Author's Checklist

Article title: ______________________________________

General matters
☐ The manuscript is written in the order of cover, English abstract, introduction, materials and methods, results, discussion, summary, references, tables and figures.
☐ The manuscript, which includes references, tables and figures, is typewritten with double-line spacing on A4 sized paper.
☐ The manuscript follows the instructions specified in the submission guidelines, and each section of the manuscript starts on a new page.
☐ Abbreviations are used as few times as possible, and the abbreviations are fully explained in parenthesis at their first appearance in the manuscript.
☐ The manuscript file (.hwp, .doc) does not include any information that might reveal the author and is submitted electronically over the internet.
☐ Generally accepted names of medicines are used in the manuscript.
☐ Page numbers are marked at the bottom of each page in the manuscript.

English abstract
☐ English abstract is structured in four parts, which are purpose, methods, results, and conclusion.
☐ English abstract is written based on Korean abstract and does not exceed 250 words in total.
☐ English abstract suggests three to 10 English keywords and uses terms listed in the Medical Subject Headings (MeSH) of Index Medicus.

References
☐ References are listed double-spaced and are numbered in order of their appearance in the text.
☐ All references are quoted in the manuscript and are marked in parentheses in the manuscript.
☐ Names of the journals are presented as abbreviations used in Index Medicus.
☐ The authors have confirmed that journal names and punctuations in the references follow the submission guidelines.
☐ If there are more than six authors, the first six authors are listed and the rest of them are denoted as “et al.”
☐ At least one article that has been published in the Korean Hospice and Palliative Care Association is mentioned in the References.
☐ The total number of references do not exceed 30.

Tables and figures
☐ Each table or figure takes a page. Numbers or letters in each table or figures are double-spaced.
☐ Tables are self-explanatory and are not superfluous or overlapping in contents.
☐ The notations marks in the tables follow the order of *, †, ‡, §, ¶, **
☐ Means, standard deviations (mean±SD), number of study subjects, odds ratios or correlation coefficients are presented in accordance with statistical methods employed in the study.
☐ Statistical methodology employed in the study are mentioned in the footnote section of the tables and figures.
☐ Each figure or photo is presented in a clear fashion so as not to be affected in the case of size reduction during the printing process.