

Enacted: October 1, 2020  
Last Revised: October 1, 2020

### CONTACT INFORMATION

*encephalitis* Editorial Office

101 Daehak-ro, Jongno-gu, Seoul 03080, South Korea

Tel: +82-2-2072-0629, Fax: +82-2-765-7920

E-mail: [encephalitis.editor@gmail.com](mailto:encephalitis.editor@gmail.com)

Editor-in-Chief: Kyung-Il Park, MD, PhD

Department of Neurology, Seoul National University Hospital,  
101 Daehak-ro, Jongno-gu, Seoul 03080, South Korea

### GENERAL INFORMATION

*encephalitis* is the official journal of Korean Encephalitis and Neuroinflammation Society. Published quarterly on the 10th of every January, April, July, and October, the journal reports basic and clinical investigations related to encephalitis and neuroinflammation, publishing original research articles, review/mini-review articles, and clinical studies/case reports, perspectives, and letters to the editor. To submit a manuscript to the *encephalitis*, it is advised to first carefully read the aims and scope section of this journal, as it provides information on the editorial policy and the category of the papers that it accepts from authors. Manuscripts should be prepared for submission to *encephalitis* according to the following instructions. *encephalitis* follows Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (<https://www.icmje.org/icmje-recommendations.pdf>) from the International Committee of Medical Journal Editors (ICMJE) if not otherwise described below. Authors will be asked to confirm their compliance with the journal's policies and guidelines during manuscript submission on the web page, and each author will be asked to submit a signed "Authorship Responsibility, Conflicts of Interest, and Copyright Transfer/Publishing Agreement" (available at Instructions & Forms at <http://encephalitisjournal.org/authors/authors.php>) prior to acceptance of their manuscript.

### PUBLICATION AND RESEARCH ETHICS

The journal adheres to the ethical guidelines for research and publication described in the Guidelines on Good Publication (<http://publicationethics.org/resources/guidelines>) and the

Good Publication Practice Guidelines for Medical Journals ([https://www.kamje.or.kr/board/view?b\\_name=bo\\_publication&bo\\_id=13](https://www.kamje.or.kr/board/view?b_name=bo_publication&bo_id=13)).

### Statement of Human and Animal Rights and Informed Consent

Any investigations involving humans and animals should be approved by the Institutional Review Board and Animal Care Committee, respectively, of the institution where the study took place. *encephalitis* will not consider any studies involving humans or animals without the appropriate approval. Informed consent should be obtained, unless waived by the institutional review board, from patients who participated in clinical investigations. Human subjects should not be identifiable, such that patients' names, initials, hospital numbers, dates of birth, or other protected healthcare information should not be disclosed. If experiments involve animals, the research should be based on national or institutional guidelines for animal care and use *encephalitis* can request an approval by the institutional review board or animal care committee for the other types of articles when necessary. For policies on any issues of research and publication ethics not stated in these instructions, the Guidelines on Good Publication (<http://publicationethics.org/resources/guidelines>) should be applied. The content of each article is the responsibility of the authors and not of *encephalitis*.

### Authorship and Author's Responsibility

The corresponding author takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and typically ensures that all the journal's administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements, are properly completed, although these duties may be delegated to one or more coauthors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication. Authors are responsible

for the whole content of each article. Co-authorship should be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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.

If any persons who do not meet above 4 criteria, they may be listed as contributors in Acknowledgments section. There is no limit to the number of authors, and in principle, only one author should contact the editorial board. In the case of multi-center or multi-disciplinary research, up to two corresponding authors are allowed. *encephalitis* does not allow adding authors or changing the first or the corresponding authors once its decision of 'Accept as it is' is made. If any author wishes to be removed from the byline, he or she should submit a letter signed by the author, as well as all other authors, indicating his or her wish to be deleted from the list of authors. Any change in the name order in the byline requires a letter signed by all authors indicating agreement with the same.

