

## **INSTRUCTIONS FOR AUTHORS**

Manuscripts should be submitted online at [www.jdor.in](http://www.jdor.in).

Authors must supply an email address as all communication will be by email. Two files must be supplied: the covering letter and the manuscript in MS Word. The covering letter should be uploaded as a file not for review. All articles submitted to the Journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

### **Types of papers**

The following categories of papers are accepted by JDOR.

- Original Research,
- Review Articles
- (systematic reviews & metaanalysis),
- Short Communications
- Case Report
- Case Series
- Letter to Editor

Please see below for the submission details of each category of paper and note carefully the instructions. Organization and format

To optimize the automated preediting and tagging process specific to the manuscript article type, manuscripts must be supplied in the correct format and with the appropriate section and heading. Please attend to the following details:

- Submissions should be double-spaced.
- All margins should be at least

30 mm.

- All pages should be numbered consecutively in the bottom right-hand corner, beginning with the title page.
- Do not use Enter at the end of lines within a paragraph.
- Turn the hyphenation option off; include only those hyphens that are essential to the meaning.
- Specify any special characters used to represent non keyboard characters.

Each figure should be supplied as a separate file, with the figure number incorporated in the file name. For submission, low-resolution figures saved in TIFF format with minimum resolution of 300 DPI, for ease of transmission during the review process. Digital images supplied only as low-resolution files cannot be used. Further instructions are available at the submission site.

Covering letter Papers are accepted for publication in the Journal on the understanding that the content has not been published or submitted for publication elsewhere except as a brief abstract in the proceedings of a scientific meeting or symposium. This must be stated in the covering letter. The covering letter must also contain an acknowledgment that all authors have contributed significantly, and that all authors are in agreement with the content of the manuscript.

In keeping with the latest

guidelines of the International Committee of Medical Journal Editors, each author's contribution to the paper is to be quantified.

If tables or figures have been reproduced from another source, a letter from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be attached to the covering letter.

### **ETHICAL CONSIDERATIONS**

Authors must state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it conforms to the provisions of the Declaration of Helsinki. The Journal retains the right to reject any manuscript on the basis of unethical conduct of either human or animal studies. All investigations on human subjects must include a statement that the subject gave informed consent.

Patient anonymity should be preserved. Photographs need to be cropped sufficiently to prevent human subjects being recognized or an eye bar should be used.

Journal of Dental & Oro-facial Research encourages authors submitting manuscripts reporting from a clinical trial to



register the trials registries & bear a clinical trial registration number and name of the trial. Authors are required to disclose all sources of institutional, private and corporate financial support for their study. Suppliers of materials (for free or at a discount from current rates) should be named in the source of funding and their location (town, state/county, country) included. Other suppliers will be identified in the text. If no funding has been available other than that of the author's institution, this should be specified upon submission. Authors are also required to disclose any potential conflict of interest. These include financial interests (for example patent, ownership, stock ownership, consultancies, speaker's fee,) or provision of study materials by their manufacturer for free or at a discount from current rates. Author's conflict of interest (or information specifying the absence of conflicts of interest) and the sources of funding for the research will be published under a separate heading entitled "Conflict of Interest and Sources of Funding Statement". Any experiments involving animals must be demonstrated to be ethically acceptable and where relevant conform to national guidelines for animal usage in research.

#### **COPYRIGHT**

The author identified as the formal corresponding author for the paper will have to duly sign and take signatures of associated authors on the copyright form as available on the submission platform at [www.jdor.in](http://www.jdor.in)

#### **STYLE OF THE MANUSCRIPT**

Manuscripts should follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors' revised 'Uniform Requirements for Manuscripts Submitted to

Biomedical Journals:

Writing and Editing for Biomedical Publication', as presented at <http://www.ICMJE.org>

#### **PARTS OF THE MANUSCRIPT**

Manuscripts should be presented in the following order:

- title page,
- abstract and key words,
- text consisting of Introduction, Material and Methods, Results and Discussion, Conflict of Interest and Sources of Funding Statement,
- references,
- appendices,
- figure & table legends,
- tables and figures.

#### **TYPES OF PAPERS**

##### **Original Papers**

The length of main script should not exceed 2500 words and must follow the format given above. Reviews Articles It is desirable that authors first electronically submit an outline of their proposed article for evaluation by the Editor-in-Chief ([editor@jdor.in](mailto:editor@jdor.in)). The outline should be no more than two, double-spaced pages in size 12 font, in which the authors describe in bullet point format

the objectives and contents of the report. Authors please be aware that the journal accepts only Systematic Reviews & Metaanalysis.

