Toxicol. Res.

Toxicological Research

Instructions for Authors

General Information

Ethical Responsibilities of Authors

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines (http://publicationethics.org/resources/flowcharts) on how to deal with potential acts of misconduct.

Publication Schedule

Toxicological Research is published quarterly, 4 times a year, on the 15th of January, April, July and October.

Types of Manuscripts

1. Original research articles

Articles cover full reports of research work that must be written according to the guidelines described (Organization of the Manuscript) with the minimum length for a precise description and clear interpretation of experimental work.

2. Review articles

Review articles are generally invited or recommended by the editorial members. Toxicological Research publishes focused review articles on important or emerging topics related to the fields of toxicology and related new technology.

Sex and Gender Equity

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 (ICMJE Recommendations).

Peer Review Process

All examinations of manuscripts are performed via an online submission system. All manuscripts are subjected to editorial peer review. Upon submission, each manuscript will be quality checked by the editorial office before peer review. Editor-in-chief selects one associate editor which has full directorship for the reviewing process of a submitted manuscript. Then the associate editor selects reviewers to conduct a review of the manuscript. Reviewers should examine the manuscript and return it with their review report to the associate editor as soon as possible, usually within 3 weeks. Associate editor makes a decision whether the manuscript is accepted, rejected or needs to be returned to the author for revision. Associate editor handles all correspondence with the corresponding author. The reviewer recommends acceptance, rejection, acceptance after revision, or re-reviewing after revision through reviewer's report. If all reviewers recommend acceptance or rejection, the decision stands. When their opinions are split, the editor takes a further process to decide acceptance or rejection of that manuscript. The final decision by the editor is usually completed within 1 month from the time of the paper submission. Papers needing revision will be returned to the corresponding author, and the author must return the revised manuscript to the editor within three weeks; otherwise the author will be notified that the paper has been withdrawn or rejected. The associate editor will check if the manuscript has been revised as suggested by reviewers. A final decision letter will be sent to the corresponding author by the Editor-in-Chief.

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Upon the acceptance of manuscript, the authors will be requested to pay a manuscript handling fee (200 USD for each accepted manuscript) within 2 weeks. The invoice and guidance of the payment will be informed by an email from the KSOT secretariat. If the manuscript handling fee is not paid, the acceptance will be cancelled automatically. The KSOT reserves the right to change the charges without prior notification.

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Manuscript Submission

Manuscript Submission

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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Please ensure you provide all relevant editable source files at every submission and revision.

Failing to submit a complete set of editable source files will result in your article not being considered for review. For your manuscript text please always submit in common word processing formats such as .docx or LaTeX.

Organization of Manuscript

Manuscripts of the original research articles should be organized into the following sections in the order of: (1) Title page, (2) Abstract and Keywords, (3) Introduction, (4) Materials and Methods, (5) Results, (6) Discussion, (7) Acknowledgements, (8) References, (9) Tables with titles, (10) Legends for Figures, and (11) Figures

Title page

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- A clear indication and an active e-mail address of the corresponding author
- If available, the 16-digit ORCID of the author(s)

If address information is provided with the affiliation(s) it will also be published.

For authors that are (temporarily) unaffiliated we will only capture their city and country of residence, not their e-mail address unless specifically requested.

Abstract

Please provide an abstract of less than 300 words. The abstract should not contain any undefined abbreviations or unspecified references. The abstract should be one paragraph.

Keywords

Please provide 4 to 6 keywords which can be used for indexing purposes.

Introduction

State why the investigation was carried out, note any relevant published work, and delineate the goal of the investigation. The significance of the work and its contribution to the area of study should be stated.

Materials and Methods

New methods or significant improvements or changes in the previous methods should be described. Methods for which adequate reference can be cited are not required to be described. In the Materials and Methods section, authors should include descriptions on any potential chemical or biological hazards in carrying out the experiments described. Any relevant safety precautions should be described.

Results

The statement must include (1) what was done, (2) how it was done, (3) how the data were analyzed, (4) a measure of variability, and (5) the significance of the results. Duplication between the text of this section and material presented in tables and figures should be avoided. Tabular presentation of masses of negative data must be avoided and This section may refer to funding source(s) or other contributions.

Discussion

This section must relate the significance of the work to existing knowledge in the field and indicate the importance of the contribution of the study. Repeated recapitulation of the results should be avoided. Unsupported hypotheses and speculation should be omitted.

Text

Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.

- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Manuscripts with mathematical content can also be submitted in LaTeX.

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

Acknowledgements

Acknowledgements of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

References

Citation

Reference citations in the text should be identified by numbers in square brackets. Some examples:

1. Negotiation research spans many disciplines [3].

2. This result was later contradicted by Becker and Seligman [5].

3. This effect has been widely studied [1-3, 7].

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

The entries in the list should be numbered consecutively. The authors should provide DOIs for the articles they cite.

- Journal article

  Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. Eur J Appl Physiol 105:731-738. https://doi.org/10.1007/s00421-008-0955-8

  Ideally, the names of all authors should be provided, but the usage of "et al" in long author lists will also be accepted:

  Gamelin FX, Baquet G, Berthoin S et al (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. Eur J Appl Physiol 105:731-738. https://doi.org/10.1007/s00421-008-0955-8

- Book

  South J, Blass B (2001) The future of modern genomics. Blackwell, London

- Book chapter

  Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) The rise of modern genomics, 3rd edn. Wiley, New York, pp 230-257

- Online document

  Cartwright J (2007) Big stars have weather too. IOP Publishing PhysicsWeb. http://physicsweb.org/articles/news/11/6/16/1. Accessed 26 June 2007

- Dissertation

Trent JW (1975) Experimental acute renal failure. Dissertation, University of California

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see

ISSN.org LTWA

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For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

Authors preparing their manuscript in LaTeX can use the bibtex file spbasic.bst which is included in Springer's LaTeX macro package.

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The following statements must be included on the separate Title Page under the heading 'Statements and Declarations'. Please note that submissions that do not include required statements will be returned as incomplete..

Funding

Please describe any sources of funding that have supported the work. The statement should include details of any grants received (please give the name of the funding agency and grant number).

Example statements:

"This work was supported by [...] (Grant numbers [...] and [...]). Author A.B. has received research support from Company A."

"The authors declare that no funds, grants, or other support were received during the preparation of this manuscript."

