

Instructions to Authors

Authors must adhere to the following guidelines, which are provided to ensure the expeditious processing of manuscripts. Failure to follow these guidelines can result in delays in the review process and publication, or possibly rejection.

I. Journal Publication Policies and Procedures

A. Authorship and Contributorship

I. Journal Publication Policies and Procedures

The Journal of Advanced Prosthodontics has agreed to follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (the “Uniform Requirements”) of the International Committee of Medical Journal Editors (ICMJE), the full text of which is available at <http://www.icmje.org>. Each author is responsible for fully understanding all requirements listed below.

A. Authorship and Contributorship

The Journal of Advanced Prosthodontics defines an “author” as a person whose participation in the work is sufficient for taking public responsibility for all portions of the content. Specifically, all authors should have made substantial contributions to all of the following: (1) conception and design of the study, acquisition of the data, or analysis and interpretation of the data; (2) drafting of the article or critical revision of the article for important intellectual content; and (3) final approval of the version to be submitted. When authorship is attributed to a group, all authors must meet the listed criteria and must be responsible for the quality, accuracy, and ethics of the work. All authors must participate in determining the order of authorship.

B. Ethics

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For submission to *The Journal of Advanced Prosthodontics*, studies on human beings must comply with the principles of the Declaration of Helsinki and its recommendations guiding physicians in biomedical research involving human subjects (adopted by the 18th World Medical Assembly, Helsinki, Finland, June 1964 and amended by the 29th World Medical Assembly, Tokyo, Japan, October 1975; the 35th World Medical Assembly, Venice, Italy, October 1983; and the 41st World Medical Assembly, Hong Kong, September 1989). To satisfy this requirement, authors must obtain appropriate informed consent from the study subjects. Investigational protocols must have been reviewed and approved by a formally constituted IRB for human studies. Authors must state in the Methods section that they have received IRB approval for their study or have received a statement from the IRB that IRB approval was unnecessary. In the submission of selected series such as case reports that have no Methods section, authors must address IRB approval in the cover letter to *The Journal of Advanced Prosthodontics*. When reporting experiments in animals, authors should indicate whether institutional and national guides for the care and use of laboratory animals were followed.

C. Privacy and Informed Consent

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Authors must omit from their manuscripts any identifying details regarding patients and study participants, including patient names, initials, social security numbers, and hospital numbers. Patient details may be included only if they are essential for scientific purposes and the authors obtain written informed consent for publication from the patient, parent, or guardian.

D. Duplicate and “Salami” Publication

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Submissions will be considered for publication in *The Journal of Advanced Prosthodontics* only if they are submitted solely to *The Journal of Advanced Prosthodontics* and do not overlap substantially with a published article. Any manuscript that has similar or near similar hypothesis, sample characteristics, methodology, results, and conclusions to a published article is a duplicate article and is prohibited. *The Journal of Advanced Prosthodontics* also prohibits so-called “salami” publishing that involves slicing of data collected from a single research process or during a single study period, into different pieces, that form the basis of individual manuscripts published in different journals or the same journal. If any material related to the submission (other than a brief abstract or meeting

abstract) has been published in any medium, is in preparation, or has been submitted or accepted for publication elsewhere, authors must provide copies of all such manuscripts and other materials, as well as outline the relationship of all materials to one another to avoid any possibility of duplicate publication.

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Each author must disclose all potential conflicts of interest (COI) by completing the Author Form on page X. A COI is a financial relationship or other set of circumstances that may affect or may reasonably be thought by others to affect an author's judgment, conduct, or manuscript. A COI exists based on the author's circumstances; the author's behavior, subjective beliefs, and outcomes are irrelevant. In other words, the author must disclose a COI even when the circumstances have not actually influenced the author's actions or manuscript, and even when the author believes that the circumstances cannot or will not affect the actions or manuscript. When a manuscript is accepted for publication, *The Journal of Advanced Prosthodontics* will determine the part(s) of an author's disclosure that will be published with the manuscript.

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G. Ethics of Investigation: Registration of Clinical Trials

The Journal of Advanced Prosthodontics requires investigators to register their clinical trials (other than phase 1 or small device feasibility trials) in a public trials registry. *The Journal of Advanced Prosthodontics* has adopted the WHO's definition of a clinical trial: "any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes." *The Journal of Advanced Prosthodontics* reserves the right to decline consideration or publication of papers if, in its discretion, it deems the disclosure to the registry to be incomplete or inadequate. The clinical trial registration number and place of registry should appear as the last sentence of the Abstract.

