

For the policies on research and publication ethics not stated in the Instructions, Guidelines on Good Publication (<http://publicationethics.org/>) or Good Publication Practice Guidelines for Medical Journals (<http://kamje.or.kr/>) can be applied.

1. Name of Journal

The official journal title is Journal of Rheumatic Diseases. Abbreviated title is JRD.

2. Website

- i. The URL address of official journal web site is <http://www.jrd.or.kr/>
- ii. 'Aims & Scope' statement: Journal of Rheumatic Diseases (JRD) is a peer reviewed journal that publishes original articles, reviews, and editorials on all aspects of rheumatic diseases, including clinical investigations and basic research. Both human and experimental animal studies are welcome, as are new findings on the epidemiology, pathogenesis, diagnosis, and treatment of rheumatic diseases. Case reports will be published only in exceptional circumstances, when they illustrate a rare occurrence of clinical importance.
- iii. Readership: The JRD target reader includes academicians, scientists, practitioners, and students from all disciplines of rheumatology.
- iv. Authorship criteria: 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; 3) final approval of the version to be published; and 4) agreeing to be accountable for all aspects of the work in ensuring that the 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 6, there should be a list of each author's role in the submitted paper. If any persons who do not meet the above four criteria, they may be placed as contributors in the Acknowledgments section. Description of co-first authors or co-corresponding authors is also accepted if the corresponding author believes that such roles existed in contributing to the manuscript.
- v. Duplicate submission and redundant publication: All submitted manuscripts should be original and should not be in consideration by other scientific journals for publication. Any part of the accepted manuscript should not be duplicated in any other scientific journal without the permission of the Editorial Board, although the figures and tables can be used freely if the original source is verified according to Creative Commons license. It is mandatory for all authors to resolve any copyright issues when citing a figure or table from other journal that is not open access.
- vi. pISSN: 2093-940X eISSN: 2233-4718

3. Journal Schedule

Journal of Rheumatic Diseases is published quarterly a year (First day of January, April, July, and October).

4. Archiving

All electronic back issue is archived in the journal homepage and accessible as free. It is accessible without barrier from Korea Citation Index (<https://www.kci.go.kr>) or National Library of Korea (<https://nl.go.kr>) in the event a journal is no longer published.

5. Copyright

Copyright policy: It is not allowed for another journal to publish a manuscript that is the same as or similar to that submitted to the JRD. In addition, the KCR possesses the copyright of a manuscript whose publishing has been decided and is authorized to publish, distribute or print the manuscript in the JRD or other media.

6. Licensing

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7. Publication Ethics and Related Editorial Policies

- i. Conflict-of-Interest statement: Conflict of interest exists when an author or the author's institution, reviewer, or editor has financial or personal relationships that inappropriately influence or bias his or her actions. Such relationships are also known as dual commitments, competing interests, or competing loyalties. These relationships vary from being negligible to having great a potential for influencing judgment. Not all relationships represent true conflict of interest. On the other hand, the potential for conflict of interest can exist regardless of whether an individual believes that the relationship affects his or her scientific judgment. Financial relationships such as employment, consultancies, stock ownership, honoraria, and paid expert testimony are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, or of the science itself. Conflicts can occur for other reasons as well, such as personal relationships, academic competition, and intellectual passion (<https://www.icmje.org/disclosure-of-interest/>). If there are any conflicts of interest, authors should disclose them in the manuscript. The conflicts of interest may occur during the research process as well; however, it is important to provide disclosure. If there is a disclosure, editors, reviewers, and reader can approach the manuscript after understanding the situation and background for the completed research.
- ii. Statement of human and animal right: Clinical research should be done in accordance with the Ethical Principles for Medical Research Involving Human Subjects, as outlined in the Helsinki Declaration of 1975 (revised 2013) (available from: <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>). Clinical studies that do not

meet the Helsinki Declaration will not be considered for publication. For publication, the human subjects' identifiable information, such as the patients' names, initials, hospital numbers, dates of birth, or other protected healthcare information should not be disclosed. For animal subjects, the research should be performed based on the National or Institutional Guide for the Care and Use of Laboratory Animals, and the ethical treatment of all experimental animals should be maintained.

