

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE

1. Website

The URL address of official web site is <http://www.irjournal.org>.

1) 'Aims & Scope' statement

The aim of the Journal is to provide broad and in-depth analysis of intestinal diseases, especially inflammatory bowel disease, which shows increasing tendency and significance. As a Journal specialized in clinical and translational research in gastroenterology, it encompasses multiple aspects of diseases originated from the small and large intestines. The Journal also seeks to propagate and exchange useful innovations, both in ideas and in practice, within the research community. As a mode of scholarly communication, it encourages scientific investigation through the rigorous peer-review system and constitutes a qualified and continual platform for sharing studies of researchers and practitioners. Specifically, the Journal presents up-to-date coverage of medical researches on the physiology, epidemiology, pathophysiology, clinical presentations, and therapeutic interventions of the intestinal diseases. General topics of interest include inflammatory bowel disease, colon and small intestine cancer or polyp, endoscopy, irritable bowel syndrome and other motility disorders, infectious enterocolitis, intestinal tuberculosis, and so forth.

The Journal publishes diverse types of academic materials such as editorials, clinical and basic reviews, original articles, case reports, letters to the editor, brief communications, perspective, statement or commentary, and images that are useful to clinicians and researchers.

2) Readership

It is primarily for clinicians and researchers who care patients with gastrointestinal diseases including inflammatory bowel disease, colon and small intestine cancer or polyp, endoscopy, irritable bowel syndrome and other motility disorders, infectious enterocolitis, intestinal tuberculosis, and so forth. They are able to obtain enriched and tailored information to adopt for their research and practice. Its readership can be expanded to other positions: Researchers can get the recent topics of

clinical and translational research in gastroenterology. Clinicians in the field can get up-to date information and recent development of medical researches on the physiology, epidemiology, pathophysiology, clinical presentations, and therapeutic interventions of the intestinal diseases. Professors can access and adopt a variety of data in medical education. Allied health professionals including nurses are able to get the recent information for care of patients with gastrointestinal diseases. Medical students can understand the recent trends of the field and interesting cases for their work. Policy makers are able to reflect the results of the articles to the nation-wide science promotion policies. .

3) Authorship criteria

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, and/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) 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. Every author should meet all of these four conditions. After the initial submission of a manuscript, any changes whatsoever in authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors of the paper. Copyright assignment must also be completed by every author.

- Corresponding author and first author: *Intestinal Research* does not allow multiple corresponding authors for one article. Only one author should correspond with the editorial office and readers for one article. *Intestinal Research* does accept notice of equal contribution for the first author when the study was clearly performed by co-first authors.
- Correction of authorship after publication: *Intestinal Research* does not correct authorship after publication unless a mistake has been made by the editorial staff. Authorship may be changed before publication but after submission

when an authorship correction is requested by all of the authors involved with the manuscript.

Person who made genuine contributions, yet not active and sufficient enough to be co-authors should be stated on Acknowledgements. All funding related to the work should be specifically stated on Acknowledgements. Any potential conflict of interest such as financial or personal connection must be stated on manuscripts. Author's contribution should be stated according to CRediT standard.

4) Duplicate submission and redundant publication

<http://www.irjournal.org/authors/ethics.php>

Submissions are accepted only when they are not submitted elsewhere and have not been published elsewhere. All or part of manuscripts that are already published or submitted to *Intestinal Research* can't publish in any other publication without permission of editorial board. Multiple or duplicate publication is only limited to review article or publication with other language after receive approval from both journals. The Journal does not accept any divided or salami manuscripts. Misconduct or any other ethical violation will be judged (decided) on final deliberation by Editorial Board.

5) pISSN: 1598-9100; eISSN: 2288-1956

2. Name of journal

The official journal title is *Intestinal Research*. Abbreviated title is *Intest Res*.

3. Peer review process

http://www.irjournal.org/authors/peer_review.php

The peer review afterward is conducted through the system as well. All manuscripts undergo peer review by at least three reviewers with relevant expertise who are selected by the editorial board. The decision to publish will be made by the editorial board of the journal after the peer review.

If the data need professional statistical review by a statistician, statistical editing is performed. The board has the right to reject and demand the revision of the submitted manuscripts if the board believes that the manuscripts do not abide by the rules of the regulations. The editorial board has the right to revise and edit the styles and structures of submitted manuscripts within the context if necessary. Once the decision on publication as an accept, revision or reject is made, it is directly noti-

fied to the corresponding author. After the final draft of manuscripts are proven to be appropriate according to the publication policies and styles of the journal, the decision of publication is finalized and expected publication date will be given. Rejected manuscripts are not to be considered again.

4. Ownership and management

1) Information about the ownership

This journal is owned by the academic society, Korean Association for the Study of Intestinal Diseases <http://www.gut.or.kr>.

2) Management team of a journal

- Journal management team (2017~2019)
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- Manager of the Review Process: Jae Hee Cheon, Yonsei University of Seoul, Korea, Associate Editor of Intestinal Research
- Ethics Editor: Ji Won Kim, Seoul National University of Seoul, Korea, Associate Editor of Intestinal Research
- Statistics Editor: Inkyung Jung, Yonsei University of Seoul, Korea
- Manuscript Editors: Mi Young Park, Infolumi, Korea
- Layout Editors: Hyeon Jung Park, Academya, Korea
- Website and JATS XML File Producers: Younsang Cho, M2community, Korea

5. Governing body

The governing body is the journal's editorial board.

