

Instructions to Authors

Effective January 1, 2004

Please note that changes to the Instructions to Authors are set in **boldface type** for easy reference.

CONTENT

The *Journal of Periodontology* publishes articles relevant to the science and practice of periodontics and related areas. Manuscripts are accepted for consideration with the understanding that text, figures, photographs, and tables have not appeared in any other publication, except as an abstract prepared and published in conjunction with a presentation by the author(s) at a scientific meeting, and that material has been submitted only to this journal.

MANUSCRIPT CATEGORIES AND SPECIFIC FORMATS

Submissions to the *Journal of Periodontology* 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 Manuscript Submission, Preparation, and Format.

ORIGINAL ARTICLES

These are papers that report significant clinical or basic research on the pathogenesis, diagnosis, and treatment of the different forms of periodontal disease. Papers dealing with design, testing, and other features of dental implants are also included.

Format

Abstract

All original articles should be submitted with a structured abstract, consisting of no more than 250 words and the following four paragraphs:

- * **Background:** Describes the problem being addressed.
- * **Methods:** Describes how the study was performed.
- * **Results:** Describes the primary results.
- * **Conclusions:** Reports what authors have concluded from these results, and notes their clinical implications.

Introduction

The Introduction contains a concise review of the subject area and the rationale for the study. More detailed comparisons to previous work and conclusions of the study should appear in the Discussion section.

Materials and Methods

This section lists the methods used in the study in sufficient detail 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 authors should provide brief descriptions of methods that are not well known or that have been modified. Identify all drugs and chemicals used, including both generic and, if necessary, proprietary names and doses. The populations for research involving humans should be clearly defined.

Results

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

Discussion

New and possible important findings of the study should be emphasized, as well as any conclusions that can be drawn. The Discussion should compare the present data to previous findings. Limitations of the experimental methods should be indicated, as should implications for future research. New hypotheses and clinical recommendations are appropriate and should be clearly identified. Recommendations, particularly clinical ones, may be included when appropriate.

STATE OF THE ART REVIEWS

These are focused reviews of basic and clinical science related to periodontics and implant dentistry. These reviews should be concise and 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. At-large submissions will be considered, but authors should contact the Editor-in-Chief before developing a manuscript to avoid duplicating a topic already in preparation. Papers should be balanced, literature-based reviews that are concise (2,000 to 3,000 words) with about 100 key references. Articles should be written at a level instructive to *Journal* readers. For example, clear definition of abbreviations and a glossary defining terms may be useful for defining highly technical or new terminology. Since critical reviews require selection of reports and interpretation of data, authors should not have a financial interest in the companies making products or providing services described in the review.

Format

Abstract

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

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.

Methods

The method of reviewing the literature should be discussed (e.g., bibliographic indexes and databases used, limits on years covered by the search, languages searched, and other important information regarding the search process should be described).

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; why certain papers not meeting well-described critical standards, such as randomized clinical trials, were not used as evidence; and what issues remain unresolved and need further study. Evidence tables are often useful in summarizing reviewed literature, and various statistical analyses appropriate to reviewing literature, such as meta-analysis, should be considered.

COMMENTARY

The purpose of these papers is to provide a forum for discussion of controversies and other issues as they relate to the practice of periodontics and implant dentistry. Full and balanced discussion of controversies on important issues is encouraged. This may result in several authors each presenting a relevant viewpoint. Commentary articles should be concise (2,000 to 3,000 words); however, they should be complete and balanced, which may require that the issue or controversy addressed be highly focused. Appropriate references should be cited.

Format

Introduction

This section should clearly state the clinical question or issues to be discussed and document their importance and timeliness.

Body

The body should present the information supporting all aspects of the issues. This portion of the Com-

mentary may be subdivided as appropriate with headings. Figures, tables, and other illustrative materials may be incorporated.

Summary

The summary should place the issue in perspective and point a way for future direction in addressing the controversy.

