

# Instructions to the Authors

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Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journal" developed by [Intern:](#) (October 2001). The uniform requirements and specific requirement of Indian Journal of Dental Research are summarised below. Before sending check for the latest instructions available.



## The Editorial Process

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The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and not already submitted, or already accepted for publication elsewhere.

The Editors review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific flaws, or absence of importance will return the unaccepted manuscripts.

Other manuscripts are sent to two or more expert reviewers without revealing the identity of the authors to the reviewers. Within a period of 4 weeks, authors will be informed about the reviewers' comments and acceptance/rejection of manuscript. Articles accepted would be copy edited for grammar, punctuation, and style. The corrected manuscript should be sent to the first author, which has to be returned within five days. Correction received after that period may not be included. All manuscripts received after the deadline will not be considered for publication.



## Types of Manuscripts and word limits

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### Original research articles

Randomised controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, health economics, and response rate. Up to 2500 words excluding references and abstract.

### Short Communication

Up to 1000 words excluding references and abstract and up to 8 references. A short communication contains only a short report of the case (clinical, laboratory, or epidemiological) and references upto a maximum of 8. Number of figures should be restricted to a maximum of 6.

### Case reports

Only New / interesting / very rare cases can be reported. Cases with clinical significance or implications will be given priority, whereas, mere replication of known cases will not be accepted. Up to 2000 words excluding references and abstract and up to 10 references.

### Review articles

Systemic critical assessments of literature and data sources. Up to 3500 words excluding references and abstract.

### Letter to the Editor

Should be short, decisive observation. They should not be preliminary observations that need a later paper for validation. Up to 400 words and 4 references.

**Announcements of conferences, meetings, courses, awards,** and other items likely to be of interest to the readers should be submitted with the name of the person to whom additional information can be obtained. Up to 100 words.



## Authorship criteria

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All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated in the work and approved the final manuscript.

responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, and the order of the authors cannot be changed once the article is provisionally accepted.

## Authorship credit should be based only on

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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.

Conditions 1, 2, and 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves

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 it 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 and for a review article, the number of authors should not exceed three. A justification should be included, if the number of authors exceeds these limits.

Only those who have done substantial work in a particular field can write a review article. A short summary of the work done by the author(s) should be included in the manuscript. The journal expects the authors to give post-publication updates on the subject of review. The update should be brief, covering the article and should be sent as a letter to the editor, as and when major development occurs in the field.

## Sending the Manuscript to the Journal

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Articles should be submitted online from <http://www.journalonweb.com/ijdr>. New authors will have to register as author, which is a simple two-step process.

1. **First Page File:** Prepare the title page, covering letter, acknowledgement, etc., using a word processor program. All information which cannot be included in the title page should be in this file. Do not zip the files.
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 figures or tables in this file. Do not zip the files. Limit the file size to 400 kb. Do not incorporate images in the file. If the images are large, submit them separately without incorporating them in the article file to reduce the size of the file.
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 resolution (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. 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 and of exceptional quality.

### **Editorial office**

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## Preparation of the Manuscript

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We have provided readymade templates for writing original research articles, case reports, and review articles. These can be utilised for writing your manuscript. The templates can be downloaded from the link provided on the top of this page.

The text of observational and experimental articles should be divided into sections with the headings: Introduction, Methods, Results, Discussion, 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 beginning with the title page. The language should be British English.

## Title Page

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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;
4. Name of the authors (the way it should appear in the journal), with his or her highest academic degree(s) and institutional affiliation;
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 contributor 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 reference list);
8. Source(s) of support in the form of grants, equipment, 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

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The second page should carry the full title of the manuscript and an abstract (of no more than 150 words for case reports, brief reports and letters). The abstract should be structured and state the Context (Background), Aims, Settings and Design, Methods and Material, Statistical analysis used, Results and Conclusions. Provide 3 to 10 key words.

## Introduction

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State the purpose of the article and summarize the rationale for the study or observation.

## Methods

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Describe the selection of the observational or experimental subjects (patients or laboratory animals, including controls) clearly. Identify the age, sex, and other characteristics of the subjects. Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow replication, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known; describe reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route of administration.

Reports of randomised clinical trials should present information on all major study elements, including the protocol, assignment of interventions (allocation to treatment groups), and the method of masking (blinding), based on the CONSORT statement (Moher D, Schulz KF, Altman DG. Recommendations for Improving the Quality of Reports of Parallel-Group Randomized Trials. *Ann Intern Med.* 2001;134:657-662, 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 evidence, summarised in the abstract.

## Ethics

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When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (available at <http://www.wma.net/e/polic>).

initials, or hospital numbers, especially in illustrative material. When reporting experiments on animals, indicate whether the institution's or a national law on the care and use of laboratory animals was followed.

