

Instructions to Authors

The **Bhavnagar University's Journal of Dentistry**, the official journal of Bhavnagar university, publishes scientific articles, case reports, reviews and comparison studies evaluating materials and methods in the fields of Dentistry.

Guidelines for publishing article:

The following guidelines are provided to assist authors in submitting manuscripts.

1. The **Bhavnagar University's Journal of Dentistry** publishes original and review articles related to the scientific and applied aspects of dentistry. Moreover, the **Bhavnagar University's Journal of Dentistry** has a diverse readership that includes full-time clinicians, full-time academicians, residents, students and scientists. Effective communication with this diverse readership requires careful attention to writing style.
2. **General Points on Composition**
Authors are strongly encouraged to analyze their final draft with both software (e.g., spelling and grammar programs) and colleagues who have expertise in English grammar. It must be understood that clarity is the most important feature of scientific writing. Scientific articles must be clear and precise in their content and concise in their delivery since their purpose is to inform the reader. The Editor reserves the right to edit all manuscripts or to reject those manuscripts that lack clarity or precision, or have unacceptable grammar.

General Points on the Organization of Original Research Manuscripts

GENERAL

Manuscripts should be typed in A4 size (212×297 mm) paper, with margins of 25mm (1 inch) from all the four sides. Submissions should be written in TIMES NEW ROMAN font. Headings should have a font size of 16, sub-headings font size of 14 and main text of font size 12. Submissions should be double spaced.

Authors will send the manuscript and images to the editor of journal via email (bujournal@gmail.com, docsonali@yahoo.com, vineetdent@yahoo.co.in) or on CD at editorial office address. Author (s) will be notified in 90 days if manuscript is accepted.

Manuscript submitted by email or on CD should contain:

- Title page (.doc 2003 document)
- Article file (.doc 2003 document)
- Images (Jpeg, tiff format)
- Covering letter signed of all Authors (Scanned)
- Copyright/Contributors Form signed of all Authors (Scanned)

TITLE PAGE

The title page must be submitted as a separate file. Include on the title page:

- a. Type of manuscript;
- b. Complete manuscript title;
- c. Name of Authors (the way it should appear in the journal), with highest academic degrees and affiliations;
- d. Name and address for correspondence, including fax number, telephone number and e-mail address; and
- e. Total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the reference).
- f. All sources of support, including pharmaceutical and industry support that require acknowledgment.
- g. If the manuscript is presented as a part at a meeting, the organisation, place and exact date on which it was read.

The title should describe the major conclusion of the paper. It should be as short as possible without loss of clarity. It is best not to use abbreviations in the title since this may lead to imprecise coding by electronic citation programs such as PubMed (e.g., use “sodium hypochlorite” rather than NaOCl).

ARTICLE FILE

Abstract: The abstract should concisely describe the purpose of the study, the hypothesis, methods, major findings and conclusions. The abstract should describe the new contributions made by this study. The word limitations (150 words – case reports & 250 words – original research) and the wide distribution of the abstract make this section challenging to write clearly. This section often is written last by many authors since they can draw on the rest of the manuscript. Write the abstract in past tense since the study has been completed. Three to ten keywords should be listed below the abstract.

Text: Organize the manuscript into five main headings: Introduction, Materials and Methods, Results, Discussion and References. Define abbreviations at first mention in text and in each table and figure. If a brand name is cited, supply the manufacturer's name and address (city and state/country). References follow the style of Index Medicus. They must be keyed to the text and numbered consecutively in the order of appearance. References should be placed inside parentheses at the end of a sentence or a clause, and not placed as superscripts.

Introduction: The introduction should briefly review the pertinent literature in order to identify the gap in knowledge that the study is intended to address. The purpose of the study, the tested hypothesis and its scope should be described.

