

INSTRUCTIONS TO AUTHORS

The Editorial Process

The manuscript submitted should be single submission i.e. it should not have been submitted elsewhere for review or publication. Every manuscript should have a corresponding author who will be responsible for all the communication and correspondence with journal. All manuscripts will be duly acknowledged. Manuscript having any technical flaw, insufficient originality can be rejected at any stage. Manuscripts found suitable for publication will be sent to two or more reviewers. Journal follows a double-blind review process, wherein the reviewers and authors both are unaware of each other's identity.

Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes decision on the manuscript.

The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author.

The corresponding author is expected to return the corrected proofs within three days.

Clinical trial registry

Indian Dental Journal favors registration of clinical trials and is a signatory to the statement on publishing clinical trials in Indian biomedical journals.

Indian Dental Journal would publish clinical trials that have been registered with a clinical trial registry that allows free online access to public.

Registration in the following trial registers is acceptable: <http://www.ctri.in/> ; <http://www.actr.org.au/> ; <http://www.clinicaltrials.gov/> ; <http://isrctn.org/> ; <http://www.trialregister.nl/trialreg/index.asp> ; and <http://www.umin.ac.jp/ctr>

This is applicable to clinical trials that have begun enrollment of subjects in or after June 2008 in their study. Clinical trials that have commenced enrollment of subjects prior to June 2008 would be considered for publication in Indian Dental Journal only if they have been registered retrospectively with clinical trial registry that allows unhindered online access to public without charging any fees.

Authorship Criteria

Authorship credit should be based only on substantial contributions to each of the three components mentioned below:

- a. Concept and design of study or acquisition of data or analysis and interpretation of data;
- b. Drafting the article or revising it critically for important intellectual content; and
- c. Final approval of the version to be published.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript.

The order of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript.

Once submitted the order cannot be changed without written consent of all the contributors.

Journal prescribes a maximum number of 6 authors for manuscripts depending upon the type of manuscript, its scope and number of institutions involved.

The authors should provide a justification, if the number of authors exceeds these limits.

Manuscript Submission:

GENERALLY, THE MANUSCRIPT SHOULD BE SUBMITTED IN THE FORM OF TWO SEPARATE FILES ON THE WEBSITE AND ITS SIZE SHOULD BE STRICTLY BELOW 10 MB:

[1] COVERING LETTER:

This file should include-

1. The type of manuscript (original article, case report, review article, Letter to editor, etc.)
2. Title of the manuscript.
3. Running title.
4. Names of all authors/ contributors (academic qualification, designation, affiliations and e- mail id)
5. Use doc/word files. Do not zip the files.
6. Total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the references, tables and abstract).
7. Source(s) of support in the form of grants, equipment, drugs, or all of these.
8. Acknowledgement, if any.
9. A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work.
10. Registration number in case of a clinical trial and where it is registered (name of the registry and its URL)
11. Any Conflicts of Interest (financial or any other should be reported).
12. Manuscript should be read and approved by all the authors.
13. Name of the corresponding author with email, postal address and Mobile number should be mentioned clearly.

[2] Manuscript File:

This file should include-

1. Main text of manuscript (from Abstract till References.)
2. Tables, Images and graphs etc (with legends) should come after the references.
3. The image, table and graph number should be mentioned in the main text where appropriate.

Preparation of Manuscripts

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors.

Types of Manuscripts

Original articles:

These include randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate. The text of original articles amounting to up to 3000 words (Excluding Abstract, References and Tables) should be divided into sections with the headings Abstract, Key-words, Introduction, Material and Methods, Results, Discussion, References, Tables and Figures with its legends.

