

Instructions to the Authors

Submission, preparation... | Article preparation | Article submission to journal | Preparation of manuscript | Protection of Patients' Right to Privacy | DownloadInstructions

The (NAIR HOSPITAL Journal name) is the official publication of the Dr. G. D. Pol Foundation's NAIR HOSPITAL Dental College & Hospital and YARST having a scope of publishing original research articles from the _____ subjects

The journal does not charge for submission, processing or publication of an article.

A manuscript will be reviewed for possible publication with the understanding that it is being submitted to IJCACD alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere.

The journal expects that authors would authorize one of them to correspond with the Journal for all matters related to the manuscript. All manuscripts received will be duly acknowledged. On submission, editors review all submitted manuscripts initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message will be rejected before proceeding for formal peer-review.

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manuscript. This process is repeated not more than twice; till reviewers and editors will be satisfied with the manuscript.

Manuscripts accepted for publication will be copy edited for grammar, punctuation, print style, and format.

Page proofs will be sent to the corresponding author. The corresponding author is expected to return the corrected proofs within five days. It may not be possible to incorporate corrections received after that period. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' immediately on acceptance.

MANUSCRIPT SUBMISSION, PREPARATION, AND FORMAT

All manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journal" developed by International Committee of Medical Journal Editors (October 2001).

The uniform requirements and specific requirement of **IJCACD** are summarized below. Before sending a manuscript contributors will be requested to check for the latest instructions available online at (*insert link to instructions*)

Authorship

Individuals identified as authors must meet the following criteria established by the International Committee of Medical Journal Editors:

- 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
 - 2) drafting the article or revising it critically for important intellectual content;
- and
- 3) final approval of the version to be published.

The order of authorship on the byline should be a joint decision of the co-authors. Authors should be prepared to explain the order in which authors will be listed. Once

submitted the order cannot be changed without written consent of all the authors.

For a study carried out in a single institute, the number of authors should not exceed six.

A justification should be included, if the number of authors exceeds these limits.

Once the Journal has received a manuscript, any changes in authorship must be notified to the editorial office only through Registered Post with Acknowledgment Due post and must contain the signature of the author who has been added or removed from the paper.

All manuscripts received will be duly acknowledged through email and the status can be verified at any time by logging on to www._____.com(website link)

Article Preparation

Original research articles

Randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate. Up to 2500 words excluding references and abstract.

Article submission to the Journal

Articles should be submitted online . The corresponding author will have to register as author, which is a simple two step procedure.

1. First Page File: Prepare the title page, covering letter, acknowledgement, etc., using a word processor program. All information which can reveal your identity should be here. Do not zip the files. Limit the file size to 1 MB.

2. Article file: The main text of the article, beginning from Abstract till References (including tables) should be in this file. Do not include any information such as acknowledgement, your names in page headers, etc., in this file. Do not zip the files. Limit the file size to 1 MB. Do not incorporate images in the file. If the file size is

large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file.

3. Figures: The total number of images including data representative images should not exceed six. Submit good quality color images. Each image should be less than 4 MB in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1024x760 pixels or 5 inches /300dpi). All common image formats (jpeg, gif, bmp, png) will be acceptable; jpeg is most suitable. Do not zip the files.

4. Legends: Legends for the figures/images should be included at the end of the article file.

The authors' form and copyright transfer form has to be submitted with the signatures of all the authors at the time of online submission on www._____.com

Preparation of Manuscripts:

Manuscripts must be submitted in Microsoft Word version 2003 or later. The manuscript should be prepared under the following headings:

Title Page

Abstract and Key Words

Text

Footnotes

Acknowledgments

Statement of conflict of interest

Funding sources

References

Figure Legends

Tables

Figures should not be embedded in the manuscript.

The text of observational and experimental articles should be divided into sections with

the headings: Introduction, Methods, Results, Discussion, References, Tables, Figures, Figure legends and Acknowledgment. Do not make subheadings in these sections.

The manuscripts should be typed in A4 size (212 × 297 mm) paper, with margins of 25 mm (1 inch) from all the four sides. Use 1.5 spacing throughout. Number pages consecutively, beginning with the title page. The language used should be American English.

