

Instruction for Authors

General

The aim of "Caspian Journal of Dental Research" (CJDR) is to keep its readers informed of research, clinical developments, clinical opinions and treatments as well as other key issues of relevance to dentistry and is to promote communication of scientific information between academia, industry and the dental practitioners. CJDR is published semi annually and seeks to publish Original Article, Case Report, Review Article, Short Communications and KAP Surveys (letter to the Editor) in the fields of dentistry and related topics. CJDR is a peer reviewed scientific journal and contributors are recommended to prepare their manuscripts in accordance with the uniform requirements for manuscripts submitted to biomedical journals (www.icmje.org/index.html). Please read the instruction below carefully for details on the submission of manuscripts, the journal's requirements as well as information concerning the procedure after a manuscript has been accepted for publication in CJDR.

Submission Guidelines

Authors should prepare the following before starting submission:

1. Cover letter to Editor-in-Chief.
2. Main file of the manuscript .
3. Copyright's Form

1. Cover Letter to the Editor-in-Chief

Including Title and author(s) name and undertaking that it has not been published or submitted elsewhere.

2. Main file of The manuscript:

Including title page, abstract, introduction, materials & methods, results, discussion, conclusion, acknowledgements, references, tables and figures.

Title page:

- The complete title of the article in English and Persian.
- A running title with no more than 8 words.
- The full name of each author with their highest qualifications and the department or institution to which they are attached.
- Specify one author as corresponding author and give address, phone / cell phone number and email (Corresponding Author Responsibilities).
- Conflict of interest disclosure
- Financial support disclosure

Abstract

All original articles must accompany a structured abstract up to 300 words. Articles must be accompanied by English and Persian abstracts both structured. It should be structured as Introduction, Materials & Methods, Results and Conclusion followed by 3 to 8 key words. Key words will assist indexer in cross indexing the article as they are published with abstract. Use terms from the Medical Subject Headings (MeSH) (<http://www.nlm.nih.gov/mesh/MBrowser.html>). Authors need to be careful that the abstract reflects the content of the article accurately.

Introduction

This should summarize the purpose and the rationale for the study. It should neither review the subject extensively nor should it have data or literature review of the study.

Materials & Methods

This should include exact materials & method or observation or experiment. If an apparatus is used, its manufacturer's name and address should be given in parenthesis. If the materials & method is established, give reference but if the materials & method is new, give enough information so that another author is able to perform it. If a drug is used, its generic name, doses and route of administration must be given. For patients, age, sex with mean age and standard deviation must be given. Statistical materials & method must be mentioned and specify any general computer program used. The Info system used should be clearly mentioned.

Results

It must be presented in the form of text, tables and illustrations. The content of the tables should not be all repeated in the text. Instead, a reference to the table number may be given. Long articles may need sub-headings within some sections (specially the Results and Discussion parts) to clarify their contents.

Discussion

This should emphasize the present findings and the variations or similarities with other work done in the field by other workers. The detailed data should not be repeated in the discussion. Emphasize the new and important aspects of the study and the conclusion that follow from them. It must be mentioned whether the hypothesis mentioned in the article is true, false or no conclusions can be derived.

Conclusion

Results or Discussion must not be repeated.

Must be directly related to the presented work.

Inference, significance, or consequences must be stated concisely.

Acknowledgements

All contributors who do not meet the criteria for authorship should be covered in the acknowledgement section. It should include persons who provided technical help, writing assistance and departmental head who only provided general support. Financial and material support should also be acknowledged.

Author Contributions

We ask authors to describe what each author contributed, and these contributions to the work may be published at the editor's discretion.

Example:

Yoon Kong Loke developed the original idea and the protocol, abstracted and analyzed data, wrote the manuscript, and is guarantor. Deirdre Price and Sheena Derry contributed to the development of the protocol, abstracted data, and prepared the manuscript.

How to write?

Please clarify and write who was responsible for:

- 1- Study concept and design
- 2- Acquisition of data
- 3- Analysis and interpretation of data
- 4- Drafting of the manuscript:
- 5- Critical revision of the manuscript for important intellectual content:
- 6- Statistical analysis
- 7- Administrative, technical, and material support
- 8- Study supervision

References

All manuscripts should be accompanied with relevant references. The author should ensure reference to locally published studies by doing proper literature search. It may not be possible for the editor and reviewers to check the accuracy of all reference citations. To minimize such errors author should verify references against the original documents. All references should be written in English . For Persian references, write the title of the reference in crochets, and add the word Persian at the end of the sentence to show the reference is Persian. The references are based on Vancouver system. The name of 6 authors is mentioned . If the reference has more than 6 authors add et al after the name of the 6 first authors. Do not write the references in Italics. Note the exact format of full stops, comma and semi column in the references. The reference should provide the following information as stated in the presented models as references should be numbered consecutively according to the order in which they are : follows cited in the text . A reference cited only in a table or figure is numbered within the sequence established by the first mention of that table or figure in the text. References must be current. Use of references more than 10 years old is discouraged unless they are classic or unique works. Authors must verify all references. The reference list should follow the text of the manuscript reference numbers should be in and not superscript. Follow the Vancouver for reference formatting and punctuation. In the reference list, abbreviate names of journals according to MEDLINE/index Medicus. The references are based on Vancouver system. The name of 6 authors is mentioned. If the reference has more than 6 authors add et al after the name of the 6 first authors.