Acknowledgments

Since these papers allow authors to express their opinions on a subject, it is extremely important that authors disclose any and all affiliations, financial position, or any other information that constitutes a real or perceived conflict of interest.

CASE REPORTS

These manuscripts emphasize clinical periodontics and related oral medicine and pathology. Unusual cases illustrating lesions affecting the orofacial structures that may be expected to influence management of periodontal and implant patients could be presented. Case reports should describe: 1) unique cases that may represent a previously undescribed condition; 2) unexpected association of two or more diseases; 3) adverse or unexpected treatment response; or 4) any other clinical observation based upon well-documented cases that provides important new information.

CASE SERIES

These papers report a sufficient number of consecutive or randomized cases to make a persuasive argument for or against the procedure, technique, or concept under discussion. Cases should be relatively homogeneous so that a systematic evaluation of one type of disease, lesion, or condition is made for the procedure under consideration. Also, treatment and documentation should be consistent and standardized for all cases. It is recognized that definitive evidence for the safety and efficacy of any procedure, drug, or device comes primarily from well-designed, randomized, controlled trials. However, well-executed case series may lead to hypotheses about the usefulness of new and innovative procedures, drugs, or devices and may therefore be of value to the progress of clinical science.

Format

Abstract

Case Reports and Case Series should be submitted with a structured abstract, consisting of no more than 250 words and the following four paragraphs:

Instructions to Authors

- *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 authors have concluded, specifically clinical implications in practice situations.

Introduction

This section should include a critical review of the pertinent literature.

Case Description and Results

This section describes the case or cases, including all relevant data. For ease of presentation, tables describing longitudinal data in a chronological form may be useful. Carefully selected, high-quality clinical photographs in full color, as well as radiographs, are encouraged.

Discussion

This should include findings, put into perspective with respect to the field and literature. Unique arguments and new information gained should be summarized. Consideration of the clinical significance of the case(s) should be emphasized in all sections.

INNOVATIONS IN PERIODONTICS

These manuscripts should emphasize methods, such as the application of new technology, materials, and techniques to patient management, and should be illustrated by carefully selected figures, especially radiographs and color clinical photographs. The innovation should be described in detail so that readers can duplicate the procedures or methods.

In addition, the innovation should have been used on a sufficient number of cases or subjects to demonstrate its utility and any adverse effects. Also, experience in use of the technique should allow the author(s) to describe situations or conditions where the procedure may not work as effectively. Only procedures that give consistent results over a sufficiently large number of cases should be submitted for publication.

Manuscripts should be concise and should consist of an abstract, an introduction, a description of the innovation in conjunction with management of a case(s), and a discussion.

It should be noted that certain new innovations might require human subject review and informed consent. It is the responsibility of the author to obtain these.

GUEST EDITORIALS

Guest Editorials may be invited or may be submitted from authorities in certain areas as a means of offering their perspective on one or more articles published in the *Journal*, or on other items of interest to the readership.

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) will be provided 60 days to respond to the observations.

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, focused on one or a few specific points or concerns, and must be signed by no more than five individuals.

Citations should be handled as standard references.

MANUSCRIPT SUBMISSION, PREPARATION, AND FORMAT

The *Journal of Periodontology* accepts manuscript submissions online at the following URL: <http://jperio.manuscriptcentral.com>. The guidelines on pages 184-188 contain information applicable to both hard copy and online manuscript submissions.

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

Detailed instructions for online submission are described under "Web Uploading Policies and Instructions" beginning on page 189. **Please note that hard copy submissions will no longer be accepted after May 1, 2004. Authors submitting manuscripts after this date must use the online submission system.**

Revisions of and inquiries regarding previously submitted manuscripts (hard copy submissions) should be sent to: Managing Editor, *Journal of Periodontology*, 737 North Michigan Avenue, Suite 800, Chicago, IL 60611-2690. Telephone: 312/573-3224; e-mail: julie@perio.org.

SUBMISSION

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.