Competing Interests

Authors are required to disclose financial or non-financial interests that are directly or indirectly related to the work submitted for publication. Interests within the last 3 years of beginning the work (conducting the research and preparing the work for submission) should be reported. Interests outside the 3-year time frame must be disclosed if they could reasonably be perceived as influencing the submitted work.

Example statements:

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"The authors have no relevant financial or non-financial interests to disclose."

Please refer to the "Competing Interests" section below for more information on how to complete these sections.

Author Contributions

Authors are encouraged to include a statement that specifies the contribution of every author to the research and preparation of the manuscript.

Example statement:

"All authors contributed to the study conception and design. Material preparation, data collection and analysis were performed by [full name], [full name] and [full name]. The first draft of the manuscript was written by [full name] and all authors commented on previous versions of the manuscript. All authors read and approved the final manuscript."

Please refer to the "Authorship Principles " section below for more information on how to

complete this section.

In addition to the above, manuscripts that report the results of studies involving humans and/or animals should include the following declarations:

Ethics approval

Authors of research involving human or animal subjects should include a statement that confirms that the study was approved (or granted exemption) by the appropriate institutional and/or national research ethics committee (including the name of the ethics committee and reference number, if available). For research involving animals, their data or biological material, authors should supply detailed information on the ethical treatment of their animals in their submission. If a study was granted exemption or did not require ethics approval, this should also be detailed in the manuscript.

"This study was performed in line with the principles of the Declaration of Helsinki. Approval was granted by the Ethics Committee of University B (Date.../No....)."

"This is an observational study. The XYZ Research Ethics Committee has confirmed that no ethical approval is required."

For detailed information on relevant ethical standards and criteria, please refer to the sections on "Research involving human participants, their data or biological material", "Research involving animals, their data or biological material".

Consent to participate

For all research involving human subjects, freely-given, informed consent to participate in the study must be obtained from participants (or their parent or legal guardian in the case of children under 16) and a statement to this effect should appear in the manuscript.

Example statement:

"Informed consent was obtained from all individual participants included in the study."

"Written informed consent was obtained from the parents."

Please refer to the section on "Informed Consent" for additional help with completing this information.

Consent to publish

Individuals may consent to participate in a study, but object to having their data published in a journal article. If your manuscript contains any individual person's data in any form (including any individual details, images or videos), consent for publication must be obtained from that person, or in the case of children, their parent or legal guardian. This is in particular applicable to case studies. A statement confirming that consent to publish has been received from all participants should appear in the manuscript.

Example statement:

"The authors affirm that human research participants provided informed consent for publication of the images in Figure(s) 1a, 1b and 1c."

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Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Artwork

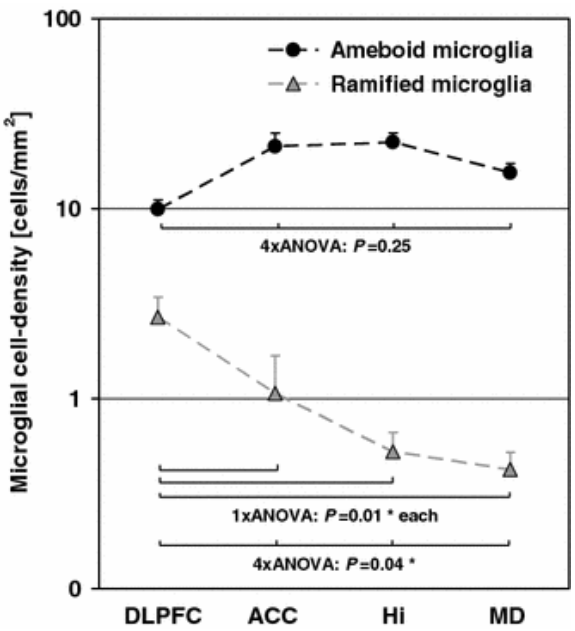
For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format. Your art will then be produced to the highest standards with the greatest accuracy to detail. The published work will directly reflect the

quality of the artwork provided.

Electronic Figure Submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Line Art



- Definition: Black and white graphic with no shading.
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- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
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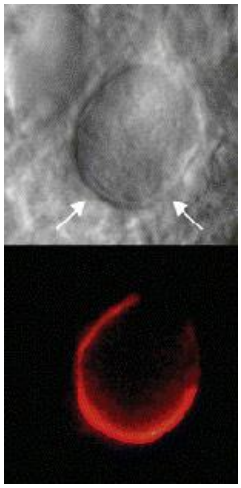
Halftone Art



- Definition: Photographs, drawings, or paintings with fine shading, etc.
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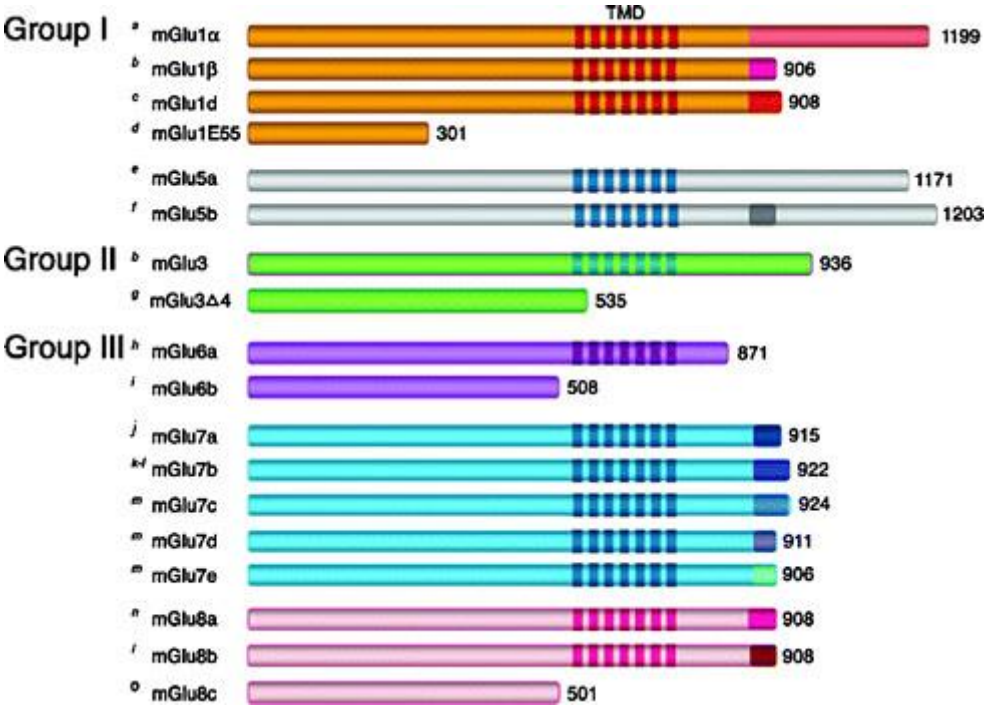
Combination Art



- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.

