comments

The review period is 2 weeks. Usually the first decision is made within a week after completion of the review. The Editorial Board's decision after the review will be one of followings: Accept, Minor revision, Major revision, or Rejection. The Editorial Board may request the authors to revise the manuscript according to the reviewers' comments. If there are any requests for revision of the manuscript by the reviewers, the authors should do their best to revise the manuscript. If the reviewer's opinion is not acceptable or is believed to misinterpret the data, the author should reasonably indicate that. After revising the manuscript, the author should upload the revised files with a reply to each item of the reviewer's commentary. The author's revisions should be completed within 30 days after the request. If it is not received by the due date, the Editorial Board will notify the author. To extend the revision period beyond 30 days, the author should negotiate that with the Editorial Board. The manuscript review process can be provided for up two rounds. If the authors wish further review, the Editorial Board may consider it. The Editorial Board will make a final decision on the approval of the submitted manuscript for publication and can request any further corrections, revisions, and deletions of the article text if necessary. Statistical editing is also performed if the data requires professional statistical review by a statistician.

4. Processing after acceptance

If the manuscript is finally accepted, the proofreading will be sent to the corresponding author after professional manuscript editing and/or English proofreading. Proofreading should be performed again for any misspellings or errors by the authors. Before final proofreading, the manuscript may appear at the journal homepage or PubMed as an epub ahead of print with a unique DOI number for rapid communication. The epub ahead of print version will be replaced by the replacement XML file and a final PDF. All published articles will be included in PubMed/PubMed Central. All or a part of the abstracts will be indexed to a variety of databases including Google Scholar (2004-), DOI/CrossRef (2007-), KoreaMed (2008-), KoMCI (2008-), PubMed (2009-), PubMed Central (2009-), WorldwideScience.org (2009-), CINAHL Complete (2013-), EBSCO host (2013-), ScienceCentral (2013-), Directory of Open Access Journals abstract metadata (2015-), and Emerging Sources of Citation Index (2015-).

5. Feedback after publication

If the authors or readers find any errors, or contents that should be revised, it can be requested from the Editorial Board. The Editorial Board may consider erratum, corrigendum or a retraction. If there are any revisions to the article, there will be a CrossMark description to announce the final draft. If there is a reader's opinion on the published article with the form of Letter to the editor, it will be forwarded to the authors. The authors can reply to the reader's letter. Letter to the editor and the author's reply may be also published.

6. How the journal handle complaints and appeals

The policy of JEEHP is primarily aimed at protecting the authors, reviewers, editors, and the publisher of the journal. If not de-scribed below, the process of handling complaints and appeals follows the guidelines of the Committee of Publication Ethics available from:

https://publicationethics.org/appeals

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 the contact page on our website: https://www.jeehp.org/about/con-

Principles of transparency and best practice of scholarly publishing

No.	Item	ub-items	Corresponding URL, or content
1	Website	Website URL	https://www.jeehp.org
		Aims & scope statement	https://www.jeehp.org/about/index.php
		Readership	https://www.jeehp.org/authors/readership.php
		Authorship criteria	https://www.jeehp.org/authors/authors.php
		ISSN	ISSN (online): 1975-5937
2	Name of journal		Journal of Educational Evaluation for Health Professions
3	Peer review process	Review process	https://www.jeehp.org/authors/reviewer.php
		Method of peer review	Single blind review https://www.jeehp.org/authors/reviewer.php
4	Ownership and management	Ownership	https://www.jeehp.org/about/access.php
		Management team	https://www.jeehp.org/about/Management.php
5	Governing body	Editorial boards	https://www.jeehp.org/about/editorial.php
6	Editorial team/contact information	Editorial team	https://www.jeehp.org/about/editorial.php
		contact information	https://www.jeehp.org/about/contact.php
7	Copyright and Licensing		https://www.jeehp.org/about/access.php
8	Author fees		https://www.jeehp.org/authors/processing_charge.php
9	Process for identification of and dealing with allegations of research misconduct	Step to prevent research misconduct	https://www.jeehp.org/authors/authors.php
		COPE's guideline	https://www.jeehp.org/authors/authors.php
10	Publication Ethics	Authorship and contributorship	https://www.jeehp.org/authors/Ethics.php
		Complaints and appeal	https://www.jeehp.org/authors/Ethics.php
		Conflicts of interest	https://www.jeehp.org/authors/Ethics.php
		Ethical oversight (research ethics, informed consent, IRB)	https://www.jeehp.org/authors/Ethics.php
		Intellectual property	https://www.jeehp.org/about/access.php
		Post-publication discussions	https://www.jeehp.org/authors/authors.php
11	Publishing schedule		https://www.jeehp.org/about/index.php
12	Access		https://www.jeehp.org/about/access.php
13	Archiving		https://www.jeehp.org/about/access.php
14	Revenue sources		https://www.jeehp.org/authors/processing_charge.php
15	Advertising		https://www.jeehp.org/authors/advertising.php
16	Direct marketing		https://www.jeehp.org/authors/authors.php