Once the *Journal* has received a manuscript, any changes in authorship must be faxed to the editorial office at 312/573-3225 (attn: Julie Daw, Managing Editor) and must contain the signature of the author who has been added or removed from the paper.

Letter of Submission

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

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

Submission Address

Hard copy manuscripts (until May 1, 2004) and all related correspondence should be sent to: Managing Editor, *Journal of Periodontology*, 737 North Michigan Avenue, Suite 800, Chicago, IL 60611-2690. Telephone: 312/573-3224; e-mail: julie@perio.org. Submitting materials directly to any other editor or other Academy staff members will delay the review process.

Authors outside the United States are encouraged to e-mail the Managing Editor (julie@perio.org) to inform the editorial office that a hard copy manuscript has been sent.

PREPARATION

Style

Please follow the guidelines below when preparing the manuscript:

- *Be sure to put the genus and species of an organism and journal names in the reference section in italics.
- *The *Journal of Periodontology* does not italicize common Latin terms such as *in vitro*, *in vivo*, e.g., or i.e.
- *Use a block style; do not tabulate or indent material.
- *Do not submit a disk with your original hard copy submission.
- *Do provide three printed copies of the manuscript and three original sets of illustrations for hard copy submissions.
- *Refer to the 4th edition of the *Glossary of Periodontal Terms* published by the American Academy of Periodontology for preferred terminology.

Authors are encouraged to use the new disease classification as outlined in the *Annals of Periodontology*, volume 4 (1999 International Workshop for a Classification of Periodontal Diseases and Conditions). A summary can be found on the American Academy of Periodontology Web site at www.perio.org/resources-products/classification.htm.

FORMAT

Hard copy manuscripts must be typed on white bond paper (8 1/2" × 11") on one side of the paper only and double-spaced (including illustration legends and references) throughout. Margins should be at least 1" on both sides and top and bottom. Materials should appear in the following order:

Title Page

Abstract (or Introduction) and Key Words

Text

Acknowledgments

References

Figure Legends

Tables

Figures

Each section should begin on a separate page, and pages (including tables and figure legends) should be numbered consecutively beginning with the Title Page as page 1.

Authors should retain a copy of all manuscripts for their own records. Hard copy materials should be mailed flat.

TITLE PAGE

The Title Page should contain: 1) a concise but informative title; 2) first name, middle initial, and last name of each author, with the highest academic degree and the current institutional affiliation for each; 3) name of the department(s) and institution(s) to which the work should be attributed (**please use the footnote symbols on page 188 to identify authors and their corresponding institutions**); 4) disclaimers, if any; 5) the name and address (including fax number and e-mail) of the author(s) responsible for correspondence (**please indicate whether fax number and e-mail can be published**); 6) sources of support in the form of grants, equipment, drugs, or other significant sources of support; 7) any financial relationships between any author and a commercial firm that may pose a conflict of interest; **8) number of figures and tables in the manuscript**; and 9) a short running title of no more than 60 characters.

ABSTRACT OR INTRODUCTION

Please see specific instructions provided for each manuscript category.

KEY WORDS

A maximum of six key words or short phrases, drawn from MeSH documentation, to facilitate indexing should be listed below the abstract.

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TEXT

Please see specific instructions provided for each manuscript category.

ACKNOWLEDGMENTS AND CONFLICT OF INTEREST

At the end of the Discussion, acknowledgments may be made to: 1) individuals who contributed to the research, including technical help or participants in a clinical study (authors are responsible for obtaining written permission from persons listed by name); 2) sources of financial and/or material support; and 3) financial relationships that may pose a conflict of interest or potential conflict of interest. These may include employment or acting as an officer, director, or owner of a company whose products, or products of a competitor, are being tested. Also, owning substantial stock or having other financial interests in such companies should be disclosed. Positions of authors employed by commercial firms should be included here.

REFERENCES

References should be numbered consecutively in the order in which they appear in the text. A journal, magazine, or newspaper article should be given only one number; a book should be given a different number each time it is mentioned, if different page numbers are cited.