- Combination artwork should have a minimum resolution of 600 dpi.

Color Art

- Color art is free of charge for print and online publication.
- Color illustrations should be submitted as RGB.

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- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
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- Do not include titles or captions within your illustrations.

Figure Numbering

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices [Supplementary Information (SI)] should, however, be numbered separately.

Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed

at the end of the caption.

- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Figure Placement and Size

- When preparing your figures, size figures to fit in the column width.
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Numbering

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- Name the files consecutively, e.g. “ESM_3.mpg”, “ESM_4.pdf”.

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-

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DataCite

Where a widely established research community expectation for data archiving in public repositories exists, submission to a community-endorsed, public repository is mandatory. Persistent identifiers (such as DOIs and accession numbers) for relevant datasets must be provided in the paper

For the following types of data set, submission to a community-endorsed, public repository is mandatory:

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Protein sequences	Uniprot
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DNA and RNA sequencing data	NCBI Trace Archive NCBI Sequence Read Archive (SRA)
Genetic polymorphisms	dbSNP dbVar European Variation Archive (EVA)
Linked genotype and phenotype data	dbGAP The European Genome-phenome Archive (EGA)

Macromolecular structure	Worldwide Protein Data Bank (wwPDB) Biological Magnetic Resonance Data Bank (BMRB) Electron Microscopy Data Bank (EMDB)
Microarray data (must be MIAME compliant)	Gene Expression Omnibus (GEO) ArrayExpress
Crystallographic data for small molecules	Cambridge Structural Database

Data availability

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Data Availability statements can take one of the following forms (or a combination of more than one if required for multiple datasets):

1. The datasets generated during and/or analysed during the current study are available in the [NAME] repository, [PERSISTENT WEB LINK TO DATASETS]

2. The datasets generated during and/or analysed during the current study are not publicly available due [REASON WHY DATA ARE NOT PUBLIC] but are available from the corresponding author on reasonable request.

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4. Data sharing not applicable to this article as no datasets were generated or analysed during the current study.

5. All data generated or analysed during this study are included in this published article [and its supplementary information files].

More examples of template data availability statements, which include examples of openly available and restricted access datasets, are available:

Authors who need help understanding our data sharing policies, help finding a suitable data repository, or help organising and sharing research data can access our Author Support portal for additional guidance.

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Upon request authors should be prepared to send relevant documentation or data in order to verify the validity of the results presented. This could be in the form of raw data, samples, records,

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If there is suspicion of misbehavior or alleged fraud the Journal and/or Publisher will carry out an investigation following COPE guidelines. If, after investigation, there are valid concerns, the author(s) concerned will be contacted under their given e-mail address and given an opportunity to address the issue. Depending on the situation, this may result in the Journal's and/or Publisher's implementation of the following measures, including, but not limited to:

- If the manuscript is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction:

  - an erratum/correction may be placed with the article

  - an expression of concern may be placed with the article

  - or in severe cases retraction of the article may occur.

The reason will be given in the published erratum/correction, expression of concern or retraction note. Please note that retraction means that the article is maintained on the platform, watermarked "retracted" and the explanation for the retraction is provided in a note linked to the watermarked article.

- The author's institution may be informed
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Authors have an obligation to correct mistakes once they discover a significant error or inaccuracy in their published article. The author(s) is/are requested to contact the journal and explain in what sense the error is impacting the article. A decision on how to correct the literature will depend on the nature of the error. This may be a correction or retraction. The retraction note should provide transparency which parts of the article are impacted by the error.

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Authors are welcome to suggest suitable reviewers and/or request the exclusion of certain

individuals when they submit their manuscripts. When suggesting reviewers, authors should make sure they are totally independent and not connected to the work in any way. It is strongly recommended to suggest a mix of reviewers from different countries and different institutions. When suggesting reviewers, the Corresponding Author must provide an institutional email address for each suggested reviewer, or, if this is not possible to include other means of verifying the identity such as a link to a personal homepage, a link to the publication record or a researcher or author ID in the submission letter. Please note that the Journal may not use the suggestions, but suggestions are appreciated and may help facilitate the peer review process.

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These guidelines describe authorship principles and good authorship practices to which prospective authors should adhere to.

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The Journal and Publisher assume all authors agreed with the content and that all gave explicit consent to submit and that they obtained consent from the responsible authorities at the institute/organization where the work has been carried out, before the work is submitted.

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All authors whose names appear on the submission

1) made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or the creation of new software used in the work;

2) drafted the work or revised it critically for important intellectual content;

3) approved the version to be published; and

4) agree 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.

* Based on/adapted from:

ICMJE, Defining the Role of Authors and Contributors,

Transparency in authors' contributions and responsibilities to promote integrity in scientific publication, McNutt at all, PNAS February 27, 2018

Disclosures and declarations

All authors are requested to include information regarding sources of funding, financial or non-financial interests, study-specific approval by the appropriate ethics committee for research involving humans and/or animals, informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals (as appropriate).

The decision whether such information should be included is not only dependent on the scope of the journal, but also the scope of the article. Work submitted for publication may have implications for public health or general welfare and in those cases it is the responsibility of all authors to include the appropriate disclosures and declarations.

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All authors are requested to make sure that all data and materials as well as software application or custom code support their published claims and comply with field standards. Please note that journals may have individual policies on (sharing) research data in concordance with disciplinary norms and expectations.

Role of the Corresponding Author

One author is assigned as Corresponding Author and acts on behalf of all co-authors and ensures that questions related to the accuracy or integrity of any part of the work are appropriately addressed.

The Corresponding Author is responsible for the following requirements:

- ensuring that all listed authors have approved the manuscript before submission, including the names and order of authors;
- managing all communication between the Journal and all co-authors, before and after publication;*
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In absence of specific instructions and in research fields where it is possible to describe discrete efforts, the Publisher recommends authors to include contribution statements in the work that specifies the contribution of every author in order to promote transparency. These contributions should be listed at the separate title page.

