

Instructions to Authors

The policy of the *International Dental Journal* is to publish a selection of the transactions of the FDI Annual World Dental Congresses and any other suitable manuscript with a content that is of international interest and significance. Authors are strongly advised to consult recent issues to confirm details of presentation.

Manuscripts. Should be submitted in triplicate in English, typed in double-spacing on one side of A4 paper with a left-hand margin of not less than 40mm. The title page should include the name(s) of the author(s) and address for correspondence. Manuscripts prepared for lectures are rarely suitable for publication and should be appropriately rewritten. Each manuscript should include a summary not exceeding 200 words. Except for review articles, this must be in the form of a Structured Abstract to include (where relevant) the following headings: aim(s)/objective(s), design, setting, participants, interventions/methods, main outcome measures, results and conclusions.

Submissions for the 'Practice' section. These articles should conform with these Instructions but should be no more than 3,000 words in length, be well illustrated and relevant to current clinical practice.

Submissions by email. Papers and articles for submission may be sent as Word file attachments by email. Figures may also be sent by appropriate file attachment but hard copy by post may also be requested. Files must be virus checked before sending but if discovered to be infected may be deleted without opening and the sender informed.

Editorial process. Every submission will be acknowledged, by email where possible, and be peer reviewed/ refereed. The aim is to reply to the author(s) with a decision no longer than two months from the date of acknowledgement. However, use of international referees can cause a longer period and authors' understanding is requested in such circumstances.

Products, Units Abbreviations and Symbols. Where possible all products (drugs, dental materials, instruments and equipment etc.) should be referred to by generic names. Otherwise product names must bear an initial capital letter and their manufacturer or supplier should be indicated in parentheses. Units used must conform to the Système International d'Unités (SI). Generally accepted abbreviations and symbols may be used provided that the terms appear in full together with the abbreviation when first used in the text e.g. fluoride (F), decayed, missing and filled surfaces (DMFS), and thereafter F, DMFS. The two digit tooth notation system of the FDI must be used (see *Int Dent J* 1971 **21**: 104). Bacteria must be described by their generic and species names – both in full on the first occasion, subsequently the generic name may be abbreviated.

Illustrations. Photographs, photomicrographs, line drawings and graphs may be included with the manuscript. Drawings and graphs should be supplied as glossy photographic prints, high-resolution laser prints or electronic files. Submitted illustrations must be numbered consecutively on the reverse with Arabic numerals and their orientation indicated. Lettering and symbols should be of sufficient size to permit reproduction without loss of detail. For each figure a concise legend must be provided, typed in consecutive order on a separate sheet of paper.

Tables. Each table should be typed on a separate sheet,

numbered and accompanied by a brief, explanatory caption. Vertical and horizontal rules should not be used.

References. The Vancouver style should be used. References should be numbered in the order in which they appear in the text, and these numbers should be inserted as superscript each time the author is cited (e.g. Williams²⁴ reported similar findings...). At the end of the manuscript the full list of references should give the names and initials of all authors unless there are more than three, when only the first three should be given followed by *et al.* The authors' names are followed by the title of the article: the title of the journal abbreviated according to the style of the *Index Medicus* and *Index to Dental Literature* (see 'List of Journals Indexed' published annually in the January issue): the year of publication: the volume number: and the first and last page numbers in full. Titles of books should be followed by the place of publication, the publisher, and the year.

Reference to an article: 1. Lange D E. The practical approach to improved oral hygiene. *Int Dent J* 1988 **38**: 154–162.

References to a book: 5. Mason R A. *A Guide to Dental Radiography*. 3rd ed, pp 34–37. London: John Wright, 1988.

Reference to a book chapter: 8. Avery B. Diseases of the maxillary antrum. In Scully C (ed) *The Mouth and Perioral Tissues*. 1st ed. pp 108–125. Oxford: Heinemann, 1989.

Reference to a report: 5. Guidelines for self care in oral health. Copenhagen: World Health Organisation 1988, publication no. ICP/ORH 113.

The author is responsible for the accuracy of the reference list at the end of the manuscript.

Ethics. Articles involving clinical research should conform to the guidelines issued in the Declaration of Helsinki where applicable, and in general should have received ethical approval from the relevant committee.

Acceptance. Authors will be informed upon acceptance of a paper with an estimate of the issue of the *IDJ* in which it will be published. At this stage, authors will also be requested to provide their work on a computer disc, if possible, but this is not a requirement of publication.

Editorial Rights. It is a condition of acceptance of a manuscript for publication that the Editor shall have the right to edit the text to improve its clarity and style and to bring its length within the available space.

Proofs. Page proofs will be forwarded to authors who must return their corrections as directed without delay.

Reprints and offprints. These should be ordered on the form provided with the page proofs. The order, accompanied by the necessary payment, should be returned as directed.

Address for correspondence with author. The manuscript should conclude with the name and full postal address of the principal author, which will be published with papers accepted for publication. An email address is also requested if available.

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