##### **Case Reports/Series**

Only unique case reports and series would be permitted for further review protocol. It is advisable that the authors avoid sending case reports which have been reported number of times in the available literature.

##### **Short Communications**

These manuscripts are to provide an opportunity for the presentation of preliminary brief observations that do not warrant a full paper. The manuscript should be prepared as is an Original Article with its word count limiting to 1500 words.

##### **Letter to Editor**

Letters to the Editor are intended to provide an opportunity to discuss issues related to previously published original articles, case reports or short communications and should not be used for the presentation of the authors' preliminary data from their own investigations. Letters should be no more than two double-spaced pages, in no less than size 12 font, including references in less than 100 words.

#### **ORGANIZATION OF THE TEXT**

Title page

The title page should contain:

- the title of the paper,
- the full names of the authors and
- the addresses of the institutions at which the work was carried out together with the full postal and email address, plus



facsimile and telephone numbers, of the author to whom correspondence about the manuscript should be sent.

The title should be short, informative and contain the major key words. Do not use abbreviations in the title. A short running title (less than 50 characters) should also be provided.

#### Abstract and key words

All articles must have an abstract that states in 300 words or fewer the purpose, basic procedures, main findings and principal conclusions of the study. For Original Articles, divide the abstract with the headings: Aim, Methods, Results, Conclusions. The abstract should not contain abbreviations or references. Minimum 3 words, for the purposes of indexing, should be supplied below the abstract, in alphabetical order, and should be taken from those recommended by the US National Library of Medicine's Medical Subject Headings (MeSH) browser list at <http://www.nlm.nih.gov/mesh/mesh.html>

#### Text

Authors should use the following subheadings to divide the sections of their manuscript: Introduction, Methods, Results and Discussion (IMRAD style).

#### Acknowledgments

The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Personal thanks and thanks to anonymous

reviewers are not appropriate.

#### References

The Vancouver system of referencing should be used (examples are given below). In the text, references should be cited using superscript numerals in the order in which they appear.

Names of journals should be abbreviated in the style used in Index Medicus. Authors are responsible for the accuracy of the references.

We recommend the use of a tool such as Reference Manager for reference management and formatting.

Reference Manager reference styles can be searched for here: [http://www.refman.com/support/rm\\_styles.asp](http://www.refman.com/support/rm_styles.asp)

#### Journal article

Marandi Y, Farahi N, Hashjin GS. Asthma: beyond corticosteroid treatment. Arch Med Sci 2013; 9(3):521-6.  
Book Mathewson RJ, Primosch RE.

Fundamentals of Pediatric Dentistry. Hanover Park, IL: Quintessence Publishing Co, Inc, 1995: 10-2.

#### Chapters in Book

McDonald RE, Avery DR, Stookey GK, Chin JR, Kowolik JE. Dental Caries in Child and Adolescent. In: Dean JA, Avery DR, McDonald RE, 9th ed. Dentistry for the Child and Adolescent. Maryland Heights, Missouri: Elsevier Inc, 2011: 192-5. Website

Patents Designs and Trademarks, India. The Patent (Amendment) Rules, 2012. Available from: [http://www.pindia.nic.in/IPActs\\_Rules/IPActs\\_Rules.htm](http://www.pindia.nic.in/IPActs_Rules/IPActs_Rules.htm)

(Accessed on 2013 July 13)

#### Tables

Tables should be self-contained and complement, but not duplicate, information contained in the text. Number tables consecutively in the text in Arabic numerals.

Type tables on a separate page with the legend above. Legends should be concise but comprehensive – the table, legend and footnotes must be understandable without reference to the text. Vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations must be defined in footnotes.

Footnote symbols: †, ‡, §, ¶, should be used (in that order) and \*, \*\*, \*\*\* should be reserved for P values. Statistical measures such as SD or SEM should be identified in the headings. Do not include reference citations in tables and table legends.

Figures: All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Line figures should be sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package. Lettering must be included and should be sized to be no larger than the journal text.

Figure legends: Type figure legends on a separate page. Legends should be concise but comprehensive – the figure and its legend must be understandable without reference to the text.

Include definitions of any symbols used and define/explain all abbreviations and units of measurement.



Do not include reference citations in figures and figure legends.

**PROOFS**

It is essential that corresponding authors supply an email address to which correspondence can be emailed while their article is in production.

Word files of edited articles will be sent for checking via email, and should be returned to the Publisher. It is essential that these files are checked carefully, as the cost of changes made at a later stage may be charged to the author. Full instructions on how to correct and return the file will be attached to the email.

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