

# INSTRUCTIONS TO AUTHORS

The *Journal of Dental Sciences* is the official peer-reviewed publication of the Association for Dental Sciences of the Republic of China, and is indexed in Science Citation Index Expanded (SCIE). Articles on clinical and laboratory research in the dental sciences and related fields are eligible for consideration.

The Editorial Board requires authors to be in compliance with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (URMs); current URMs are available at <http://www.icmje.org>

## 1. Manuscript Submission

Manuscripts may be submitted by

- 1) e-mail to [ads.tw@msa.hinet.net](mailto:ads.tw@msa.hinet.net)  
OR
- 2) saving it onto a CDR and posting it, together with 3 copies of your manuscript (that match the disk file exactly), to:

*Journal of Dental Sciences*,  
Editor-in-Chief, Professor Ming-Lun Hsu,  
Editorial Office, 3F, No. 36, Hengyang Road,  
Taipei 10045, Taiwan, R.O.C.

Tel: (+886) 2-23116001; Fax: (+886) 2-23116080

*Please note that manuscripts should be submitted using only one of the above methods, NOT both.*

### Important information

- Articles submitted by e-mail or on disk should be in Microsoft Word document format and prepared in the simplest form possible.
- You may use automatic page numbering, but do NOT use other kinds of automatic formatting such as footnotes, endnotes, headers and footers.
- Put text, references, tables, figures, and legends in one file, with each table and figure on a new page.
- If submitting by e-mail, figures must be submitted as picture files, at the correct resolution of a minimum of 300 dpi. The files should be named according to the figure number and format, e.g. "Fig1.tif", "Fig2.jpg".
- If submitting by post, enclose 1 set of the original glossy prints of the figures and 2 sets of clean, sharp photocopies, to the Editorial Office at the above address. Protection against damage must be made during mailing. The prints will not be returned.

*Which ever method of submission you choose, please ensure that the following documents are also included (refer also to the checklist that follows these author instructions):*

- (1) A cover letter. It must include your name, address, telephone and fax numbers, and e-mail address, and state that all authors have contributed to the paper and have never submitted the manuscript, in whole or in part, to other journals. Your signature and those of ALL your coauthors must be included.
- (2) A conflict of interest disclosure statement (see relevant section below).
- (3) A copyright transfer statement. You may use the form that follows these author instructions.
- (4) Articles covering the use of human samples in research and human experiments must be accompanied by a letter of approval from the relevant review committee (see relevant section below).
- (5) Articles covering the use of animals in experiments must be accompanied by a letter of approval from the relevant authorities.

- (6) Articles where human subjects can be identified in descriptions, photographs or pedigrees must be accompanied by a signed statement of informed consent to publish (in print and online) the descriptions, photographs and pedigrees from each subject who can be identified (see relevant section below).
- (7) Where material has been reproduced from other copyrighted sources, the letter(s) of permission from the copyright holder(s) to use the copyrighted sources must be supplied.

## 2. Disclosure of Conflicts of Interest

All authors are required to sign and submit the following financial disclosure statement at the time of manuscript submission:

*I certify that all my affiliations with or financial involvement in, within the past 5 years and foreseeable future, any organization or entity with a financial interest in or financial conflict with the subject matter or materials discussed in the manuscript are completely disclosed (e.g. employment, consultancies, honoraria, stock ownership or options, expert testimony, grants or patents received or pending, royalties).*

Authors who have no relevant financial interests should provide a statement indicating that they have no financial interests related to the material in the manuscript.

## 3. Ethical Approval of Studies

For human or animal experimental investigations, appropriate institutional review board or ethics committee approval is required, and such approval should be stated in the Materials and methods section of the manuscript. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed (World Medical Association. *Declaration of Helsinki: ethical principles for medical research involving human subjects*. Available at: <http://www.wma.net/e/policy/pdf/17c.pdf>).

## 4. Identification of Patients in Descriptions, Photographs and Pedigrees

A signed statement of informed consent to publish (in print and online) patient descriptions, photographs and pedigrees should be obtained from all subjects (parents or legal guardians for minors) who can be identified (including by the subjects themselves) in such written descriptions, photographs or pedigrees. Such persons should be shown the manuscript before its submission. Omitting data or making data less specific to de-identify patients is acceptable, but changing any such data is not acceptable.

