

# 편집인이 바라는 Manuscript Editor의 역할

성균관대학교 의과대학 삼성서울병원

이경수

**학습 목표:** 원고편집인의 정의를 기술하고 편집과정에서 역할을 기술할 수 있어야 한다.

**구체 목표:**

- 1) 원고 편집인의 정의를 내릴 수 있어야 한다.
- 2) 원고 편집인의 주된 역할을 3가지 이상 기술할 수 있어야 한다.
- 3) 국내 원고 편집인의 현황을 파악할 수 있어야 한다.

# 편집인이 바라는 Manuscript Editor의 역할

성균관대의대 삼성서울병원

이경수

# Medical Article

- **Expository to communicate** (통신용 해설)
- **Unity, coherence, clarity, brevity** (통일성, 일관성, 명확성, 간결성)
- **Definite, concrete, specific** (확실히, 구체적으로, 명확히)

## 4 Main Parts of Journal Selection Process (Institute for Scientific Information: ISI)

- **Basic journal publishing standards;** timeliness, editorial conventions, English language bibliographic information, peer review
- **Editorial content;** comprehensive and complete, need for customer
- **International diversity;** regional journal
- **Citation analysis;** established journals (IF), authors or editorial boards for new journals

# Critical Elements in Journal Selection (NLM)

- **Scope and coverage:** biomedical subjects
- **Quality of content:** scientific merit including validity, importance, originality, and contribution
- **Quality of editorial work:** objectivity, credibility, and quality of contents
- **Production quality:** quality of layout, printing, graphics and illustration

# Who is Manuscript Editor?

- **Copy editor**
  - Services for newspapers and media
  - Related to news headlines and copy fitting
- **Manuscript editor**
  - Medical editing
  - Rich relationship with medical article authors
  - Edit manuscript, figures, and tables

# Copyediting

- Regarded lighter than MS editing
- Edit copy; checking spelling, correcting punctuation, and formatting
- Tidying up; ensuring house style, correcting misspellings, and attending to grammar, punctuation, and usage

## **Copyediting vs. Substantive editing (work done by author's editor)**

- **Deleting redundant information**
- **Asking for clarification of meaning**
- **Shortening verbose text**
- **Reformatting figures and tables as appropriate**
- **Clarifying questions from scientific (content) editor**
- **Working closely with authors**

# First vs. Second Type of Editing: Based on Timeline

- **First type**
  - What is done after acceptance
  - Publisher's editor
- **Second type**
  - What is done before acceptance
  - Authors' editor

# Facts Related to Titles: Minefield of Titles

- Titles afford one way to clear **responsibilities**
- Responsibilities can grow; **expand boundaries of editing** in different ways
- Recognition may take form of **title change**
- Lancet changed it's MS editors' titles into **assistant editors**

# Job Description for JAMA/Archives MS Editor

- Edit scientific articles written by physicians and researchers
- Edit technical medical copy on electronic publishing system for clarity, accuracy, precision, readability, technical and structural accuracy, and strict conformity to AMA style

# Job Description for JAMA/Archives MS Editor

- Substantially rewrite all copy as necessary, particularly for authors whose first language is not English
- Perform research for clarification and verification of medical terms, technical terms, drug names, correct units of measure, reference citations, medical product names, and medical manufacturers' and institutions' names and locations, as well as perform mathematical conversions to international system of units (SI)

# Job Description for JAMA/Archives MS Editor

- Edit charts and graphs, tables, and equations to conform to AMA style and to ensure integrity and clarity of tabular and graphic content
- Create tables from prose, make tables from prose, or combine tables as appropriate
- Negotiate approval of edited copy and perform liaison duties between author, editor, and other editorial and production staff members

# Title

- Short and sweet
- Clear and specific
- Indicate contents
- Two or three keywords

# Abstract

- Introduction of article to readers
- Represent entire paper fairly

# Major Elements of Paper

- Introduction
- Subjects (Materials) and Methods
- Results
- Discussion

# Introduction

- Lead-in section
- Objective or purpose
- Bit of background
- State hypothesis of paper
- Make short (2-10 sentences)

# Subjects (Materials) and Methods

- Fairly dense and dry!!

Literary; fancy-out of place

- Anticipate questions and objections from reviewer
  - Reviewers have been down this road before
  - Reviewers check if you fall into traps
  - Disappoint reviewers if you can

# Subjects (Materials) and Methods

- Who or what was examined?  
What was done? - in detail and spell out design
- How you maintain objectivity and avoid bias
- Statistical methods

# Results

- Heart of paper
- Facts, unadorned
- Clarity and brevity
- Be quantitative if at all possible
- Give statistical significance

# Discussion

- Pathology
- Your observations
- Compare with previously published data
- Limitations
- Summary/Conclusion

# Discussion

- Little literary creativity, but not much
- Sentence or very short paragraph for background - but do not repeat introduction
- Relate your results to others' work
  - What is new and important?
  - What are its implications?

