

# Guidelines for Authors

DentalUpdate is read by general and specialist practitioners, hospital dentists, and an increasing number of dental students and hygienists. The principal aim of the journal is to offer the general dental practitioner (and specialists in other sub-disciplines of dentistry) a source of continuing education and forum for discussion.

## Preparation of manuscripts

### Text

1. The manuscript should be typed, double-spaced, and printed on one side of A4 paper, leaving a margin of at least one inch on both sides. Clear rendering of names and technical or scientific terms is essential. Three copies are required. Pages should be numbered consecutively, and securely fastened at the top left-hand corner.
2. Page 1 of the manuscript should give: a) proposed generic heading, ie, Orthodontics, Oral Medicine; b) title of article; c) author(s) name(s) and degrees; d) job title, affiliation(s) or (in the case of GDPs) location of practice.
3. Page 2 should give:
  - a) The title of the manuscript, without the authors' names.
  - b) An abstract giving a summary of the paper, up to a maximum of 100 words depending on the length of the paper.
  - c) A clinical relevance statement as a separate sentence, highlighting the clinical relevance of the manuscript.
  - d) A brief objectives statement (thought up before writing – two sentences maximum, eg 'The reader should understand the clinical implications of candida infection.' Other phrases may include 'to state, describe, give examples of, explain, evaluate, carry out, demonstrate'.
4. Numbered paragraphs should be avoided. However, DentalUpdate's setting style allows for 3 levels of heading, and it is helpful if you can indicate the level of

importance of each heading by a number from 1 to 3, pencilled alongside.

5. Annotation of teeth should be clearly marked in the Palmer style (eg lower left eight,  $\overline{8}$ ).

6. Use the generic name of each drug mentioned, with (if pertinent) the proprietary name in brackets immediately after, together with the manufacturer's details. If there is more than one brand, give those you believe to be the most widely used.

7. A caption is required for each figure and table and should be listed at the end of the text.

Citations to the figures and tables should be inserted clearly in the appropriate part of the text.

8. References (25 maximum except for review articles), should be in the Vancouver style (see boxed example) and checked carefully by the author. They must be cited in the text numerically and listed in full on a separate sheet in numerical order of appearance. Each reference should include the names and initials of each author (or, if more than six authors, the first three followed by *et al.*), the title of the paper, the journal (unabbreviated, or abbreviated according to the *Index Medicus style*), the year, the volume number, and first and last page number. Titles of books

## Journals

1. International Steering Committee of Medical Editors. Uniform requirements for manuscripts submitted to biomedical journals. *BMJ* 1979; **1**: 532–535.

2. Piddock V, Marquis PM, Wilson HJ. The mechanical strength and microstructure of all-ceramic crowns. *J Dent* 1987; **15**: 153–158.

## Books

1. Mellberg JR, Ripa L. *Fluoride in Preventive Dentistry*. Chicago: Quintessence, 1983.

2. Weinstein L, Swartz MN. Pathogenic properties of invading micro-organisms. In: *Pathologic Physiology: Mechanisms of Disease*. Sodeman WA Jr, Sodeman WA, eds. Philadelphia: WB Saunders, 1974; pp.457–472.

should be followed by the place of publication, the publisher, the year, and (if referring to only part of the book) the page number(s) and editor(s). Only published references should be used (see examples).

9. Acknowledgements, references, further reading, figure captions, tables and textual figures (see below) should all be listed on separate sheets (in that order), and not in the body of the text.

## CPD Questions

On acceptance, authors will be approached to provide a couple of multiple choice questions and answers on the content of their paper. This may be included in the CPD section, which provides an opportunity for readers to test their knowledge on the content of a particular article (see example below).

### Abrasives in toothpaste include:

- A. Calcium carbonate.
- B. Alumina.
- C. Soot.
- D. Tricalcium phosphate.

Answers: A, B

## Manuscripts on Compact Discs

DentalUpdate encourages authors to supply their manuscript on CD or by email. We can read files prepared in ASCII and most word processor program formats on IBM-PC compatible machines. Page numbers should be included in the document; typing should start at column 1 and be double-spaced, with an unjustified right-hand margin.

## Illustrations

Authors are asked to submit a photograph of the lead author with their article.