## 5. Previous Publication or Duplicate Submission

Submitted manuscripts are considered with the understanding that they have not been published previously in print or electronic format (except in abstract or poster form) and are not under consideration in totality or in part by another publication or electronic medium.

## 6. Basic Criteria

Articles should be written in English (using American English spelling) and meet the following basic criteria: the material is original, the information is important,

the writing is clear and concise, the study methods are appropriate, the data are valid, and the conclusions are reasonable and supported by the data.

## 7. Categories of Articles

### 7.1. Review Articles

These should aim to provide the reader with a balanced overview of an important and topical subject in the field, and should be systematic and critical assessments of literature and data sources. They should cover aspects of a topic in which scientific consensus exists as well as aspects that remain controversial and are the subject of ongoing scientific research. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. All articles or data sources should be selected systematically for inclusion in the review and critically evaluated. The text should not exceed 4500 words.

### 7.2. Original Articles

These may be randomized trials, intervention studies, studies of screening and diagnostic tests, laboratory and animal studies, cohort studies, cost-effectiveness analyses, case-control studies, and surveys with high response rates, which represent new and significant contributions to the field.

Section headings should be: Abstract, Introduction, Materials and methods, Results, Discussion, Acknowledgments (if applicable), References.

The Introduction should provide a brief background to the subject of the paper, explain the importance of the study, and state a precise study question or purpose.

The Methods section should describe the study design and methods (including the study setting and dates, patients/participants with inclusion and exclusion criteria, or data sources and how these were selected for the study, patient samples or animal specimens used, explain the laboratory methods followed), and state the statistical procedures employed in the research.

The Results section should comprise the study results presented in a logical sequence, supplemented by tables and/or figures. Take care that the text does not repeat data that are presented in tables and/or figures. Only emphasize and summarize the essential features of any interventions, the main outcome measures, and the main results.

The Discussion section should be used to emphasize the new and important aspects of the study, placing the results in context with published literature, the implications of the findings, and the conclusions that follow from the study results.

The text should not exceed 3500 words.

### 7.3. Short Communications

These should have no more than six authors and should be concise presentations of clinical or technical notes, or preliminary experimental results. The abstract should be no longer than 150 words. The main body of the text should not exceed 1500 words, with no more than two tables or figures, and no more than three illustrations. The number of references should not exceed 10. The editors reserve the right to decide what constitutes a Short Communication.

### 7.4. Case Reports

These are short discussions of a case or case series with unique features not previously described that make an

important teaching point or scientific observation. They may describe novel techniques, novel use of equipment, or new information on diseases of importance. Section headings should be: Abstract, Introduction, Case presentation, Discussion, Acknowledgments (if applicable), References.

The Introduction should describe the purpose of the present report, the significance of the disease and its specificity, and briefly review the relevant literature.

The Case presentation should include the general data of the case, medical history, family history, chief complaint, present illness, clinical manifestation, methods of diagnosis and treatment, and outcome.

The Discussion should compare, analyze and discuss the similarities and differences between the reported case and similar cases reported in other published articles. The importance or specificity of the case should be restated when discussing the differential diagnoses. Suggest the prognosis of the disease and possibility of prevention.

The number of references should not exceed 10. The text should not exceed 2000 words.

### 7.5. Letters to the Editor

These include brief constructive comments concerning previously published articles, interesting cases that do not meet the requirement of being truly exceptional, and other communications of general interest. Letters should have a title and include appropriate references, and include the author's mailing and e-mail addresses. Letters are edited, sometimes extensively, to sharpen their focus. They may be sent for peer review, at the discretion of the Editors. The text should not exceed 500 words.

## 8. Manuscript Preparation

Text should be typed double-spaced on one side of white A4 (210×297 mm) paper, with outer margins of 2.5 cm. Each section of the manuscript should begin on a new page. Pages should be numbered consecutively, beginning with the title page.

