

---

## Oral Health & Preventive Dentistry

### GUIDELINES FOR AUTHORS

---

**Oral Health & Preventive Dentistry** is a quarterly journal conveying scientific progress to clinicians, general practitioners, teachers, researchers and public health administrators in the field of oral health and prevention of caries, periodontal diseases, oral mucosal diseases and dental trauma. It includes oral hygiene, oral epidemiology, oral health promotion and public health aspects as central topics of the scope.

**Within the scope** the Journal publishes peer-reviewed original articles as mentioned below:

1. **Clinical and basic science research reports of high scientific standard.**
2. **Reviews on topics related to oral health and prevention.**
3. **Invited focus articles** - presenting a position or a hypothesis based on existing scientific contributions. The Editorial Board invites the authors of these articles.
4. **Invited commentaries** - addressing controversial aspects of invited focus articles. These commentaries are published in the same issue of the Journal as the Invited focus articles to which they are related. The Editorial Board invites authors of commentaries.
5. **Invited guest editorials** - as solicited by the Editorial Board.
6. **Proceedings of symposia, workshops, or conferences.**
7. **Case reports** - illustrating new important clinical aspects.
8. **Letters to the Editor(s).**

#### SUBMISSION INSTRUCTIONS

Submission via online submission service ([www.manuscriptmanager.com/ohpd](http://www.manuscriptmanager.com/ohpd)). Manuscript texts should be uploaded as PDF or PC-word files with tables and figures preferably embedded within the PC-word document. High resolution images (300 dpi) will be requested on acceptance of the manuscript.

Alternatively, submit via e-mail as a PC-word document ([info@quintpub.co.uk](mailto:info@quintpub.co.uk)). Illustrations can be attached in any format that can be opened using Adobe Photoshop, (TIF, GIF, JPG, PSD, EPS etc.) or as Microsoft PowerPoint Documents (ppt).

#### Mailing address:

##### Manuscript Editor

##### Oral Health & Preventive Dentistry

Andrew Johnson

Quintessence Publishing Co., Ltd., Grafton Road,

New Malden, Surrey KT3 3AB, Great Britain

Tel.: + 44(0)20 8949 6087.

Fax: + 44(0)20 8336 1484.

Email: [info@quintpub.co.uk](mailto:info@quintpub.co.uk).

Illustrations that cannot be sent electronically will be scanned at the editorial office so that they can be sent to reviewers via e-mail along with the manuscript to expedite the evaluation process. Resubmitted manuscripts should also be submitted in the above manner. Please note that supplying electronic versions of your tables and illustrations upon resubmission will assure a faster publication time if the manuscript is accepted.

**Number of Authors.** Authors listed in the byline should be limited to 6. Secondary contributors can be

acknowledged at the end of the article (Special circumstances will be considered by the editors).

**Review/editing of manuscripts.** Manuscripts will be reviewed by the editors, and at least two reviewers with expertise within the scope of the article. The publisher reserves the right to edit accepted manuscripts to fit the space available and to ensure conciseness, clarity, and stylistic consistency, subject to the author's final approval.

**Adherence to guidelines.** Manuscripts that are not prepared in accordance with these guidelines will be returned to the author before review.

#### MANUSCRIPT PREPARATION

The Journal will follow as much as possible the recommendations of the International Committee of Medical Journal Editors (Vancouver Group) in regard to preparation of manuscripts and authorship (Uniform requirements for manuscripts submitted to biomedical journals. *Ann Intern Med* 1997;126: 36-47).

**Title page.** The first page should include the title of the article (descriptive but as concise as possible) and the names, degrees, title, professional affiliation, and full address of all authors. Phone, fax, and e-mail address must also be provided for the corresponding author, who will be assumed to be the first-listed author unless otherwise noted. If the paper was presented before an organised group, the name of the organisation, location, and date should be included.

**3-5 keywords.**

**Structured abstract.** Include a maximum 250-word structured abstract (with headings Purpose, Materials and Methods, Results, Conclusion).

**Introduction.** Summarise the rationale and purpose of the study, giving only pertinent references. Clearly state the working hypothesis.

**Materials and Methods.** Present materials and methods in sufficient detail to allow confirmation of the observations. Published methods should be referenced and discussed only briefly, unless modifications have been made. Indicate the statistical methods used, if applicable.

**Results.** Present results in a logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasise only important observations.

**Discussion.** Emphasise the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or Results section. Relate observations to other relevant studies and point out the implications of the findings and their limitations.

**Acknowledgments.** Acknowledge persons who have made substantive contributions to the study. Specify grant or other financial support, citing the name of the supporting organisation and grant number.

**Abbreviations.** The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

**Trade names.** Generic terms are to be used whenever possible, but trade names and manufacturer should be included parenthetically at first mention.

#### REFERENCES

**All references must be cited** in the text, (Author, year) according to the alphabetical and numerical reference list. More than two authors use et al (Author et al, year).

**The reference list** should appear at the end of the article, in alphabetical and numerical sequence.

Do not include unpublished data or personal communications in the reference list. Cite such references parenthetically in the text and include a date. **Avoid using abstracts** as references.

