

Instructions to Authors

The Editorial Process

A manuscript will be reviewed for possible publication with the understanding that it is being submitted to **The International journal of Dental Sciences & Research** alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors would authorize one of them to correspond with the Journal for all matters related to the manuscript in future. After submission, editors of the Journal review submitted manuscript initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review.

Manuscripts that are found suitable for publication are sent to two or more expert reviewers. The journal follows a double-blind review process, wherein the reviewers and authors are unaware of each other's identity. Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point-by-point response to reviewer's comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

Authorship criteria

Authorship credit should be based only on substantial contributions to each of the three components mentioned below:

1. Concept and design of study or acquisition of data or analysis and interpretation of data;
2. Drafting the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published.

Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript. The order of naming the authors should be based on their relative contribution towards the study and writing the manuscript. Once submitted the order cannot be changed without written consent of all the contributors.

Submission of Manuscripts

All manuscripts must be submitted on-line via mail: ijdrjournal222@gmail.com

The submitted manuscripts that are not as per the “Instructions to Authors” would be returned to the authors for technical correction, before they undergo editorial/ peer-review. Generally, the manuscript should be submitted in the form of two separate files:

[1] Title Page/First Page File/covering letter:

This file should provide

1. The type of manuscript (original article, case report, review article, Letter to editor, Images, etc.) title of the manuscript, names of all authors/ contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and/ or institution(s) to which the work should be credited.
2. The name, address, e-mail and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs, if that information is not included on the manuscript itself.

[2] **Blinded Article file:** The main text of the article, beginning from Abstract till References (including tables, graphs and images) should be in this file. The file must not contain any mention of the authors' names or initials or the institution at which the study was done or acknowledgements. The pages should be numbered consecutively, beginning with the first page of the blinded article file.

- **Images:** Submit good quality color images. **Each image should be less than 2 MB in size.** Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1600 x 1200 pixels or 5-6 inches). Images can be submitted as jpeg files. Do not zip the files
- **The contributors' / copyright transfer form** has to be submitted in original with the signatures of all the contributors within two weeks of submission via email as a scanned image.

Preparation of Manuscripts

Types of Manuscripts

Original articles:

These include randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate. The prescribed word count of text of original article is up to 3000 words (excluding Abstract, references and Tables) and should be divided into sections with the headings: Abstract, Key-words, Introduction, Material and Methods, Results, Discussion, References, Tables and Figure legends.

About 30 references can be included. These articles generally should not have more than six authors.

Review Articles:

It is expected that these articles would be written by individuals who have done substantial work on the subject or are considered experts in that field. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript.

The prescribed word count is up to 3500 words excluding tables, references and abstract. The manuscript may have about 60 references. The manuscript should have an unstructured Abstract (250 words) representing an accurate summary of the article. The section titles would depend upon the topic reviewed. Authors submitting review article should include a section describing the methods used for locating, selecting, extracting, and synthesizing data.

Case reports:

New, interesting and rare cases can be reported. They should be unique, describing a great diagnostic or therapeutic challenge and providing a learning point for the readers. Cases with clinical significance or implications will be given priority. These communications could be of up to 1500 words (excluding Abstract and references) and should have the following headings: Abstract (unstructured), Key-words, Introduction, Case report, Discussion, Reference, Tables and Legends in that order.

The manuscript could be of up to 1000 words (excluding references and abstract) and could be supported with up to 10-15 references.

Letter to the Editor:

These should be short and decisive observations. They should preferably be related to articles previously published in the Journal or views expressed in the journal. The letter could have up to 500 words and 5 references.

References

References should be *numbered* consecutively in the order in which they are first mentioned in the text (not in alphabetic order). Identify references in text, tables and legends by Arabic numerals in superscript after the punctuation marks. Use complete name of the journal for non-indexed journals. Avoid using abstracts as references. Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source.