Examples of such statement(s) are shown below:

• Free text:

All authors contributed to the study conception and design. Material preparation, data collection and analysis were performed by [full name], [full name] and [full name]. The first draft of the manuscript was written by [full name] and all authors commented on previous versions of the manuscript. All authors read and approved the final manuscript.

Example: CRediT taxonomy:

• Conceptualization: [full name], ...; Methodology: [full name], ...; Formal analysis and investigation: [full name], ...; Writing - original draft preparation: [full name, ...]; Writing - review and editing: [full name], ...; Funding acquisition: [full name], ...; Resources: [full name], ...; Supervision: [full name],....

For review articles where discrete statements are less applicable a statement should be included who had the idea for the article, who performed the literature search and data analysis, and who drafted and/or critically revised the work.

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A Graduate Student's Guide to Determining Authorship Credit and Authorship Order, APA Science Student Council 2006

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The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved, the current address may additionally be stated. Addresses will not be updated or changed after publication of the article.

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Authors are strongly advised to ensure the correct author group, the Corresponding Author, and the order of authors at submission. Changes of authorship by adding or deleting authors, and/or changes in Corresponding Author, and/or changes in the sequence of authors are not accepted after acceptance of a manuscript.

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Please make sure that the names of all authors are present and correctly spelled, and that addresses and affiliations are current.

Adding and/or deleting authors at revision stage are generally not permitted, but in some cases it may be warranted. Reasons for these changes in authorship should be explained. Approval of the change during revision is at the discretion of the Editor-in-Chief. Please note that journals may have individual policies on adding and/or deleting authors during revision stage.

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For cases in which a co-author dies or is incapacitated during the writing, submission, or peer-review process, and the co-authors feel it is appropriate to include the author, co-authors should obtain approval from a (legal) representative which could be a direct relative.

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In the case of an authorship dispute during peer review or after acceptance and publication, the Journal will not be in a position to investigate or adjudicate. Authors will be asked to resolve the dispute themselves. If they are unable the Journal reserves the right to withdraw a manuscript from the editorial process or in case of a published paper raise the issue with the authors'

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Confidentiality

Authors should treat all communication with the Journal as confidential which includes correspondence with direct representatives from the Journal such as Editors-in-Chief and/or Handling Editors and reviewers' reports unless explicit consent has been received to share information.

Compliance with Ethical Standards

To ensure objectivity and transparency in research and to ensure that accepted principles of ethical and professional conduct have been followed, authors should include information regarding sources of funding, potential conflicts of interest (financial or non-financial), informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals.

Authors should include the following statements (if applicable) in a separate section entitled "Compliance with Ethical Standards" when submitting a paper:

- Disclosure of potential conflicts of interest
- Research involving Human Participants and/or Animals
- Informed consent

Please note that standards could vary slightly per journal dependent on their peer review policies (i.e. single or double blind peer review) as well as per journal subject discipline. Before submitting your article check the instructions following this section carefully.

The corresponding author should be prepared to collect documentation of compliance with ethical standards and send if requested during peer review or after publication.

The Editors reserve the right to reject manuscripts that do not comply with the above-mentioned guidelines. The author will be held responsible for false statements or failure to fulfill the above-mentioned guidelines.

Conflicts of Interest / Competing Interests

Authors are requested to disclose interests that are directly or indirectly related to the work submitted for publication. Interests within the last 3 years of beginning the work (conducting the research and preparing the work for submission) should be reported. Interests outside the 3-year time frame must be disclosed if they could reasonably be perceived as influencing the submitted work. Disclosure of interests provides a complete and transparent process and helps readers form their own judgments of potential bias. This is not meant to imply that a financial relationship with an organization that sponsored the research or compensation received for consultancy work is inappropriate.

Interests that should be considered and disclosed but are not limited to the following:

Funding: Research grants from funding agencies (please give the research funder and the grant number) and/or research support (including salaries, equipment, supplies, reimbursement for attending symposia, and other expenses) by organizations that may gain or lose financially through publication of this manuscript.

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Financial interests: Stocks or shares in companies (including holdings of spouse and/or children) that may gain or lose financially through publication of this manuscript; consultation fees or other forms of remuneration from organizations that may gain or lose financially; patents or patent applications whose value may be affected by publication of this manuscript.

It is difficult to specify a threshold at which a financial interest becomes significant, any such figure is necessarily arbitrary, so one possible practical guideline is the following: "Any undeclared financial interest that could embarrass the author were it to become publicly known after the work was published."

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synthesis of evidence and may be treated as an authoritative work on a subject. Review articles therefore require a disclosure statement.Other article types such as editorials, book reviews, comments (amongst others) may, dependent on their content, require a disclosure statement. If you are unclear whether your article type requires a disclosure statement, please contact the Editor-in-Chief.

Please note that, in addition to the above requirements, funding information (given that funding is a potential conflict of interest (as mentioned above)) needs to be disclosed upon submission of the manuscript in the peer review system. This information will automatically be added to the Record of CrossMark, however it is not added to the manuscript itself. Under 'summary of requirements' (see below) funding information should be included in the 'Declarations' section.

Summary of requirements

The above should be summarized in a statement and placed in a 'Declarations' section before the reference list under a heading of 'Funding' and/or 'Conflicts of interests'/'Competing interests'. Other declarations include Ethics approval, Consent, Data, Material and/or Code availability and Authors' contribution statements.

Please see the various examples of wording below and revise/customize the sample statements according to your own needs.

When all authors have the same (or no) conflicts and/or funding it is sufficient to use one blanket statement.

Examples of statements to be used when funding has been received:

- Partial financial support was received from [...]
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- This study was funded by [...]
- This work was supported by [...] (Grant numbers [...] and [...]

Examples of statements to be used when there is no funding:

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- No funding was received for conducting this study.
- No funds, grants, or other support was received.

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- Non-financial interests: Author C is an unpaid member of committee Z.
- Financial interests: The authors declare they have no financial interests.
- Non-financial interests: Author A is on the board of directors of Y and receives no compensation as member of the board of directors.
- Financial interests: Author A received a speaking fee from Y for Z. Author B receives a salary from association X. X where s/he is the Executive Director.
- Non-financial interests: none.
- Financial interests: Author A and B declare they have no financial interests. Author C has received speaker and consultant honoraria from Company M and Company N. Dr. C has received speaker honorarium and research funding from Company M and Company O. Author D has received travel support from Company O.
- Non-financial interests: Author D has served on advisory boards for Company M, Company N and Company O.