Illustrations should be of high quality, with serial photographs being of the same

magnification and same exposure. All old marking, sizes, etc, should be removed and each item (including duplicate sets) clearly marked with the abbreviated article title, the figure number and an arrow for orientation and the word 'top.' Captions should not be attached to illustrations, but should be listed on a separate sheet and attached to the manuscript. To ensure safe receipt, all slides must be carefully packaged in bubble-wrap or a slide box, and radiographs/prints supported with card. All X-rays and 4-colour illustrations will be returned to the authors after publication. Note that the final printed pictures can only reflect the quality of the picture supplied. DentalUpdate will reject any picture not of printable quality or supplied in the wrong format. N.B. When taking intra-oral photographs it is advisable to leave your operating light on, for maximum illumination.

**We cannot accept pictures downloaded from the internet, as Word documents or in Powerpoint.**

**All pictures supplied on CD or via the email need to be of high resolution (300 dpi or above), and in TIFF or JPEG format.**

Please refer to: 'Preparing Pictures for Publication: Guidelines for Dental Update' (*Dent Update* 2003; **30**: 397–399) and Sharland Series 'Digital Imaging for the General Dental Practitioner' (*Dent Update* 2004; **31**: 266–272, 328–332, 385–390.)

#### Colour Photographs

Please supply one set of transparencies or photographs (not glass mounted). The number of the illustration and paper title should be indicated on the back of the photographs and on the slide mount.

#### Line Drawings

Original line drawings should be provided and can be submitted on CD (see above). Inadequate diagrams and other line drawings will be redrawn. Drawings should be clear and explicit, with values and other notations

marked clearly. Please define all abbreviations.

#### Radiographs

Original X-ray films should be supplied and periapical radiographs slide-mounted. A set of black and white prints must also be provided. A diagram on a tracing paper overlay will ensure the accurate placing of any arrows or labels.

#### Proofs

Proofs are supplied solely for checking literal errors and making essential corrections, not for general revision or alteration.

#### Offprints and Reprints

Fifteen offprints are provided free of charge following publication. Quantities over 15 may be ordered in advance by special arrangement. There will be a charge for additional reprints. (NB: reprints ordered after the journal is published are very costly.)

### Commissioning Terms

1. George Warman Publications (UK) Ltd buys the first international serial rights only, and an agreed fee will be paid on publication. Although copyright remains with the author, the publisher reserves the right to reprint the article in another journal, or in translation, or as part of a book, or to use the material in other media, and with acknowledgement to the author.

Unless otherwise stipulated by the author, articles may be reprinted, without prior notice, in *South African DentalUpdate* and other franchise journals. A small fee will be paid on publication of the issue in which the reprint appears.

2. All manuscripts (commissioned and uncommissioned) are subject to peer review

by expert referees. The Publishers reserve the right to reject the manuscript if regarded as unsatisfactory by the Editorial Board, referees or editorial staff, or if there is substantial delay in submission.

3. Multi-author papers must be accompanied by a letter signed by all authors to indicate they have seen and approved the manuscript.

4. Unless otherwise agreed, articles should be no longer than 2,500 words (approximately 12 single-sided pages of double-spaced typing). Excessively long articles may be cut or published in two or more parts.

5. Photographs, diagrams, tables or other non-original material accompanying the article are accepted on the understanding that the author has obtained the necessary permission for their use. Full reference to the source must be provided in the caption.

6. Where written consent hasn't been received prior to publication, a patient's eyes will be masked for anonymity. Where this would obscure the condition illustrated, the author is responsible for obtaining the patient's written permission to use the illustration unmasked.

7. Any illustrations supplied may be used as a cover illustration, unless permission is specifically denied at the outset. Illustrations to be reprinted out of context, with the exception of the above, will require the author's permission.

8. The submission of uncommissioned articles is welcomed. Terms and conditions of acceptance are as for commissioned articles. Authors should submit an abstract of their article to the Editor before submitting their manuscript.

9. DentalUpdate welcomes Review Papers, Case Studies, Letters to the Editor, and Cover Photographs.

It is the author's responsibility to ensure that these instructions have been followed. Manuscripts which do not adhere to these instructions will be returned, inevitably delaying publication.

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