### Conflict of Interest

The authors should disclose all potential conflicts of interest including any research funding, other financial support, and material support for the work. The corresponding author must inform the editor of any potential conflicts of interest that could influence the authors' interpretation of the data. If there is a disclosure, the editors, reviewers, and reader can approach the manuscripts after understanding the situation.

### Originality and Duplicate Publication

Manuscripts under review or published by other journals will not be accepted for publication in *encephalitis*, and articles published in this journal are not allowed to be reproduced in whole or in part in any type of publication without permission of the Editorial Board. Figures and tables can be used freely if original source is verified according to Creative Commons Non-Commercial License. It is mandatory for all authors to resolve any copyright issues when citing a figure or table from a different journal that is not open access. Regarding duplicate publication,

plagiarism, and other problems related to publication ethics, "Good Publication Practice Guidelines for Medical Journals" ([https://www.kamje.or.kr/board/view?b\\_name=bo\\_publication&bo\\_id=7](https://www.kamje.or.kr/board/view?b_name=bo_publication&bo_id=7)) should be followed.

### Secondary Publication

It is possible to republish manuscripts if the manuscripts satisfy the conditions of acceptable secondary publication of the recommendations by ICMJE, available from: <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/overlapping-publications.html#three> as followings: Certain types of articles, such as guidelines produced by governmental agencies and professional organizations, may need to reach the widest possible audience. In such instances, editors sometimes deliberately publish material that is also being published in other journals, with the agreement of the authors and the editors of those journals. Secondary publication for various other reasons, in the same or another language, especially in other countries, is justifiable and can be beneficial provided that the following conditions are met. (1) The authors have received approval from the editors of both journals (the editor concerned with secondary publication must have access to the primary version). (2) The priority of the primary publication is respected by a publication interval negotiated by both editors with the authors. (3) The paper for secondary publication is intended for a different group of readers; an abbreviated version could be sufficient. (4) The secondary version faithfully reflects the authors, data, and interpretations of the primary version. (5) 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. (6) The title of the secondary publication should indicate that it is a secondary publication (complete or abridged republication or translation) of a primary publication.

### Process to Manage the Research and Publication Misconduct

When the Journal faces suspected cases of research and publication misconduct such as redundant (duplicate) publication, plagiarism, fraudulent or fabricated data, changes in authorship, undisclosed conflict of interest, ethical problem with a submitted manuscript, a reviewer who has appropriated an author's idea or data, complaints against editors, and etc., The resolving process will be followed by flowchart provided by the COPE

(<http://publicationethics.org/resources/flowcharts>). The discussion and decision on the suspected cases are done by Editorial Board.

## Registration of Clinical Trial Research

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

## Data Sharing Statement

*encephalitis* accepts the ICMJE Recommendations for data sharing statement policy (<http://icmje.org/icmje-recommendations.pdf>). Authors may refer to the editorial, “Data Sharing statements for Clinical Trials: A Requirement of the International Committee of Medical Journal Editors,” in JKMS vol. 32, no. 7:1051-1053 (<https://doi.org/10.3346/jkms.2017.32.7.1051>).

## Editorial Responsibilities

Editorial board will continuously work for monitoring/safeguarding publication ethics: guidelines for retracting articles; maintenance of the integrity of the academic record; preclusion of business needs from compromising intellectual and ethical standard; publishing corrections, clarifications, retractions and apologies when needed; no plagiarism, no fraudulent data. Editors are always keeping following responsibilities: responsibility and authority to reject/ accept article; no conflict of interest respect to articles they reject/ accept; acceptance of a paper when reasonably certain; promoting publication of correction or retraction when errors are found; preservation of anonymity of reviewers.

## COPYRIGHTS, OPEN ACCESS, OPEN DATA, ARCHIVING, AND DEPOSIT POLICY

### Copyrights

The manuscript, when published, will become the property of the journal. Copyrights of all published materials are owned by the Korean Society of Encephalitis and Neuroinflammation. All authors must sign the Transfer of Copyright Agreement when they submit their manuscript. Copyright transfer agreement form ([https://www.encephalitisjournal.org/authors/copyright\\_transfer\\_agreement.php](https://www.encephalitisjournal.org/authors/copyright_transfer_agreement.php)).