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- The authors have no relevant financial or non-financial interests to disclose.
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Authors are responsible for correctness of the statements provided in the manuscript. See also Authorship Principles. The Editor-in-Chief reserves the right to reject submissions that do not meet the guidelines described in this section.

Research involving human participants, their data or biological material

Ethics approval

When reporting a study that involved human participants, their data or biological material, authors should include a statement that confirms that the study was approved (or granted exemption) by the appropriate institutional and/or national research ethics committee (including the name of the ethics committee) and certify that the study was performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards. If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that an independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study. If a study was granted exemption from requiring ethics approval, this should also be detailed in the manuscript (including the reasons for the exemption).

Retrospective ethics approval

If a study has not been granted ethics committee approval prior to commencing, retrospective ethics approval usually cannot be obtained and it may not be possible to consider the manuscript for peer review. The decision on whether to proceed to peer review in such cases is at the Editor's discretion.

Ethics approval for retrospective studies

Although retrospective studies are conducted on already available data or biological material (for which formal consent may not be needed or is difficult to obtain) ethics approval may be required dependent on the law and the national ethical guidelines of a country. Authors should check with their institution to make sure they are complying with the specific requirements of their country.

Ethics approval for case studies

Case reports require ethics approval. Most institutions will have specific policies on this subject. Authors should check with their institution to make sure they are complying with the specific requirements of their institution and seek ethics approval where needed. Authors should be aware to secure informed consent from the individual (or parent or guardian if the participant is a minor or incapable) See also section on Informed Consent.

Cell lines

If human cells are used, authors must declare in the manuscript: what cell lines were used by describing the source of the cell line, including when and from where it was obtained, whether the cell line has recently been authenticated and by what method. If cells were bought from a life science company the following need to be given in the manuscript: name of company (that provided the cells), cell type, number of cell line, and batch of cells.

It is recommended that authors check the NCBI database for misidentification and contamination of human cell lines. This step will alert authors to possible problems with the cell line and may save considerable time and effort.

Further information is available from the International Cell Line Authentication Committee (ICLAC).

Authors should include a statement that confirms that an institutional or independent ethics committee (including the name of the ethics committee) approved the study and that informed consent was obtained from the donor or next of kin.

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Research Resource Identifiers (RRID) are persistent unique identifiers (effectively similar to a DOI) for research resources. This journal encourages authors to adopt RRIDs when reporting key biological resources (antibodies, cell lines, model organisms and tools) in their manuscripts.

Examples:

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Antibody: Luciferase antibody DSHB Cat# LUC-3, RRID:AB_2722109

Plasmid: mRuby3 plasmid RRID:Addgene_104005

Software: ImageJ Version 1.2.4 RRID:SCR_003070

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Clinical Trial Registration

The World Health Organization (WHO) definition of a clinical trial is "any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes". The WHO defines health interventions as "A health intervention is an act performed for, with or on behalf of a person or population whose purpose is to assess, improve, maintain, promote or modify health, functioning or health conditions" and a health-related outcome is generally defined as a change in the health of a person or population as a result of an intervention.

To ensure the integrity of the reporting of patient-centered trials, authors must register prospective clinical trials (phase II to IV trials) in suitable publicly available repositories. For example www.clinicaltrials.gov or any of the primary registries that participate in the WHO International Clinical Trials Registry Platform.

The trial registration number (TRN) and date of registration should be included as the last line of the manuscript abstract.

For clinical trials that have not been registered prospectively, authors are encouraged to register retrospectively to ensure the complete publication of all results. The trial registration number (TRN), date of registration and the words 'retrospectively registered' should be included as the last line of the manuscript abstract.

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Springer Nature advocates complete and transparent reporting of biomedical and biological research and research with biological applications. Authors are recommended to adhere to the minimum reporting guidelines hosted by the EQUATOR Network when preparing their manuscript.

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Checklists are available for a number of study designs, including:

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Observational studies (STROBE)

Systematic reviews and meta-analyses (PRISMA) and protocols (Prisma-P)

Diagnostic/prognostic studies (STARD) and (TRIPOD)

Case reports (CARE)

Clinical practice guidelines (AGREE) and (RIGHT)

Qualitative research (SRQR) and (COREQ)

Animal pre-clinical studies (ARRIVE)

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Summary of requirements

The above should be summarized in a statement and placed in a 'Declarations' section before the reference list under a heading of 'Ethics approval'.

Examples of statements to be used when ethics approval has been obtained:

• All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee and with the 1964 Helsinki Declaration and its later amendments or comparable ethical standards. The study was approved by the Bioethics Committee of the Medical University of A (No. ...).

• This study was performed in line with the principles of the Declaration of Helsinki. Approval was granted by the Ethics Committee of University B (Date.../No. ...).

• Approval was obtained from the ethics committee of University C. The procedures used in this study adhere to the tenets of the Declaration of Helsinki.

• The questionnaire and methodology for this study was approved by the Human Research Ethics committee of the University of D (Ethics approval number: ...).

Examples of statements to be used for a retrospective study:

• Ethical approval was waived by the local Ethics Committee of University A in view of the

retrospective nature of the study and all the procedures being performed were part of the routine care.

• This research study was conducted retrospectively from data obtained for clinical purposes. We consulted extensively with the IRB of XYZ who determined that our study did not need ethical approval. An IRB official waiver of ethical approval was granted from the IRB of XYZ.

• This retrospective chart review study involving human participants was in accordance with the ethical standards of the institutional and national research committee and with the 1964 Helsinki Declaration and its later amendments or comparable ethical standards. The Human Investigation Committee (IRB) of University B approved this study.

Examples of statements to be used when no ethical approval is required/exemption granted:

• This is an observational study. The XYZ Research Ethics Committee has confirmed that no ethical approval is required.

• The data reproduced from Article X utilized human tissue that was procured via our Biobank AB, which provides de-identified samples. This study was reviewed and deemed exempt by our XYZ Institutional Review Board. The BioBank protocols are in accordance with the ethical standards of our institution and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards.

Authors are responsible for correctness of the statements provided in the manuscript. See also Authorship Principles. The Editor-in-Chief reserves the right to reject submissions that do not meet the guidelines described in this section.