II. Guideline for Manuscript Preparation and Submission

Manuscripts must be prepared in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication" (<http://www.icmje.org>) updated October 2008. All manuscripts must be written in proper and clear American English. Manuscripts which are not written in fluent English will be rejected without referring. Microsoft Word file format (.docx) with standard A4 paper size must be used. Page margins must be 4 cm for the top margin, 3 cm for right, left and bottom margins. The entire manuscript must be in the font type Times New Roman, size 10 point font with double spaced lines. All pages should be numbered consecutively, starting with the title page as page 1.

A. Original Article

The manuscript must contain the following sections: 1) Title page, 2) Abstract, 3) Introduction, 4) Materials and Methods, 5) Results, 6) Discussion, 7) Conclusion, 8) References, and 9) Acknowledgments. Start each section on a separate page. The total text from 3) Introduction to 7) Conclusion must not exceed 5,000 words. Do not import the tables and figures into the text file. They must be submitted separately (see section F).

Title page

This must contain the title of the article. The title must be concise, specific and descriptive, and identify the clinical significance of the manuscript. Abbreviations must not be used in the title. This must comprise less than 100 characters, and appear in bold font with the first letter of the first word capitalized. All authors' full names (first name, middle name initial, surname), abbreviated-

E. Author Disclosure of Conflict of Interest

F. Copyright

G. Ethics of Investigation: Registration of Clinical Trials

II. Guideline for Manuscript Preparation and Submission

A. Original Article

highest academic degrees, institutional affiliations and locations are required. For authors with different affiliations, place an Arabic number as a superscript after each author's surname and before the name of the corresponding affiliation. Place an asterisk (*) after the name of the corresponding author and provide this author's complete contact information (affiliation, mailing address, city, state/province, zip code, country, telephone number, fax number, and e-mail address) at the bottom of the title page. Information concerning sources of financial support can be placed as a footnote.

Abstract

This must be concise, and contain less than 250 words. Subheadings must appear in the text of the Abstract as follows: (1) Purpose, (2) Materials and Methods, (3) Results, and (4) Conclusion. Abbreviations can be used, but each abbreviation must be defined the first time it is used. At the end of Abstract section, list up to 6 key words from the list provided by Index Medicus or the Medical Subject Headings (MeSH) at <http://www.nlm.nih.gov/mesh/MBrowser.html>. Abstracts for case reports may deviate from this format, but are subject to the same word count. No abstract is required for editorials or correspondence.

Introduction

This must state the succinct statements of the issue in question, the existing knowledge (references), research objectives, and hypothesis to be tested.

Materials and Methods

The explanation of the experimental methods must be concise but sufficient to allow other researchers to reproduce the results. A product trade name must be accompanied by a generic term, and followed by a lot number, the manufacturer, city, and state/country in parenthesis. This section must provide technical information, apparatus details (manufacturer's name and brief address), and procedures. Provide references and brief descriptions for previously published methods. Describe statistical methods including software (name, version, manufacturer, city, state/country in parenthesis) with sufficient detail and significance level to enable a reader with access to the original data to verify the reported results.

Results

The results must be presented logically, using text, tables, and figures. Excessive repetition of table or figure content must be avoided. Statistical findings must be reported.

Discussion

The data must be explained and interpreted concisely, without repeating data already presented in the Results section. Speculation is permitted, but must be supported by the presented data and be well founded. Limitation of the findings and studies must be described, and future research must be suggested.

Conclusion

The conclusion must not repeat Results or Discussion section, but must concisely state inference, significance, or consequences.

References

References must not exceed 50. All references must be cited in the text, numbered in order of appearance. Superscript number must be used in the text (e.g. ¹, ^{2,3}, ⁴⁻⁸, etc). All references must be listed in References section at the end of the manuscript in numeric sequence as they are cited in the text. Do not include unpublished data or personal communications in the reference list. Authors are responsible for the accuracy and completeness of their references and the correct text citations. List all authors' names in the reference. Abbreviate journal names according to the examples used in Index Medicus and PubMed. References must follow the styles shown below, according to the sequence: authors, title of paper, journal name, year published, volume, inclusive page numbers. For citations from sources not listed below, refer to the NLM Guide for Authors, Editors, and Publishers (2007), 2nd ed., National Library of Medicine, Bethesda, MD, USA (<http://www.nlm.nih.gov/citingmedicine>). Examples of Reference format:

1) Journal

Sorenson JA, Engleman MJ, Torres TJ, Avera SP. Shear bond strength of composite resin to porcelain. *Int J Prosthodont* 1991;4:17-23.

2) Book

Hickey JC, Zarb GA, Bolender CL. Boucher's prosthodontic treatment for edentulous patients. 9th ed. St. Louis; CV Mosby; 1985. p. 312-23.

3) Chapter in a book

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York; McGraw-Hill; 2002. p. 93-113.