Guidelines to be followed for Specific Study Designs

Type of Study	Source
Randomized controlled trials	http://www.consort-statement.org
Systematic reviews and meta-analyses	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf
Observational studies in epidemiology	http://www.strobe-statement.org
Meta-analyses of observational studies in epidemiology	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf
Studies of diagnostic accuracy	http://www.consort-statement.org/stardstatement.htm

REVIEW ARTICLES:

THE PRESCRIBED WORD COUNT IS UP TO 3000 WORDS EXCLUDING TABLES, REFERENCES AND ABSTRACT. THE MANUSCRIPT SHOULD HAVE SUMMARY OF THE ARTICLE.

CASE REPORTS:

NEW, INTERESTING AND RARE CASES CAN BE REPORTED. CASES WITH CLINICAL SIGNIFICANCE OR IMPLICATIONS WILL BE GIVEN PRIORITY. THESE COMMUNICATIONS COULD BE OF UP TO 1000 WORDS (EXCLUDING ABSTRACT AND REFERENCES) AND SHOULD HAVE THE FOLLOWING HEADINGS: ABSTRACT (UNSTRUCTURED), KEY-WORDS, INTRODUCTION, CASE REPORT, DISCUSSION, REFERENCE, TABLES AND LEGENDS IN THAT ORDER.

LETTER TO EDITOR:

THE LETTER COULD HAVE UP TO 500 WORDS AND 5 REFERENCES.

OTHER:

EDITORIAL, GUEST EDITORIAL, COMMENTARY AND OPINION ARE SOLICITED BY THE EDITORIAL BOARD.

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 BY ARABIC NUMERALS IN SUPERSCRIP WITH SQUARE BRACKET .

USE THE STYLE OF THE EXAMPLES BELOW, WHICH ARE BASED ON THE FORMATS USED BY THE NLM IN INDEX MEDICUS.

THE TITLES OF JOURNALS SHOULD BE ABBREVIATED ACCORDING TO THE STYLE USED IN INDEX MEDICUS.

PLEASE REFER TO ICMJE GUIDELINES ([HTTP://WWW.ICMJE.ORG](http://www.icmje.org) OR [HTTP://WWW.NLM.NIH.GOV/BSD/UNIFORM_REQUIREMENTS.HTML](http://www.nlm.nih.gov/bsd/uniform_requirements.html)).

ILLUSTRATIONS (FIGURES)

FIGURES SHOULD BE NUMBERED CONSECUTIVELY ACCORDING TO THE ORDER IN WHICH THEY HAVE BEEN FIRST CITED IN THE TEXT.

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.

THE JOURNAL RESERVES THE RIGHT TO CROP, ROTATE, REDUCE, OR ENLARGE THE PHOTOGRAPHS TO AN ACCEPTABLE SIZE.

PROTECTION OF PATIENTS' RIGHTS TO PRIVACY

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 WRITTEN INFORMED CONSENT FOR PUBLICATION. AUTHORS SHOULD REMOVE PATIENTS' NAMES FROM FIGURES UNLESS THEY HAVE OBTAINED WRITTEN INFORMED CONSENT FROM THE PATIENTS. WHEN 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 ?

THE REVISED VERSION OF THE MANUSCRIPT SHOULD BE SEND BY E MAIL. HOWEVER, THERE IS NO NEED TO SUBMIT THE “FIRST PAGE” OR “COVERING LETTER” FILE WHILE SUBMITTING A REVISED VERSION. WHEN SUBMITTING A REVISED MANUSCRIPT, CONTRIBUTORS ARE REQUESTED TO INCLUDE, THE ‘REFEREES’ REMARKS ALONG WITH POINT TO POINT CLARIFICATION AT THE BEGINNING IN THE REVISED FILE ITSELF. IN ADDITION, THEY ARE EXPECTED TO MARK THE CHANGES AS UNDERLINED OR COLORED TEXT IN THE ARTICLE.

Reprints and proofs

Journal provides no free printed reprints. Authors can purchase reprints, payment for which should be done at the time of submitting the proofs.

Publication schedule

The journal publishes articles on its website immediately on acceptance and follows a ‘continuous publication’ schedule. Articles are compiled for ‘print on demand’.