Informed consent

All individuals have individual rights that are not to be infringed. Individual participants in studies have, for example, the right to decide what happens to the (identifiable) personal data gathered, to what they have said during a study or an interview, as well as to any photograph that was taken. This is especially true concerning images of vulnerable people (e.g. minors, patients, refugees, etc) or the use of images in sensitive contexts. In many instances authors will need to secure written consent before including images.

Identifying details (names, dates of birth, identity numbers, biometrical characteristics (such as

facial features, fingerprint, writing style, voice pattern, DNA or other distinguishing characteristic) and other information) of the participants that were studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scholarly purposes and the participant (or parent/guardian if the participant is a minor or incapable or legal representative) gave written informed consent for publication. Complete anonymity is difficult to achieve in some cases. Detailed descriptions of individual participants, whether of their whole bodies or of body sections, may lead to disclosure of their identity. Under certain circumstances consent is not required as long as information is anonymized and the submission does not include images that may identify the person.

Informed consent for publication should be obtained if there is any doubt. For example, masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic profiles, authors should provide assurance that alterations do not distort meaning.

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Regardless of whether material is collected from living or dead patients, they (family or guardian if the deceased has not made a pre-mortem decision) must have given prior written consent. The aspect of confidentiality as well as any wishes from the deceased should be respected.

Data protection, confidentiality and privacy

When biological material is donated for or data is generated as part of a research project authors should ensure, as part of the informed consent procedure, that the participants are made aware what kind of (personal) data will be processed, how it will be used and for what purpose. In case of data acquired via a biobank/biorepository, it is possible they apply a broad consent which allows research participants to consent to a broad range of uses of their data and samples which is regarded by research ethics committees as specific enough to be considered "informed".

However, authors should always check the specific biobank/biorepository policies or any other type of data provider policies (in case of non-bio research) to be sure that this is the case.

Consent to Participate

For all research involving human subjects, freely-given, informed consent to participate in the study must be obtained from participants (or their parent or legal guardian in the case of children under 16) and a statement to this effect should appear in the manuscript. In the case of articles describing human transplantation studies, authors must include a statement declaring that no organs/tissues were obtained from prisoners and must also name the institution(s)/clinic(s)/department(s) via which organs/tissues were obtained. For manuscripts reporting studies involving vulnerable groups where there is the potential for coercion or where consent may not have been fully informed, extra care will be taken by the editor and may be referred to the Springer Nature Research Integrity Group.

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Individuals may consent to participate in a study, but object to having their data published in a journal article. Authors should make sure to also seek consent from individuals to publish their data prior to submitting their paper to a journal. This is in particular applicable to case studies. A consent to publish form can be found

Summary of requirements

The above should be summarized in a statement and placed in a 'Declarations' section before the reference list under a heading of 'Consent to participate' and/or 'Consent to publish'. Other declarations include Funding, Conflicts of interest/competing interests, Ethics approval, Consent, Data and/or Code availability and Authors' contribution statements.

Please see the various examples of wording below and revise/customize the sample statements according to your own needs.

Sample statements for "Consent to participate":

Informed consent was obtained from all individual participants included in the study.

Informed consent was obtained from legal guardians.

Written informed consent was obtained from the parents.

Verbal informed consent was obtained prior to the interview.

Sample statements for "Consent to publish":

The authors affirm that human research participants provided informed consent for publication of the images in Figure(s) 1a, 1b and 1c.

The participant has consented to the submission of the case report to the journal.

Patients signed informed consent regarding publishing their data and photographs.

Sample statements if identifying information about participants is available in the article:

Additional informed consent was obtained from all individual participants for whom identifying information is included in this article.

Authors are responsible for correctness of the statements provided in the manuscript. See also Authorship Principles. The Editor-in-Chief reserves the right to reject submissions that do not meet the guidelines described in this section.

Images will be removed from publication if authors have not obtained informed consent or the paper may be removed and replaced with a notice explaining the reason for removal.

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- No data, text, or theories by others are presented as if they were the author's own ('plagiarism'). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks are used for verbatim copying of material, and permissions are secured for material that is copyrighted.
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- Adding and/or deleting authors at revision stage may be justifiably warranted. A letter must accompany the revised manuscript to explain the role of the added and/or deleted author(s). Further documentation may be required to support your request.
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If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If misconduct has been established beyond reasonable doubt, this may result in the Editor-in-Chief's implementation of the following measures, including, but not limited to:

- If the article is still under consideration, it may be rejected and returned to the author.
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- The author's institution may be informed.

2. Compliance with ethical standards

To ensure objectivity and transparency in research and to ensure that accepted principles of ethical and professional conduct have been followed, authors should include information regarding sources of funding, potential conflicts of interest (financial or non-financial), informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals.

Authors must include the potential conflicts of interest and sources of funding (if applicable) in a separate section entitled "Conflict of interest" or "Acknowledgements", respectively, before the References when submitting a paper: The corresponding author should prepare to collect documentation of compliance with ethical standards and send if requested during peer review or after publication.

The Editors reserve the right to reject manuscripts that do not comply with the above-

mentioned guidelines. The author will be held responsible for false statements or failure to fulfill the abovementioned guidelines.

2-1. Disclosure of potential conflicts of interest

Authors must disclose all relationships or interests that could have direct or potential influence or impart bias on the work. Although an author may not feel there is any conflict, disclosure of relationships and interests provides a more complete and transparent process, leading to an accurate and objective assessment of the work.

Awareness of a real or perceived conflict of interest is a perspective to which the readers are entitled. This is not meant to imply that a financial relationship with an organization that sponsored the research or compensation received for consultancy work is inappropriate.

Examples of potential conflicts of interests that are directly or indirectly related to the research may include but are not limited to the following:

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- Financial support for educational programs
- Employment or consultation
- Support from a project sponsor
- Position on advisory board or board of directors or other type of management relationships
- Multiple affiliations
- Financial relationships, for example equity ownership or investment interest
- Intellectual property rights (e.g. patents, copyrights and royalties from such rights)
- Holdings of spouse and/or children that may have financial interest in the work

In addition, interests that go beyond financial interests and compensation (nonfinancial interests) that may be important to readers should be disclosed. These may include but are not limited to personal relationships or competing interests directly or indirectly tied to this research, or professional interests or personal beliefs that may influence your research.

The corresponding author collects the conflict of interest disclosure forms from all authors. In author collaborations where formal agreements for representation allow it, it is sufficient for the corresponding author to sign the disclosure form on behalf of all authors.