## Open Access Policy

*encephalitis* is an Open Access journal distributed under the terms of the Creative Commons Attribution Non-Commercial License (<https://creativecommons.org/licenses/by-nc/4.0/>) which permits unrestricted non-commercial use, distribution, and reproduction in any medium, provided the original work is properly cited. Author(s) do not need to be permitted for use of tables or figures published in *encephalitis* in other journals, books, or media for scholarly and educational purposes. 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 the United States National Library of Medicine (NLM) (<https://www.ncbi.nlm.nih.gov/pmc/>).

## 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 or *encephalitis* homepage after acceptance of the manuscript. If 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 for more information.

## Archiving Policy

According to the deposit policy (self-archiving policy) of Sherpa/ Romeo (<http://www.sherpa.ac.uk>), authors can archive preprint (i.e., pre-refereeing) or postprint (i.e., final draft post-refereeing). Authors can archive publisher's version/PDF.

## GUIDELINES FOR MANUSCRIPT FORMATTING

### 1. General Guidelines

- The manuscript must be written in English.
- The manuscript should be organized in a single file, which starts with the title page, abstract and keywords, introduction, materials and methods, results, discussion, acknowledgments, statements on conflicts of interest, references, tables, and figure legends.
- All text files should be in Microsoft Word format (DOC or DOCX) and all figures need to be in JPG/JPEG format. Text or figure files should not be uploaded as PDF files.
- The manuscript should use an 11- or 12-point font size and be double spaced on 21.0 cm x 29.7 cm (A4) paper with 3.0 cm margins at the top, bottom, and left margin. Left-aligned text

should be used.

- The authors should not number the pages or the lines. The page and line numbers will automatically be generated when the uploaded manuscript is converted to PDF format.
- Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. The spelled-out abbreviation followed by the abbreviation in parentheses should be used on first mention.
- When quoting from other sources, give a reference number after the author's name or at the end of the quotation.
- Authors should express all measurements in conventional units, using the International System (SI) of units.

- Biological names of organisms:

*Saccharomyces cerevisiae*, *E. coli*

- Restriction enzymes and some enzymes:

*EcoRI*, *Taq polymerase*

- Names of genes: *Src*, *C-H-ras*, *Myc*

- Latin words: *in vivo*, *in vitro*, *in situ*

- Centrifugation force: 100,000 × *g*

- The names and locations (city and state/province or country) of the manufacturers of equipment and generic names should be given.
- For specific study designs, such as randomized control studies, studies of diagnostic accuracy, meta-analyses, observational studies, and nonrandomized studies, 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 (<https://www.equator-network.org>) and the NLM ([https://www.nlm.nih.gov/services/research\\_report\\_guide.html](https://www.nlm.nih.gov/services/research_report_guide.html)).
- Please also refer to the most recent articles published in encephalitis for style.

## 2. Main Document

- The main document should contain the following components in a single Microsoft Word file, each component starting on a separate page: title page, abstract, main body, acknowledgments/statements on conflicts of interest, references, and figure legends.

### 2.1. Title Page

- Include the following items on the title page:
  - Title
  - Abbreviated title
  - Names, affiliations, and addresses of all authors

- Contact information of the corresponding author

- Type of manuscript

- Each author's full name, not initials, must be provided in the order of first name, middle name (if it exists), and last name for all participating authors, e.g., John (first name) Doe (last name).
- The abbreviated title will be printed at the top of each page of the published paper and should be within 10 words.
- When authors from different institutions/addresses are included, the authors should be matched with their organizations by placing the relevant organization number in superscript after each author's name.
- The contact information of the corresponding author should include the mailing address, and e-mail address.
- ORCID: Open researcher and contributor ID (ORCID) of all authors are recommended to be provided. To have ORCID, authors should register in the ORCID web site available from: <https://orcid.org>. Registration is free to every researcher in the world.