Manuscript submission, processing and publication charges

The Journal charges the author or authors/ institutions for the submission, processing and/or publications of manuscripts.

The charges are to be paid at the time of acceptance which are 1200 INR per article for single author and 1600 INR for multiple authors.

Copyrights

The entire contents of Indian Dental Journal are protected under Indian and international copyrights. The Journal, however, grants to all users irrevocable, worldwide, perpetual right of access to, and a license to copy, use, distribute, perform and display the work publicly and to make and distribute derivative works in any digital medium for any reasonable non-commercial purpose, subject to proper attribution of authorship and ownership of the rights. The journal also grants the right to make copy for their personal non-commercial use.

CHECKLIST

COVERING LETTER

SIGNED BY CORRESPONDING AUTHOR

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
- Identity not revealed in paper except title page (e.g. Name of the institute in 'Methods' section', 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)
- Key words provided (three or more)
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS/UPPER CASE)
- 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

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) and placed after the Reference.
- Table and figure numbers in Arabic letters (not Roman)
- Figure legends provided (not more than 40 words) and should be with figures.
- 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

Contributors' form

Manuscript Title:

I/we certify that I/we have participated sufficiently in contributing to the intellectual content, concept and design of this work or the analysis and interpretation of the data, as well as writing of the manuscript, to take public responsibility for it and have agreed to have my/our name listed as a contributor.

I/we believe that the manuscript represents valid work. Neither this manuscript nor one with substantially similar content under my/our authorship has been published or is being considered for publication elsewhere, except as described in the covering letter. I/we certify that all the data collected during the study is presented in this manuscript and no data from the study has been or will be published separately. I/we attest that, if requested by the editors, I/we will provide the data/information or will cooperate fully in obtaining and providing the data/information on which the manuscript is based, for examination by the editors or their assignees. Sources of outside support of the project are named in the covering letter.

I/We hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership, including any and all rights incidental thereto, exclusively to the The Indian Dental Journal, in the event that such work is published. The The Indian Dental Journal shall own the work, including COPYRIGHT;

THE RIGHT TO GRANT PERMISSION TO REPUBLISH THE ARTICLE IN WHOLE OR IN PART, WITH OR WITHOUT FEE; THE RIGHT TO PRODUCE PREPRINTS OR REPRINTS AND TRANSLATE INTO LANGUAGES OTHER THAN ENGLISH FOR SALE OR FREE DISTRIBUTION; AND THE RIGHT TO REPUBLISH THE WORK IN A COLLECTION OF ARTICLES IN ANY OTHER MECHANICAL OR ELECTRONIC FORMAT. WE GIVE THE RIGHTS TO THE CORRESPONDING AUTHOR TO MAKE NECESSARY CHANGES AS PER THE REQUEST OF THE JOURNAL, DO THE REST OF THE CORRESPONDENCE ON OUR BEHALF AND HE/SHE WILL ACT AS THE GUARANTOR FOR THE MANUSCRIPT ON OUR BEHALF.

ALL PERSONS WHO HAVE MADE SUBSTANTIAL CONTRIBUTIONS TO THE WORK REPORTED IN THE MANUSCRIPT, BUT WHO ARE NOT CONTRIBUTORS, ARE NAMED IN THE ACKNOWLEDGMENT AND HAVE GIVEN ME/US THEIR WRITTEN PERMISSION TO BE NAMED. IF I/WE DO NOT INCLUDE AN ACKNOWLEDGMENT THAT MEANS I/WE HAVE NOT RECEIVED SUBSTANTIAL CONTRIBUTIONS FROM NON-CONTRIBUTORS AND NO CONTRIBUTOR HAS BEEN OMITTED.

NAME SIGNATURE DATE SIGNED

- 1 -----
- 2 -----
- 3 -----
- 4 -----
- 5 -----
- 6 -----