### 8.1. Title Page

The title page should contain the following information (in order, from the top to bottom of the page):

- category of paper
- concise article title
- names (spelled out in full) of all authors\*, and the institutions with which they are affiliated<sup>†</sup>
- running title not exceeding 50 characters
- corresponding author details (name, e-mail, mailing address, telephone and fax numbers)

\*The name of each author should be written with the family name last, e.g. Jing-Long Huang, and authorship is restricted only to direct participants who have contributed significantly to the work; <sup>†</sup>each author should not have more than 3 affiliations listed.

### 8.2. Abstracts

Abstracts should be no more than 300 words in length. Abstracts for Original Articles should be structured, with the section headings: Background/purpose, Materials and methods, Results, Conclusion. Abstracts for Case Reports are unstructured, but should include the significance and purpose of the case presentation, the diagnostic methods of the case, the key data, and brief comments and suggestions with regard to the case. For all article categories, 3–5 relevant key words (MeSH index terms) should also be provided in alphabetical order.

### 8.3. Main Text

The text for Original Articles should be organized in sections as follows: Introduction, Materials and methods, Results and Discussion. Sections for Case Reports are: Introduction, Case presentation, Discussion. Each section should begin on a new page.

#### 8.3.1. Abbreviations

Where a term/definition will be continually referred to, it must be written in full when it first appears in the text, followed by the subsequent abbreviation in parentheses. Thereafter, the abbreviation may be used. Restrict the number of abbreviations to those that are absolutely necessary.

#### 8.3.2. Ethical Approval

For human or animal experimental investigations, appropriate institutional review board or ethics committee approval is required, and such approval should be stated in the Methods. Investigators who do not have formal ethics review committees should state whether the principles outlined in the Declaration of Helsinki were followed. For work involving experimental animals, the guidelines for the care and use of the animals that were followed should be included in the Methods.

#### 8.3.3. Informed Consent

For investigations of human subjects, state explicitly in the Methods that informed consent was obtained from all participating adult subjects and from parents or legal guardians for minors or incapacitated adults, together with the manner in which informed consent was obtained (i.e. oral or written).

#### 8.3.4. Identification of Patients in Descriptions, Photographs and Pedigrees

Omitting data or making data less specific to de-identify patients is acceptable, but changing any such data is not acceptable.

#### 8.3.5. Numbers

Numbers that begin a sentence or those that are less than 10 should be spelled out using letters. Centuries and decades should be spelled out, e.g. the *Eighties* or *nineteenth century*. Laboratory parameters, time, temperature, length, area, mass, and volume should be expressed using digits.

#### 8.3.6. Units

Système International (SI) units must be used, with the exception of blood pressure values which are to be reported in mmHg. Please use the metric system for the expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

#### 8.3.7. Drug Names

The generic term for all drugs and chemicals should be used, unless the specific trade name of a drug is directly relevant to the discussion.

#### 8.3.8. Statistical Requirements

Statistical analysis is essential for all research papers except case reports. Use correct nomenclature of statistical methods (e.g. two sample *t* test, not unpaired *t* test). All P values should be presented to the third decimal place for accuracy, unless they are less than 0.001. Descriptive statistics should follow the scales used

in data description. Inferential statistics are important for interpreting results and should be described in detail.

#### 8.3.9. Acknowledgments

General acknowledgments for consultations, statistical analysis, etc., should be listed concisely at the end of the text, including the names of the individuals who were directly involved. Consent should be obtained from those individuals before their names are listed in this section.

All financial and material support for the research and work from internal or external agencies, including commercial companies, should be clearly and completely identified. Ensure that any conflicts of interest are explicitly declared.

### 8.4. References

#### 8.4.1. In the Main Text, Tables, Figure Legends

- References should be identified using superscripted numbers, in numerical order, and should be placed after punctuation.
- References cited in tables or figure legends should be included in sequence at the point where the table or figure is first mentioned in the main text.
- Do not cite uncompleted work or work that has not yet been accepted for publication (i.e. “unpublished observation”, “personal communication”) as references.
- Do not cite abstracts unless they are the only available reference to an important concept.

