

Instructions to the Authors

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General Information

Manuscripts must be prepared in accordance with "**Uniform requirements for Manuscripts submitted to Biomedical Journal**" developed by **International Committee for Medical Journal Editors (ICMJE)**. The journal does not charge for submission and processing of manuscripts. The uniform requirements and specific requirement of *Journal of Dental Research & Review (JDRR)* are summarized below.

The Editorial Process

The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been submitted or already accepted for publication elsewhere. In view, if it is submitted elsewhere, the contributor(s) are requested to address the same and disclose the current status as well.

The Editors review all submitted manuscripts initially. Manuscripts with insufficient originality, plagiarized content, serious scientific flaws, or absence of importance of message will not be considered for further evaluation.

Other manuscripts are sent to two or more expert reviewers without revealing the identity of the authors to the reviewers. Within a period of 12 to 16 weeks the contributors will be informed about the reviewers' comments and Editorial board decision of acceptance/rejection of manuscript. Articles accepted would be copy edited for grammar, punctuation, print style and format. Page proofs will be sent to the corresponding author, which has to be returned within five days. Correction received after that period may not be included or may be considered for next issue as per the decision and convenience of the Editorial Board.

Authorship Criteria

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have a participated responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception and order of the authors cannot be changed once the article is provisionally accepted.

Authorship credit should be based only on

1. Substantial contributions to conception and design, 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.

Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify the order of authorship on the byline should be a joint decision of the co-authors. Authors should be prepared to explain the order in which authors cannot be changed without written consent of all the authors.

For a study carried out in a single institute, the number of authors should not exceed six. For a case-report, short communication and for a review article, the number of author(s) should not exceed four. A justification should be included, if the number of authors exceeds these limits as permitted.

Submission of Manuscripts

Articles should be submitted online on the submission platform at <http://www.journalonweb.com/jdrr>. New authors will have to register as author, which is a simple two step procedure.

The manuscripts are to be submitted in the following format:

1. **Title Page/First Page File/covering letter:**

Prepare the title page, covering letter, acknowledgement, etc., using a Microsoft office word program in a doc/docx format. All information which can reveal your identity should be detailed in this section .

2. **Article file:**

The main text of the article, beginning from Abstract till References (including tables) should be in this file. Do not include any information such as acknowledgement, your names in page headers, etc., in this file. Do not zip the files. Limit the file size to 400 kb. Do not incorporate images in the file. If the file size is large, images can be submitted separately without incorporating them in the article file to reduce the size of the file. Please note, image size should be minimum **300 DPI** as per the requirement of **Pubmed Central (PMC), MEDLINE, Index Medicus.**

3. **Images:**

Submit good quality color images. Each image should be less than 400 kb in size. Size of the image can be reduced by decreasing the images (keep up to 1024x760 pixels or 5 inches). All image formats (jpeg, tiff, gif, bmp, png, eps, etc.) are acceptable; jpeg is most suitable.

4. **Legends:**

Legends for the figures/images should be included at the end of the article file.

The authors' form and copyright transfer form has to be submitted to the editorial office by post, in original with the signatures of all the authors within two weeks of online submission. Images related to the articles should be sent in a 'compact disc' or as hard copies to the journal office at the time of acceptance of the manuscript. These images should be of high resolution and exceptional quality.

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Preparation of Manuscripts

The text of observational and experimental articles should be divided into sections with the headings: Background, Materials & Methods, Results, Discussion, Conclusion, References, Tables, Figures, Graphs, Legends and Acknowledgment. Do not make subheadings in these sections.

The manuscripts should be typed in A4 size (212 × 297 mm) paper, with margins of 25 mm (1 inch) from all the four sides. Use 1.5 spacing throughout. Beginning with the title page, the language should be English.

Title Page

The title page should carry

1. Type of manuscript
2. The title of the article, which should be concise, but informative;
3. Running title or short title not more than 50 characters or 7 words;
4. Name of the authors (the way it should appear in the journal), with his or her highest academic degree(s) and institutional affiliation, city, state and country.
5. The name of the department(s) and institution(s) to which the work should be attributed;
6. The name, address, phone numbers, facsimile numbers, and e-mail address of the author responsible for correspondence about the manuscript;
7. The total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the references and abstract);
8. Source(s) of support in the form of grants, equipments, drugs, or all of these; and
9. If the manuscript was presented as part at a meeting, the organisation, place, and exact date on which it was read.

Abstract Page

The second page should carry the full title of the manuscript and an abstract of no more than 200 words for case reports & short communication and 300 words for original research and

review article should be structured and provided including 3 to 10 key words as per included in **MeSH**.

Introduction

State the purpose of the article and summarize the rationale for the study or observation. The research hypothesis will form the part of introduction following summarization of preliminary basis of research.

Methods

Describe the selection of the observational or experimental subjects (patients or laboratory animals, including controls) clearly. Identify the age, sex, and other important characteristics of the subjects. Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail. Give references to established method, including statistical methods; 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, materials, equipments and chemicals used, including generic name(s), dose(s), and route(s) .

Reports of randomised 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 (Moher D, Schulz KF, Altman DG: The Consort Statement: Revised Recommendations for Improving the Quality of Reports of Parallel- Group Randomized Trials. *Ann Intern Med* 2001;134:657-62, also available at <http://www.consort-statement.org/>).

Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract.

Ethics

When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (available at http://www.wma.net/e/policy/17-c_e.html). Do not use patient's names, initials, or hospital numbers, especially in illustrative material. When reporting experiments on animals, indicate whether the institutions or a national research council's guide for, or any national law on the care and use of laboratory animals was followed.