4) Abstract or supplement

Lofwall MR, Strain EC, Brooner RK, Kindbom KA, Bigelow GE. Characteristics of older methadone maintenance (MM) patients [abstract]. *Drug Alcohol Depend* 2002;66 Suppl 1:S105.

Acknowledgments

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B. Table

The total number of tables and figures must be less than 10. Tables must be numbered according to their order of mention in the text (Table 1, Table 2, Table 3, etc). Each table with a caption and footnotes should be in a single page. The caption must be concise and describe the table's contents. The table must be self-explanatory and supplement, not duplicate the text. Omit internal horizontal and vertical lines. The significance of observations must be indicated by appropriate statistical analyses. Use superscript letters (^a, ^b, ^c, ^d, etc) to indicate significant differences. A table which shows only statistical test results is not recommended. The table must list all abbreviations in footnotes at the end. For footnotes, the following symbols should be used in this order: *, †, ‡, §, ¶, **, ††, ‡‡, etc. If the table or any data therein have been published, a footnote to the table must give full credit to the original source.

C. Figure

Figures must be cited consecutively in order of appearance in the text, using Arabic numerals (Fig. 1, Fig. 2, Fig. 3, etc). Recommended font within figures is Helvetica. Figures grouped together must have the same dimensions and be labeled "A, B, C, D" in the figure. Magnification markers must be placed directly on the micrographs. All figures must be scanned and saved as an electronic file with high resolution in .jpg, .gif or other graphic file separately (One figure must be saved as one file). Original artwork must be provided with original submission. Figures will appear in color for the electronic version, but in black and white for printed version.

Graphs must be cited consecutively in order of appearance in the text, using Arabic numerals (Fig. 1, Fig. 2, Fig. 3, etc). Graphs must be professionally drawn in black and white, and be lettered large enough to read after reduction to one column width. Lines in the graphs must be thick and solid.

D. Captions to Figures

All figure captions must be listed together on a separate page with Arabic numerals corresponding to the figures (Fig. 1, Fig. 2, Fig. 3, etc). They must be complete and understandable apart from the text. When symbols, arrows, numbers, or letters are used to identify parts of a figure, they must be individually identified and clearly explained.

**B.
Table****C.
Figure****D.
Captions to
Figures**

E. Usage**E. Usage**

- Measurements of length, height, weight, and volume must be reported in S.I units (International System of Units) (e.g. meter, kilogram, or liter, or their decimal multiples). Temperature must be in degrees Celsius.
- Full names of individual teeth must be provided in the text. The FDI two-digit system can be used in captions.
- Digits must be used for dimensions, degrees, time, percentages, ratios, and measurements.
- The letter representing probability value is *P* (italic capital)

F. Submission Package Checklist**F. Submission Package Checklist**

The following items are required at the time of submission.

- Author form signed by all authors.
- One electronic copy of manuscript, which includes 1) Title page, 2) Abstract, 3) Introduction, 4) Materials and Methods, 5) Results, 6) Discussion, 7) Conclusion, 8) References, 9) Acknowledgments.
- One electronic copy of tables, all labeled
- One electronic copy of figures, all labeled
- One electronic copy of captions to figures

Each manuscript component must be attached as a separate submission item. Manuscripts not conforming to the guideline mentioned above will be returned.

G. Review Article**G. Review Article**

This is usually solicited by the Editor-in-Chief. Authors must contact the Editor-in-Chief in advance to determine the appropriateness of any proposed review. A review article must include 1) Title page, 2) Abstract, 3) Keywords, 4) Text, 5) References, 6) Tables, and 7) Figures. A review article is limited to 5,000-8,000 words, with a maximum of 100 references. It must have no more than 3 authors and be written in free style.

H. Case Report**H. Case Report**

This must comprise 1) Abstract, 2) Keywords, 3) Introduction, 4) Case Report, 5) Discussion, and 6) References (not more than 20). A case report must have less than 9 authors, must not exceed 1,000 words excluding Abstract, References, and Figure/Table Legends, and must have no more than 3 tables or figures. The abstract must be concise and contain less than 250 words. A fully structured abstract is not necessary.

I. Submission of Manuscripts**I. Submission of Manuscripts**

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J. Suggestions for Peer Reviewers**J. Suggestions for Peer Reviewers**

Authors may provide the names, affiliations, and e-mail addresses for up to 5 potential peer reviewers. These individuals must not be recent collaborators or coauthors and must not have provided substantial advice or critiques to the authors in the conduct of their work. The editors will consider these suggestions when selecting reviewers.

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The authors attest that:

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- 2) The manuscript represents truthful and original work without fabrication, fraud, or plagiarism.
- 3) All authors have made an important scientific contribution to the study and are thoroughly familiar with the primary data.
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