Material and Methods: The objective of the methods section is to permit other investigators to repeat your experiments. The three components to this section are the experimental design, the procedures employed, and the statistical tests used to analyze the results. The vast majority of manuscripts should cite prior studies using similar methods and succinctly describe the particular aspects used in the present study. If the study utilized a commercial product, the manuscript should

state that they either followed manufacturer's protocol or specify any changes made to the protocol. Studies on humans should conform to the Helsinki Declaration of 1975 and state that the institutional IRB approved the protocol and that informed consent was obtained. Studies involving animals should state that the institutional animal care and use committee approved the protocol. The statistical analysis section should describe which tests were used to analyze which dependent measures; p-values should be specified. The soft ware used to analyse the data has to be mentioned. Additional details may include randomization scheme, stratification (if any), power analysis, drop-outs from clinical trials, etc.

Results: Only experimental results are appropriate in this section (i.e., neither methods nor conclusions should be in this section). Include only those data that are critical for the study. Do not include all available data without justification; any repetitive findings will be rejected from publication. All Figs./Charts/Tables should be described in their order of numbering with a brief description of the major findings.

Figures: There are two general types of figures. The first type of figure includes photographs, radiographs or micrographs. Include only essential figures, and even if essential, the use of composite figures containing several panels of photographs is encouraged. The second type of figure is graphs (i.e., line drawings) that plot a dependent measure (on the Y axis) as a function of an independent measure (usually plotted on the X axis). Examples include a graph depicting pain scores over time, etc. Graphs should be used when the overall trend of the results are more important than the exact numerical values of the results.

Art should be created/scanned and saved and submitted as either a TIFF (tagged image file format), or JPEG file. Line art must have a resolution of at least 1200 dpi (dots per inch); all scanned images including electronic photographs/radiographs, CT scans, etc., must have a resolution of at least 300 dpi.

Tables: Tables are appropriate when it is critical to present exact numerical values. Each table must be typed double spaced and should be numbered with Arabic numerals. The legend must be placed on the top of the tables.

Discussion: The conclusion section should describe the major findings of the study. Both the strength and weaknesses of the observations should be discussed. What are the major conclusions of the study? How does the data support these conclusions? How do these findings compare to the published literature? What are the clinical implications? Although this last section might be tentative given the nature of a particular study, the authors should realize that even preliminary clinical implications might have value for the clinical readership. Ideally, a review of the potential clinical significance is the last section of the discussion.

References: The reference style follows Index Medicus and is placed in parentheses at the end of a sentence or at the end of a clause that requires a literature citation. Original reports are limited to 35 references. There are no limits in the number of references for review articles.

References should be placed after the text. Number references consecutively, in order of their mention in the text. Do not include unpublished data or personal communications in the reference

list. Cite such references parenthetically in the text and include a date.

Articles in journals:

Wenzel A, Fejerskov O. Validity of diagnosis of questionable caries lesions in occlusal surfaces of extracted third molars. *Caries Res* 1992; 26:188-93.

Articles in online journals:

Baljoon M, Natto S, Bergstrom J. Long-term effect of smoking on vertical periodontal bone loss. *J Clin Periodontol* [serial on the Internet]. 2005 Jul [cited 2006 June12]; 32:789-97. Available at: <http://www.blackwell-synergy.com/doi/abs/10.1111/j.1600-051X.2005.00765.x>

Book chapter:

Basbaum AI, Jessel TM, The perception of pain. In: Kandel ER, Schwartz JH, Jessel TM. *Principles of neural science*. New York: McGraw Hill; 2000. p. 472-91.

Dissertations and Theses:

Polido WD. The evaluation of bone alterations around dental implants during the osseointegration period by direct digital radiography [thesis]. Porto Alegre (RS): School of Dentistry, Pontifical Catholic University of Rio Grande do Sul; 1997.

Online document:

Ueki N, Higashino K, Ortiz-Hidalgo CM. *Histopathology* [monograph online]. Houston: Addison Books; 1998. [Accessed on 2001 Jan 27]. Available at <http://www.list.com/dentistry>.

Manuscripts submitted for publication must be submitted solely to **the Bhavnagar University's Journal of Dentistry** and not published elsewhere.

