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SUBMISSION OF MANUSCRIPTS

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RESEARCH AND PUBLICATION ETHICS

All of the manuscripts should be prepared in strict observation of research and publication ethics guidelines recommended by the Council of Science Editors (CSE, <http://www.councilscienceeditors.org/>), International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org/>), World Association of Medical Editors (WAME, <http://www.wame.org/>) and the Korean Association of Medical Journal Editors (KAMJE, http://www.kamje.or.kr/intro.php?body=eng_index) Archives of Aesthetic Plastic Surgery (AAPS) will follow the guidelines by the Committee on Publication Ethics (COPE, <http://publicationethics.org/>) for settlement of any misconduct.

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The corresponding author must inform the editor of any potential conflicts of interest that could influence the authors' interpretation of the data. Examples of potential conflicts of interest are financial support from or connections to pharmaceutical companies, political pressure from interest groups, and academically related issues. In particular, all sources of funding applicable to the study should be explicitly stated.

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Copies of written informed consent should be kept. If necessary, the editor or reviewers may request copies of these documents. In addition, for studies conducted with human subjects, the method by which informed consent was obtained from the participants (i.e., verbal or written) also needs to be stated in the Methods section.

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Patients introduced in the manuscripts should be informed and aware that their photographs, videotapes, and other images (imaging records) will be released by the authors, and the authors should attach the Authorization and Release Form available at the AAPS website (<http://submit.e-aaps.org>) including each patient's signature.

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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; and 3) final approval of the version to be published. 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. Authors should meet these 4 conditions. If the number of authors is greater than six, there should be a list of each author's role for the submitted paper.

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MANUSCRIPT PREPARATION

Publication Type

AAPS publishes editorials, original articles, review articles, discussions, special topics, case reports, ideas and innovations, and communications.

1. Editorials are invited perspectives on an area of plastic surgery, dealing with very active fields of research, current surgical interests, fresh insights, and debates.
2. Original articles are papers reporting the results of basic and clinical investigations that are sufficiently well documented to be acceptable to critical readers.
3. Review articles will be requested by the editors. Review articles address a specific question or issue that is relevant for clinical practice and provide an evidence-based, balanced, patient-oriented review on a focused topic.
4. Discussions should present information and perspective based on the experience of the discussant, who may agree or disagree with an author's hypothesis, methodology, discussion, or conclusions.
5. Special topics cover areas of aesthetic plastic surgery. The authors provide a global perspective on each topic, critically evaluated recent works in the field, and apply it to clinical practice.
6. Case reports/ideas and innovations deal with clinical cases of surgical interest or innovation.
7. Communications are interesting and instructive information for readers.

General Guidelines

1. The main document with the manuscript text and tables should be prepared with in an MS Word or RTF format in English.
2. The manuscript should be written in 10-point font with double line spacing on A4 sized (21.0×29.7 cm) paper with 2.5 cm margins on the top, bottom, right, and left.
3. There should be no mention of the institution where the work was carried out, especially in the Abstract and Methods section. If the institution should be inserted, include it after acceptance of an article.
4. The use of acronyms and abbreviations is discouraged and should be kept to a minimum. When used, they are to be defined where first used, followed by the acronym or abbreviation in parentheses.
5. Drug and chemical names should be stated in standard chemical or generic nomenclature.
6. Units of measure should be presented according to the International System (SI) of Units. All units must be preceded by one space except percentage (%) and temperature (°C).
7. Descriptions of genes or related structures in a manuscript should include the names and official symbols provided by the US National Center for Biotechnology Information (NCBI) or the HUGO Gene Nomenclature Committee.
8. Statistical expression: mean and standard deviation should be described as mean ± SD, and mean and standard error as mean ± SE. P-values should be described as $P < 0.05$ or $P = 0.003$.
9. Generic and brand name of medicine: for medicine, use generic names. If a brand name should be used, insert it in parentheses after the generic name.

Reporting Guidelines for Specific Study Designs

For the specific study design, such as randomized control studies, studies of diagnostic accuracy, metaanalyses, observational studies, and non-randomized studies, it is recommended that the authors follow the reporting guidelines listed in the following table.

