

MANUSCRIPT SUBMISSION PROCESS

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- **Letter of submission**** signed by the corresponding author stating that the particular article is being submitted, to be considered for publication in this journal.
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- **Covering letter** signed** by corresponding author confirming that the manuscript is not submitted or published elsewhere. Covering letter format downloadable from site.
- Statement regarding Ethical committee approval and informed consent from subjects involved in study should be enclosed if applicable..
- **Title page** -should contain:
 - Title of manuscript – should be descriptive and concise.
 - Type of manuscript (Eg: Original research, case report, review)
 - Full name(s) of author(s); his or her highest academic degree(s),department, institutional affiliation(s) and city(ies) from which work originated
 - Name, address, telephone, fax numbers and e-mail address of corresponding author
 - Number of pages, number of figures and number of tables
 - Declaration of interest - Sources of support for the research or article must be acknowledged in the paper, together with the disclosure at the time of submission of any financial involvement that might present an appearance of conflict of interests

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Types of manuscripts and word limits

Original articles – Randomised controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate. Upto 3500 words excluding references and abstract.

Review article – Systemic critical assessments of literature and data sources. Upto 5000 words excluding references and abstract.

Case reports – Preferably new / interesting / rare cases should be reported. Cases with clinical significance or implications will be given priority. Upto 2500 words excluding references and abstract.

Manuscript submission

- Manuscripts should not contain the name of the authors or any personal identification details.
- Manuscripts submitted should be a single word processed document and double-spaced with margins of at least 1 inch on all four sides.
- Font-Times New Roman.
- Font size should be kept 16 for title of article, 14 for subtitles and 12 for the main text.
- Language should be British English.
- The pages should be numbered consecutively at the top right of each sheet.
- Page 1 of the manuscript should give only the title of the article.
- The number of tables and figures together should not exceed 6.

Abstract

- The abstract should convey the essential purpose and message of the paper in an abbreviated form.
- For original studies, abstract should be structured.(Title, Objectives, Methods, statistical analysis used, Results, Conclusion)
- Size of the abstract shall be less than 200 words.
- Do not insert references in the abstract and use few abbreviations.
- 5 key words that describe the subject matter of the paper should be given below the abstract.

Main text of original articles

- Should be divided into introduction, material and methods, results and discussion.

Introduction

- Should clearly state the purpose of the article.

Materials and methods

- Must contain sufficient detail such that, in combination with the references cited, all clinical trials and experiments reported can be fully reproduced or extended.
- Reports of randomised clinical trials should present information on all major study elements using CONSORT guidelines.(www.consort-statement.org)

- Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesizing data.

Statistics

- Authors should clearly state the statistical methods used and considered in the design of their studies.

Results

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

Discussion

- Emphasize the new and important aspects of the study and conclusions that follow from them.
- Do not repeat in detail data given in the Results section.
- Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies.

Conclusion

- Conclusions section is mandatory for this journal.
- Conclusions contain essentially the 'take-home' message of a paper.
- Should concisely describe the main contribution/outcome of the results to the advancement of the field.

References

- References must be in the Vancouver format.
- They should be numbered in the order in which they appear in the text, and these numbers should be inserted as superscripts each time the author is cited.
- At the end of the article the full list of references should give the names and initials of all authors unless there are more than six, in which case only the first three should be given followed by et al.

Examples of referencing:-

➤ Reference to an article

1. Field J V, Balfour-Paul A, Wright D W. Perimandibular space infections Br Dent J 1981; 150(2): 255-258.

➤ Reference to a book

4. Hargreaves I A, Craig J W. The management of traumatised anterior teeth of children. 2nd ed. Edinburgh: Churchill Livingstone, 1981.

➤ Reference to a book chapter

7. Harding S R, Fryer J I. Recurrent oral ulceration in Greenland natives. In Casselli G Coeliac diseases. 3rd ed. pp 307-324. London: Stoma Press, 1982.

➤ Reference to a report

2. Committee on Mercury Hazards in Dentistry. Code of practice for dental mercury hygiene. London: Department of Health and Social Security, 1979, publication no. DHSS 79-F3 72.

Tables

- Each table should be in a separate page.
- 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: *, †, ‡, §, ‖, **, ††, ‡‡
- Units used in manuscripts must conform to the System International Units (SI) units

Figures/diagrams

- Each figure or diagram should be in a separate page.
- The figures have to be attached individually as well in the email.
- In the text, please reference figures as for instance 'Figure 1', 'Figure 2' etc to match the tag name you choose for the individual figure files uploaded.
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- If photographs of people are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph.
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- The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.
- Submit good quality color images.
- Each image should be less than 500 kb in size.
- Use 300 dpi resolution for photographic images and 600 dpi resolution for line art.
- Images are to be submitted in the jpeg format.

Legends

- Legends should be on a separate pages.
- Should begin with a brief title for the whole figure and continue with a short description and the symbols used.
- They should not contain any details of methods.

Acknowledgements

- Under acknowledgements please specify contributors to the article other than the authors accredited.
- Acknowledge only persons who have made substantive contributions to the study.

Author guidelines:

- Manuscripts submitted shall be peer-reviewed and accepted articles shall become the permanent property of the journal.
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- Violation of ethics shall lead to retraction of the published article by the journal and actions initiated as deemed appropriate.
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- The articles will be edited to the format of the journal and full rights reserved for the Editorial Board to make necessary changes and design.
- *Ethical committee clearance shall be obtained whenever necessary before submitting an article. A statement of affidavit regarding informed consent obtained from the study subjects involved in the article shall be provided by the author(s).*

Conflict of interest

- Author(s) must disclose any financial and personal relationships with any other individual or organizations that would have inappropriately influence the scientific work involved.

Submission declaration and Verification

- Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint), it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form.

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- After the 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.

Editorial Process

- All articles submitted to the Journal undergo initial review by the Editor/associate editor and articles that are outside the scope of Journal will be excluded and those not in the journal format will be sent back for formatting.
- The article will then be peer reviewed by at least two experts in the respective field.
- The final decision on the manuscript will be reached based on the peer review by the editor.
- The accepted articles post technical and language correction and copyright transfer will be published online.
- As per the policy of the Journal, an Editor, who is either author of a manuscript or belongs to the same institution as any of the authors, is not assigned that manuscript and is not involved in decision-making regarding its publication.
- Reviewers/Editorial Board members should decline the invitation to review a manuscript which is submitted by authors from their institution.

Checklist for authors

- Letter of submission
- Copyright statement
- Covering letter
- Title page
- Main article -one word document with consecutive pages for
 - ✓ Title
 - ✓ Abstract and key words
 - ✓ Introduction
 - ✓ Materials and methods
 - ✓ Statistical analysis
 - ✓ Results
 - ✓ Discussion
 - ✓ Conclusion
 - ✓ References
 - ✓ Tables (each table on separate page and numbered)
 - ✓ Figures/diagrams (each figure on separate page and numbered)
 - ✓ Legends
 - ✓ Acknowledgements
 - ✓ Conflict of interest