#### 8.4.2. In the References Section

- References should be limited to those cited in the text and listed in numerical order, NOT alphabetical order.
- They should include, in order, author names, article title, journal name, year, volume and inclusive page numbers. The last names and initials of all the authors up to 6 should be included, but when authors number more than 6, list the first 3 authors only followed by “et al”. Abbreviations for journal names should conform to those used in MEDLINE.
- If citing a website, provide the author information, article title, website address and the date you accessed the information.
- Reference to an article that is in press must state the journal name and, if possible, the year and volume.

*Authors are responsible for the accuracy and completeness of their references and for correct text citation.*

#### Examples are given below.

##### Standard journal article

Chen Z, Fan M, Bian Z, Zhang Q, Zhu Q, Lu P. Immunolocalization of heat shock protein 70 during reparative dentinogenesis. *Chin J Dent Res* 2000;3:50–5.

##### Journal supplement

Kaplan NM. The endothelium as prognostic factor and therapeutic target: what criteria should we apply? *J Cardiovasc Pharmacol* 1998;32(Suppl 3):S78–80.

##### Journal article not in English but with English abstract

Kawai H, Ishikawa T, Moroi J, et al. Elderly patient with cerebellar malignant astrocytoma. *No Shinkei Geka* 2008; 36:799–805. [In Japanese, English abstract]

##### Book

Bradley EL. *Medical and Surgical Management*. Philadelphia: Saunders, 1982:72–95.

#### *Book chapter in book with editor and edition*

Greaves M, Culligan DJ. Blood and bone marrow. In: Underwood JCE, ed. *General and Systematic Pathology*, 4th ed. London: Churchill Livingstone, 2004:615–72.

#### *Conference proceedings*

Pacak K, Aguilera G, Sabban E, Kvetnansky R, eds. *Stress: Current Neuroendocrine and Genetic Approaches*. 8th Symposium on Catecholamines and Other Neurotransmitters in Stress, June 28–July 3, 2003, Smolenice Castle, Slovakia. New York: New York Academy of Sciences, 2004.

#### *Thesis*

Ayers AJ. *Retention of Resin Restorations by Means of Enamel Etching and by Pins*. MSD thesis, Indiana University, Indianapolis, 1971.

#### *Website*

American Association of Oral and Maxillofacial Surgeons. *Wisdom Teeth*. Rosemont, IL: AAOMS, 2008. Available at: [http://www.aaoms.org/wisdom\\_teeth.php](http://www.aaoms.org/wisdom_teeth.php) [Date accessed: November 15, 2008]

#### *Company/manufacturer publication/pamphlet*

Eastman Kodak Company, Eastman Organic Chemicals. *Catalog No. 49*. Rochester NY: Eastman Kodak, 1977:2–3.

### 8.5. Tables

Tables should supplement, not duplicate, the text. They should have a concise table heading, be self-explanatory, and numbered consecutively in the order of their citation in the text. Information requiring explanatory footnotes should be denoted using these symbols (in order of appearance): \*, †, ‡, §, ||, ¶, #, \*\*, ††, ‡‡. Abbreviations used in the table must be defined in the footnotes. If you include a block of data or table from another source, whether published or unpublished, you must acknowledge the original source.

### 8.6. Figures

The number of figures should be restricted to the minimum necessary to support the textual material. They should have an informative figure legend and be numbered in the order of their citation in the text. All symbols and abbreviations should be defined in the legend. Patient identification should be obscured. All lettering should be done professionally and should be in proportion to the drawing, graph or photograph. Photomicrographs must include an internal scale marker, the type of specimen, original magnification and stain.

If submitting by e-mail, figures must be submitted as picture files, at the correct resolution of a minimum of 300 dpi. The files should be named according to the figure number and format, e.g. "Fig1.tif", "Fig2.jpg".

If submitting by post, enclose 1 set of the original glossy prints of the figures and 2 sets of clean, sharp photocopies of the figures with the 3 copies of your manuscript to the Editorial Office. The glossy prints should be unmounted and unretouched, 5×7 inches (minimum) to 8×10 inches (maximum) in size, with good black-and-white contrast or color balance. They should be marked on the back with the figure number, an arrow to indicate the top of the figure, and the principal author's name, using a soft lead pencil or stick-on labels. Do not staple, clip or write heavily on the back.

The cost of color illustrations will be charged to the author.