Initiative	Type of study	Source
CONSORT	Randomized controlled trials	http://www.consort-statement.org
STARD	Studies of diagnostic accuracy	http://www.stard-statement.org
PRISMA	Preferred reporting items of systematic reviews and metaanalyses	http://www.prisma-statement.org
STROBE	Observational studies in epidemiology	http://www.strobe-statement.org
MOOSE	Meta-analyses of observational studies in epidemiology	http://www.consortstatement.org/resources/downloads/otherinstruments/moose-statement-2000pdf

ORIGINAL ARTICLES

Manuscripts will not be acceptable for publication unless they meet the following editorial requirements. Manuscripts must include 1) Title page, 2) Structured abstract and Keywords, 3) Main

text (Introduction, Methods, Results, Discussion), 4) Conflict of interest, 5) Acknowledgments, 6) References, 7) Tables, and 8) Figure legends. Each component should begin on a new page in the following sequence. Manuscripts on original work should contain a maximum of 3,000 words for the contents of the text.

1) Title page

A running title (no more than 40 characters in length), manuscript title, and each author's full name and affiliation including the name of the country, should be provided. For a multicenter study, indicate each individual's affiliation using a superscript Arabic number (^{1, 2, 3, ...}). All persons designated as authors should be qualified for authorship. Each author should have participated sufficiently in the work to take public responsibility for the content. A 'corresponding author' for reprints should be indicated, and full contact information (including address, telephone number, fax number, and e-mail) should be provided. Any financial disclosure or support (grant number, institution, location, and acknowledgement), thesis article (title and reviewers' page), and presentation history (name of the meeting and date) at a meeting should be included if relevant.

2) Abstract and Keywords

The abstract should contain the following components in the order listed: Background, Methods, Results, and Conclusions. It should not exceed 250 words. Medical Subject Headings (MeSH) authorized words should only be used for the keywords, and 3 to 5 keywords should be listed just after the abstract. The first letter of a keyword should be capitalized (e.g., Plastic surgery, Breast reconstruction, Free flap).

3) Main Text

Introduction: The purpose of the investigation, including relevant background information, should be briefly described.

Methods: The research plan, the materials (or subjects), and the methods used should be described, in that order. How the disease was confirmed and how subjectivity in observations was controlled should be explained in detail. When the experimental methodology is the main issue of the paper, the process should be described in detail so as to recreate the experiment as closely as possible. The sources of the apparatus or reagents used should be given along with the source location (name of company, city, and country). If relevant, information on the IRB approval and informed consent should be included. Methods of statistical analysis and criteria for statistical significance should be described.

Results: The results should be presented in logical sequence in the text, tables, and illustrations. The text should not repeat all the data in the tables or figures, but describe important points and trends.

Discussion: Observations pertaining to the results of research and other related materials should be interpreted for your readers. New

and important observations should be emphasized; the contents in the Introduction or Results should not be simply repeated. The meaning of the observed opinion, along with its limits, should be explained, and within the limits of the research results, the conclusion should be connected to the purpose of the research.

4) Conflict of Interest

The corresponding author of an article is asked to inform the editor of the authors' potential conflicts of interest possibly influencing their interpretation of data. A potential conflict of interest should be disclosed in the manuscript even when the authors are confident that their judgments have not been influenced in preparing the manuscript. Such conflicts may be financial support or private connections to pharmaceutical companies, political pressure from interest groups, or academic problems (e.g., employment/affiliation, grants or funding, consultancies, stockownership or options, royalties, or patents filed, received, or pending).

5) Acknowledgments

Persons who have contributed intellectually to the paper but whose contributions do not justify authorship may be named and their function or contribution described, e.g., "scientific adviser," "data collection," or "participation in clinical trial." All sources of funding applicable to the study should be stated here explicitly.

6) References

References should be obviously related to the content of the submitted paper. References should be numbered consecutively in the order in which they are first mentioned in the text. Each reference should be cited as [1] or [1,4,7] or [1-3] at the end of the related sentence in the text. The abbreviated journal title should be used according to the List of Journals Indexed for MEDLINE (<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>) and the List of KoreaMed Journals (<http://www.koreamed.org/JournalBrowser.php>). If there are three or fewer authors in a reference, then all the names of the authors should be listed. If the number of authors is greater than three, list the initial three authors, and then abbreviate the rest of the authors with 'et al.' Unpublished observations and personal communication should not be used as references, although references to written, not oral communication may be inserted (in parentheses) in the text. Abstracts published in a citable journal may be cited. To cite a paper accepted but not yet published, state the paper's DOI number. References must be verified by the author(s) against the original documents.

Other types of references not described below should follow *Citing medicine: The NLM style guide for authors, editors, and publishers* (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>).

Sample references are given below:

Journal Article

1. Lee MC, Lee DW, Rah DK, et al. Reconstruction of a total soft palatal defect using a folded radial forearm free flap and palmaris longus tendon sling. *Arch Plast Surg* 2012;39:25-30.
2. Chang CC, Allori AC, Wang E, et al. A quantitative 3D analysis of coronoid hypertrophy in pediatric craniofacial malformations. *Plast Reconstr Surg* 2011 Oct 7 [Epub]. <http://dx.doi.org/10.1097/PRS.0b013e31823aea5b>.

