

# INSTRUCTIONS FOR CONTRIBUTORS

The *Journal of Oral Implantology* (JOI) seeks to bring information of interest to scientists, clinicians, laboratory owners and technicians, manufacturers, and educators. This information includes, but is not limited to, scientific articles, original research, opinions and letters, new product information, brief technical communications, book and article reviews, and abstracts. None of these necessarily represent the opinions or views of the American Academy of Implant Dentistry (AAID), the Editors or members of the Board, the American Academy of Implant Prosthodontics, or the Institution with which the author(s) are affiliated. Articles are welcomed from all clinicians and scientists. Membership in the AAID is not a prerequisite for submission. This journal does not necessarily offer approval of products advertised within it.

## **Manuscript Submission**

See below section entitled **Manuscript Submission Instructions**.

Submitted articles should be for exclusive publication in the JOI, with the understanding that they have not been published elsewhere in any form and will not be submitted elsewhere unless rejected. Authors should always retain a complete copy of their manuscripts.

## **Manuscript Preparation**

### **Cover Letter**

The cover letter should include the corresponding author's complete contact information

### **Order of Manuscript Items**

Assemble the manuscript in the following order, with each item beginning a new page:

- *Title page*. Provide the title; the authors and their highest degrees; the corresponding author and his or her address, phone number, and e-mail; a short title; and affiliations of all authors
- *Abstract* (75 words or fewer) and *Key Words* (6 words or fewer)
- *Text body*. Divide into Introduction, Materials and Methods, Results, Discussion, and Acknowledgments, and any subheadings as determined by the authors. Number pages consecutively; do not use a running header or footer. Superscripts and subscripts should be used. Zeros and letter o's must be correctly differentiated

- *References*. Do not use endnotes; instead, type in all references as text
- *Figure captions*
- *Tables* (each must appear on a separate page)

### **Figures**

For electronic figures, the Publisher will accept EPS, TIFF, PDF, and JPG formats. Images must be at least 3.5 in. (8.9 cm) in width with resolution of at least 200 dpi. It is the author's responsibility to obtain written permission to use figures that have appeared in another publication. Proof of permission to use previously published figures must be presented at the time of submission.

### **Figure Captions**

Please supply complete captions for all figures on a separate page at the end of the manuscript. Authors should not use symbols in figure captions; instead, a key should be included as part of the figure. Submit each part of a multi-part figure in separate files. Use letters in the caption of the corresponding figure.

### **Tables**

Tables should be numbered consecutively and titled. Table columns should have explanatory headings. Each table should appear on a separate page. Tables must provide information that cannot be adequately dealt with in the text and should not duplicate information presented in the text. Tables will be typeset in JOI style by the Publisher.

### **Tooth Numbers**

When authors wish to list tooth numbers, edentulous sites, or implant locations, JOI requires the use of the ADA's Current Dental Terminology, 3rd ed, (CDT-3) 1999. This system assigns #1 to the maxillary right molar and moves around the upper arch to #16, the maxillary left 3rd molar. It continues with the mandibular left 3rd molar as #17 and concludes with the lower left 3rd molar as #32. See <http://www.ada.org> for more information.

### **Reprints**

Authors will receive a complimentary PDF reprint of their article 3–4 weeks after publication.

### **References**

References strictly follow *The American Medical Association Manual of Style*, 9th edition. References should be indicated using superscripted numbers in numerical order and should be listed in the order they

are mentioned in the text. Unpublished observations, personal communications, submitted papers not yet accepted, and abstracts may not appear in the reference section. Refer to written, not oral, communications parenthetically in the text. Include among the references papers accepted but not yet published, and label them as in press. Sample references are below:

- **Article from a journal**

Davarpanah M, Martinez H, Tecucianu JF, Hage G, Lazzara R. The modified osteotome technique. *Int J Periodontics Restorative Dent.* 2001;21:599–607.

- **Article from a book**

Jensen OT. Guided bone graft augmentation. In: Buser D, Dahlin C, Schenk RK, eds. *Guided Bone Regeneration in Implant Dentistry.* 1st ed. Chicago, Ill: Quintessence Publishing Co Ltd; 1994: 234–264.

- **Book**

Misch CE. *Contemporary Implant Dentistry.* St Louis, Mo: Mosby Year Book; 1993.

- **Paper**

Ho E, Marcolongo M. The effect of coupling agents on hydroxyapatite/polymethylmetacrylate composite. Paper presented at: Drexel University Research Day, April 22, 2003; Philadelphia, Pa.

- **Web**

Freiberg RJ, Boutossov D, Cozean C. Role of water irrigation during laser ablation of hard dental tissue. Available at: [http://www.laserdentistry.org/praf/edu\\_overview.cfm](http://www.laserdentistry.org/praf/edu_overview.cfm). Accessed February 15, 2004

## MANUSCRIPT SUBMISSION INSTRUCTIONS

### **Registration & Login**

To register yourself in the peer review system, go to <http://www.editorialmanager.com/aaaid-joi>. Click on [Register Now](#) and follow the instructions. You will receive an email notifying you of your registration, Login ID and password.