### 2.2. Abstract

- Reference citations should not be used in the abstract. Abbreviations should be minimized and, if used, must be defined within the abstract by the full term followed by its abbreviation in parentheses.
- The abstract should be concise, less than 250 words, and describe the subject of research concisely, in a paragraph. The abstract for an original article must be structured to include a Purpose, Methods, Results, and Conclusion as follows:
  - Purpose:** In one or two sentences, the specific purpose of the article and why it is worthy of attention should be indicated. The purpose stated here should be identical to the one given in the title of the paper and the introduction.
  - Methods:** The methods used to achieve the purpose explained in the first paragraph should be described succinctly, stating what was done and how bias was controlled, what data were collected, and how the data were analyzed.
  - Results:** The findings of the methods described in the preceding paragraph are to be presented here, with specific data. All results should flow logically from the methods described.
  - Conclusion:** In one or two sentences, the conclusion of the study should be stated. This should relate directly to the purpose of the paper, as defined in the first paragraph of the abstract.
- Unlike that for an Original Article, the abstract for review/mini-review articles consist of a single paragraph without separate sections. The most recently published articles should be

consulted for style.

- Three to five keywords (index terms) should appear after the abstract. For the selection of keywords, refer to the list of Medical Subject Headings (MeSH, <http://www.ncbi.nlm.nih.gov/mesh>).

## 2.3. Main Body

### 2.3.1. Original Article

Original articles are papers containing results of basic and clinical investigations, which are sufficiently well documented to be acceptable to critical readers. The maximum length of a manuscript is 5,000 words (exclusive of the title page and abstract), 50 references (if the references exceed 50, authors can consult with the Editorial Office). A total of 8 figures or tables are allowed; additional tables and figures may be provided using the online data supplement system

#### *Introduction*

The introduction provides the research background and specific purpose or objectives, generally enough to inform the readers of the topic, and relevant findings of others are described. The hypothesis tested can be stated. The references should be as few and pertinent as possible.

#### *Materials and Methods*

- The first paragraph should address whether the study was conducted under an approval by the institutional review board (with or without patient informed consent) and animal care committee of the institution where the study took place for any investigation involving humans and animals, respectively.
- The materials (or subjects), inclusion and exclusion criteria, research plan, and the methods used should all be described.
- Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and gender. If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they determined race or ethnicity and justify their relevance.
- How the disease was confirmed and how subjectivity in observations was controlled should be explained in detail, if relevant.
- When experimental methodology is the main issue of the paper, the experimental process should be described in detail so as to make it possible for the reader to recreate the experiment as closely as possible.

- The methods of statistical analysis and criteria for statistical significance should be described.
- If the study includes reuse/overlap of materials previously published or under consideration for publication elsewhere, the reuse/overlap of study materials should be clearly stated.

#### *Results*

- The results of the paper should be described logically according to the Methods section.
- Tables and figures are recommended when they can present data more succinctly and clearly. Do not duplicate the content of tables or figures 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

#### *Discussion*

- In the first part of the discussion, the main findings should be briefly summarized, then possible explanations for these findings should be explored, and these results should be compared and contrasted with the findings of other relevant studies.
- The results of previous relevant studies should not be mentioned repeatedly, but any concordance or discordance should be noted.
- The core findings and the conclusions derived from them should be emphasized according to the best available evidence.
- In the last part of the discussion, the limitations of the study, future research suggestions or plans, and the conclusion should all be described. If there was a research hypothesis in the introduction section, whether it was supported should be stated.

#### *Conflict of interest*

- State any potential conflict of interest that could influence the authors' interpretation of the data, such as financial support from or connections to pharmaceutical companies, political pressure from interest groups, or academically related issues.

#### *Acknowledgments and Author contribution*

- All persons who have made substantial contributions but have not met the criteria for authorship are acknowledged here. All sources of funding applicable to the study should be explicitly stated here.
- What authors have done for the study should be described in this section. To qualify for authorship, all contributors must meet at least one of the seven core contributions by CRediT (conceptualization, methodology, software, validation, formal

analysis, investigation, data creation), as well as at least one of the writing contributions (original draft preparation, review and editing). Contributions will be published with the final article, and they should accurately reflect contributions to the work. The submitting 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.