## Statistics

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

## Results

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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. Present observations.

## Discussion

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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 in the Results section. Include in the Discussion section the implications of the findings and their limitations, including implications for future research. Relate them to the literature.

In particular, contributors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analysis. Do not state that work has not been completed. State new hypotheses when warranted, but clearly label them as such. Recommendations, when appropriate, should be based on the findings of the study.

## Acknowledgments

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

1. contributions that need acknowledging 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.

## References

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References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order). Identify reference numerals in superscript. References cited only in tables or figure legends should be numbered in accordance with the sequence established in 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. The titles of the style used in Index Medicus. Use complete name of the journal for non-indexed journals. Avoid using abstracts as references. Information from unpublished observations should be cited in the text as "unpublished observations" with written permission from the source. Avoid citing a "personal communication" 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 unpublished observations, cite the name of the person and date of communication. For personal communications, cite the name of the person and date of communication and 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 three authors and "et al" throughout the text.

### Journal references

#### Standard journal article

Kulkarni SB, Chitre RG, Satoskar RS. Serum proteins in tuberculosis. *J Postgrad Med* 1960; 6:113-120.

#### Volume with supplement

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994; 102 Suppl 1:1-10.

#### Issue with supplement

Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol* 1996; 23(1, Suppl 2):89-97.

## Books and Other Monographs

### Personal author(s)

Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

### Editor(s), compiler(s) as author

Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

### Chapter in a book

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and treatment. New York: Raven Press; 1995. pp 465-478.

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## Tables

Tables should be self-explanatory and should not duplicate textual material.

- Tables with more than 10 columns and 25 rows are not acceptable.
- Type or print out each table with double spacing on a separate sheet of paper. If the table must be continued, repeat the title on a second sheet.
- 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 white ink.
- Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves.
- When graphs, scatter-plots 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 people are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission from the subjects.
- If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the figure.
- 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 image.
- 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 photograph.
- For hard copies (to be submitted only after acceptance of the manuscript)
  - Send sharp, glossy, un-mounted, 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, and the author's name. 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 reproduction.
- 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

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- 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 clearly in the legend.
- Explain the internal scale and identify the method of staining in photomicrographs.



## Protection of Patients' Rights to Privacy.

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Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the informant or the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that the patient be informed of the risks and benefits of publication. If informed consent has been obtained, it should be indicated in the article and copy of the consent should be attached with the covering letter.



## Sending a revised manuscript

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While submitting a revised manuscript, contributors are requested to include, along with single copy of the final revised manuscript, a photocopy of the manuscript with all changes underlined in red and copy of the comments with the point to point clarification to each comment. The manuscript number should be mentioned in the cover letter.

The authors' form and copyright transfer form has to be submitted in original with the signatures of all the contributors at the time of submission (copy of the form should be attached with the covering letter).



## Article printing charges

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Looking to the high cost of printing and the need to maintain the high standards of this indexed journal, it is the editorial policy to charge for publication. The details of printing charges are as follows:

### For Indian authors:

For Review, Original Research and Case Reports

- INR 3000/- for printing.
- INR 500/- for 25 reprints (optional).

For Short Communication

- INR 2000/- for printing.
- INR 500/- for 25 reprints (optional).

### For Foreign authors:

For Review, Original Research and Case Reports

- US\$ 150 or Euro 110 or equivalent for printing.
- US\$ 20 or Euro 15 or equivalent for 25 reprints (optional).

For Short Communication

- US\$ 100 or Euro 80 or equivalent for printing.
- US\$ 20 or Euro 15 equivalent for 25 reprints (optional).



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## Contributors' Form

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Manuscript Number \_\_\_\_\_

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1	-----	-----	-----
2	-----	-----	-----
3	-----	-----	-----
(up to three authors for short communication)			
4	-----	-----	-----
(up to four authors for case report/review)			
5	-----	-----	-----
6	-----	-----	-----
(up to six authors for original studies from single centre)			

## Checklist

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(to be tick marked, as applicable and one copy attached with the manuscript)

Manuscript Title \_\_\_\_\_

### **Covering letter**

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

### **Authors**

- Middle name initials provided
- 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 material and methods, citing previous study as 'our study', no photographs, etc.)

### **Presentation and format**

- Double spacing
- Margins 2.5 cm from all four sides
- Title page contains all the desired information (vide supra)
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (not more than 150 words for case reports and 250 words for original articles)
- Structured abstract provided for an original article
- Key words provided (three or more)
- Key messages provided
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS)
- References cited in superscript in the text without brackets
- References according to the journal's instructions, punctuation marks checked

### **Language and grammar**

- Uniformly British English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

### **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)
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