All references are identified, whether they appear in the text, tables, or legends, by Arabic numbers in superscript. Journal title abbreviations should be those used by the U.S. National Library of Medicine. If you are uncertain about the correct abbreviation for a journal title, please refer to the NLM's comprehensive listing at <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>.

The use of abstracts as references is strongly discouraged. Manuscripts accepted for publication may be cited. Material submitted, but not yet accepted, should be cited in text as "unpublished observations." Written and oral personal communications may be referred to in text, but not cited as references. **Please provide the date of the communication and indicate whether it was in a written or oral form. In addition, please identify the individual and his/her affiliation. Authors should obtain written permission and confirmation of accuracy from the source of a personal communication.** Presented papers, unless they are subsequently published in a proceedings or peer-reviewed journal, may not be cited as references. For most manuscripts, authors should limit references to materials published in peer-reviewed professional

journals. **In addition, authors should verify all references against the original documents.** References should be typed double-spaced. Examples of references are given below:

Journals

1. Standard journal reference. Note: list all authors if six or less; when seven or more, list only first three and add et al. Glass DA, Mellonig JT, Towle HJ. Histologic evaluation of bone inductive proteins complexed with coralline hydroxyapatite in an extraskeletal site of the rat. *J Periodontol* 1989;60:121-125.
2. Corporate author. Federation Dentaire Internationale. Technical report No. 28. Guidelines for antibiotic prophylaxis of infective endocarditis for dental patients with cardiovascular disease. *Int Dent J* 1987;37:235.
3. Journal paginated by issue. Card SJ, Caffesse RG, Smith BA, Nasjleti CE. New attachment following the use of a resorbable membrane in the treatment of periodontitis in dogs. *Int J Periodontics Restorative Dent* 1989;9(1):59-69.
4. Non-English-language titles translated into English. Buchmann R, Khoury F, Hesse T, Müller RF, Lange DE. Antimicrobial therapy of peri-implant disease (in German). *Z Zahnärztl Implantol* 1996; 12:152-157.

Books and Other Monographs

5. Personal author(s). Tullman JJ, Redding SW. *Systemic Disease in Dental Treatment*. St. Louis: The CV Mosby Company; 1983:1-5.
6. Chapter in a book. Rees TD. Dental management of the medically compromised patient. In: McDonald RE, Hurt WC, Gilmore HW, Middleton RA, eds. *Current Therapy in Dentistry*, vol. 7. St. Louis: The CV Mosby Company; 1980:3-7.
7. Agency publication. Miller AJ, Brunelle JA, Carlos JP, Brown LJ, Loe H. Oral Health of United States Adults. Bethesda, MD: National Institute of Dental Research; 1987. NIH publication no. 87-2868.
8. Dissertation or thesis. Teerakapong A. Langerhans' cells in human periodontally healthy and diseased gingiva. [Thesis]. Houston, TX: University of Texas; 1987. 92 p.

Electronic Citations

9. Online journals without volume and page information. Berlin JA, Antman EM. Advantages and limitations of meta-analytic regressions of clinical

- cal trials data. *Online J Curr Clin Trials* [serial online]. June 4, 1994; doc 134. Accessed July 20, 2000.
10. Online journals with volume and page information. Fowler EB, Breault LG. Ridge augmentation with a folded acellular dermal matrix allograft: A case report. *J Contemp Dent Pract* [serial online]. 2001;2(3):31-40. Available from: Procter & Gamble Company, Cincinnati, OH. Accessed December 15, 2001.
 11. Web sites. Centers for Disease Control and Prevention. Preventing emerging infectious diseases: Addressing the problem of antimicrobial resistance. Available at: <http://www.cdc.gov/ncidod/emergplan/antiresist/>. Accessed November 5, 2001.