2-2. Research involving human participants and/or animals

1) Statement of Human Rights

When reporting studies that involve human participants, authors should include a statement

that the studies have been approved by the appropriate institutional and/or national research ethics committee and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study.

The following statements should be included in the text of the Materials and methods section: "All procedures were approved by the institutional research ethics committee, and performed in accordance with the recommendations of the Declaration of Helsinki on biomedical research involving human subjects."

2) Statement on the Welfare of Animals

The welfare of animals used for research must be respected. When reporting experiments on animals, authors should indicate whether the international, national, and/or institutional guidelines for the care and use of animals have been followed, and that the studies have been approved by a research ethics committee at the institution or practice at which the studies were conducted (where such a committee exists).

For studies with animals, the following statement should be included in the text of the Materials and methods section: "All procedures were approved by the institutional ethics committee for the care and use of animals."

3) Informed consent

All individuals have individual rights that are not to be infringed. Individual participants in studies have, for example, the right to decide what happens to the (identifiable) personal data gathered, to what they have said during a study or an interview, as well as to any photograph that was taken.

Hence it is important that all participants gave their informed consent in writing prior to inclusion in the study. Identifying details (names, dates of birth, identity numbers and other information) of the participants that were studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scientific purposes and the participant (or parent or guardian if the participant is incapable) gave written informed consent for publication. Complete anonymity is difficult to achieve in some cases, and informed consent should be obtained if there is any doubt.

For example, masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic profiles, authors should provide assurance that alterations do not distort scientific meaning.

The following statement should be included: "Written informed consent was obtained from

all subjects."

3. Appeals and complaints

The below procedure applies to appeals to editorial decisions, complaints about failure of processes such as long delays in handling papers and complaints about publication ethics. The complaint should in first instance be handled by the Editor-in-Chief(s) responsible for the journal and/or the Editor who handled the paper.

Complaint about scientific content, e.g. an appeal against rejection

The Editor-in-Chief or Handling Editor considers the authors' argument, the reviewer reports and decides whether

- The decision to reject should stand;
- Another independent opinion is required
- The appeal should be considered.

The complainant is informed of the decision with an explanation if appropriate.

Decisions on appeals are final and new submissions take priority over appeals.

Complaint about processes, e.g. time taken to review

The Editor-in-Chief together with the Handling Editor (where appropriate) and/or in-house contact (where appropriate) will investigate the matter. The complainant will be given appropriate feedback. Feedback is provided to relevant stakeholders to improve processes and procedures.

Complaint about publication ethics, e.g., researcher's author's, or reviewer's conduct

The Editor-in-Chief or Handling Editor follows guidelines published by the Committee on Publication Ethics of Springer-Nature. The Editor-in-Chief or Handling Editor may ask the publisher via their in-house contact for advice on difficult or complicated cases. The Editor-in-Chief or Handling Editor decides on a course of action and provides feedback to the complainant. If the complainant remains dissatisfied with the handling of their complaint, he or she can submit the complaint to the Committee on Publication Ethics of Springer-Nature.

한국독성학회 연구윤리규정

제 1 장 총 칙

제1조(목적) 이 규정은 한국독성학회의 연구윤리 및 진실성 확보를 위한 절차와 그 업무수행을 위한 연구윤리위원회 (이하 “위원회”)의 설치 및 운영에 관한 사항을 규정함을 목적으로 한다.

제2조(적용대상) 이 규정은 본 학회지에 투고된 논문 및 학술대회 발표 등에 대해 적용한다.

제3조(연구부정행위의 정의) 연구 부정행위라 함은 연구의 제안과 수행, 연구결과의 보고 및 발표 등에서 행하여진 다음 각 호의 행위를 말한다.

1. 존재하지 않는 데이터 또는 연구결과 등을 허위로 만들어 내는 행위
2. 연구 재료·장비·과정 등을 인위적으로 조작하거나 데이터를 임의로 변형·삭제함으로써 연구 내용 또는 결과를 왜곡하는 행위
3. 창의적인 타인의 연구내용이나 연구결과 등을 정당한 승인 또는 인용없이 도용하는 표절행위
4. 연구내용 또는 결과에 대하여 과학적·기술적 공헌 또는 기여를 한 사람에게 정당한 이유없이 논문저자 자격을 부여하지 않거나, 또는 기여를 하지 않은 자에게 감사의 표시 또는 예우 등을 이유로 논문저자 자격을 부여하는 부당한 논문저자 표시행위
5. 학계에서 통상적으로 용인되는 범위를 심각하게 벗어난 행위
6. 기타 위원회가 자체적인 조사 또는 검증이 필요하다고 판단되는 부정행위

제4조(용어의 정의) ①“제보자”라 함은 부정행위를 인지하고 관련 증거를 본 학회 (또는 위원회)에 알린 자를 말한다.

②“피조사자”라 함은 제보 또는 위원회의 인지에 의하여 부정행위의 조사 대상이 된 자 또는 조사 수행 과정에서 부정행위에 가담한 것으로 추정되어 조사의 대상이 된 자를 말한다.

③“예비조사”라 함은 제보 또는 인지된 부정행위의 대하여 공식적으로 조사할 필요가 있는지 여부를 결정하기 위한 사전 절차를 말한다.

④“본조사”라 함은 부정행위의 혐의에 대한 사실 여부를 조사하기 위한 절차를 말한다.

제 2 장 위원회의 구성 및 기능

제5조(구성) 위원회는 위원장을 포함하여 총 7인 이하로 구성하며, 위원장 및 위원은 회장이 위촉한다.

1. 본 학회 학술지 편집위원장 및 학술이사는 당연직 위원으로 하고 부위원장은 위원 중에서 호선한다.

2. 위원의 임기는 2년으로 하고 연임할 수 있다.

제6조(위원장) ① 위원장은 위원회를 대표하며, 회의를 주재한다.

② 부위원장은 위원장을 보좌하고, 위원장의 부재시 에 직무를 대행한다.

제7조(간 사) 위원회에 간사 1인을 두어 제반 행정사항을 처리한다.

제8조(회 의) ①위원장은 위원회의 회의를 소집하고 그 의장이 된다.

② 회의는 재적위원 과반수의 출석과 출석위원 과반수의 찬성으로 의결한다.

③ 위원회는 비공개 회의를 원칙으로 하며, 필요한 경우 관계자를 출석케 하여 의견을 청취할 수 있다.

제9조(기능) 위원회는 다음 각 호의 사항을 심의·의결한다.