Books

3. Weinzwieg J. Plastic surgery secrets plus. Philadelphia: Mosby Elsevier; 2010.
4. Thorne CH. Otoplasty and ear reconstruction. In: Thorne CH, Bartlett SP, Beasley RW, et al., editors. *Grabb and Smith's plastic surgery*. 6th ed. New York: Lippincott Williams & Wilkins; 2006. p. 302-24.

Website

5. American Society of Plastic Surgeons. 2010 plastic surgery procedural statistics [Internet]. Arlington Heights, IL: The Society; c2011 [cited 2011 Nov 1]. Available from <http://www.plasticsurgery.org/News-and-Resources/Statistics.html>.

7) Tables

Tables should be typed double-spaced on separate pages within manuscript, and they should be titled and numbered in Arabic numerals in the order of their first citation in the text. Each column should be given a short heading. Only the first letter of the first word in each row and column should be capital letters. If numerical measurements are given, the unit of measurement should be included in the column heading. The statistical significance of observed differences in the data should be indicated by the appropriate statistical analysis. All nonstandard abbreviations should be defined in footnotes. For special remarks, lower case letters in superscripts ^{a), b), c), d), e)} should be used.

[sample]

Table 1. Treatment modality

Variables	TRAM-LR group	MRM-LR group	Total	P-value ^{a)}
Wide excision	4 [22.20]	7 [18.40]	11 [19.60]	0.73
Wide excision + RT	12 [6.0]	24 [63.20]	36 [64.30]	0.79
Wide excision + skin graft +	1 [5.60]	4 [10.50]	5 [8.90]	1.0
RT	1 [5.60]	3 [7.90]	4 [7.20]	1.0

Values are presented as number (%).

^{a)}Chi square test.

TRAM, transverse rectus abdominis myocutaneous; LR, local recurrence; MRM, modified radical mastectomy; RT, radiotherapy.

8) *Figures*

Each figure should be submitted in a separate file, at a resolution of 600 dpi for photos and 1,200 dpi for line art. Lettering and identifying marks should be clear, and the type size should be consistent on each figure. Capital letters should be used for specific areas of identification in a figure. Symbols, lettering, and numbering should be distinctly recognizable so that when the figure is reduced for publication each item will still be legible. Titles and detailed explanations belong in the figure legends, not on the illustrations themselves. Figure legends should not be included in the same file as the figure, but placed instead on a page at the end of the manuscript. The figures should be numbered in the form Fig. 1, Fig. 2, and Fig. 3. Only the first letter of the first word in the title and data should be capital letters. Related figures should be combined into one figure, with each subfigure denoted by the letters, A, B, C, and so on, following the Arabic number of the main figure (ex: Fig. 1A, Fig. 1B). The illustrations of pathological tissue should state clearly the type of stain (ex: H&E, $\times 400$), and the main contents should be marked by signs or arrows on the picture. The Editorial Committee may request that hand-drawn illustrations be redrawn by a graphic designer.

EDITORIAL

Editorials are invited by the editor and should be commentaries on articles published recently in the AAPS. Editorial topics could include active areas of research, fresh insights, and debates in all fields of aesthetic plastic surgery. Editorials should not exceed 2,000 words, excluding references, tables, and figures.

REVIEW ARTICLES

Review papers will be requested by the editors. Review articles are generally prepared in the same format as original articles, but the details of the manuscript format may be flexible according to the contents. Manuscripts are limited to 3,000 words of text and include a 250-word structured abstract. References should not exceed 100.

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This section of the journal is set aside for critical comments directed to a specific article that has recently been published in the journal. Discussions should be brief (800 words), double-spaced, and limited to a maximum of 5 citations and 5 figures. The discussions should be prepared according to journal format. Illustrative material can be accepted only with the permission of the editor. The authors should include a complete mailing address, telephone and fax numbers, and e-mail address with their correspondence. The editor reserves the right to shorten letters, delete ob-

jectionable comments, and make other changes to comply with the style of the journal.

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Case reports should be unique, that is, never reported or similar to previously reported cases but with unique characteristics related to location, presenting different symptoms, or using a new diagnosis or management modality. They should include an abstract, introduction, case or ideas, discussion, references, tables, and figures legend in that order. The case report and idea innovation should not exceed 5 type-written pages, 8 sheets of figures, and 15 references. The abstracts should be unstructured and its length should not exceed 200 words.

