

# Author's Checklist

## Title of Manuscript:

### General matters

- 1. This manuscript has not been published elsewhere and will not be published elsewhere.
- 2. The manuscript is double spaced on A4 sized paper.
- 3. Number of pages is less than 16 (11 pages for Case Reports) excluding tables and figures.
- 4. Manuscript file is written in the order of title pages, English abstract (including title, abstract, key words), introduction, methods, results, discussion, summary, references, tables and figures.
- 5. Consecutive page numbers are marked.
- 6. The manuscript is typewritten using Microsoft (MS) Word.

### Title page

- 1. The type of manuscript is described (e.g., Original article, Case Report, Review, etc.).
- 2. The area of the manuscript is described (Diagnostic Hematology, Clinical Chemistry, Clinical Microbiology, etc.).
- 3. The name of the author(s) and institutional affiliation(s) is described.
- 4. Full postal address, telephone and facsimile numbers, and the e-mail address of the corresponding author are provided in English.
- 5. A running title is provided if the title exceeds 30 letters (including spaces) in Korean or 40 letters in English.

### Abstract and key words

- 1. A structured abstract is described under 4 subheadings for Original Article and one paragraph for Case Report.
- 2. It is of no more than 250 words.
- 3. Each subheading is of one paragraph.
- 4. Three to ten key words are provided.

### The main body of the text

- 1. References are referred to by Arabic numbers within brackets, according to the order in which they are cited.
- 2. The Summary in Korean aligns with the English abstract.
- 3. The location of tables and figures are marked.

### References

- 1. Submission rules are observed.
- 2. The first six authors are listed if there are more than 6 authors.
- 3. Journal titles are abbreviated in accordance with the style of Index Medicus.

### Tables and figures

- 1. Tables and figures are not superfluous or overlapping, if any.
- 2. Tables and figures are consistent with the submission rules, if any.

Authors of this manuscript confirmed the above instructions.

Date 20 . . . . .

Corresponding author (Signature) \_\_\_\_\_