1. Title Page: The title page should carry

1. Type of manuscript

2. The title of the article, which should be concise, but informative;

3. Running title or short title not more than 50 characters;

4. Name of the authors (the way it should appear in the journal), with his or her highest academic degree(s) and institutional affiliation;

5. The name of the department(s) and institution(s) to which the work should be attributed;

6. The name, address, phone numbers, facsimile numbers, and e-mail address of the contributor responsible for correspondence about the manuscript;

7. The total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the references and abstract).

8. Source(s) of support in the form of grants, equipment, drugs, or all of these; and

If the manuscript was presented as part at a meeting, the organisation, place, and exact date on which it was read.

2. Abstract (or Introduction) and Key Words and or MeSH terms.

The second page should carry the full title of the manuscript and 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.

3. Text.

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 will be used, the author need only refer to previously published reports; however, the authors should provide brief descriptions of methods that will be 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 and enrollment dates provided.

Results

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

Discussion

New and possibly 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 will be appropriate and should be clearly identified. Recommendations, particularly clinical ones, may be included when appropriate.

4. Acknowledgments

At the end of the Discussion, acknowledgments may be made to individuals who contributed to the research or the manuscript preparation at a level that did not qualify for authorship. This may include technical help or participation in a clinical study. Authors will be responsible for obtaining written permission from persons listed by

name. Acknowledgments must also include a statement that includes the source of any funding for the study, and defines the commercial relationships of each author.

5. Conflicts of interest

In the interest of transparency and to allow readers to form their own assessment of potential biases that may have influenced the results of research studies, the (NAIR HOSPITAL Journal name) requires that all authors declare potential competing interests relating to papers accepted for publication. Conflicts of interest will be defined as those influences that may potentially undermine the objectivity or integrity of the research, or create a perceived conflict of interest.

6. Funding sources

Authors will be required to submit:

1. A statement in the manuscript, following Acknowledgments, that includes the source of any funding for the study, and defines the commercial relationships of each author. If an author has no commercial relationships to declare, a statement to that effect should be included. This statement should include financial relationships that may pose a conflict of interest or potential conflict of interest. These may include financial support for research (salaries, equipment, supplies, travel reimbursement); employment or anticipated employment by any organization that may gain or lose financially through publication of the paper; and personal financial interests such as shares in or ownership of companies affected by publication of the research, patents or patent applications whose value may be affected by this publication, and consulting fees or royalties from organizations which may profit or lose as a result of publication.

2. A conflict of interest and financial disclosure form for each author.

Conflict of interest information will not be used as a basis for suitability of the manuscript for publication.

7. References:

References should be typed double-spaced. Vancouver style of referencing should be followed. (link)

Presented papers, unless they will be subsequently published in a proceedings or peer-reviewed journal, may not be cited as references. In addition, Wikipedia.org may not be cited as a reference. 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.

8. Tables:

The number of tables should be restricted to three. Tables should be 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. Every column should have a 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 lines

9. Figure Legends

Legends should be typed double-spaced with Arabic numbers corresponding to the figure. When arrows, symbols, numbers, or letters will be used, explain each clearly in the legend; also explain internal scale, original magnification, and method of staining as appropriate. Panel labels should be in capital letters.

Legends should not appear on the same page as the actual figures.

10. Figures

Digital files must be submitted for all figures. Submit one file per figure. Multiple panels should be labeled and combined in a single file. Photomicrographs should have internal scale markings. Human subjects must not be identifiable in photographs, 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 embedded in the figure file.

Figure file names must include the figure number. Clinical color photographs will be encouraged. There is no charge to the author for publication of any figure. Authors will be asked to use shades of green, blue, or purple in color graphs. Restrict the number of

figures including the data representative figures to a maximum of 6.

Authors will be strongly encouraged to prepare basic, simple 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. Use solid or shaded tones for graphs and charts.

Patterns other than diagonal lines may not reproduce well.

11. 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 the International System of Units (SI).

Description of teeth should use the ISO - 3950 International notation developed by the Fédération Dentaire Internationale (FDI), World Dental Federation notation .

12. 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.

13. 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 conducted 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.

14. 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: *, †, ‡, §, k, ¶, #, **, ††, etc.

15. 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 procedure or trial being discussed, a generic term should be used and the brand name, manufacturer, and location (city/state/country) cited as a footnote. For further details please contact the editorial office at:

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Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

- 1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms will be not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
- 2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

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