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Accepted manuscript will be converted to PDF format. The PDF file will be dispatched to the author for proofreading. Any changes should be returned within 48 hours after receipt of the PDF files. No significant changes should be made to alter the interpretation of the results. Only minor changes, such as correcting typographical errors or critical changes to maintain article's accuracy, are allowed. If there are too many changes during the author's proofreading process, those changes will not be accepted and the paper can be considered for re-submission. Authors should do their best to ensure the accuracy of the proofs. After the publication, if there are critical errors, they should be corrected as Corrigendum or Erratum.

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- 3) It constitutes plagiarism
- 4) It reports unethical research
- 5) Authors infringe a copyright of AAPS.

Checklist for the authors about Informed Consent, Human and Animal Right, Copyright Transfer, and Disclosure of Conflict of Interest

Title :

Type : Editorial () Original Article () Review Article () Special Topic () Case Report ()
Discussion () Idea and Innovation () Communication ()

1. Informed Consent

The author(s) haven't suggested any personal information that may make the identity of the patient recognizable in any forms of description part, photograph or pedigree. When the photographs of the patient were essential and indispensable as scientific information, the author(s) have received the consent in writing form and have clearly stated it. The author(s) must conform to the Declaration of Helsinki.

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I understand that whether I consent on this form or not, it bears no consequences whatsoever on any future actions, and that there will be no effect on the medical treatment I receive from Dr. _____ or any subordinates.

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Name : _____

Signature : _____

Hospital : _____

Department : _____

Designated Doctor : _____

Signature : _____

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Disclosure	Disclose any commercial associations with specific products or financial support from any company	<input type="checkbox"/>
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Presentation	If your article was presented in a national or international meeting, describe this	<input type="checkbox"/>
English proofreading	State whether your article was revised or edited by a professional English proofreader	<input type="checkbox"/>

B. Structure of article

Items	Check points	Check
Sequence	Title page, abstract and keywords, main text, conflict of interest, acknowledgements, references, table legends and figure legends	<input type="checkbox"/>
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	10-point font with double line spacing on A4 sized paper with 2.5 cm margins	<input type="checkbox"/>
Title page	A manuscript title, running title, and each author's full name and affiliation should be provided	<input type="checkbox"/>
	A running title is not exceeding 40 characters in length	<input type="checkbox"/>
	A full contact information of corresponding author should be provided	<input type="checkbox"/>
	Any financial disclosures or support, thesis, and presentation history should be included	<input type="checkbox"/>
Manuscript	Not exceed 5,000 words in length for review article	<input type="checkbox"/>
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	Not exceed 2,000 words in length for editorial	<input type="checkbox"/>
	Not exceed 1,500 words in length for case report/idea and innovation	<input type="checkbox"/>
	Not exceed 1,000 words in length for image	<input type="checkbox"/>
	Not exceed 800 words in length for letter/discussion	<input type="checkbox"/>
Abstract	Not exceed 300 words (in length) in structured abstract with background, methods, results, and conclusion for original article	<input type="checkbox"/>
	Not exceed 300 words (in length) in one paragraph unstructured abstract review article	<input type="checkbox"/>
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	No abstract for image	<input type="checkbox"/>
	Key words (3-10) should be selected from heading words in Medical Subject Headings (MeSH)	<input type="checkbox"/>
Main text	Include introduction, methods, results, and discussion, not include conclusion for original article	<input type="checkbox"/>
	Include introduction, case report or idea, and discussion for case report/ idea and innovation	<input type="checkbox"/>
	All table and figure numbers appear in the text	<input type="checkbox"/>
	Main text should not include the affiliations and names of the authors, especially in methods	<input type="checkbox"/>
References	No more than 100 references are cited in review article	<input type="checkbox"/>
	No more than 40 references are cited in original article/special topic	<input type="checkbox"/>
	No more than 20 references are cited in case report/idea and innovation	<input type="checkbox"/>
	No more than 5 references are cited in image/letter/discussion	<input type="checkbox"/>
Figures	Each figure should be submitted in a separate file	<input type="checkbox"/>
	Above 600 dpi for photos/color images and 1,200 dpi for line art in resolution	<input type="checkbox"/>
	Figure legend should have detailed explanation	<input type="checkbox"/>
	Each subfigure denoted by the letters, A, B, C (ex: Fig. 1A, Fig. 1B, Fig. 1C)	<input type="checkbox"/>
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	Figure should not be included in the manuscript and upload at the submission system	<input type="checkbox"/>
	Not exceed 20 figure pieces for original article/review article/special topic	<input type="checkbox"/>
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