Statistics

When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Report losses to observation (such as dropouts from a clinical trial). Put a general description of methods in the Methods section. When data are summarized in the Results section, specify the statistical methods used to analyze them. Avoid non-technical uses of technical terms in statistics, such as 'random' (which implies a randomizing device), 'normal', 'significant', statistical terms, abbreviations, and most symbols. Use upper italics ($P < 0.05$).

Results

Present the results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations.

Discussion

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results section. Include in the Discussion section the implications of the findings and their limitations, including implications for future research. Relate the observations to other relevant studies.

In particular, contributors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analyses. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them. Recommendations, when appropriate, may be included

Acknowledgments

As an appendix to the text, one or more statements should specify

1. Contributions that need acknowledgement but do not justify authorship, such as general support by a departmental chair;
2. Acknowledgments of technical help; and
3. Acknowledgments of financial and material support, which should specify the nature of the support. This should be the last page of the manuscript

Types of Manuscripts

Maximum references permitted to be included are 30 in all types of manuscripts as under mentioned except for those having specific requirements:

Original Research:

Randomised Controlled Trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-response rate, etc. would be included under the category mentioned with a maximum word count up to 2500 words excluding references and abstract.

Short Communication:

A short communication contains only a short report of the case, novel original research or any observation. Number of figures should be restricted to a maximum of 6 with a word count up to 1000 words excluding references and abstract and up to 8 references.

Case Reports:

Only New / interesting / very rare cases can be reported. Cases with clinical significance or implications will be given priority, whereas, mere reporting of a case would not be given due consideration. Word count up to 2000 words excluding references and abstract with 10 references maximum would be permitted.

Review Articles:

Only systematic reviews and meta-analysis would be taken into consideration which would describe systemic critical assessments of literature and data sources available till date. Word count up to 3500 words excluding references and abstract are permitted.

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. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. Use the style of the examples below, which are based on the formats used by the NLM in Index Medicus. Avoid using abstracts as references. Information from manuscripts should be cited in the text as "unpublished observations" with written permission from the source. Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. For scientific articles, contributors should obtain written permission and confirmation of accuracy from the source of a personal communication. If the number of authors is more than six, list the first six authors by et al

Journal references

Standard journal article

Kini SK, Muliya VS. Restoration of an endodontically treated premolar with limited interocclusal clearance. Indian J Dent Res 2013;24(4):518-20.

Volume with Supplement

Zaleski AC, Aloise-Young PA. Using Peer Injunctive Norms to Predict Early Adolescent Cigarette Smoking Intentions. J Appl Soc Psychol 2013;43 Suppl 1:124-31. .

Issue with supplement

Zaleski AC, Aloise-Young PA. Using Peer Injunctive Norms to Predict Early Adolescent Cigarette Smoking Intentions. J Appl Soc Psychol 2013;43 (1, Suppl 1):124-31.

Books and Other Monographs Book Reference

McDonald RE, Avery DR, Dean JA. Dentistry for the Child and Adolescent, 8th ed. Missouri, USA: Mosby, Elsevier; 2004. p. 216-9. .

Chapter in a book

Dock M, Creedon RL. Pharmacological Management of Patient Behavior. In: McDonald RE, Avery DR, Dean JA. Dentistry for the Child and Adolescent, 8th ed. Missouri, USA: Mosby,

Elsevier; 2004.p. 294-5. .

Download a Power Point presentation on common reference styles and using the reference checking facility on the manuscript submission site.

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)

- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- 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.
- Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves.
- 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. A credit line should appear in the legend for such figures.
- The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

For online submission

- Submit good quality color images.
- Each image should be less than 100 kb in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 400 pixels or 3 inches).
- All image formats (jpeg, tiff, gif, bmp, png, eps, etc.) are acceptable; jpeg is most suitable.
- The images should be scanned at 72 DPI, size not more than 3x4 inches (or 300x400 pixels), with only the necessary portion of the photographs. Whenever necessary, scan at grey scale (e.g. x-rays, ECGs). For hard copies (to be submitted only after acceptance of the manuscript)
- Send sharp, glossy, unmounted, colour photographic prints, with height of 4 inches and width of 6 inches.
- Each figure should have a label pasted (avoid use of liquid gum for pasting) on its back indicating the number of the figure, the running title, top of the figure and the legends of the figure. Do not write the contributor/s' name/s. Do not write on the back of figures, scratch, or mark them by using paper clips.
- Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction For soft copies (to be submitted only after acceptance of the manuscript)
- Use a Compact Disc. There should be no other document, file, or material on the disc other than the images.
- Label the disc with first authors' name, short title of the article, type of image (eg. Jpeg, tiff), and file name.

Legends for illustrations:

- Type or print out legends (maximum 40 words, excluding the credit line) for illustrations using double spacing, with Arabic numerals corresponding to the illustrations.
- When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one in the legend.
- Explain the internal scale (magnification) and identify the method of staining in photomicrographs

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

- 1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
- 2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

Sending a revised manuscript

While submitting a revised manuscript, contributors are requested to include, along with single copy of the final revised manuscript, a photocopy of the revised manuscript with the changes underlined in red and copy of the comments with the point to point clarification to each comment. The manuscript number should be mentioned without fail. The contributors form and copyright transfer form has to be submitted in original with the signatures of all the contributors at the time of submission of revised copy.

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Checklist

Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Last name and given name provided along with Middle name initials (where applicable)
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in Methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Page numbers included at bottom
- Title page contains all the desired information
- Running title provided (not more than 50 characters)

- 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)
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS)
- The references cited in the text should be after punctuation marks, in superscript with square bracket.
- References according to the journal's instructions, punctuation marks checked
- Send the article file without 'Track Changes'

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. Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out
- 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
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Labels pasted on back of the photographs (no names written)
- 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

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