Journal

Knezevic A, Tarle Z, Meniga A, Sutalo J, Pichler G, Ristic M, et al. Cancer Statistics. CA Cancer J Clin 2008; 58: 71- 96.

Book

Summitt JB,Robbins JW.Fundamentals of operative dentistry.3rd ed.Chicago:Quintessence Pub Co;2006.p.178-239.

Chapter in a book

Porter RJ, Meldrum BS. Antiepileptic drugs. In: Katzung BG, editor. Basic and clinical pharmacology. 6th ed.Norwalk,CN: Appleton and Lang;1995.p.361-80.

Web site

Health on the net foundation .Health on the net foundation code of conduct (HONcode) for medical and health Web sites. Available at: <http://www.hon.ch/Conduct.html> . Accessed August 26,2003.

Tables

Tables must be created using the table tool in Word (.doc). Tables must be in a separate file, and the tables should be named by table # (i.e., table 1, table 2, etc.). Footnotes can be included below the table. They should have a brief descriptive title placed at the top. Number the tables consecutively in the order in which they are cited in the text. Do not use bulleted lists in tables. Do not embed tables in the manuscript text.

Figures

Authors are encouraged to submit their figure files in color . Illustrations should be numbered consecutively to the order in which they are cited in the text, given suitable legends. Original drawings may be submitted although high quality glossy photographs are preferable. They should be kept separate from the text. Do not embed figures in the manuscript text. The same data should not be presented in tables, figures and text, simultaneously.

Electronic Formatting:

figures should be saved in a separate file.

Text/labeling within figures should be in 9 pt. Arial font to ensure readability in print. CJDR reserves the right to resize and/or crop photographs to fit the journal's format where appropriate.

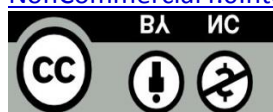
General Considerations

Manuscripts should be written correctly in case of grammar, punctuation, and style. Text must be submitted in Microsoft Word 2003 (.doc) or 2007 (.docx) format. Please include the title page, abstract, main body, references, acknowledgment, tables and figures in a single file. The manuscript should be typed, double-spaced throughout with 12 point font size using Times New Roman , with 2.5 cm margins from all four sides. Use footnotes only in tables and figures, not to elaborate on the article text. Words to be abbreviated should be spelt out in full the first time they appear in the text with the abbreviations in brackets . Thereafter, the abbreviation should be used.

Copyright

All listed authors must sign the copyright transfer agreement. No article will be published without a copyright transfer agreement signed by all the listed authors. Failure to submit this form at the time the manuscript is submitted can cause delays in peer review and publication.The signed copyright transfer agreement should be scanned and submitted as a PDF file along with the manuscript file via online submission.

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Open access statement

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Ethical Guidelines

Manuscripts submitted to the journal are accepted on the understanding that the recommendations of the declarations of Helsinki and Tokyo, For humans, and the European committee guide lines for the use of experimental animal have been adhered to. Authors must state in the manuscript that the protocol complies with these guidelines and are approved by their institutional ethics committee. For any investigation involving human subjects, Informed consent must be obtained from the subject(s) and/or their guardian(s) and this must be clearly stated in the paper. The submitted manuscript should be accompanied by a written statement that manuscript has not and will not be published or submitted in whole or in part in any other journal. this statement should have the signature of all authors. (Read More)

Peer-review Process

Caspian Journal of Dental Research conducts an initial editorial screening of the submitted manuscript. Submissions that do not adhere to the "Instruction for Authors" will be returned to authors for corrections. The Journal ensures double-blind peer-review of the manuscripts past initial evaluation. The manuscripts are reviewed by at two or three reviewers who are experts in the field and are selected by the Editor-in-Chief. The comments of the reviewers are evaluated by the Associate Editor and sent to Editor-in-Chief for final decision. Then, it will be sent to the authors. The revised manuscripts are also reviewed, usually by the Associate Editor. The initial evaluation of the submission takes usually 2 weeks. The peer-review process may take 1 to 2 months to complete.

Publication Ethics

The ethical considerations of editorial and peer-review process lies on COPE guidelines (<http://publicationethics.org>).

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of CJDR.

Disposal of Material

Once published, all copies of the manuscript, correspondence and artwork will be held for 6 months before disposal but electronic copy will be held.

The Final Checklist:

The authors must ensure that before submitting the manuscript for publication,they have taken care of the following :

1. [Cover Letter to the Editor-in-Chief](#)
2. Main file of The manuscript
3. [Copyright's Form](#)
4. [Reply to the reviewer's comments](#)

The manuscript has to be submitted online via our online submission service www.CJDR.IR