

2008 Guidelines for Preparing Manuscripts for *Dental Journal of Hamadan University*

Submission Guidelines

We are pleased that you are interested in writing an article for *Dental Journal of Hamadan University*. In publishing, as in dentistry, precise procedures are essential. Your attention to and compliance with the following policies, will help ensure the timely processing of your submission.

Length of Manuscripts

Manuscript length depends on manuscript type. In general, research and clinical science articles should not exceed 10 to 12 double-spaced, typed pages (excluding references, legends, and tables). Clinical Reports and Technique articles should not exceed 4 to 5 pages, and Tips articles should not exceed 1 to 2 pages. The length of literature reviews is variable but should not exceed 15 pages.

Formatting

All submissions must be typed and double-spaced. Print on only 1 side of the paper. Paper dimensions should be A4 with 1-inch margins on all sides.

Hard Copy and Electronic Files

Please submit 1 hard copy of the manuscript *and* an electronic file of the text and tables on a **CD**. Microsoft Word is the preferred word processing program. *Without an electronic copy of the text and tables, we cannot submit the manuscript to our review process.* If photographic prints accompany the text, **high quality electronic illustrations** should be submitted.

Submitted manuscripts must be written clearly and concisely in English and represent unpublished original research that is not being considered for publication elsewhere.

Checklist for Initial Submission

- Letter of submission
- Permission to reproduce previously published material, if applicable
- Informed consent for patient photographs, if applicable
- CD containing electronic files of manuscript contents
- Electronic image files
- **One** copy of typed, double-spaced manuscript, which should include, in this order: Title page with proper information for all authors, Abstract, Article proper, References, Tables, Legends for illustrations

Submission Address

Send all manuscripts and/or make inquiries to

Dental journal of Hamadan University Office, Dental College of Hamadan
Fahmideh Blv., Hamadan, Iran, Tel: 08118354017, Fax: 08118354220

Types of Articles

Articles are classified as one of the following: research/clinical science article, clinical report, technique article, literature review, or tip from our readers. Required sections for each type of article are listed in the order in which they should be presented.

RESEARCH REPORT / CLINICAL STUDY

The research report should be no longer than 10-12 double-spaced, typed pages and be accompanied by no more than 8 high-quality illustrations.

- **Abstract** (approximately 250 words): Create a structured abstract with the following subsections: Statement of problem, Purpose, Material and Methods, Results, and Conclusion. The abstract should contain enough detail to describe the experimental design and variables. Sample size, controls, method of measurement, standardization, examiner reliability, and statistical method used with associated level of significance should be described in the Material and Methods section. Actual values should be provided in the Results section.
- **Clinical Implications:** In 2-4 sentences, describe the impact of the study results on clinical practice.
- **Introduction:** Explain the problem completely and accurately. Summarize relevant literature, and identify any bias in previous studies. Clearly state the objective of the study and the research hypothesis at the end of the Introduction. Please note that, for a thorough review of the literature, most (if not all references) should first be cited in the Introduction and/or Material and Methods section.
- **Material and Methods:** In the initial paragraph, provide an overview of the experiment. Provide complete manufacturing information for all products and instruments used, either in parentheses or in a table. Describe what was measured, how it was measured, and the units of measure. List criteria for quantitative judgment. Describe the experimental design and variables, including defined criteria to control variables, standardization of testing, allocation of specimens/subjects to groups (specify

method of randomization), total sample size, controls, calibration of examiners, and reliability of instruments and examiners. Statistical tests and associated significance levels should be described at the end of this section.

- **Results:** Report the results accurately and briefly, in the same order as the testing was described in the Material and Methods section. For extensive listings, present data in tabular or graphic form to help the reader. Describe the most significant findings and trends. Text, tables, and figures should not repeat each other. Results noted as significant must be validated by actual data and p-values.
- **Discussion:** Discuss the results of the study in relation to the hypothesis and to relevant literature. If the results do not agree with other studies and/or with accepted opinions, state how and why the results differ. Agreement with other studies should also be stated. Identify the limitations of the present study, and suggest areas for future research.
- **Conclusions:** Concisely list conclusions that may be drawn from the research; do not simply restate the results. The conclusions must be pertinent to the objectives and justified by the data. In most situations, the conclusions are true for only the population of the experiment. All statements reported as conclusions should be accompanied by statistical analyses.
- **References:** Select and format references in accordance with the guidelines.
- **Tables:** Create tables in accordance with the guidelines.
- **Legends for illustrations:** Concisely describe each illustration without directly duplicating the main text.

Clinical Report

The clinical report describes the author's methods for meeting a patient treatment challenge. It should be no longer than 4 to 5 double-spaced, typed pages and be accompanied by no more than 8 high-quality illustrations. In some situations, the Editor may approve the publication of additional figures if they contribute significantly to the manuscript.

