

This checklist is to shorten the review process from manuscript submission to decision to be published. Please send this checklist marked with v in of the following along with a manuscript to Korean Diabetes Association. This checklist can be downloaded from the homepage of the Korean Diabetes Association or the online manuscript submission site of *Diabetes & Metabolism Journal*.

Final checklist for manuscript submission

- Download the 'Copyright transfer agreement and disclosure of conflict of interest' and complete the forms. After completing these documents, they should be forwarded to the Korean Diabetes Association editorial office via FAX (+82-2-714-9084) or their scanned copies uploaded on submission site or sent via e-mail.
- Any potential conflicts of interest relevant to the manuscript should be stated in the *Conflicts of Interest*.
- Financial sponsorship should be stated in the *Funding statements*.
- In the case of human studies, a statement concerning IRB approval and consent procedures must appear at the beginning of the Methods section.
- Animal research studies must state that the work was performed according to the National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals must be observed.
- Open researcher and contributor ID (ORCID) of all authors are recommended to be provided.

Checklist for formatting of the manuscript

- The manuscript should be organized in the following sequence: title page, abstract and key words, main body (introduction, methods, results, discussion), conflicts of interest, funding statements, acknowledgments, references, tables, and figure legends.
- The manuscript must be double-spaced in 12-point font with 3-cm blank margin on both sides, top, and bottom on A4-sized paper (21×30 cm) or North American letter-sized paper (8½ in×11 in).

1. Original articles

- The title page should be as follows; the title of the manuscript, a short running title less than 50 characters, names of all authors and their current affiliations.
- The word limit for a title is 20 English words and the first letter of each word of a title must be capitalized.
- Provide an abstract of not more than 250 words composed

of background, methods, results, and conclusion.

- Original articles should be no more than **4,000** words (excluding abstract, references, figure or table legends), include no more than **50** references and no more than **6** figures/tables.

2. Reviews

- A review article should include an abstract not exceeding 200 words and keywords.
- The number of references should not exceed 150.

3. Brief reports

- The manuscript should include a short non-structured abstract (150 words maximum), introduction, methods, results, and conclusion.
- The total manuscript length should not exceed 1,200 words, excluding references and abstract.
- A maximum of 20 references and 2 figures or tables are allowed.

4. Short communications

- The manuscript should include a short non-structured abstract (180 words maximum), introduction, methods, results, and conclusion.
- The total manuscript length should not exceed 1,500 words, excluding references and abstract.
- A maximum of 20 references and 2 figures or tables are allowed.

5. Commentaries

- The number of references should not exceed 20.

6. Letters to the Editor

- The word limit is 1,000 words and the number of references should not exceed 10.
- No more than one table or one figure is allowed.

Detailed checklist for manuscript submission

- Abbreviations should be used only when necessary and defined on first use.

- e.g., high density lipoprotein cholesterol (HDL-C)
- Clinical laboratory values and units should be in Système International (SI) form.
- Leave a space before a unit, a number, a parenthesis and before and after any sign such as \pm , $<$, $>$, and $=$.
 - e.g., body weight 52 kg, diabetic ketoacidosis (DKA), 57.5 \pm 33.3, $<$ 30 kg/m²

1. References

- Reference numbers in the text should appear in chronological order in normal type and in square brackets {e.g., “In the study by Norton et al. [23].”}.
- The descriptions of the journal references should follow the National Library of Medicine (NLM) Style Guide for Authors, Editors, and Publishers. Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. Available from: <http://www.nlm.nih.gov/citing-medicine> The order should be as follows; authors’ names (list the first six authors and add “et al.”), title, journal name, year, volume, and page numbers.
 - Ex.1) Ko SH, Cha BY. Diabetic peripheral neuropathy in type 2 diabetes mellitus in Korea. *Diabetes Metab J* 2012; 36:6-12.
 - Ex.2) Inzucchi SE, Maggs DG, Spollett GR, Page SL, Rife FS, Walton V, et al. Efficacy and metabolic effects of metformin and troglitazone in type II diabetes mellitus. *N Engl J Med* 1998;338:867-72.

2. Tables

- Tables should be numbered in the order of their appearance in a main body.
- Tables should be double-spaced and inserted on a separate page.
- Only the first letter of the table title must be capitalized.
- Only the first word should be capitalized inside a table.
- Unnecessary longitudinal lines should not be used.
- The description of footnotes below the table should follow

the order of that of the acronyms and symbols. Symbols should be marked with small alphabet letters in the order of usage, such as a, b, c, d, e.

- For footnotes, use the following symbols consecutively according to Introduction to Authors for Submissions: a, b, c, d, etc., in superscript. The explanation of footnotes should be separated from each other by a semicolon, without beginning a new line below the table.
- When a table is cited in the main body, it should be presented as demonstrated: ‘Table 1’.

3. Figures

- Figures should be numbered in the order of their appearance in a main body.
- The resolution of pictures and photographs should exceed 300 dpi.
- In cases where more than two photographs are used in the same figure, alphabet characters should be used next to the Arabic numeral (e.g., Fig. 1A, Fig. 1B).
- The legend for each microscopic image should indicate the stain used and the level of magnification.
 - e.g., (H&E stain, \times 400)
- Figure legends should be clearly numbered and included at the very end of your main text document and not with the separate figure/image files.

4. Author Contributions

Each author is expected to have made contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or have drafted the work or revised it; and to have finally approved the manuscript.

ex.)

Conception or design: X.Y.Z.

Acquisition, analysis, or interpretation of data: X.Y.Z.

Drafting the work or revising: X.Y.Z.

Final approval of the manuscript: X.Y.Z.