## 9. The Editorial and Peer Review Process

As a general rule, the receipt of a manuscript will be acknowledged within 2 weeks of submission, and authors will be provided with a manuscript reference number for future correspondence. If such an acknowledgment is not received in a reasonable period of time, the author should contact the Editorial Office.

Manuscripts are reviewed by the Editorial Office to ensure that the submission contains all parts. The Editorial Office will not accept a submission if the author has not supplied all parts of the manuscript as outlined in this document.

Manuscripts are then forwarded to the Editor-in-Chief, who makes an initial assessment of the manuscript. If the manuscript does not appear to be of sufficient merit or is not appropriate for the Journal, then the manuscript will be rejected. Rejected manuscripts will not be returned to authors unless requested.

Manuscripts that appear meritorious and appropriate for the Journal are reviewed by at least two Editorial Board members or consultants assigned by the Editor-in-Chief. Authors will usually be notified within 10 weeks of whether the submitted article is accepted for publication, rejected, or subject to revision before acceptance. However, do note that delays are sometimes unavoidable.

## 10. Preparation for Publication

Once a manuscript has been accepted for publication, the authors should submit the final version of their manuscript (in MS Word format, with all tables/figures as applicable) by e-mail to: [ads.tw@msa.hinet.net](mailto:ads.tw@msa.hinet.net) (OR, the manuscript may be saved on a CDR and posted, together with 1 paper copy of the manuscript that matches the disk file exactly, to the Editorial Office.)

Accepted manuscripts are copyedited according to the journal's style and the galley proofs in the form of a PDF file are e-mailed by the Publisher to the corresponding author for final approval. Authors are responsible for all statements made in their work, including changes made by the copy editor.

## 11. Publication Charges and Reprints

Authors receive 50 stapled offprints of their articles free of charge, which will be sent by the Editorial Office to the corresponding author. Additional professional reprints (which include a cover page for the article) may be ordered at prices based on the cost of production. A reprint order form is provided by the Publisher, together with the galley proofs.

The journal will bear the cost of publication for articles of 7 printed pages or less for Original Articles, and 5 printed pages or less for Short Communications and Case Reports. Authors will be charged for the cost of extra pages at NT\$5000/page. Authors will also be charged NT\$2500 per illustration, figure or table that is in color.

## 12. Copyright

Published manuscripts become the permanent property of the Association for Dental Sciences of the Republic of China and may not be published elsewhere in any form without written permission.

## CHECKLIST

**Only complete manuscript submissions will be considered for publication. Complete submission must include:**

- Cover letter for manuscript submission
- Signed conflict of interest disclosure statement
- Signed copyright transfer statement
- Three copies of the manuscript

*AND, where applicable*

- Letter of approval from review committee for use of human samples in research and human experiments
- Letter of approval from relevant authority for use of animals in experiments
- Signed consent to publish (in print and online) from human subjects who can be identified in your manuscript
- Letter(s) of permission from copyright holder(s) to use copyrighted sources in your manuscript

**In the actual article, ensure that the following information is provided:**

- Title page (double spaced)
  - Article category
  - Article title
  - Name(s) and affiliation(s) of author(s)
  - Running title not exceeding 50 characters
  - Corresponding author details (name, e-mail, mailing address, telephone and fax numbers)
- Abstract and 3–5 key words (double spaced)
- Main text (double spaced)
- References (double spaced), on a new page

*AND, where applicable*

- Tables (double spaced), each on a new page
- Figure legends (double spaced), on a new page
- Figures, properly labeled (1 set of glossy prints + 2 sets of clean, sharp photocopies)

# COPYRIGHT TRANSFER STATEMENT

The Association for Dental Sciences of the Republic of China will be pleased to publish your article ("the Work"), tentatively entitled

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in the *Journal of Dental Sciences* if the Work is accepted for publication. The undersigned authors transfer all copyright ownership in and relating to the Work, in all forms and media, to the Association for Dental Sciences of the Republic of China in the event that the Work is published. However, this agreement will be null and void if the Work is not published in the Journal.

The undersigned authors warrant that the Work is original, is not under consideration by another journal, and has not been previously published.

(This agreement must be signed by all authors. A photocopy of this form may be used if there are more than 10 authors.)

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