- **Abstract:** Provide a short, nonstructured, 1-paragraph abstract that briefly summarizes the problem encountered and treatment administered.
- **Introduction:** Summarize literature relevant to the problem encountered. Include references to standard treatments and protocols. Please note that most, if not all, references should first be cited in the Introduction and/or Clinical Report section.
- **Clinical Report:** Describe the patient, the problem with which he/she presented, and any relevant medical or dental background. Describe the various treatment options and the reasons for selection of the chosen treatment. Fully describe the treatment rendered, the length of the follow-up period, and any improvements noted as a result of treatment. This section should be written in past tense and in paragraph form.
- **Discussion:** Comment on the advantages and disadvantages of the chosen treatment, and describe any contraindications for it. If the text will only be repetitive of previous sections, omit the Discussion.
- **Summary, References and Legends for illustrations**

Dental Technique

The dental technique article presents, in a step-by-step format, a unique procedure helpful to dental professionals. It should be no longer than 4 to 5 double-spaced, typed pages and be accompanied by no more than 8 high-quality illustrations. In some situations, the Editor may approve the publication of additional figures if they contribute significantly to the manuscript.

- **Abstract:** Provide a short, nonstructured, 1-paragraph abstract that briefly summarizes the technique.
- **Introduction:** Summarize relevant literature. Include references to standard methods and protocols. Please note that most, if not all, references should first be cited in the Introduction and/or Technique section.
- **Technique:** In a numbered, step-by-step format, describe each step of the technique. Put the text in command rather than descriptive form. Include citations for the accompanying illustrations.
- **Discussion:** Comment on the advantages and disadvantages of the technique indicate the situations to which it may be applied, and describe any contraindications for its use. Avoid excessive claims of effectiveness. If the text will only be repetitive of previous sections, omit the Discussion.
- **Summary:** Briefly summarize the technique presented and its chief advantages.
- **References and Legends for illustrations**

Literature Review

The literature review accurately and critically summarizes published research on a particular area of interest in dentistry. Thorough documentation should be provided through the citation of references.

- **Abstract:** Provide a nonstructured, 1-paragraph abstract that includes the purpose of article; a description of the main topic or focus; and an indication of how the research was conducted, what sources of information were culled, and what time period was surveyed.
- **Literature review:** Present an accurate and complete record of the literature, organized by topic with subject-oriented section headings. Do not simply summarize past studies; critically review their results and possible limitations.
- **Summary:** Briefly summarize the most important findings of the literature reviewed. Suggest areas for future research.
- **References, Tables and Legends for illustrations**

TIPS FROM OUR READERS

Tips are brief reports on helpful or timesaving procedures. They should be limited to 2 authors, be no longer than 250 words, and include no more than 2 high-quality illustrations. Place the procedure in a numbered, step-by-step format; place the text in command rather than descriptive form.

Formatting Instructions

FIRST PAGE ARRANGEMENT –TITLE PAGE

- Title: The title should define the study's scope, content, and clinical significance. Capitalize only the first letter of the first word. Do not underline the title. Abbreviations or trade names should not be used in the title.
- Authors: Directly under the title, type the names and degrees of the authors. List *academic degrees only*. No fellowship designations, please.
- Institution(s): Directly under the authors' names, type their individual institutional affiliations and the cities, states, and countries in which these institutions are located. If the authors are not affiliated with an institution, please list the city, state, and country in which the authors live.
- Presentation/support information and titles: If the research was presented before an organized group, type the name of the organization and the location and date of the meeting. If the work was supported by a grant or any other kind of funding, supply the name of the supporting organization and the grant number. List the academic titles (e.g., Assistant Professor) and departmental affiliations of all authors.
- Contact information: List the mailing address, business telephone, fax number, and e-mail address of the author who will receive correspondence and reprint requests.

ABSTRACT

- The abstract must be typed on a page separate from the main text and should include no abbreviations.

MAIN TEXT

Headings

- Headings should contribute to the clarity of the article and appear in appropriate places to indicate a shift from one section to another (eg, Discussion to Conclusions).
- The use of subheadings may be appropriate in the Material and Methods section but is generally discouraged in the Results and Discussion.
- All headings should be typed flush with the left margin. Main headings (eg, MATERIAL AND METHODS) should be in capital letters; subheadings (eg, Specimen preparation) should be in lowercase letters.

Identification of product and manufacturing information

- Refer to products in generic terms. Immediately following the term, provide the following information in parentheses: product name and manufacturer's name, city, state, and country. If the same manufacturer is cited multiple times, the city and state/country are required only in the first citation.
- Use generic drug names; trade names may be listed in parentheses at the point of first mention.

Personal communications

- Do not list a personal communication in the References. Instead, provide the following information in the text in parentheses: the name of the person with whom you communicated, his/her highest academic degree, whether the communication was oral or written, and the date of the communication.

