

GUIDELINES FOR AUTHORS

EDITORIAL OFFICE

Address all manuscripts and related correspondence to:

**Professor PM Bartold, Editor, Australian Dental Journal,
PO Box 520, St Leonards, NSW 1590 Australia.**

Street address: 75 Lithgow Street, St Leonards, NSW 2065.
Telephone: 02 9906 4412. Overseas callers + 61 2 9906 4412.
Fax: 02 9906 4917. Overseas callers + 61 2 9906 4917.

Email: adj@ada.org.au
Website: www.ada.org.au

GENERAL POLICY

Manuscripts

Manuscripts must be in English, and will be accepted only on condition that they have not been published previously and that they have been submitted solely to this journal.

A covering letter signed by all authors must accompany the manuscript. Clearly state the address, telephone and fax numbers and email address of the author accepting responsibility for proofreading and ordering reprints. Provide the addresses of all other authors.

Mark the envelope MANUSCRIPT. Enclose any illustrations in protective wrapping.

Receipt of the manuscript will be acknowledged. At the conclusion of the review process, the principal author will be notified of acceptance, or the need for revision, or rejection of the paper.

Copyright

All rights will be assigned by the author(s) to the Australian Dental Journal and these rights are reserved. No part of the work covered by this copyright may be reproduced or copied in any form or by any means (graphic, electronic or mechanical, including photocopying, recording, taping, information and retrieval systems) without the written permission of the editor.

Opinion

All expressions of opinion and all statements of supposed facts are published on the authority of the author(s) under whose name(s) they appear.

Ethics

Where the research reported involves either human or animal experimentation, authors must indicate that the ethical guidelines issued by the National Health and Medical Research Council (of Australia) and/or those issued in the Declaration of Helsinki have been applied. In addition, authors must state that informed consent has been obtained in relation to research involving human subjects. Authors may be required to submit a copy of any ethical clearance given by ethics committees of affiliated or sponsoring institutions.

Authorship

Only those individuals who have made a substantial contribution to the work and who are willing to take public responsibility for the content of the manuscript should be listed as authors.

Peer review

All reviews, case reports, clinical notes and scientific papers are formally refereed.

Journal guidelines to referees include the following questions: Does the paper fall within the scope of this journal? Is the purpose of the study clearly defined? Is there a clear hypothesis stated? Is the content scientifically/clinically sound? Are the methods used appropriate? Are the statistical analyses appropriate? Are the data presented clearly? Are the conclusions based on sound scientific evidence? Are the references appropriate? Do the style and language need attention?

Editing

The editor reserves the right to edit manuscripts for clarity and style.

Author's proofs

Proofs will be supplied to the author prior to publication for correction of misprints only. Changes and additions will not be accepted.

Reprints

Reprints must be ordered on the form supplied with the proofs and must be received by the journal office prior to publication. Confirmation orders from universities and other institutions may follow when convenient.

Reprints are sent to authors by mail after publication and payment is requested on receipt of invoice.

No reprints are kept on file at the journal office.

MANUSCRIPT CATEGORIES AND PREPARATION

Submissions to the Australian Dental Journal should be limited to one of the categories defined below. Specific information regarding length and format is provided for each category. Please also refer to the instructions provided under Presentation.

SCIENTIFIC ARTICLES

Scientific articles are papers that report significant clinical or basic research in dentistry.

Abstract

The Journal uses a 'structured abstract' format. Accordingly, all scientific articles should be submitted with an abstract, consisting of no more than 200 words divided into four paragraphs under the following headings:

- Background: Describing the problem being addressed.
- Methods: Describing how the study was performed.
- Results: Describing the primary results.
- Conclusions: Reporting what the authors have concluded from their results, and their clinical implications, if relevant.

Introduction

The Introduction should contain a concise review of the subject area, the rationale for the study and where appropriate a clear statement of any hypothesis to be tested. More detailed comparisons with previous work and conclusions of the study should appear in the Discussion section. The introduction should be no longer than one and a half typed pages.

Materials and methods

Materials and methods used in the study should be detailed so that other investigators would be able to reproduce the research. When established methods are used, the author need only refer to previously published reports; however, the author should provide brief descriptions of methods that are not well known or that have been modified.

Results

The results should be presented in a logical sequence with reference to tables, figures and illustrations as appropriate.

