

Guidelines for Authors

Orthodontic Update is read by both general and specialist practitioners. The principal aim of the journal is to offer orthodontists a source of continuing education and a forum for discussion. *Orthodontic Update* provides a range of information and is an invaluable resource covering all aspects of orthodontics, from consultations to surgical management, delivered in a clear and readable tone.

Types of articles

Orthodontic Update publishes a range of articles including reviews, case reports, commentaries, Tricks of the Trade, commissioned articles and other articles on topics that authors feel could be valuable to the readership. (*Orthodontic Update* does not publish primary research). Articles are highly illustrated and good quality images are necessary for acceptance.

Publishing policies

For information on our publishing policies, please see our Editorial and publishing policies (www.magonlinelibrary.com/page/authors/policies).

Submission declaration

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors, and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically, without the written consent of the copyright-holder.

Manuscript preparation

Please supply a Microsoft Word file or equivalent. The document should be in a format or layout that will be easily read by reviewers when evaluating your manuscript. To maintain anonymity during the review process, author identification should appear only on the title page.

Figures and tables, and their captions, should appear at the point of citation in the manuscript. A set of individual high-resolution figures should also be sent with the manuscript. If permission to reproduce figures or tables is required from a copyright holder, please seek it before

submission, and include a full reference to the source in the caption.

Please ensure that you have documented consent for the use of photographs and any personal information about patients that has been included.

Unless otherwise agreed, articles should be no longer than approximately 3000 words (not including the references). Where articles are longer, they may be cut or serialized. While there are no strict formatting guidelines for submissions, all manuscripts should have the following essential elements:

- Article title;
- Author(s) name(s), post-nominals, job title, affiliation(s) or, in the case of GDPs, location of practice (on first page only);
- A concise abstract summarizing the article, approximately 100 words;
- A single-sentence clinical relevance statement. For example 'It is important that infra-occlusion is diagnosed and managed in a timely way to prevent potentially avoidable complications';
- A single-sentence objectives statement. For example 'To highlight the need for thorough clinical and radiographic examination when planning orthodontic treatment';
- Conflicts of interest statement disclosing any financial or personal relationships that could be a source of bias;
- A statement that informed consent has been given for the use of any images or personal information for individuals included in the article. Where appropriate, institutional review board approval must have been obtained.

Other points to note are:

- Tooth annotation should use the alphanumeric style (eg LR2).
- Generic names for drugs or products should be used, with, if pertinent, the proprietary name and manufacturer's details in brackets. For more than one brand, give those you believe to be the most widely used.
- References should be in the Vancouver style (numbered sequentially in the text with the numbers placed outside punctuation). Only published (or in press) references should appear in the reference list. When an article is accepted, references will be checked and formatted to the *Orthodontic Update* style. Some examples are as follows:

1. Johnson EL, Smith J, Arwel CF, Pancholi R. The tooth about Nightingale: a reflection on redeployment to Nightingale Hospital London. *Dent Update* 2020; **47**: 565–568. <https://doi.org/10.12968/denu.2020.47.7.565>.
2. World Health Organization. Mental health and psychosocial considerations during the COVID-19 outbreak. 2020. Available at: www.who.int/publications/i/item/WHO-2019-nCoV-MentalHealth-2020.1 (accessed January 2021).

Manuscript submission

When your manuscript is ready, please send it by email to the editorial office. Multi-author articles should be accompanied by a letter signed by all authors to indicate that all have seen and approved the manuscript. Please don't hesitate to get in touch with the editorial office if you have any queries.

Peer review and acceptance

All contributions undergo rigorous, double-anonymized peer review by experts in the field. Authors are informed once a decision has been made. If revisions have been requested before final acceptance, please provide a separate and clear description of the changes made, or a rebuttal to the reviewers' comments. The revised manuscript should be sent by email to the editorial office.

Proofs

Proofs are sent to authors for approval. Authors are asked to return any corrections within a few days.

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Editorial Office Contact

Ella Mackenzie, Editor

ella.mackenzie@markallengroup.com