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

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.

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 Committee of Publication Ethics (COPE).

7. Direct marketing

Journal propagation has been done through the journal website and distribution of an introduction pamphlet. Invitations to submit a manuscript are usually focused on the presenters at conferences, seminars, or workshops if the topic is related to the journal's aims and scope.

Copyrights, open access policy, and clinical data sharing policy

Copyright

Copyright to all published materials is owned by the Korea Health Personnel Licensing Examination Institute (formerly National Health Personnel Licensing Examination Board of Korea). The corresponding author should agree to the copyright transfer during the submission process. The Editorial Board takes it granted that the co-authors also accept the copyright transfer per the acceptance by the corresponding author, who has a responsibility of submitting the copyright transfer agreement to the publisher.

Open access policy

Journal of Educational Evaluation for Health Professions (JEEHP) is an open access journal. Articles are distributed under the terms of the Creative Commons Attribution License, which permits unrestricted use, distribution, and reproduction in any medium, provided the original work is properly cited. To use the tables or figures of JEEHP in other periodicals, books or media for scholarly, educational or even commercial purposes, the process of permission request to the publisher of JEEHP is not necessary. This is in accordance with the Budapest Open Access Initiative definition of open access.

It also follows the open access policy of PubMed Central at

United States National Library of Medicine (http://www.ncbi.nlm.nih.gov/pmc/).

All the content of the journal is available immediately upon publication without embargo period.

Archiving policy

Full text of JEEHP has been archived in PubMed Central (PMC)/Europe PMC/PMC Canada (http://www.ncbi.nlm.nih.gov/pmc/journals/834/) from the 3rd volume, 2006.

According to the deposit policy (self-archiving policy) of Sherpa/Romeo (http://www.sherpa.ac.uk/), authors cannot archive pre-print (i.e. pre-refereeing), but they can archive post-print (i.e. final draft post-refereeing). Authors can archive publisher's version/PDF. JEEHP provides the electronic backup and preservation of access to the journal content in the event the journal is no longer published by archiving in PubMed Central.

Detailed description of use of articles of JEEHP

- *Reader Benefit*: Publisher applies the Creative Commons Attribution License to works it publishes & allows free immediate access to original works of all types.
- *Reuse Benefit*: Publisher applies the Creative Commons Attribution License to works it publishes & allows unrestricted reuse of original works of all types.
- *Copyrights*: Publisher applies the Creative Commons Attribution License to works it publishes. Under this license, even though the publisher owns the copyright, anyone can download, reuse, reprint, modify, distribute and/or copy the contents.
- *Author Posting Benefit*: Publisher applies the Creative Commons Attribution License to works it publishes. Under this license, even though the publisher owns the copyright, authors are allowed to post the post-print version or final PDF version.
- **Automatic Posting**: Publisher immediately deposits the accepted articles in PubMed Central (http://pubmedcentral.org/) and JEEHP homepage (http://jeehp.org) upon publication.
- *Machine Readability*: JEEHP articles can be accessed programmatically through PubMed Central, or Europe PMC's RESTful Web Service (https://europepmc.org/RestfulWebService). For inquiries, please contact editor@jeehp.org via http://jeehp.org/about/inquiries.php.