1. 본 규정의 제·개정에 관한 사항
2. 부정행위 제보 접수 및 처리에 관한 사항
3. 본조사의 착수 및 조사결과의 판정, 승인 및 재심의에 관한 사항
4. 제보자 및 피조사자 보호에 관한 사항
5. 연구진실성 검증결과의 처리 및 후속조치에 관한 사항
6. 기타 위원회 운영에 관한 제반사항

제 3 장 부정행위 제보 및 권리보호

제10조(부정행위 제보 및 접수) 제보자는 위원회에 서면 또는 전자우편 등의 방법으로 제보할 수 있으며 관련된 증거는 반드시 서면으로 제출하여야 하며 실명제보를 원칙으로 한다.

제11조(제보자의 권리보호) ① 위원회는 제보자의 인적사항을 필요한 경우가 아니면 제보자 보호차원에서 공개해서는 안 된다.

② 위원회는 제보자가 부정행위 제보를 이유로 부당한 압력 또는 위해 등을 받은 경우 제보자를 보호할 수 있는 조치를 취하여야 한다.

제12조(피조사자의 권리보호) 위원회는 부정행위 여부에 대한 조사가 완료될 때까지 피조사자의 명예나 권리가 침해되지 않도록 주의하여야 하며, 무혐의로 판명될 경우 피조사자의 명예회복을 위해 노력하여야 한다.

제13조(이의제기 및 변론권 보장) 위원회는 제보자와 피조사자에게 의견진술, 이의제기 및 변론의 권리와 기회를 동등하게 보장하여야 하며 관련 절차를 사전에 알려주어야 한다.

제 4 장 예비조사

제14조(위원회 구성) 예비조사위원회는 제보접수일로부터 10일 이내에 위원장을 포함한 3인 이내의 위원으로 구성한다.

제15조(예비조사의 기간 및 방법) ① 예비조사는 예비조사위원회가 구성된 후, 30일 이내에 본조사 실시여부를 판단하여야 한다.

② 부정행위의 시점이 제보의 접수일로부터 만 3년이 경과된 경우에는 제보를 접수하였

더라도 처리하지 않음을 원칙으로 한다.

③ 예비조사에서는 다음 각 호의 사항에 대한 검토를 실시한다.

1. 제보내용이 제3조의 부정행위에 해당하는지 여부
2. 제보내용이 구체성과 명확성을 갖추어 본조사를 실시할 필요성이 있는지 여부
3. 부정행위가 제보일로부터 역산하여 만 3년이 경과되었는지 여부

제16조(예비조사 결과의 보고 및 통보) ① 예비조사 결과는 위원회의 의결을 거친 후 10일 이내에 제보자 및 피조사자에게 문서로 통보하고 학회장에게 보고한다.

② 예비조사 결과보고서에는 다음 각 호의 내용이 포함되어야 한다.

1. 제보의 구체적인 내용
2. 조사의 대상이 된 부정행위 혐의사실
3. 본조사의 실시 여부 및 판단의 근거

제 5 장 본 조 사

제17조(본조사 착수 및 기간) ① 본조사는 예비조사 결과보고서 접수 후 30일 이내에 착수하며, 이 기간 동안 본조사 수행을 위한 위원회(이하 “조사위원회”라 한다)를 구성하여야 한다.

② 본조사는 시작일로부터 90일 이내에 완료하여야 한다.

③ 조사위원회가 기간 내에 조사를 완료할 수 없다고 판단할 경우 위원회에 그 사유를 설명하고 1회에 한하여 30일간의 기간연장 요청을 할 수 있다.

제18조(조사위원회의 구성) ① 조사위원회는 5인 이상의 위원으로 구성한다.

② 조사위원회 위원구성 및 위촉기간은 위원회의 의결을 거쳐 결정하고 조사위원회 위원장은 조사위원 중에서 호선한다.

③ 조사위원회에는 해당 분야의 전문적인 지식 및 경험이 풍부한 자를 2인 이상 포함하며, 공정성과 객관성 확보를 위하여 본 학회 소속이 아닌 외부 인사를 2인 이상 위촉한다.

④ 당해 조사사안과 이해관계가 있는 자를 조사위원회에 포함시켜서는 안 된다.

제19조(출석 및 자료제출 요구) 조사위원회는 제보자, 피조사자, 및 참고인에 대하여 진술을 위한 출석을 요구할 수 있다.

제20조(결과보고서의 제출) ① 조사위원회는 본조사 기한 내에 결과보고서를 위원회에 제출하여야 한다.

② 결과보고서에는 다음 각 호의 사항이 포함되어야 한다.

1. 제보의 구체적인 내용
2. 조사의 대상이 된 부정행위 혐의사실
3. 관련 증거, 증인 및 진술서
4. 조사결과
5. 기타 판정에 도움을 줄 수 있는 자료

제 6 장 판정 및 조치

제21조(판정) ① 판정은 예비조사 시작일로부터 6개월 이내에 이루어져야 한다.

② 위원회는 조사위원회의 결과보고서를 검토하여 부정행위의 정도에 따라 경고, 논문투고 제한, 회원자격 정지 및 박탈 등의 징계를 학회장에게 건의하며 이 결과를, 제보자와 피조사자에게 통지하여야 한다.

③ 제보자 또는 피조사자가 판정에 불복할 경우에는 통지를 받은 날로부터 30일 이내에 이유를 기재한 재심의 요청서를 위원장에게 제출하여야 한다.

제22조(재심의) ① 위원회는 재심의 요청서를 접수한 날로부터 10일 이내에 재심의 여부를 결정하여야 한다.

② 재심의 절차 및 방법은 위원회에서 별도로 정한다.

제23조(조치) 학회장은 부정행위 관련자의 소속기관장에게 최종 판정결과를 통보하여야 한다.

제 7 장 기록의 보관 및 비밀유지

제24조(기록의 보관) 예비조사 및 본조사와 관련된 모든 기록은 학회 사무국에 5년간 보관한다.

제25조(비밀유지) 연구윤리 및 진실성 조사와 관련된 일체의 사항은 비밀로 하며, 조사에 참여한 자는 직무수행 과정에서 취득한 모든 정보에 대하여 누설하여서는 안 된다. 다만 합당한 공개의 필요성이 있는 경우 위원회의 의결을 거쳐 공개할 수 있다.

부 칙

이 규정은 2008년 1월 1일부터 시행한다.