TABLES

Each table should be prepared double-spaced on a separate page. Tables are numbered consecutively in Arabic numbers in the order of their appearance in the text. A brief descriptive title should be supplied for each. Explanations, including abbreviations, should be listed as footnotes, not in the heading. Statistical measures of variations such as standard deviation or standard error of the mean should be included as appropriate in the footnotes. Do not use internal horizontal or vertical rules.

FIGURE LEGENDS

Legends should be typed double-spaced with Arabic numbers corresponding to the figure. When arrows, symbols, numbers, or letters are used, explain each clearly in the legend; also explain internal scale, original magnification, and method of staining as appropriate. Legends should not appear on the same page as the actual figures.

FIGURES

For hard copy submissions (until May 1, 2004), submit three complete and original sets of figures.

Each professional drawing, roentgenogram, or other original material should be photographed and sharp, glossy photographic prints submitted. For color clinical figures, include original slides and three sets of prints to ensure quality reproduction.

Photographic prints are usually 5" × 7", but should not be any larger than 8" × 10". Figures should not be mounted. Each figure should have a label pasted on the back indicating the number of the figure, author's name, and top of the figure.

Photomicrographs should have internal scale markings. Human subjects must not be identifiable in pho-

tographs, unless written permission is obtained and accompanies the photograph. Lettering, arrows, or other identifying symbols should be large enough to permit reduction and must be applied directly to the figure.

Clinical color photographs are encouraged. There is no charge to the author for publication of any figure.

Computer Graphics and Digital Images of Figures

Submission of digital electronic images is welcome with hard copy manuscripts, but authors are also encouraged to provide high-quality, reproducible copies of all graphics and digital figures. Computer-generated graphics are acceptable when printed on a laser-quality printer and photographic paper; those printed on dot-matrix printers cannot be accepted. Authors are strongly encouraged to prepare basic, simple computer designs that can be clearly understood when reproduced; use of "3-dimensional" graphics is not recommended. Unnecessarily complex designs may be returned for simplification before publication. Details of programs used to prepare digital images must be given to facilitate use of the electronic image. If cropping of the electronic image is necessary, a hard copy with appropriate crop marks should be included.

File Formats for Digital Images

Acceptable file formats for digital images include .eps, .jpg, and .tif. **Please do not save images in PowerPoint.** All images saved in CMYK or grayscale mode should have an effective resolution of at least 300 dpi. Bitmap mode graphics should have an effective resolution of at least 600 dpi.

Please note that when scaling images in a page layout program, the effective resolution of the graphic is being changed. For example, a 300 dpi image placed at 200% will have an effective resolution of only 150 dpi.

Do not embed .eps files inside other .eps files. Nesting .eps files can cause output errors and substantially increases processing time. All duotones should be created in a photo manipulation program such as Photoshop (version 5.01 or higher). For color images, always use process or spot colors, not RGB.

UNITS OF MEASUREMENT

Measurements of length, height, weight, and volume should be reported in metric units or their decimal multiples. Temperatures should be given in degrees Celsius and blood pressure in millimeters of mercury. All hematologic and clinical chemistry measurements should be reported in the metric system in terms of

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the International System of Units (SI). Description of teeth should use the American Dental Association (i.e., Universal/National) numbering system.

STATISTICS

Statistical methods should be described such that a knowledgeable reader with access to the original data could verify the results. Wherever possible, results should be quantified and appropriate indicators of measurement error or uncertainty given. Sole reliance on statistical hypothesis testing or normalization of data should be avoided. Data in as close to the original form as reasonable should be presented. Details about eligibility criteria for subjects, randomization, methods for blinding of observations, treatment complications, and numbers of observations should be included. Losses to observations, such as dropouts from a clinical trial, should be indicated. General-use computer programs should be listed. Statistical terms, abbreviations, and symbols should be defined. Detailed statistical, analytical procedures can be included as an appendix to the paper if appropriate.

ANIMAL AND HUMAN TRIALS

All manuscripts reporting the use of human subjects must include a statement that the protocol was approved by the author's institutional review committee for human subjects or that the study was in accordance with the Helsinki Declaration of 1975, as revised in 2000. Do not use any designation in tables, figures, or photographs that would identify a patient, unless express written consent from the patient is submitted.

