

Author Guidelines

Author's instructions for the *Journal of Oral Health & Oral Epidemiology*

Journal of Oral Health & Oral Epidemiology is the official journal of the Oral and Dental Diseases Research Center of Kerman University of Medical Sciences. The journal publishes original research articles, review articles, and case reports dealing with oral health and epidemiology. Papers in any of the following fields will be considered for publication: oral health, oral and dental treatment research, oral and dental epidemiology, as well as any issues regarding improvement of oral and dental treatment.

EDITORIAL REVIEW AND ACCEPTANCE

The acceptance criteria for all papers are the quality and originality of the research and its significance to the journal readership. Except for invited papers, submitted manuscripts are peer reviewed by three anonymous reviewers, and the journal's editorial board. Final acceptance or rejection is depending on the editorial board decision on peer reviewed papers. Manuscripts should be written in a clear, concise and direct style. The Editorial board reserves the right to edit accepted papers to be more concise and free of grammatical typos and errors. Following acceptance an edited form of the paper will be sent to the authors' correspondence for final review and approval. If extensive alterations are required, the manuscript will be returned to the author for major revision.

SUBMISSION OF MANUSCRIPTS

The *Journal of Oral Health & Oral Epidemiology* is using an online submission and peer review.

To submit a manuscript, please open journals website at: <http://johoe.kmu.ac.ir>

Getting Help with Your Submission

Any enquiries should be sent to: Mrs. Pouradeli

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Telefax: +98 34 32133440

Cover letter

Papers should be submitted considering the fact that it's content has not been published or submitted for publication elsewhere except as an abstract in a scientific meeting or congress. This must be stated in the covering letter.

The covering letter must also contain an acknowledgement that all authors have contributed significantly, and that all authors are in agreement with the content of the manuscript. Authors must declare any financial support or relationships with companies and should disclose any conflict of interest at the time of submission. Such information will be held in confidence while the paper is under review and will not affect decision about acceptance or rejection of the paper. If tables or figures from previously published articles have been used in a submit paper a letter from the copyright holder (the Publisher), permitting to reproduce the material, must be attached to the covering letter.

ETHICAL CONSIDERATIONS

If the paper contains any issue regarding human and animals, authors must state that their protocol for the research project has been approved by the Ethics Committee of the institution within which the work was performed. *Journal of Oral Health & Oral Epidemiology* reserves the rights to reject any manuscript at any steps on the basis of unethical conduct of either human or animal studies.

All investigations on human subjects must include a statement that the subject had been given and signed informed consent. In any case that patient's face photographs

need to be printed all efforts should be done to prevent human subjects being recognized (for instances an eye bar should be used).

PARTS OF THE MANUSCRIPT

Manuscripts should be presented as following orders: a) title page, b) structural abstract and keywords, c) introduction, d) method and materials, e) results, f) discussion g) conclusion, h) acknowledgements, i) references, j) figures, k) tables (each table complete with title and footnotes).

Title page

The title page should contain a) the title of the paper, b) the full names of the authors, c) the running title, d) the authors' affiliation and d) the full postal and email address of authors.

The running title should be a brief version of the title of the paper, no more than 50 characters long including spaces (5-6 words). The running title needs to both make sense as a phrase and give some idea of what the paper is about.

Abstract and keywords

All articles must have a structural abstract contains a) background and aim, b) methods, c) results, d) conclusion in 300 words or fewer.

At least three keywords should be supplied at the end of abstract. MeSH can be used for choosing right keywords.

Main Document

The main document of the manuscript should not exceed than 2000 words except for review and invited articles. The main document should contain: a) introduction, b) method, c) results, d) discussion, and e) conclusion.

Case report should contain abstract, introduction, case report, and discussion. Case report should not exceed than 1500 words.

All submitted manuscript should be compatible with word 2007 with font size 11 Book Antiqua and single space between main documents lines.

Acknowledgements

The source of financial support and funding must be acknowledged.

References

Journal of Oral Health & Oral Epidemiology has instructed authors to use the Vancouver system of referencing. In the main document, references should be cited with parentheses and in order of their appearance in the text.

The maximum number of references for scientific articles, case reports and clinical updates are 35, 25, and 20, respectively. Review literatures and invited articles have no limit on the number of references.

In the reference list, cite the names of all authors when there are six or fewer; when seven or more, list the first six followed by et al. Reference list should contain all references that have been addressed in any part of the manuscript.

Names of journals should be abbreviated in the style used in Index Medicus.

Authors are responsible for the accuracy of the references.

References should be listed in the following form

Journal article

1. Hori A, Poureslami HR, Parirokh M, Mirzazadeh A, Abbott PV. The ability of diagnostic sensibility tests to evaluate pulp vitality in primary teeth. Inter J Paedia Dent 2011; 21(6):441-5.

Chapter in a Book

Haapasalo M, Qian W: Irrigants and Intracanal Medicaments. In: Ingle JJ, Bakland LK: Endodontics. 6th Ed. BC Decker Inc, Hamilton; Ontario, Canada. 2008; Chapter 28: 997-9.

Book

Neville BW, Damm DD, Allen CM, Bouquot JE. Oral and maxillofacial pathology. 2nd ed. Philadelphia: W.B Saunders Co.; 2002. pp. 533–87.

Web pages

ProRootMTA safety data sheet. Available at: [http://store.maillefer.com/lit2/pdfs/](http://store.maillefer.com/lit2/pdfs/MTA-MSDS-)

W_01-02C.pdf. Accessed November 27, 2009.

Tables

Tables should not duplicate information that have been described in the text. Table legend should be written above it and all tables should be print in separate pages. At the end of manuscript Table legend should be comprehensive and footnotes must be described for each table separately. All abbreviations must be defined in footnotes.

