

Guidelines for Authors

OrthodonticUpdate 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

■ The manuscript should be keyed in, double-line 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. Pages should be numbered consecutively.

■ 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.

■ Page 2 should give:

- The title of manuscript, without the author(s) name(s).

- An abstract giving a summary of the paper, up to a maximum of 100 words depending on the length of the paper.

- A clinical relevance statement as a separate sentence, highlighting the clinical relevance of the manuscript.

- 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'.

■ Numbered paragraphs should be avoided. However, *OrthodonticUpdate*'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 alongside.

■ Annotation of teeth should be clearly marked in the Alphanumeric style (eg LR2).

■ 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.

■ 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.

■ 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 chronologically listed in full on a separate sheet in 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 (abbreviated according to the Index Medicus style), the year, the volume number, and first and last page number. Titles of books 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).

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

■ A compliance with ethical standards statement should be included with regard to conflict of interest and consent.

Journals

1. International Steering Committee of Medical Editors. Uniform requirements for manuscripts submitted to biomedical journals. *Br Med J* 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; pp457–472.

CPD Questions

On acceptance, author(s) will be approached to provide a couple of multiple choice questions and answers on the content of their paper. MCQs with 4 answers with only 1 correct. 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)

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OrthodonticUpdate encourages authors to supply their manuscripts by email or CD or USB stick if a large file. Microsoft Word is the best format for submitting documents. Page numbers should be included in the document; typing should start at column 1 and be double-line spaced, with an unjustified right-hand margin.

Illustrations

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

We cannot accept pictures downloaded from the internet, screenshots or pictures embedded in Word documents. All images must be of high resolution (300 dpi), in tiff or jpeg format only and, if large, supplied separately on a CD/USB stick. Poor quality images will not be used and new ones will need to be re-submitted.

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. All abbreviations should be defined. Please gain copyright permission for using figures from other sources ahead of submission.

Proofs

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

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is substantial delay in submission.

■ When authors resubmit a paper that has come back for revision after peer review, they should write a commentary on the changes they have made (or not made) in response to the reviewer's comments.

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

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

■ 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.

■ 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.

■ 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.

■ 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.

■ OrthodonticUpdate welcomes Review Papers, Case Studies, Letters to the Editor and Cover Images.

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.

All correspondence should be addressed to:

**The Editor, Dental Update, George Warman Publications (UK) Ltd,
Unit 2 Riverview Business Park, Walnut Tree Close, Guildford, Surrey GU1 4UX. Telephone: 01483 304944; Fax: 01483 303191 or
email: angela.stroud@markallengroup.com**