### **Main Menu**

Once you have registered and signed in, you will be directed to the Main Menu. In your Main Menu will be three boxes: **New Submissions**, **Revisions**, and **Completed**. From these boxes you can perform the following tasks:

#### **New Submissions**

- Submit manuscripts
- Check submission status
- Check status of submissions

#### **Revisions**

- Check for required revisions
- Submit revisions
- Check status of revisions

#### **Completed**

- Check for decisions

#### **Submitting a Manuscript**

As a submitting Author, your role in the review process begins when you submit (or are requested to submit) a manuscript. Either click on the link in your email or logon and select [Submit New Manuscript](#) from the **New Submissions** box. This will take you to your *New Submission* page.

#### **Title/Short Title**

Select an article type and click "Next" to move to the *Submission Title* page. Enter a Full Title and a Short Title (watch for word limits) in the boxes provided.

#### **Contributing Authors**

Click "Next" to move to the *Contributing Authors* page. On this screen you may

- enter information on contributing authors;
- assign corresponding author by checking the box;
- or click "Next" to move on to the *Abstract* page

After you have entered the information for a Contributing Author, click "Add Author" to clear fields to add another author.

#### **Abstract/Key Words**

On the *Abstract Page* you can either type or cut and paste the abstract (watch for word limit) of your manuscript. Click "Next" at the bottom of the page to continue to the *Keywords* page. Enter keywords, separated by **semicolons**. Each keyword may be up to 256 characters in length. Click "Next."

#### **Classifications**

On the *Classifications Page* you may choose classifications for your manuscript by clicking "Select Classifications." Click "Next."

#### **Additional Information**

You will be taken to an *Additional Information* page. Questions requiring a response will show "Answer Required" in the left margin. Answer all required questions and give required information before clicking "Next" at the bottom of the page.

#### **Comments**

Next you will be taken to the *Comments* page. Any comments entered on this page will go to the editorial office and will NOT appear in your manuscript. Enter your comments and click "Next."

### Suggest Reviewers

You will be taken to a page where you can enter the names and contact information for potential reviewers. Fill out the information and click "Add Reviewer" at the bottom of the page. If you do not have any suggestions go to the bottom of the page and click "Next."

### Building Your Manuscript

You are now ready to attach the files for your manuscript. Select the item for each attachment from the drop-down menu at the top of the screen. Type a name for each file in the "Description" window (default will be the item selected). Enter the file name or use the "Browse" button to locate and select the file. Click "Attach This File" to add the file to your manuscript. You can change the order of the files before you proceed by numbering them sequentially and clicking on "Update File Order."

Once you have added all your files and placed them in the correct order, click "Next" to build your pdf. Make sure all of your files are accounted for in the table and click "Build PDF for my Approval." Please Note: You are not finished with the submission process.

### Approve Submission

Click on [Submissions Waiting for Author's Approval](#) to ensure your PDF has been built. You will be taken to the *Submissions Waiting for Approval by Author* page. Until [Action Links](#) appears you cannot check and approve your submission. If the Action column is blank, please wait until [Action Links](#) appears to continue.

You may view, edit, approve and/or remove your submission using the [Action Links](#) drop-down menu. You must first view the submission. Select [View Submission](#) to open your files, view them for accuracy and to ensure they appear as you want them to.

Select [Edit Submission](#) to return to the *New Submission* screen. Select the area of your submission you would like to edit from the categories on the left. Clicking on [Approve Submission](#) in the [Action Links](#) will bring up a confirmation box. Click "OK" to go to the *Author's Confirmation* page.

### Submitting Revisions

You will receive an E-mail if the Editorial Staff determines that your manuscript needs revisions before further consideration for publication. Either minor or major revisions will need to be made and the manuscript re-submitted to start the process over.

Access the manuscript to make revisions either by using the link in the email or [Submissions Needing Revision](#) in the "Revisions" box on your Main Menu.

Select [Revise Submission](#) from the [Action Links](#) on the *Submissions Needing Revision* page. This will bring up a confirmation pane. Click "OK" if you are ready to proceed. You will be directed to a *Revised Submission* screen where you will re-submit your manuscript with revisions. Tracking information and identification (like the manuscript number) will be carried over from the initial submission.

During the process you will have the opportunity to include additional comments and/or *Respond to Reviewers*. These comments and responses will be seen by the Editorial Staff and Reviewers, but will not appear in your manuscript.

Original files can be included or excluded by using the check boxes at the bottom of the screen. New files are added in the same way as in the original submission, on the *Attach Files* screen. Select item type from the drop-down menu. Give a description or name to the file. Browse for file and attach it.

At the bottom of the *Please Attach Files* screen you will see an inventory. Rearrange files, if necessary, and click "Update File Order." Click "Next" to proceed to the *Summary* page.

Make sure all of your files are included and click "Build PDF for my Approval." Once the PDF is built, check and approve it. Process for *Submission with Revisions* will begin.

### Check Status & Revisions

Once you have submitted your manuscript with revisions, it will appear in the Revisions box on your Main Menu under [Revisions Being Processed](#).

The following [Action Links](#) are available: [View Revision](#), [View Invitation Letter](#), and [Send E-mail](#). Click on [Send E-mail](#) to send a request for a Deadline Extension on a revision.