COVERING LETTER

A cover letter, containing signatures of all authors must be scanned and submitted with the manuscript files.

COPYRIGHT/CONTRIBUTORS FORM

Scanned copyright form should be submitted within 2 weeks of the submission of the manuscript. Manuscript would be only accepted after the copyright form has been submitted to the editor.

DISCLOSURE OF CONFLICTS AND FINANCIAL INTERESTS

Sources of support for the research or article must be acknowledged in the paper and any financial involvement that might indicate a conflict of interests should be disclosed at the time of submission.

ETHICAL APPROVAL OF STUDIES AND INFORMED CONSENT

For human or animal experimental investigations, clearance from the review board or ethics committee should be obtained and should be documented in the paper. Consent must be obtained for all investigations undertaken on human subjects, case reports and clinical pictures.

REVIEW PROCESS AND ACCEPTANCE

Manuscripts will be peer-reviewed by two anonymous individuals from the review board, selected by the editor, who have expertise and experience pertinent to the topic of the article. The editor and/or co-editors will also review all manuscripts. The review procedure can take up to twelve weeks. If a manuscript is not accepted, the author will receive the reviewers' comments, but manuscript copies will not be returned. The acceptance criteria for all the papers depend on its originality and quality of research.

Time Table

The Editorial Board at BUJOD follows a rigid time table and as far as possible tries to adhere to it.

- | | |
|---|---------|
| 1. Time from receiving manuscript to initial (provisional) approval/disapproval by editorial board. | 7 days |
| 2. Time from approval to completion of peer review. | 5 weeks |
| 3. Time for authors to send back the correction or explanations to comments by peer reviewers. | 3 weeks |
| 4. Time for final acceptance by the editorial board based on peer review process. | 2 weeks |
| 5. Time for authors to send in the final corrected draft. | 2 weeks |
| 6. Time for BUJOD to set up the article in its format. | 8 days |
| 7. Time for authors to do the final proof reading. | 7 days |
| 8. Time for BUJOD to do the proof read changes. | 3 days |
| 9. Time for BUJOD to publish the online first version (only if time to final publication is more than 15 days). | 5 days |

The manuscripts will be reviewed for possible publication on the understanding that they are being submitted only to one journal at one time and have not been published, simultaneously submitted, or accepted for publication elsewhere.

1. As the first step, the editors review all the submitted manuscripts. Manuscripts that are not original enough, indicate serious scientific flaws, or do not convey significant messages would be rejected (read editorial statements).

2. All the manuscripts that are submitted are duly acknowledged.
3. Each manuscript would be initially screened by a nonmedical editor in order to check for the conformity with our journal and completeness of the article. Only complete articles would be finally accepted and forwarded to the editors each manuscript would be then reviewed by the medical members of the editorial team. They inform the author if the article has been accepted for peer review or has been rejected. If rejected, the corresponding author will be informed via an e-mail.
4. If approved for peer review the article is then placed under the supervision of one (out of the initial three) member of the editorial team. The manuscripts are then de-identified and sent to two or more expert reviewers. The comments of the reviewers are forwarded to the author for explanation or draft improvement.
5. After receipt of the answers or revised draft from the authors in response to the peer review comments, the coordinating editor takes the final decision regarding the acceptance of the manuscript. The whole process is completed within 6-7 weeks.
6. *Language edit:* The manuscripts that are accepted are edited for grammar, punctuation, style, and format. Page proofs will be sent to the author and have to be returned within three days. Any correction or modification made to the manuscript after that period may not be included.
7. *Note:* The e-mails containing original manuscripts, which have been rejected, will be removed from our system within 30 days of editorial board communicating its decision.

Manuscript Processing Charges

A charge of Rs 10,000/- per article will be charged as the manuscript processing fees from the author. An account payee Cheque pay to BHAVNAGAR UNIVERSITY'S JOURNAL OF DENTISTRY has to be sent at either of the following address.

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