## References

- In the text, references should be cited using Arabic numerals in brackets (e.g., [1], [2,3], [4-6]) and numbered in the order cited.
- In the references section, the references should be numbered and listed in the order of their appearance in the text.
- List all authors when there are six or fewer; for seven or more, list only the first three and add “et al.”
- If an article has been published online but has not yet been given an issue or pages, the digital object identifier (DOI) should be supplied.
- Journal titles should be abbreviated in the style used in Medline.
- Other types of references not described below should follow “Samples of Formatted References for Authors of Journal Articles” ([https://www.nlm.nih.gov/bsd/uniform\\_requirements.html](https://www.nlm.nih.gov/bsd/uniform_requirements.html)).
- Unpublished data should not be cited in the reference list, but parenthetically in the text, for example: (Smith DJ, personal communication), (Smith DJ, unpublished data).
- The style and punctuation for journal articles, books, or book chapters should follow the format illustrated in the following examples:

### - Journal article

Zangerle A, Kiechl S, Spiegel M, et al. Recanalization after thrombolysis in stroke patients: predictors and prognostic implications. *Neurology* 2007;68:39-44.

### - Journal article published electronically ahead of print

Mantegazza R, Wolfe GI, Muppidi S, et al. Post-intervention status in patients with refractory myasthenia gravis treated with eculizumab during REGAIN and its open-label extension. *Neurology* 2020 Nov 23 [Epub]. <https://doi.org/10.1212/WNL.00000000000011207>.

### - Conference paper

Mark MH, Dickson DW, Schwarz KO, et al. Familial diffuse Lewy body disease. Presented at the 10th International Symposium on Parkinson’s Disease; October 19, 1991; Tokyo.

### - Forthcoming

Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in *Arabidopsis*. *Proc Natl Acad Sci USA*. Forthcoming 2002.

### - Book

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*, 4th ed. St Louis: Mosby; 2002.

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics*, 2nd ed. New York: McGraw-Hill; 2002.

Meltzer PS, Kallioniemi A, Trent JM. Chromosome Alterations in Human Solid Tumors. In: Vogelstein B, Kinzler KW, editors. *The Genetic Basis of Human Cancer*. New York: McGraw-Hill; 2002. p. 93-113.

### - Online book or Web site

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <https://www.nap.edu/catalog/10149/improving-palliative-care-for-cancer>.

## Tables

- The tables should start on a separate page. The tables should be numbered using Arabic numerals. The title of the table should be clearly stated in the form of a sentence or a paragraph.
- Tables should not be longer than one page and should contain at least four lines and two columns of data.
- Tables are to be numbered in the order in which they are cited in the text.
- Abbreviations should be defined in a footnote below each table.
- Tables should be self-explanatory and readily comprehensible.
- Written permission from the prior publisher should be obtained for the use of all previously published tables and copies of the permission letter should be submitted.
- In case of the use of previously published tables, the original source must be noted in the table footnote, and a statement that copyright permission was granted, if relevant, should be made. All non-standard abbreviations should be explained in the footnotes. Footnotes should be indicated by <sup>a)</sup>, <sup>b)</sup>, <sup>c)</sup>, <sup>d)</sup>, ... Statistical measures such as SD or SE should be identified.

## Figure Legends

- The figure legends should start on a separate page. Legends should be numbered in the order in which they are cited, using Arabic numerals.
- Figure title includes patient age and a diagnosis in a phrase followed by a description using one complete sentence rather

than a phrase or paragraph for each figure part.

- For a description regarding the features in the figure, the sentence is described in present tense. For a description regarding the features not appeared in the figure, the sentence is described in past tense.
- For microscopic findings, the staining method and the scale should be included in parenthesis (e.g., H&E stain, ×100).
- In case of the use of previously published figures, the original source must be revealed in the figure legend.