# Discussion

- **Be sober and straight forward**
  - Don't be either boastful or shy
- **Input from colleagues**
- **Give limitations of your data**
  - Don't wait for reviewers to point out the weakness; disarm them

# References

- **Relevant, recent, highly selected**
- **Fair and accurate**
- **Right citation**

# Illustration

- Reduce number of images
- Anticipate degradation, increase in contrast, and cropping

# Tables

- Editors don't like tables
- Central to your message and give its part of your message better than ordinary text
- Keep it simple

# Author Institution

- 저자 소속이 다를 경우 윗첨자로 표기
- 소속 표기 시 도시와 우편번호 포함

Ex) <sup>1</sup>Department of Radiology and Center for Imaging Science, Samsung Medical Center, Sungkyunkwan University School of Medicine, Seoul 135-710, Korea; <sup>2</sup>Department of Radiology, Seoul National University Hospital, .....

# Abstract

- 문장 첫 단어는 약어나 숫자로 표기하지 않음
- 10 이하는 아라비아숫자로 쓰지 않음
- *p value*, *u test*, *t test* 이탤릭체
- 두번 이상 쓰일 때 약어 한번은 모두 표기 후 괄호 안에 약어로 표기
  - intracerebral hemorrhage (ICH)
  - middle cerebral artery (MCA)

# Materials and Methods

- mg, mL, kg, mAs, kVp
- 연구자 인명 표기하지 않음
- 제품명 (회사, 도시, 나라 [미국은 주로 표기 (뒷장 참조)])

# 미국 주 표기 참고

- **AL** 앨라배마
- **AK** 알래스카
- **AZ** 애리조나
- **AR** 알칸사
- **CA** 캘리포니아
- **CO** 콜로라도
- **CT** 코네티컷
- **DE** 델라웨어
- **FL** 플로리다
- **GA** 조지아
- **HI** 하와이
- **ID** 아이다호
- **IL** 일리노이
- **IN** 인디애나
- **IA** 아이오와
- **KS** 캔사스
- **KY** 켄터키
- **LA** 루지애나
- **ME** 메인
- **MD** 메릴랜드
- **MA** 메사추세츠
- **MI** 미시건
- **MN** 미네소타
- **MS** 미시시피
- **MO** 미주리
- **MT** 몬타나
- **NE** 네브라스카
- **NV** 네바다
- **NH** 뉴햄프셔
- **NJ** 뉴저지
- **NM** 뉴멕시코
- **NY** 뉴욕
- **NC** N.캐롤라이나
- **ND** 노스다코타
- **OH** 오하이오
- **OK** 오클라호마
- **OR** 오레건
- **PA** 펜실베니아
- **RI** 로드아일랜드
- **SC** S.캐롤라이나
- **SD** 사우스다코타
- **TN** 테네시
- **TX** 텍사스
- **UT** 유타
- **VT** 버먼트
- **VA** 버지니아
- **WA** 워싱턴
- **WV** W.버지니아
- **WI** 위스콘신
- **WY** 와이오밍

# Discussion

- Paragraph 첫 단어 약어나 숫자 안 씀
- 참고문헌 인용시 저자 성만 표기
  - MacNee (1)
  - Berger and Matthay (2)
  - Pattynama et al. (3 이상)
- 참고문헌 표기 (1), (1, 2), (1-3)

# References

- Pubmed에서 검색, 확인
- Journal 표기 시 저자 7인 이상 6인 표기, et al.
- 페이지는 시작과 끝을 포함
- Journal 명은 *Index Medicus* 참고
- 단행본의 경우 title을 *italic*체로

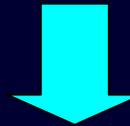
# Tables

- 단어 첫자 모두 대문자
- 약어 사용시 설명 표기

**Note. — GGO = ground-glass opacity, PNGGO = pure nodular ground-glass opacity**

.....

Follow-up Period \ Categorization	PNGGO $\leq$ 10 mm		PNGGO $>$ 10 mm		MNGGO $\leq$ 10 mm		MNGGO $>$ 10 mm	
	Change in size	Number (lesions/ individuals)	Change in size	Number (lesions/ individuals)	Change in size	Number (lesions/ individuals)	Change in size	Number (lesions/ individuals)
1-3 months	No change	(32/13)	No change	(6/6)	No change	(4/1)	No change	(14/13)
4-6 months	No change	(7/3)	No change	(3/3)	No change	(3/3)	-	-



Follow-up Period \ Categorization	PNGGO $\leq$ 10 mm		PNGGO $>$ 10 mm		MNGGO $\leq$ 10 mm		MNGGO $>$ 10 mm	
	Change in Size	Number (Lesions/ Individuals)	Change in Size	Number (Lesions/ Individuals)	Change in Size	Number (Lesions/ Individuals)	Change in Size	Number (Lesions/ Individuals)
1-3 months	No change	32/130	No change	6/6	No change	4/1	No change	14/13
4-6 months	No change	7/3	No change	3/3	No change	3/3	-	-

# Figure Legends

- Figure No.와 그림 확인, 화살표, 화살촉 등
- 문장 첫 단어 숫자나 그림 설명에 약어 안씀

# Abbreviations

- 8개 이상인 경우 표지에 표기

- 예외

➤ ANOVA

➤ CRP

➤ CT

➤ FDG

➤ MRI

➤ PET

➤ TR/TE

➤ SPSS

➤ VX2

➤ US

➤ .

➤ .

# Facts Related to Titles: Minefield of Titles

- Titles afford one way to clear responsibilities
- Responsibilities can grow; expand boundaries of editing in different ways
- Recognition may take form of title change
- Lancet changed it's MS editors' titles into assistant editors