Checklist

Title		
Category / Classification	**Criteria**	**Check (✓)**
Author Membership Status	Both the first author and the corresponding author are full members	☐
Title Page		
Structure	Title, article type, authors, corresponding author, Korean keywords, disclosures, notes to the editor, in this order	☐
Author Information	Names, affiliations (institutions), and positions of all authors in Korean and English; ORCID IDs for both the first author and the corresponding author	☐
	Corresponding author's name, address, postal code, telephone number, and e-mail in Korean and English (Telephone number in international format, e.g., 82-2-2234-0123)	☐
Keywords (Korean/English)	Up to 5 keywords (use MeSH terms if possible; list Korean and English keywords in the same order)	☐
Disclosure Statement	Thesis or dissertation, funding support, conflicts of interest (attach the original published article and IRB application if related publication is disclosed)	☐
Notes to the Editor	KCI similarity index result (≤ 10%)	
	IRB approval (IRB number, approving institution, approval date)	☐
	Permission from the original author and translator (research instrument)	☐
	AI-assisted technology use disclosed, if applicable	☐
Manuscript Format		
Format	A4, Times New Roman, 10-point font, double-spaced	☐
	Margins: 30 mm (top), 25 mm (bottom), and 25 mm (left and right); others 0 mm	☐
	Page numbers at the bottom of each page	☐
English Abstract		
Word count	200 words or less (excluding the title)	☐
Title	Capitalize the first letter of the title and all major words, except prepositions and articles (proper nouns and abbreviations excepted)	☐
Main Text	Structured under the subheadings Purpose, Methods, Results, and Conclusion, without paragraph breaks	☐
Keywords	Up to 5 keywords (use MeSH terms if possible; match the order of the Korean keywords)	☐
	Capitalize only the first letter of the first word (for compound terms, capitalize only the first word)	☐
Author Information	No author information in the abstract	☐
Main Text		
Structure	Title, Introduction, Methods, Results, Discussion, and Conclusion (including recommendations); literature review optional; structure may vary for qualitative studies or review articles	☐
Author Information	No author information in the main text	☐
Number of pages	20 pages or less, including the English abstract, main text, references, tables, and figures (excluding the title page, Korean abstract, and appendices)	☐

References		
References	No more than 50 references, all written in English (theses and dissertations: 10% or less)	☐
	Arranged in the order of citation	☐
	Author names, journal titles, volume and issue numbers, and page numbers verified for accuracy	☐
	Use full journal titles, with the first letter of each word capitalized.	☐
	Include both volume and issue numbers when page numbering restarts with each issue	☐
	Include only the volume number when page numbering is continuous within the same year (omit the issue number)	☐
	Capitalize only the first word in the titles of books, theses, and reports	☐
	Indicate the type of thesis ([dissertation] or [master's thesis])	☐
	For articles with a DOI, use the format: https://doi.org/	☐
	Comply with all other requirements in the Instructions for Authors	☐
Table/Figure		
Basic	10-point font, double-spaced; data consistent with the main text and free of typographical errors	☐
Format	Use horizontal rules only (top and bottom solid lines whenever possible; dotted internal lines if necessary)	☐
Title	Place table titles above the table and capitalize the first letter of each major word (e.g., Table 1. Results of Analyzing Structural Model)	☐
	Place figure titles below the figure and capitalize only the first letter of the title (e.g., Figure 1. Path diagram of the model)	☐
Abbreviations	List nonstandard abbreviations in table footnotes in alphabetical order; do not use "and" before the last abbreviation (e.g., PF=Physical function; SM=Safety management)	☐
Symbols	Indicate symbols as superscripts in table footnotes in the following order: *, †, ‡, §, ‖, ¶, #, **, ††. (e.g., *Specialty nursing unit; †Multiple responses)	☐
Placement	Place each table and figure on a separate page and indicate only the insertion point in the main text	☐
Number	No more than 5 tables and figures in total	☐
General Guidelines	Use "Man/Woman" for sex and "Age (yr)" for age	☐
	Report age, weight, and height to one decimal place	☐
	Report means, standard deviations, and test statistics to two decimal places, and percentages to one decimal place	☐
	For values less than 1 that cannot exceed 1, omit the leading zero before the decimal point (e.g., t=0.26, F=0.92, p<.001, r=.14, R2=.61, B=0.21, SE=0.20, β=.06)	☐
	Report p-values as exact values without footnotes, to three decimal places (e.g., p=.003; if p=.000, report as p<.001)	☐