For research involving the use of animals, it is necessary to indicate that the protocol was approved by the author's institutional experimentation committee or was in accordance with guidelines approved by the Council of the American Psychological Society (1980) for the use of animal experiments.

FOOTNOTES

Footnotes should be used only to identify author affiliation; to explain symbols in tables and illustrations; and to identify manufacturers of equipment, medications, materials, and devices. Use the following symbols in the sequence shown: *, †, ‡, §, ||, ¶, #, **, ††, etc.

IDENTIFICATION OF PRODUCTS

Use of brand names within the title or text is not acceptable, unless essential when the paper is comparing two or more products. When identification of a product is needed or helpful to explain the proce-

dures or trial being discussed, a generic term should be used and the brand name, manufacturer, and location (city/state/country) cited as a footnote.

REVIEW PROCESS AND PUBLICATION PROCEDURES

Peer Review

The *Journal of Periodontology* is a peer-reviewed publication. All manuscripts, including State of the Art Reviews, Innovations in Periodontics, Case Reports, Case Series, and Commentaries, are submitted to a minimum of two reviewers and, when appropriate, to a statistical reviewer. Authors are given reviewer comments and additional information or observations as the Editor believes would be helpful. Revised manuscripts are due within 60 days of receipt of the Editor's communication.

Copyright

All manuscripts accepted for publication become the property of the American Academy of Periodontology. A copyright form must be signed by all authors and returned to the Managing Editor.

Reprints

Corresponding authors may purchase reprints at the time pages are received for proofreading. Reprints can be purchased in 4-color or black and white.

SUBMITTING REVISED HARD COPY MANUSCRIPTS

If original paper was a hard copy submission, authors should submit their revised manuscript, including tables and figure legends, on a 3-1/2" disk using a PC- or Mac-based file.

Be sure to indicate on the disk the software program and version used (e.g., WordPerfect for DOS, Version 6.1; Microsoft Word 2000, etc.).

Also provide two hard (printed) copies of the revised manuscript and two copies of any new or revised figures.

Return the revised hard copy manuscript and accompanying materials to: Managing Editor, *Journal of Periodontology*, 737 North Michigan Avenue, Suite 800, Chicago, IL 60611-2690.

Please note that hard copy submissions will no longer be accepted after May 1, 2004. Authors submitting manuscripts after this date must use the online submission system.

Please see the following page for Web Uploading Policies and Instructions.

Web Uploading Policies and Instructions

The following information will help in preparing and submitting your manuscript to the *Journal of Periodontology* Web-based peer review system, JOP Manuscript Central. Also refer to pages 182-188 for guidelines on preparing and formatting manuscripts.

Submit manuscripts to <http://jperio.manuscriptcentral.com>. You will be able to monitor the progress of your manuscript through the peer review process.

PREPARING AND FORMATTING ELECTRONIC MANUSCRIPTS

Text file: Submission of manuscripts must be in Microsoft Word format (.doc) or rich text format (.rtf). This applies to both Windows and Macintosh platforms. If you are using any other word processing program, you must save the text file as .rtf.

Use basic fonts such as Arial, Courier, Helvetica, Times, or Times New Roman. Special or mathematical characters and Greek letters that are not on a standard keyboard must be created using the symbol font.

Tables: The system will easily read tables created with Word's table utility or when inserted into Word from Excel.

Equations: Create an equation as text, treating any mathematical symbols as special characters and assigning them the symbol font. Equations can also be saved as an image file and inserted into the text document.

Figures and illustrations: To prevent problems during the review process, figures and illustrations should be submitted only in the following formats: .eps, .jpg, .gif, or .tif and at the highest resolution possible (at least 300 dpi for CMYK or grayscale mode and 600 dpi for bitmap mode). Any other format might not be readable by a reviewer. Illustrations and graphics for revised manuscripts must be submitted in .eps, .jpg, or .tif format only.