6. Editorial team and contact information

<http://www.irjournal.org/about/editorial.php>

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According to the deposit policy (self-archiving policy) of Sherpa/Romeo (<http://www.sherpa.ac.uk>), authors cannot archive pre-print (i.e., pre-refereeing), but they can archive post-print (i.e., final draft post-refereeing). Authors can archive publisher's version/PDF.

8. Author fees

There is no article processing charge or submission-related fees to author-side until there is a policy change.

9. Process for the identification of and dealing with allegations of research misconduct

When research ethics violations occur, the Council decides a disciplinary measure.

- (1) If duplicate or divided publication or any other ethical violation was confirmed, manuscripts even if already published will be retracted with a notice published in the next issue, as well as to related academic institutions.
- (2) Retraction notice take same form as the general thesis and not take a form like announcement or letter to the editor.
- (3) Author who violates this policy or general ethics cannot submit to *Intestinal Research* for next 2 years.

10. Publication ethics

1) Journal policies on authorship and contributorship

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, and/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) 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. Every author should meet all of these four conditions. After the initial submission of a manuscript, any changes whatsoever in authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors of the paper. Copyright assignment must also be completed by every author.

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Person who made genuine contributions, yet not active and sufficient enough to be co-authors should be stated on Acknowledgements. All funding related to the work should be specifically stated on Acknowledgements. Any potential conflict of interest such as financial or personal connection must be stated on manuscripts. Author's contribution should be stated according to CRediT standard.

2) How the journal will handle complaints and appeals

The policy of the journal is primarily aimed at protecting the authors, reviewers, editors, and the publisher of the journal. If not described below, the process of handling complaints and appeals follows the guidelines of the Committee of Publication Ethics available from: <https://publicationethics.org/appeals>

Who complains or makes an appeal?

Submitters, authors, reviewers, and readers may register complaints and appeals in a variety of cases as follows: falsification, fabrication, plagiarism, duplicate publication, authorship dispute, conflict of interest, ethical treatment of animals, informed consent, bias or unfair/inappropriate competitive acts, copyright, stolen data, defamation, and legal problem. If any individuals or institutions want to inform the cases, they can send a letter to editor. For the complaints or appeals, concrete data with answers to all factual questions (who, when, where, what, how, why) should be provided.

Who is responsible to resolve and handle complaints and appeals?

The Editor, Editorial Board, or Editorial Office is responsible for them.

What may be the consequence of remedy?

It depends on the type or degree of misconduct. The consequence of resolution will follow the guidelines of the Commit-

tee of Publication Ethics (COPE).

3) Journal policies on conflicts of interest/competing interests

Any financial arrangements (e.g., employment, consultancies, honoraria, etc) related to the manuscript should be stated in title page. Authors are responsible for obtaining written permission to use any copyrighted text and/or illustration. All funding related with the work should be specifically stated.

4) Journal's policy on ethical oversight

When the Journal faces suspected cases of research and publication misconduct such as a redundant (duplicate) publication, plagiarism, fabricated data, changes in authorship, undisclosed conflicts of interest, an ethical problem discovered with the submitted manuscript, a reviewer who has appropriated an author's idea or data, complaints against editors, and other issues, the resolving process will follow the flowchart provided by the Committee on Publication Ethics (<http://publication-ethics.org/resources/flowcharts>). The Editorial Board will discuss the suspected cases and reach a decision. We will not hesitate to publish errata, corrigenda, clarifications, retractions, and apologies when needed.

5) Journal's policy on intellectual property

All published papers become the permanent property of the Korean Association for the Study of Intestinal Diseases (KASID). Copyrights of all published materials are owned by the Korean Association for the Study of Intestinal Diseases (KASID).

6) Journal's options for post-publication discussions and corrections

The post-publication discussion is available through letter to editor. If any readers have a concern on any articles published, they can submit letter to editor on the articles. If there founds any errors or mistakes in the article, it can be corrected through errata, corrigenda, or retraction.

11. Publishing schedule

The first issue had been published in May 2003 semiannually, and published three times per year from 2011. Now this Journal is published four times per year (30th January, April, July and October) from 2012.

12. Access

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13. Archiving

It is accessible without barrier from PubMed Central (<http://www.ncbi.nlm.nih.gov/pmc/journals/2608/>), Korea Citation Index (<http://kci.go.kr>), or National Library of Korea (<http://nl.go.kr>) in the event a journal is no longer published.

14. Revenue sources

Revenue sources of journal were from the support of publisher (Korean Association for the Study of Intestinal Diseases), Korea Government's support, and advertising rates.

15. Advertising

We accept advertising and sponsorship for its printed journal according to the following principles:

- Advertising is separate from content. Advertisers and sponsors have no advance knowledge of our editorial contents, nor do the editors have advance knowledge of advertisers. Content is never altered, added, or deleted to accommodate advertising. Advertisers and sponsors have no input regarding any of our editorial decisions or advertising policies.
- We reserve the right to decline or cancel any advertisement at any time.
- Advertisements for pharmaceutical products must conform to all regulations and policies of the Ministry of Food and Drug Safety, Republic of Korea in every respect.

16. Direct marketing

Journal propagation has been done through the journal web site and distribution of an introduction pamphlet. Invitations to submit a manuscript are usually focused on the presenters at conferences, seminars, or workshops if the topic is related to the journal's aims and scope.