Discussion

New and possibly important findings of the study should be emphasised. The data from the study should be compared with previously published findings. Limitations of the experimental methods should be discussed, as should implications for future research. The clinical relevance of the findings of the study should be included when appropriate. For the conclusions, it is not acceptable to list a series of statements in either numerical or dot-point format. Generally, the discussion should be no longer than four typed pages.

References

Relevant references should be cited. Usually no more than 25 references should be used. Abstracts are not considered to be an acceptable reference source.

REVIEWS

Generally, review articles will be solicited by the editor and are intended to be focused reviews of basic and clinical science related to all aspects of dentistry. Such reviews should address an important and timely clinical question. The review should be based on a critical assessment of the literature and may include data or examples from the research or clinical experience of the author(s). Authors should discuss clinical relevance and future projections. Unsolicited submissions will be considered, but, to avoid duplicating a topic already in preparation, authors should contact the editor before developing a manuscript. Reviews should be no more than 10 journal pages in length including figures, tables and references.

Abstract

The abstract should summarise the main conclusions of the review in 350 words or less.

Introduction

In the introduction, a question or series of related questions to be addressed are given; rationales for asking these questions and why the question is timely should be explained.

Body

In the body, a sequence of logical subsections that reflect the area being reviewed should be developed. This section should be a critical analysis of the literature, including arguments needed to support the conclusions reached and what issues remain unresolved and need further study. Where appropriate, figures and tables should be used to illustrate and summarise the information. Colour illustrations are encouraged.

References

Relevant references should be kept to a minimum. Abstracts are not considered to be an acceptable reference source.

CASE REPORTS AND CLINICAL NOTES

Case reports and clinical notes manuscripts will emphasise all aspects of clinical dentistry. They should describe: (a) unique cases that may represent a previously undescribed condition; (b) unexpected association of two or more diseases; (c) adverse or unexpected treatment response; (d) any other clinical observation based upon well-documented cases that provides important new information; or (e) a new or revised clinical technique or procedure.

Case reports and clinical notes need not be structured with the same formality as scientific papers. They should be concise and occupy no more than three journal pages. Case reports and clinical notes must be presented in double-spacing on one side only of A4 paper using upper and lower case (see Presentation). Two copies of the report and two copies of any illustrations should be provided (see Presentation: Figures). References must be included and the Vancouver style must be followed (see Journal Style: References).

Abstract

Case reports and clinical notes should be submitted with a structured abstract consisting of no more than 250 words and the following four paragraphs:

- Background: Describes the clinical situation being discussed.
- Methods: Describes the clinical procedures (surgical and non-surgical) performed.
- Results: Describes the clinical results.
- Conclusions: Reports what the authors conclude, specifically clinical implications in practice situations.

Introduction

The introduction should include a critical review of the pertinent literature. There should be a clear statement of the implications of the case for the primary or general dental practitioner.

Case Description and Results

The case description and results should describe the case(s) or technique(s), including all relevant data. For case reports, present a short history of the problem, what was done to help the patient, report the outcome (whether it was a success or failure) and the followup procedure. For clinical notes, present a short history of the problem, how the technique or procedure was developed and how it was evaluated. Carefully selected, high-quality clinical photographs in full colour, as well as radiographs, are encouraged. This portion of the report should be concise in presentation, diagnostic investigations, treatment and followup.

Discussion

The discussion should be brief and to the point and, in particular, should reinforce the message about the implications of the case for the primary care provider as well as the specialists providing the treatment. This should include findings, put into perspective with respect to the field and literature. Unique arguments and new information gained should be summarised. Consideration of the clinical significance of the case(s) should be emphasised.

References

Relevant references to support the clinical findings must be presented as for all other manuscript categories.

LETTERS TO THE EDITOR

Letters may comment on articles published in the journal and should offer constructive criticism. If a letter comments on a published article, the author(s) of that article has 60 days to respond to the letter. Letters to the Editor may also address any aspect of the profession, including education and training, new modes of practice and concepts of disease and its management.

Letters should be brief and focus on one or a few specific points or concerns. Citations should be handled as standard references.

SUBMISSION

Authors should prepare manuscripts in accordance with both the instructions below and the preceding instructions for each manuscript category.