REFERENCES

- Most, if not all, references should first be cited in the Introduction and/or Material and Methods section. Only those references that have been previously cited or that relate directly to the outcomes of the present study may be cited in the Discussion.
- Only peer-reviewed, published material may be cited as a reference. Manuscripts in preparation, manuscripts submitted for consideration, and unpublished theses are not acceptable references.
- References of publications which are not indexed should be kept to a minimum (no more than 2). **They are permitted only when the original article has been translated into English.** The translated title should be cited and the original language noted in brackets at the end of the citation.
- Textbook references should be kept to a minimum, as textbooks often reflect the opinions of their authors and/or editors. The most recent editions of textbooks should be used. Evidence-based journal citations are preferred.
- References must be identified in the body of the article with superscript Arabic numerals.
- The complete reference list, double-spaced and in numerical order, should follow the Conclusions section but start on a separate page. Only references cited in the text should appear in the reference list.
- Reference formatting should conform to Vancouver style as set forth in "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (Ann Intern Med 1997;126:36-47).
- List up to six authors. If there are seven or more, after the sixth author's name, add *et al.*

- Abbreviate journal names per the Cumulative Index Medicus. A complete list of standard abbreviations is available through the PubMed website: <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>
- Format for journal articles: Supply the last names and initials of all authors; the title of the article; the journal name; and the year, volume, and page numbers of publication. Do not use italics, bold, or underlining for any part of the reference. Put a period after the initials of the last author, after the article title, and at the end of the reference. Put a semi-colon after the year of publication and a colon after the volume. *Issue numbers are not used in Vancouver style.*
- Format for books: The most current edition must be cited. Supply the names and initials of all authors/editors, the title of the book, the city of publication, the publisher, the year of publication, and the inclusive page numbers consulted. Do not use italics, bold, or underlining for any part of the reference.

TABLES

- Tables should be self-explanatory and should supplement, not duplicate the text.
- Provide all tables at the end of the manuscript, after the figure legends (if present) or reference list. There should be only one table to a page. Omit internal horizontal and vertical lines.
- Do not list tables in parts (eg, Table Ia, Ib, etc.). Each should have its own number. Number the tables in the order in which they are mentioned in the text.
- Supply a concise legend that describes the content of the table. Create descriptive column and row headings. Within columns, align data such that decimal points may be traced in a straight line.
- In a footnote, define any abbreviations used in a table.
- If a table (or any data within it) was published previously, give full credit to the original source in a footnote to the table. If necessary, obtain permission to reprint from the author/publisher.
- The tables should be submitted in Microsoft Word, WordPerfect, or RTF format. Microsoft Word is preferred. If a table has been prepared in Excel, it should be inserted into one of the abovementioned formats prior to submission.

ELECTRONIC IMAGE SUBMISSION

Submitting your illustrations in electronic format allows more accurate and higher quality reproduction of your work. The following guidelines must be carefully followed.

File Type

Electronic files should be submitted as TIFF or EPS files. Color images should be in CMYK (Cyan/Magenta/Yellow/Black) color format (colorspace) as opposed to RGB (Red/Green/Blue) color format. The figures should be submitted to the Journal on a CD-ROM.

File Dimensions and Size

The figure dimensions must be a minimum of 10 × 15 cm; the figures should be of standard dimensions. The figures must be oriented correctly when submitted. Figures should be size-matched (the same physical size), unless the image type prohibits the size-matching of the figure to other figures within the manuscript, as in the case of panoramic or periapical radiographs, SEM images, graphs. Do not “label” the faces of the figures with letters or numbers to indicate the order in which the figures should appear, as such labels will be inserted during the publication process. Clinical figures should be color balanced. The figures should be of professional quality and high resolution. The following guidelines with respect to resolution must be followed:

- Color and black-and-white photographs should be created and saved at a minimum of 300 dots per inch (dpi).
- All images must be easily readable and have good contrast. Clarity and quality should be uniform among the parts of a multipart figure, and among all of the figures within a manuscript.
- A uniform background, preferably of a nontextured, medium blue, should be provided for color figures when possible.

All microscopic photographs must have a measurement bar and unit of measurement on the image. Color illustrations may be submitted when their use considerably enhances the value of the manuscript. Generally, a maximum of 8 figures will be accepted for clinical report and dental technique articles, and 2 figures will be accepted for tips from our reader articles. However, the Editor may approve the publication of additional figures if they contribute significantly to the manuscript. In the article, clearly reference each illustration by including its number in parentheses at the end of the appropriate sentence, before closing punctuation.

Figure Legends

The figure legends should appear within the text of the manuscript, on a separate page following the references and tables, and should appear under the heading “LEGENDS”.

Graphs

The fill for bar graphs should be distinctive and solid; shading and patterns should be avoided. Thick, solid lines should be used, and bold, solid lettering. Times New Roman font is preferred. Place lettering on white background and avoid reverse type (white lettering on a dark background).

INTEREST IN COMMERCIAL COMPANIES AND/OR PRODUCTS

- Authors may not directly or indirectly advertise equipment, instruments, or products in which they have a personal investment.
- Statements and opinions expressed in the manuscripts are those of the authors and not necessarily those of the editors or publisher. The editors and publisher disclaim any responsibility or liability for such material. Neither the editors nor the publisher guarantee, warrant, or endorse any product or service advertised in the Journal; neither the editors nor the publisher guarantee any claim made by the manufacturer of said product or service.

- Authors must disclose any financial interest they may have in products mentioned in an article. This disclosure should be typed after the Conclusions section.