**Provide complete information** for each reference, including names of all authors (up to six). If the reference is to part of a book, also include title of the chapter and names of the book's editor(s).

**For journal abbreviations** please use the NCBI Journal Browser at: <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=Journals>

#### Journal reference style:

1. Bertacchini SM, Abate PF, Blank A, Baglieto MF, Macchi RL. Solubility and fluoride release in ionomers and compomers. *Quintessence Int* 1999;30:193-197.

#### Book reference style:

1. Hannam AG, Langenbach GEJ, Peck CC. Computer simulations of jaw biomechanics. In: McNeill C (ed). *Science and Practice of Occlusion*. Chicago: Quintessence 1997;187-194.

#### ILLUSTRATIONS

All illustrations must be numbered and cited in the text in order of appearance. Electronic submission preferred.

**Line drawings** - Figures, charts, and graphs should be professionally drawn and lettered large enough to be read after reduction.

**Legends** - Figure legends should be grouped on a separate sheet or at the end of the text file, and typed double-spaced.

#### TABLES

Each table should be logically organised, on a separate sheet or at the end of the text file, and numbered consecutively.

The title and footnotes should be typed on the same sheet/page as the table.

#### MANDATORY SUBMISSION AND COPYRIGHT FORM

The Mandatory Submission and Copyright Form, signed by all authors, must accompany all submitted manuscripts before they can be reviewed for publication. This form can be downloaded from the journals homepage:

<http://ohpd.quintessenz.de>

Electronic submission: scan the signed form and submit as JPG or TIF file.

#### PERMISSIONS & WAIVERS

Permission of author and publisher must be obtained for the direct use of material (text, photos, drawings) under copyright that does not belong to the author.

If a patient may be identified from a case report, illustration or papers we ask for a written consent of the patient to allow publication. A consent form can be downloaded from <http://ohpd.quintessenz.de>

Grant support or any other indirect involvement or commercial interest must be specified.

For clinical studies the approval of the ethical committee must be presented.

#### REPRINTS

The corresponding author is given 25 free reprints of the article. If additional reprints are desired, they must be ordered from the publisher when the page proofs are reviewed by the authors. The publisher does not stock reprints; however, back issues can be purchased.

Oral Health and  
Preventive Dentistry

MANDATORY SUBMISSION FORM

Title of article: \_\_\_\_\_

**A signature below certifies compliance with the following statements:**

**Copyright transfer.** In consideration of the acceptance of the above work for publication, I do hereby assign and transfer to Quintessence Publishing Company all rights, title, and interest in and to the copyright in the above-titled work. This assignment applies to all translations of said article as well as to preliminary display/posting of the abstract of the accepted article in electronic form before publication. If any changes in authorship (order, deletions, or additions) occur after the manuscript is submitted, agreement by all authors for such changes must be on file with the Publisher. An author's name may be removed only at his/her request. (Note: material prepared by employees of the US government in the course of their official duties cannot be copyrighted.)

**Author responsibilities.** I attest that:

The manuscript is original work without fabrication, plagiarism, or fraud;

The manuscript is not currently under consideration elsewhere and the research reported will not be submitted for publication elsewhere unless a final decision is made by the Journal that the manuscript is not acceptable;

I have made a significant scientific contribution to the study and I am thoroughly familiar with the primary data outlined in the manuscript;

I have read the complete manuscript and take responsibility for the content and completeness of the final submitted manuscript and understand that if the manuscript, or part of the manuscript, is found to be faulty or fraudulent, I share responsibility.

**Conflict of interest disclosure.** All institutional or corporate affiliations of mine and all funding sources supporting the work are acknowledged. Except as disclosed in the separate enclosed letter, I certify that I have no commercial associations (eg, consultancies, patent-licensing arrangements, equity interests) that might represent a conflict of interest in connection with the submitted manuscript (letter attached).

**Experimental procedures in humans and animals.** The Journal endorses the principles embodied in the Declaration of Helsinki and insists that all investigations involving human beings reported in articles in the Journal be carried out in conformity with these principles and with similar principles such as those of the American Physiological Society, eg, see *J Neurophysiol* 1997;78(6). In the case of animal experiments reported in the Journal, these should also conform to these latter principles or with analogous principles such as those of the Canadian Council on Animal Care or The International Association for the Study of Pain. In articles reporting experiments involving surgical procedures on animals, the type and dosage of anesthetic agent used must be specified in the Materials and Methods section, and evidence must be provided that anesthesia of suitable grade and duration was achieved. Authors reporting on their experimental work in humans, or animals, should also cite evidence in the Materials and Methods section of the article that this work has been approved by, respectively, an institutional clinical/human experimentation panel or an institutional animal care and use panel (or equivalent). The editor-in-chief and associate editors are expected to refuse articles in which there is no clear evidence that these principles have been adhered to, and they reserve the right to judge the appropriateness of the use of human beings and animals in experiments reported in articles submitted to the Journal.

**Signature of each author required in the same order as on the manuscript title page** (Fax signatures, multiple forms are acceptable). For more than 5 authors, use an extra sheet.

Signature (1) \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Signature (2) \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Signature (3) \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Signature (4) \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Signature (5) \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

**Corresponding author** \_\_\_\_\_ **Mailing address** \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_