Save figures and illustrations with clear and simple file names, such as "Figure 1a.tif" or "Fig1a.tif." File names should match the labeling that appears in the legends in the text document.

SUBMITTING

For user account information, log on to *Journal of Periodontology* Manuscript Central at <http://jperio>.

manuscriptcentral.com. Here you will be able to either create an account or enter an existing account. If you believe you may already have an account, click on "check for existing account" and enter your e-mail address. If the address you entered is found in the account records, an e-mail will be sent to you at that address containing the associated login information.

If you do not have an account on the system, click on "create a new account." Please fill in all fields accurately. All bolded fields are required. If a required field does not apply to you, enter "none" or "N/A" in the space provided. When you are finished, click on "Submit Information" to continue with your submission.

Author Center: After you have logged in, go to the Author Center and click on "Submit First Draft of a New Manuscript." As you progress through the submission process, note that the information in the "Manuscript Data Summary" box updates upon completion of each screen.

Screen 1 – Manuscript Details. Select a manuscript type from the pull-down menu, and then enter the running title of your manuscript. In the boxes provided, fill in the total number of figures and tables. Be sure to read the submission statement and select "yes" from the pull-down menu. The *Journal of Periodontology* also requires the signatures of all authors as part of the submission process. A cover letter containing these signatures can be uploaded during the manuscript submission process or faxed separately to the editorial office at 312/573-3225 (attn: Julie Daw, Managing Editor). Finally, please explain any conflicts of interest if applicable.

Click on "save and continue" when you have finished this screen. If for any reason you exit the system before completing the process, you can continue where you left off by logging in, going to the Author Center, and clicking on the "Partially Submitted Manuscripts" button and following instructions.

Screen 2 – Institutions. Enter information about each institution (up to 20) with which the authors of the manuscript, yourself included, are affiliated. Entries may exceed the size of each field on the screen – the data will not be truncated. Click on "save and continue" when you are finished with this screen or "previous" to return to the previous screen.

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Screen 3 – Authors. Enter the authors of the manuscript (up to 20). Indicate the corresponding author and indicate primary, secondary, or tertiary affiliation for each author. Enter the e-mail address for each author as well. Click on “save and continue” when you are finished with this screen or “previous” to return to the previous screen. Once the *Journal of Periodontology* has received a manuscript, any changes in authorship must be faxed to the editorial office at 312/573-3225 (attn: Julie Daw, Managing Editor) and must contain the signature of the author who has been added or removed from the paper.

Screen 4 – Title. Enter the title of your manuscript into the box. You can either copy-and-paste your title from your manuscript text file into the box or type it directly into the box. Use the Character Palette for special characters such as Greek letters and mathematical symbols or for formatting such as italics, boldface, or superscript. For example, when you click on the lowercase alpha, the appropriate code for the character appears above. Highlight the code, go up to Edit to copy the code, then paste it into the appropriate spot in your title. Click on “save and continue” when you are finished with this screen or “previous” to return to the previous screen.

Screen 5 – Abstract. You can either copy-and-paste your abstract from your manuscript text file into the box or type it directly into the box. Use the Character Palette for special characters such as Greek letters and mathematical symbols or for formatting such as italics, boldface, or superscript. Proofread your abstract carefully; you can also check it on the next screen by clicking on the “View Abstract” link. Click on “save and continue” when you are finished with this screen or “previous” to return to the previous screen. If you are submitting a manuscript that does not require an abstract, please type “N/A” in the abstract box.

Screen 6 – Key Words. Enter the key words for your manuscript into the box. You can either copy-and-paste the key words from your manuscript text file into the box or type them directly into the box. Use the Character Palette for special characters such as Greek letters and mathematical symbols or for formatting such as italics, boldface, or superscript. Click on “save and continue” when you are finished with this screen or “previous” to return to the previous screen.