- iii. Statement of informed consent and Institutional Review Board approval: Copies of written informed consents should be kept for studies on human subjects. For the clinical studies with human subjects, there should be a certificate, an agreement, or the approval by the Institutional Review Board (IRB) of the author's affiliated institution. If necessary, the editor or reviewers may request copies of these documents to resolve questions about IRB approval and study conduct.
- iv. Registration of the clinical trial research: Any research that deals with a clinical trial should be registered with the primary national clinical trial registry site such as the Korea Clinical Research Information Service (CRIS, <https://cris.nih.go.kr/>), other primary national registry sites accredited by the World Health Organization (<https://www.who.int/clinical-trials-registry-platform/network/primary-registries>) or ClinicalTrials.gov (<http://clinicaltrials.gov/>), a service of the United States National Institutes of Health.
- v. Secondary publication: It is possible to republish manuscripts if the manuscripts satisfy the condition of secondary publication of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals by International Committee of Medical Journal Editors (ICMJE), available from <http://www.icmje.org/>. These are:
 - The authors have received approval from the editors of both journals (the editor concerned with the secondary publication must have access to the primary version).
 - The priority for the primary publication is respected by a publication interval negotiated by editors of both journals and the authors.
 - The paper for secondary publication is intended for a different group of readers; an abbreviated version could be sufficient.
 - The secondary version faithfully reflects the data and interpretations of the primary version.
 - 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.
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8. Peer Review

Every manuscript submitted should be double-blind peer-reviewed by two or more relevant experts (3 most relevant investigators available for review of the original article and case report), as regards the appropriateness of publishing. Its publishing should be decided on the basis of the deliberation and its author may be advised to revise or

complement its content. Advised to revise its content, the author should revise the manuscript and submit the revised manuscript along with his/her answer on the processing of the items pointed out by judges in a file form.

The revised manuscript should be resubmitted via the web system. Failure to resubmit the revised manuscript within 2 months without any notice from the corresponding author is regarded as a withdrawal. All manuscripts from editors, employees, or members of the editorial board are processed the same way as other unsolicited manuscripts. During the review process, they will not engage in the selection of reviewers and decision process. Editors will not handle their own manuscripts even if they are commissioned ones.

9. Access

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10. Ownership and Management

- i. Information about the ownership: This journal is owned by the publisher, the Korean College of Rheumatology <http://www.rheum.or.kr/>.
- ii. Management team of a journal
Journal management team
 - Journal Manager: Hyeon-Jeong Kim, Korean College of Rheumatology, Korea, Jieun Ryu, Korean College of Rheumatology, Korea
 - Manuscript Editor: Seokhyun Kang, MEDrang Inc., Korea
 - Layout Editor: Sora Kim, MEDrang Inc., Korea
 - Website and JATS XML File Producer: Seon Woo Lim, INFOrang Inc., Korea

11. Advisory Body

The advisory body is the journal's editorial board. The full names and affiliations of the journal's editors are displayed on the About (Editorial Board) tab of the journal website.

12. Editorial Team and Contact Information

Editorial team is available from Editorial Board page at the front part of the journal.

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13. Author Fee

There is no publication fee to submit or publish content in JRD.

14. Other Revenue

Budget of the journal publishing was supported by the Korean College of Rheumatology, advertisement, and the Korean Federation of Science Technological Societies granted by Korean Government.

15. Advertising

i. All advertisements are subject to approval of the Journal of Rheumatic

Diseases and Korean College of Rheumatology, which reserves the right to reject or cancel any advertisement at any time.

ii. Publisher is not responsible for incidental or consequential damage for errors in displaying or printing an ad.

iii. For ad contact our office.

16. Direct Marketing

There are no marketing activities since it is non-profit scholarly journal published by the non-profit organization publisher, the Korean College of Rheumatology.