## Figures

- All figure parts related to one patient should have the same figure number and use English letters after the numerals to distinguish each figure part, e.g., Figure 1A, 1B, etc.
- Multiple figures mentioned in the text should be described as follows, e.g., Figures 1, 3.
- Multiple figures within the same figure number mentioned in the text should be described as follows, e.g., Figure 1A, C.
- Each figure part should be sent as a separate image file.
- Labels/arrows should be of professional quality.
- All names and all other identifiers of the patient, authors, and authors' institutions should be removed from the figures.
- After cropping to the area of interest, the images should be at least 300 dpi in resolution and 10-15 cm in width.
- Color figures should be in RGB color mode and line drawings should be black on a white background.
- For initial submission, only the JPG/JPEG format is acceptable. The authors will later be asked to submit TIF/TIFF files without any arrows or other markings for the finally accepted manuscript.
- Written permission from the prior publisher should be obtained for the use of all previously published illustrations and copies of the permission letter should be submitted.
- The authors may wish to make written suggestions about the arrangement of the illustrations

## Video clips

- Video clips can be submitted for placement on the journal website. All videos are subject to peer review and can be uploaded as supplementary materials.
- A video file submitted for consideration for publication should be in complete and final format and at as high a resolution as possible. Any editing of the video will be the responsibility of the author.
- *encephalitis* recommends Quicktime, AVI, MPEG, MP4, or RealMedia file formats of less than 5 minutes duration.
- A legend to accompany the video should be double-spaced in a separate file.

- All copyrights for video files after acceptance of the main article are automatically transferred to *encephalitis*.

## Supplementary data

- Supplementary data: If there are complementary materials that help the understanding of readers or if there is a large amount of data, these may be used as supplementary data. Supplementary data should be as concise as possible and must be related to the main conclusion of the paper. Supplementary data can include electronic files of high resolution images, background datasets, video materials, animations, and more. Supplementary data will be published online alongside the electronic version of the article. Video data files can be submitted in the same way as a figure or table by referring to the video or animation content. Since video and animation cannot be embedded in the print version, authors have to provide text for both the electronic and the print version for the portions of the article that refer to this content

## 2.3.2. Review Article

- A review is generally published as a commissioned paper at the request of the editor(s).
- Review articles contain an Abstract, Introduction, Main text, and Summary (or Conclusion) followed by references, tables, and figure legends.
- A review article is a comprehensive scholarly review on a specific topic. It is not an exhibit of a series of cases.
- Neither new information nor personal opinions are to be included.
- An introduction that explains the scope of the paper is required, and headings should be used appropriately to separate and organize the text.
- Please send us a Presubmission Inquiry before writing a review article. All review articles undergo the same review process as other types of articles prior to acceptance. Reviews have no restrictions on word count or the number of figures and tables. However, authors should eliminate redundancy, emphasize the central message, and provide only the data necessary to convey that message. The approximate length should be less than 5,000 words. There should be an unstructured abstract equal to or less than 250 words. References should not exceed 200 references.
- The most recent Review articles published in *encephalitis* should be consulted for further details on formatting.

## 2.3.3. Case Reports

- Case reports will be published only in exceptional circumstances, if they illustrate a rare occurrence of clinical impor-

tance. These manuscripts should be organized in the following sequence: title page, abstract and keywords, introduction, case report(s), discussion, acknowledgments, references, tables, figure legends, and figures. Case reports are limited to 2,000 words (excluding the abstract, references, tables, and legends), and references should not exceed 30. A maximum of 5 figures or tables are allowed.

#### 2.3.4. Perspective

- A perspective is a report of the authors' viewpoint on a specific subject of interest to our readers as a commissioned paper at the request of the editor(s).
- Little or no new original information is included, and there is limited literature analysis. A perspective is a report of the authors' viewpoint on a specific subject of interest to our readers as a commissioned paper at the request of the editor(s).

#### 2.3.5. Letter to the Editor

- Constructive criticism of a specific thesis published by *encephalitis* is welcome.
- Letters to the editor may be in response to a published article or a short, free-standing piece expressing an opinion. If the letter to the editor is in response to a published article, the Editor-in-Chief may choose to invite the article's authors to write a reply. No abstraction is required. The letter should be 1,000 words or less (excluding references and figure legends) with a maximum of 5 references. A maximum of 2 figures including tables is allowed.