Figures

Illustrations (diagrams and photographs) are classified as figures.

The figures should be provided electronically with high resolution (at least 600 d.p.i.) files should be saved as .JEPG or .Tif format. The figures must not be embedded in the word document - they must be uploaded in the separate files.

Magnifications of microscopic images should be indicated using a scale bar on the illustration or in the figure legend.

Figure legends should be written on separate pages at the end of the manuscript. Legends should be brief but comprehensive. Explain all abbreviations and the unit of measurements in the figure legend. If table(s) or figure(s) used from previously published documents, authors should send a permission letter from the copyright holder to the editorial office of the JOHOE.

CONFLICTS OF INTEREST

Conflicts of interest include facts known to a participant in the publication process that if revealed later, would make a reasonable reader feel misled or deceived (or an author, reviewer, or editor feel defensive). Conflicts of interest may influence the judgment of authors, reviewers, and editors; these conflicts often are not immediately apparent to others or to the reviewer. They may be personal, commercial, political, academic, or financial. Financial interests may include employment, research funding (received or pending), stock or share ownership, patents, payment for lectures or travel, consultancies, nonfinancial support, or any fiduciary interest in the company.

The perception or appearance of a conflict of interest, without regard to substance, alone creates conflict, because trust is eroded among all participants. All such interests (or their absence) must be declared in writing by authors upon submission of the manuscript. If any are declared, they should be published with the article. If there is doubt about whether a circumstance represents a conflict, it should be disclosed. Sources of full or partial funding or other support for the research must be declared and should be described in an acknowledgement if the manuscript is published; if anyone besides the authors is involved in analysis, interpretation, or control of the data, this must also be declared. The funding organization's or sponsor's role in

the design and conduct of the study; in the collection, analysis, and interpretation of the data; and in the preparation, review, or approval of the manuscript should be specified.

Each author should provide a summary conflict of interest statement to be included on the title page of the manuscript. If no author has a conflict of interest, include the following: "the authors have declared that no conflict of interest exists."

AUTHORSHIP

All persons designated as authors should qualify for authorship. The order of authorship should be a joint decision of the co-authors. Each author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based on substantial contribution to conception and design, execution, or analysis and interpretation of data. All authors should be involved in drafting the article or revising it critically for important intellectual content, and must have read and approve the final version of the manuscript. Assurance that all authors of the paper have fulfilled these criteria for authorship should be given in the covering letter.

CHANGES TO AUTHORSHIP

Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, (b) written confirmation (E-mail or letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure as described above. Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) publication of the accepted manuscript in an online issue is suspended until authorship has been agreed. After the accepted manuscript is published in an online issue any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

PREPARATION CHECKLIST SUBMISSION

The research articles should follow the subsequent pattern,

1. Title Page
2. Abstract
3. Introduction
4. Methods and materials
5. Results
6. Discussion
7. Conclusions
8. Future Recommendations, if any
9. Acknowledgements, if any
10. References

STUDY DESIGN

Describe your selection of the observational or experimental participants (patients or laboratory animals, including controls) clearly, including eligibility and exclusion criteria and a description of the source population.

Technical information: Identify the methods, apparatus (give the manufacturer's name, the city, and the country its made by in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods (see below); provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration.

Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT Statement (<http://www.consort-statement.org>).

REVIEW AND ACTION PROCESS

A submitted manuscript is assigned to the Senior Editor of the appropriate subject section. The Senior Editor assigns it to an Associate Editor who manages and adjudicates its review. The Editors will return manuscripts that are judged to be outside the scope of the journal. Manuscripts can be returned without review for reasons that include:

- Grammar and style that is not of the quality expected in a published article;
- The topic or scope of the work is not within the scope of the journal;
- The presentation of the findings is not directed to the readership of the journal;
- The methods or approaches are judged to be flawed.

All editorial board members would receive the submitted manuscript and in a meeting would approve either sending manuscript to referees or rejecting it. Manuscripts sent for review are examined by three or more reviewers selected for their expertise in the subject matter of the article. Reviewers will remain anonymous (unless they choose to reveal themselves). The editorial board members make one of the following decisions on the manuscript:

- Accept
- Accept pending minor revision
- Reconsider upon revision
- Reject

The average time from submission until decision is expected to be 45 days or less.

Abbreviations, Drug Names, Digits

Use standard abbreviations in the Oral Health and Oral Epidemiology Journal papers without definition in the text. Standard abbreviations, however, should be defined at first mention in the abstract. Each nonstandard (author-defined) abbreviation should be defined in the abstract and text at first mention. If three or more nonstandard abbreviations are used in the text, prepare an abbreviation footnote. The footnote should be associated with the first abbreviated term in the text and should be an alphabetized listing of all author-defined abbreviations and their definitions. Group designations should be defined parenthetically at first mention [for example, "control (CON) and high-fat (HF) groups"] and included in the abbreviation footnote. Abbreviations (other than units such as min, h, m, kg) should be pluralized where appropriate (e.g., The n-3 PUFAs are...) but should not be followed by a period.

All nonstandard abbreviations, including group or treatment designations, used in a table or table title, must be defined alphabetically in a footnote to the table title. If the footnote to the table title contains multiple items, the definitions of the abbreviations should be the last item. If a table contains only one abbreviated term in the body of the table, then a separate footnote placed after that abbreviation should be used to define that term. Similarly, all nonstandard abbreviations, including group or treatment designations, used in a figure or figure legend must be defined alphabetically at the end of the figure legend.

All drugs' name (both commercial and generic names); the manufacture, the city, and the country its made by should be declared.

Statement of Human and Animal Rights

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000.

If doubt exists whether the research was conducted in accordance with the ethical standards, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

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