Screen 7 – Comments to Editor. Enter any comments to the Editor in the box. When you are finished, click on “save and continue” or “previous” to

return to the previous screen. Note: You may also upload a cover letter file later by using the File Manager.

Screen 8 – File Upload. Click on “Use the File Manager” to begin uploading your files.

Screen 9 – File Manager. When you upload your manuscript in Microsoft Word format (.doc) or rich text format (.rtf), the file will automatically be converted to a smaller file – a Portable Document Format (.pdf) that cannot be altered. Any figure or illustration in .eps, .gif, .jpg, or .tif will automatically be converted to a smaller .jpg with the filename ending in “_sm.jpg.” Original files will be saved as Files for Production; smaller files, which will be saved as Files for Review, allow the files to download faster and the editorial office and reviewers to view the files more easily.

Follow steps 1 through 4:

1. Browse to find the desired file.
2. Select the file designation: main document (includes title page, abstract and key words, text, acknowledgments, references, figure legends, and tables); cover letter (contains the signatures of all authors; can also be faxed to the editorial office at 312/573-3225; attn: Julie Daw, Managing Editor); image file (includes color and grayscale figures; color and black & white line art); or supplemental file (multimedia or tables, if not included with main document).
3. Files uploaded under the file designations of main document, image file, and supplemental file are for review by the reviewers. For the cover letter, select “No” when prompted “Designate whether this file is for review or not.”
4. Click upload. You will see an upload confirmation window that asks you to write a description of the document or illustration. Once you have done this, click on “Save Description.” You will be brought back to the File Manager (Screen 9), where you can continue uploading files. When you have no additional files to upload, scroll to the far right of the screen (using the lower scroll bar), then click on “save and continue” to proceed to the final screen or “previous” to return to the previous screen.

Screen 10 – Submit for Review. Please verify that all files you require to be reviewed are present in the Reviewer’s proof window. Click on “View your proof as will be seen by Reviewers” to verify. When you are finished, click on “Submit Your Manuscript.” Confirmation of your submission will be noted. Print your manuscript ID number. Please include this number on any correspondence you send to the editorial office.

FINALIZING SUBMISSION

If you did not upload a cover letter containing the signatures of all authors during the online submission process, please fax this letter to the editorial office at 312/573-3225 (attn: Julie Daw, Managing Editor).

CHECKING THE STATUS OF YOUR MANUSCRIPT

You can return to your Author Center at any time to check the status of your manuscript (click on “Submitted Manuscripts”). Once a decision has been made, you will be notified by e-mail. No hard copy letters will be mailed.

SUBMITTING REVISED MANUSCRIPTS

To submit a revised paper, follow the steps below:

1. Log on to JOP Manuscript Central at <http://jperio.manuscriptcentral.com>.
2. Select Author Center, then Revised Manuscripts.
3. Click “View Comments/Respond” to address the reviewers’ comments, then click “Save Response.”
4. Click on the manuscript title next to the box identifying your revised manuscript number (e.g., JOP-04-0000.R1). You will be brought to Screen 9 of 10. Upload your revised paper and figures, following the instructions under “Screen 9 – File Manager” on page 190.

Please note that even if your figures have not been revised, they should be resubmitted with your revised manuscript.

Once the system tells you that your manuscript has been uploaded, be sure to scroll all the way to the far right of your screen (using the lower scroll bar) and select the “save and continue” button.

Follow the instructions on Screen 10 and proceed until you receive a confirmation notice on your screen that your revised manuscript has been successfully submitted to the *Journal of Periodontology*. You will also receive a confirmation e-mail message from the system when your revised paper has been successfully uploaded and received in the editorial office.

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If your manuscript is accepted for publication, all authors must complete a copyright form, which can be found at <http://jperio.manuscriptcentral.com> under “Instructions and Forms” in the upper right-hand corner of your screen. Please fax this form to the editorial office at 312/573-3225 (attn: Julie Daw, Managing Editor). You will be notified about a publication date by the Managing Editor.