#### 2.3.6. Editorials

- Editorials are invited by the editor and should be commentaries on articles in the current issue. Editorial topics could include active areas of research, fresh insights, and debates in all fields considered to be of interest to *encephalitis* readers. Editorials should not exceed 1,000 words, excluding references, tables, and figures. References should not exceed 5. A maximum of 3 figures including tables is allowed.

**Table 1. Specification for publication types**

Type of article	Abstract (word)	Text (word) <sup>91</sup>	Reference	Table & figure
Original article	Structured, 250	5,000	50	8
Review article	250	5,000	200	Not limited
Perspective	Not required	3,000	30	0
Case report	250	2,000	30	5
Letter to the editor	Not required	1,000	5	2
Editorial	Not required	1,000	5	3

## REVIEW PROCESS AND MANUSCRIPT DECISION

- The submitted manuscript will first be evaluated at the editorial office regarding the completeness of the submitted materials and their suitability to *encephalitis*. Modifications/corrections may be requested from the authors at this stage before starting the peer review.
- Submitted manuscripts will generally be reviewed by the editors, as well as two peer reviewers who are experts in the submitted subject matter and the peer reviewers will make suggestions to the editor(s).
- Authors may suggest preferred and non-preferred reviewers during manuscript submission. However, the ultimate selection of the reviewers will be determined by the editor(s).
- The authors can monitor the progress of the manuscript throughout the review process at the submission site (<http://submit.encephalitisjournal.org>).
- Submitted manuscripts will be rendered one of the following decisions:

**Accept:** The manuscript is accepted for publication. **Minor Revisions:** A revision needs to be submitted within 60 days of the decision. Otherwise, the manuscript will be treated as a new submission.

**Major Revisions:** A revision needs to be submitted within 120 days of the decision. Otherwise, the manuscript will be treated as a new submission.

**Reject, Resubmission allowed:** The authors are allowed to resubmit their work. However, it is effective only when they are able to respond to the various reviewer comments and make substantial changes to the study. The resubmitted manuscript will be treated as a new submission.

**Reject, No further consideration:** The paper will no longer be considered for publication.

- The decision to accept a manuscript is not based solely on the scientific validity and originality of the study content; other factors are considered, including the extent and importance of new information in the paper as compared with that in other papers being considered, the Journal's need to represent a wide range of topics, and the overall suitability for *encephalitis*.
- Decision letters usually, but not always, convey all factors considered for a particular decision. Occasionally, the comments to the authors may appear to be inconsistent with the editorial decision, which takes into consideration reviewers' comments to the editor, as well as the additional factors listed above.
- If the author(s) believe that the journal has rejected their article in error, perhaps because the reviewers have misunderstood its scientific content, an appeal may be submitted by

e-mail to the editorial office (encephalitis.editor@gmail.com). However, appeals are ineffective in most cases and are discouraged.

## ELECTRONIC SUBMISSION OF MANUSCRIPT

### Online Submission

- All manuscripts should be submitted online via the journal's website (<http://submit.encephalitisjournal.org>) by the corresponding author. Once you have logged into your account, the on-line system will lead you through the submission process in a step-by-step orderly process. Submission instructions are available at the website. All articles submitted to the journal must comply with these instructions. Failure to do so will result in the return of the manuscript and, possibly, in delayed publication.
- Author's checklist: You will be first requested to confirm the Author's Checklist. Before submitting the new manuscript, please ensure every point listed in the Author's Check-list has been addressed.
- Document forms: Before you log into the online submission system, it is helpful to prepare the following documents as you will be asked to upload them during the electronic submission process.
  - Author statement forms
  - Cover letter: A Cover Letter must indicate the address, telephone and fax numbers, and E-mail address of the corresponding author.
  - English proof-reading (non-obligatory): Although it is not an obligatory demand, authors may show that their manuscript has been edited through English proofreading