Letter of Submission

A letter of submission stating the material is original, has not been published elsewhere and is being submitted to the Australian Dental Journal must accompany each manuscript.

All authors must sign the submission letter as evidence of their approval of the material and its contents.

PRESENTATION

Provide two hard copies and one electronic copy on disk or CD of the complete manuscript (including references, tables, figures and captions for illustrations). The author should keep a copy.

All manuscripts (including references, tables and captions) must be presented in double spacing on one side only of A4 paper. Allow a margin of 40mm on both sides. Indent paragraphs and use left justification. Do not centre headings, underline copy, use block capitals, italics, bold face or multiple type faces. Number the pages at the top and cite the name(s) of the author(s) only on the title page.

Title Page

The title page should contain: (a) a concise, but informative title; (b) initials and last name of each author and the institutional affiliation for each author; (c) name of the department(s) and institution(s) to which the work should be attributed; (d) a short running-title of no more than 60 characters; (e) key words – provide up to five key words; and (f) the name and address of the author(s) responsible for correspondence and reprints (indicate if the fax number and/or email address is to be included in the 'Send reprint requests' statement).

Text

See above section for specific instructions on the various manuscript categories.

Acknowledgements

Keep acknowledgements to a minimum. Permission and approval of the wording from the person or institution thanked is the responsibility of the author. The source of support for research or work described in the article must be acknowledged. In particular, support by manufacturers or suppliers of materials and equipment used in the studies must be acknowledged.

References

Usually no more than 25 key references should be cited except in a review paper. The author is responsible for their accuracy and the use of abstracts as references is not acceptable. Observe the style detailed below.

Tables

Number tables consecutively in Arabic numerals. Provide a descriptive heading. Cite each table consecutively in the text.

Print each table on a separate sheet. Do not use vertical dividing lines.

Figures

Cite the figures consecutively throughout the text.

Provide the legends in list form on a separate sheet. Legends should be understandable without reference to the text.

Provide two copies of each illustration identified by a label on the back bearing the author's name and the number of the figure. Indicate the top. Do not write directly on the back of the illustration. Illustrations may not be accepted if mounted in any way. Do not bend them or fasten with paper clips or staples. Enclose them in an envelope and protective wrapping.

Authors who wish to feature numerous illustrations or colour illustrations should contact the editor before final preparation of the paper.


Line drawings/graphs

Drawings, charts and graphs should preferably be computer generated and laser printed. Include a key for symbols or abbreviations. If hand drawn, use black India ink. Dot-matrix printing is not acceptable. Photocopies may not be suitable.

Photographs/radiographs

Provide clear, glossy, black-and-white untrimmed photographs. The preferred size is 100x125 mm or in that proportion. Written permission must be obtained by the author for the publication of recognisable photographs of patients or the convention of obliterating the eyes will be used.

Provide original radiographs, where possible, rather than prints.

Use a transparent overlay for key lettering and to indicate the vital area of radiographs and histological subjects as a guide for reproduction, as well as for photomicrographs that require the unit of length to be clearly stated in the form of a bar. Example: 

JOURNAL STYLE

Do not write in the first person.

Spelling

The spelling references are *The Shorter Oxford English Dictionary* and *Butterworths Medical Dictionary*.

Mathematical expressions

Use the International System of Units of Measurement (SI units). In some cases, it is acceptable to include non-SI units in parentheses following the SI values.

Insert the leading zero in all numbers less than 1.0 in the text, in tables, and in figures. *Example:* 0.5.

Do not leave a space between numbers and their accompanying units. *Examples:* 10mg; 20°C.

Use the words 'per cent' in the text according to context; but use the symbol in formulas, equations, tables and illustrations.

Numbers in the text

Numbers may be spelt out or written as numbers, according to context. As a general rule, if the number is less than 10, spell it out. If the number is 10 or greater, it should be expressed as a number. If a sentence begins with a number, spell it out. *Example:* Twenty-seven patients took part in the study.

When citing inanimate quantities, use the number. *Example:* The large increase in incidence may be partly explained by the use of 4ml of solution as standard.

Reference to illustrations

When referring to a figure at the beginning of a sentence, spell the word out. *Example:* Figure 1 illustrates the cellular structure.

When referring to a figure within the sentence, abbreviate. *Example:* The cellular structure is shown in Fig 2 and its complexity should be noted.