Open data policy

For clarification on result accuracy and reproducibility of the results, raw data or analysis data will be deposited to a public repository, for example, Harvard Dataverse (https://dataverse.harvard.edu/dataverse/jeehp/) after acceptance of the manuscript. Therefore, submission of the raw data or analysis data is mandatory. If

Table 1. Examples of data sharing statements that fulfill these ICMJE requirements*

Element	Example 1	Example 2	Example 3	Example 4
Will individual participant data be available (including data dictionaries)?	Yes	Yes	Yes	no
What data in particular will be shared?	All individual participant data collected during the trial, after deidentification.	Individual participant data that underlie the results reported in this article, after deidentification (text, tables, figures, and appendices).	Individual participant data that underlie the results reported in this article, after deidentification (text, tables, figures, and appendices).	Not available
What other documents will be available?	Study protocol, statistical analysis plan, informed consent form, clinical study report, analytic code	Study protocol, statistical analysis plan, analytic code	Study protocol	Not available
When will data be available (start and end dates)?	Immediately following publication. No end date.	Beginning at 3 months and ending at 5 years following the article publication.	Beginning at 9 months and ending at 36 months following the article publication.	Not applicable
With whom?	Anyone who wishes to access the data.	Researchers who provide a methodologically sound proposal.	Investigators whose proposed use of the data has been approved by an independent review committee ("learned intermediary") identified for this purpose.	Not applicable
For what types of analyses?	Any purpose	To achieve aims in the approved proposal.	For individual participant data meta-analysis.	Not applicable
By what mechanism will data be made available?	Data are available indefinitely at (link to be included).	Proposals should be directed to xxx@yyy. To gain access, data requestors will need to sign a data access agreement.	Proposals may be submitted up to 36 months following article publication. After 36 months the data will be available in our University's data warehouse but without investigator support other than deposited metadata.	Not applicable
Data are available for 5 years at a third-party website (link to be included).	Information regarding submitting proposals and accessing data may be found at (link to be provided).			

ICMJE = International Committee of Medical Journal Editors.
*These examples are meant to illustrate a range of, but not all, data sharing options.

the data is already a public one, its URL site or sources should be disclosed. If data cannot be publicized, it can be negotiated with the editor. If there are any inquiries on depositing data, authors should contact the editorial office.

Clinical data sharing policy

This journal follows the data sharing policy described in "Data Sharing Statements for Clinical Trials: A Requirement of the International Committee of Medical Journal Editors" (https://doi.org/10.3346/jkms.2017.32.7.1051). As of July 1, 2018 manuscripts submitted to ICMJE journals that report the results of interventional clinical trials must contain a data sharing statement as described below. Clinical trials that begin enrolling participants on or after January 1, 2019 must include a data sharing plan in the trial's registration. The ICMJE's policy regarding trial registration is explained at https://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html. If the data sharing plan changes after registration this should be reflected in the statement submitted and published with the manuscript, and updated in the registry record. All of the authors of research articles that deal with interventional clinical trials must submit data sharing plan of example 1 to 4 in Table 1. Based on the degree of sharing plan, authors should deposit their data after deidentification and report the DOI of the data and the registered site.

Open Access license agreement

It is identical to the 'Creative Commons Attribution License'

Contact address

Any inquiry including submissions, the review process, certification of acceptance, or copyrights should be directed to the editor from the website http://jeehp.org/about/contact.php.

Sun Huh
Editorial office of the Journal of Educational Evaluation for Health Professions
Institute of Medical Education, College of Medicine, Hallym University, Chuncheon 24252, Korea
Tel: +82.33.248.2650