### Submission of Revised Manuscript

- A Major Revision and a Minor Revision should be submitted within 60 days, respectively, of the decisions. Otherwise, the manuscript will be treated as a new submission.
- Please carefully read and follow the instructions written here and those included in the manuscript decision e-mail.
- To start the submission of a revised manuscript, log in at <http://submit.encephalitisjournal.org>. Click the "Manuscripts in Revision" queue in the "My Manuscripts" area. Then, find the submission you wish to start the revision process for and click on the "Create Revision" link for that manuscript.
- To continue with a revised manuscript that has yet to be submitted, click on the "Revised Manuscripts in Draft" queue in the "My Manuscripts" area. Find the submission you wish to

continue with and then click on the "Continue Submission" button.

- Please submit a point-by-point response to the editor/reviewer comments by directly pasting it in the box provided in "View and Response to Decision Letter" page as well as by uploading the same as a Microsoft Word document file (DOC/DOCX) on the "File Upload" page
- Any changes in the authorship should be reported to the editor in the cover letter.
- For file uploading, if you have updated a file, please delete the original version and upload the revised file. To designate the order in which your files appear, use the dropdowns in the "order" column on the "File Upload" page.
- For a revision, we require two copies of the Main Document. Each should be a Microsoft Word document. The FIRST COPY should represent the final "clean" copy of the manuscript. The SECOND "annotated" COPY should have changes tracked using the track changes function in Microsoft Word with marginal memos indicating changes (e.g., E-1 indicates a response to comment #1 of the Editor; R2-3 indicates a response to comment #3 of Reviewer #2).

## AUTHOR CHECKLIST

- Submit manuscripts as DOC or DOCX files. Double space all parts of the manuscript.
- Keep the Abstract, if required, within the word limits (See Table for recommended maximums for articles).
- Include institutional review board approval, informed consent, and/ or animal care committee approval for an Original Article.
- Do not embed figures in the main body or mix figures or tables with the text.
- Digital figures must be at least 300 dpi and a minimum of 10 cm to a maximum of 15 cm in width and height. Use JPG/JPEG formats (for revisions use TIF/TIFF without any arrows or markings).
- Video clips should be less than 5 minutes duration for each.
- Authors will be asked to confirm their compliance with the journal's policies and guidelines during the initial manuscript submission on the web page.
- Verify the accuracy of reference information to enable hyperlinks for the online version of the journal to function properly.
- For previously published materials, send written permission to reprint any figure or any other applicable permissions.
- Provide copies of any material for which there is overlap with your manuscript (see Redundant Publication)

## MANUSCRIPTS ACCEPTED FOR PUBLICATION

### Final Version

After a paper has been accepted for publication, the names and affiliations of authors should be double-checked, and if the originally submitted image files were of poor resolution, higher resolution image files should be submitted at this time. Symbols (e.g., circles, triangles, squares), letters (e.g., words, abbreviations), and numbers should be large enough to be legible on reduction to the journal's column widths. All symbols must be defined in the figure caption. If references, tables, or figures are moved, added, or deleted during the revision process, renumber them to reflect such changes so that all tables, references, and figures are cited in numeric order.

### Manuscript Corrections

Before publication, the manuscript editor will correct the manuscript such that it meets the standard publication format. The author(s) must respond within 48 hours when the manuscript editor contacts the author for revisions. If the response is delayed, the manuscript's publication may be postponed to the next issue.

### Proofs

The corresponding author will receive page proofs for final checking, which should be corrected and returned within 48 hours. The authors must carefully check proofs to see that all errors are corrected and queries from editors answered. Keep a copy for your records.

### Errata and Corrigenda

To correct errors in published articles, the corresponding author should contact the journal's Editorial Office with a detailed description of the proposed correction. Corrections that profoundly affect the interpretation or conclusions of the article will be reviewed by the editors. Corrections will be published as corrigenda (corrections of author's errors) or errata (corrections of publisher's errors) in a later issue of the journal.

## ARTICLE PROCESSING CHARGE

There is no author's submission fee or other publication-related fee since all costs of the publication process are underwritten by the Korean Encephalitis and Neuroinflammation Society.