When referring to a figure at the end of a sentence, abbreviate and enclose in parentheses. *Example:* The complexity of the cellular structure should be noted (Fig 3).

Proprietary names

Proprietary names must be cited in footnotes, or alternatively in an appropriate table. State the manufacturer and the place of manufacture. *Example:* Lederle Pharmaceuticals, Wolfratshausen, Germany.

References

Cite references consecutively throughout the text by superscripted numbers and, where applicable, they should appear after punctuation. *Example:* This is in agreement with the work of Smith,¹ but not that of Jones.²

Provide the corresponding reference list on separate sheets at the end of the paper following the Acknowledgements, if any. References must conform to the Vancouver style except that page numbers are not abbreviated (see below).

Cite the surname and initial(s) of authors without stops. In the reference list when there are more than six authors to a paper, cite the first three, then indicate *et al.* In the body of the text when there are two authors cite both, when there are three or more then indicate *et al.*

Cite the full title of the article without quotation marks and use capitals only for the initial word and proper nouns.

Abbreviate the title of the journal according to the *Index to Dental Literature* or *Index Medicus*. State the year of publication, the number of the volume (not the number of the issue) and the first and last page numbers of the article.

In general, abstracts are not acceptable as references.

Examples of style

Observe the following, including the spacing and punctuation.

Journal: One or more authors

1. Ellis B, Lamb DJ. The setting characteristics of alginate impression materials. *Br Dent J* 1981;151:343-346.

Journal: Corporate author

2. Therapeutics, Instruments, Materials and Equipment Committee, Australian Dental Association. Cotton pellets and gingival retraction cords. *Clinical Notes No 2. Aust Dent J* 1984;29:279.

Book: Single author

3. Nikiforu G. Understanding dental caries. 1. Etiology and mechanisms: basic and clinical aspects. Basle: Karger, 1975:150-151.

Book: Two authors/later edition

4. Brand RW, Isselhard DE. Anatomy of orofacial structures. 2nd edn. St Louis: Mosby, 1982:69-72.

Book: Editors as authors

5. Meyer J, Squier CA, Gerson SJ, eds. The structure and function of oral mucosa. Oxford: Pergamon, 1984.

Book: Reference to a chapter

6. Carlsson GE, Haraldson T. Functional response. In: Brånemark P-I, Zarb GA, Albrektsson T, eds. Tissue integrated prostheses. Osseointegration in clinical dentistry. Chicago: Quintessence, 1985:155-163.

Thesis, monograph, dissertation

7. Kingsford-Smith ED. Marginal seal of cervical restorations. Sydney: University of Sydney, 1988. MDS thesis.
8. Cairns RB. Infrared spectroscopic studies of solid oxygen. Berkeley, California: University of California, 1965. Dissertation.

Papers awaiting publication

These may appear as references, provided they have been accepted by the journal to which they have been submitted. They should be cited as follows:

9. Grant TC. Chronic periodontitis. *Int Dent J* (in press).

Websites

When referring to a website, include the date it was accessed. If the website only is cited, it should appear as a footnote. If the website is additional to a reference, it should be included at the end of the reference as follows:

10. Australian Institute of Health and Welfare. Cancer in Australia. Canberra: AIHW, 1998. URL: 'http://www.aihw.gov.au'. Accessed June 1999.

Written communications

These may be inserted in the text in parentheses or may appear as footnotes, providing they bear the writer's name and the date of the communication. *Example:* (Smith GJ, written communication, July 1986).

Unpublished observation, verbal communications

These may not be listed as references.

REVISED MANUSCRIPT

When submitting revised manuscripts, follow the procedure annotated below.

Cover Letter

A detailed cover letter indicating where changes have been made and particular responses to the editorial and reviewers' comments must be provided and signed by all authors.

Manuscript Resubmission

Two (2) hard (printed) copies of the revised manuscript and two (2) copies of any new or revised figures must be submitted.

Electronic Version of Revised Manuscript

Authors should submit their revised manuscripts, including tables and figure legends, on a 3½"x5" diskette, PC or Mac format. The software program and version (for example, Microsoft Word version 6.0) must be indicated on the diskette or CD label.

NOTE

If the Guidelines for Authors are not followed, manuscripts may be returned unread to authors.