Articles in Journals

1. Standard journal article (for up to six authors): Sharma N., Rosenstiel S. F., Fields H. W., Beck F. M. Smile characterization by U.S. white, U.S. Asian Indian, and Indian populations. *Journal of Prosthetic Dentistry*. 2012;107(5):327–335.
2. Standard journal article (for more than six authors): List the first six contributors followed by *et al.*

Roddy P, Goiri J, Flevaud L, Palma PP, Morote S, Lima N. *et al.*, Field Evaluation of a Rapid Immunochromatographic Assay for Detection of *Trypanosoma cruzi* Infection by Use of Whole Blood. *J. Clin. Microbiol.* 2008; 46: 2022-2027.

Books and Other Monographs

1. Personal author(s): Graber TM, Vanarsdall RL, Vig KWL. Orthodontics: Current principles and techniques. Mosby's Louis, 2005; 43
2. Chapter in a book: Nesheim M C. Ascariasis and human nutrition. *In* Ascariasis and its prevention and control, D. W. T. Crompton, M. C. Nesbemi, and Z. S. Pawlowski (eds.). Taylor and Francis, London, U.K. 1989, pp. 87–100.

Tables

- Tables should be self-explanatory and should not duplicate textual material.
- Tables with more than 10 columns and 25 rows are not acceptable.
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
- Place explanatory matter in footnotes, not in the heading.
- Explain in footnotes all non-standard abbreviations that are used in each table.
- Obtain permission for all fully borrowed, adapted and modified tables and provide a credit line in the footnote.
- For footnotes use the following symbols, in this sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡

Illustrations (Figures)

- Upload the images in JPEG format. The file size should be within 1024 kb in size while uploading.
- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- Labels, numbers and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction to fit the width of a printed column.
- Symbols, arrows or letters used in photomicrographs should contrast with the background and should be marked neatly with transfer type or by tissue overlay and not by pen.

- When graphs, scatter-grams or histograms are submitted the numerical data on which they are based should also be supplied.
- The photographs and figures should be trimmed to remove all the unwanted areas.
- If photographs of individuals are used, their pictures must be accompanied by written permission to use the photograph.
- If a figure has been published elsewhere, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.
- The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

Copyright

Authors must agree in writing to transfer to the Journal the copyright for all material submitted, in case of its publication by the Journal. The published manuscript may not be reproduced elsewhere, wholly or in part, without the prior written permission of the Journal.

Plagiarism

Plagiarism is the use of others published and unpublished ideas or words (or other intellectual property) without attribution or permission, and presenting them as new and original rather than derived from an existing source. This applies to all forms of documents, published (print or electronic) or unpublished. Authors should make sure that their manuscripts are free from plagiarized material. Providing a reference to the material quoted verbatim from previously published material does not absolve the user of plagiarism. Detection of plagiarism would lead to rejection of the manuscript and debar the publication of any material from the concerned authors for at least three years. The Journal may also send this information to the head of the institution where the authors work with a request for an inquiry in the matter. The Journal may also publish such correspondence in its pages to inform its readers of scientific misconduct.

Sending a revised manuscript

The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. However, there is no need to submit the “First Page” or “Covering Letter” file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include, the ‘referees’ remarks along with point-to-point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or colored text in the article.

Withdrawal of the manuscript is not entertained once the review process is complete. A proper intimation by email to the editorial office is mandatory for withdrawal. Manuscripts once accepted for publishing cannot be withdrawn except under extreme situations.

Publication schedule

The journal follows a bi-annual publication schedule. The journal does not charge for submission and processing of the manuscripts.

Presentation and format

- Page numbers included at bottom
- Title page contains all the desired information
- Abstract page contains the full title of the manuscript
- Abstract provided (structured abstract of 250 words for original articles, unstructured abstracts of about 150 words for all other manuscripts excluding letters to the Editor)
- Key words provided (three or more)
- Headings in title case (not ALL CAPITALS)

Language and grammar

- Uniformly American English
- Write the full term for each abbreviation at its first use in the title, abstract, keywords and text separately unless it is a standard unit of measure.
- Check the manuscript for spelling, grammar and punctuation errors
- If a brand name is cited, supply the manufacturer's name and address (city and state/country).
- Species names should be in italics

Tables and figures

- No repetition of data in tables and graphs and in text
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not permission taken)
- Credit note for borrowed figures/tables provided
- Write the full term for each abbreviation used in the table as a footnote