

# OHDM Peer Reviewer's Preliminary Checklist for Research Papers

Preliminary checklist performed by .....

I received this checklist on ...../...../2013

I completed this checklist on ...../...../2013

**Please check the *yes* or *no* box, and if appropriate, check the *not necessary* box.  
The items with negative answer would be communicated to the authors for remedial action.**

## General

- 1 Is the manuscript submitted in a double-spaced format and in Times New Roman 12-point font?  
Yes  No
2. Is the manuscript submitted as a Microsoft Word file and any illustrations as separate JPEG files?  
Yes  No
3. Does each section of the paper begin on a separate sheet? Yes  No
4. Are all pages numbered continuously, including the Title Page? Yes  No
5. Is the paper no more than 4000 words in length (excluding the list of references, tables and figures)?  
Yes  No
6. Is the paper accompanied by a Letter to the Editor? Yes  No
7. Does the Letter to the Editor cover the following points:
  - ✓ Name, postal and e-mail address, telephone, fax of the corresponding author. Yes  No
  - ✓ Names, postal and e-mail addresses of all other authors. Yes  No
  - ✓ A statement detailing exactly what each author has contributed to the paper. Yes  No
  - ✓ A statement either giving details of any conflict of interest, or stating that there is/are no conflict/s of interest. Yes  No
  - ✓ A statement detailing how the project was funded. Yes  No
  - ✓ A statement that the corresponding author and all co-authors have read the final version of the paper, are happy to be listed and give their permission for the paper to be submitted to the journal.  
Yes  No
  - ✓ A statement confirming that the manuscript has not been published and will not be submitted simultaneously or published elsewhere. Yes  No
  - ✓ If any illustrations, tables or other items are included from copyrighted works, the source must be given in full, and written permission must be obtained from the respective author and publisher. Yes  No  Not Necessary
8. Is patient identity hidden, in pictures as well as in the text? Yes  No  Not Necessary
9. If images (photographs) of patients appear, has their consent been obtained and is this reported in the paper? Yes  No  Not Necessary

## Structure of the papers

### Title (First) page

10. Does the first page include the title of the paper? Yes  No
11. Do the names, academic qualifications, scientific/academic titles, postal addresses of all authors appear on the first page? Yes  No
12. Does the name, postal and e-mail addresses, telephone, and fax number of the corresponding author appear on the first page? Yes  No
13. Do the authors' family names appear first in capital letters, followed by their first (given) names in lower case e.g., IVANOVIC Maria Martina or PATEL Samit? Yes  No

**Second Page**

14. Is the title of the paper the only information to appear on the second page? Yes  No

**Abstract/Summary (third) Page**

15. Does this page include an abstract/summary of the paper in no more than about 250 words?

Yes  No

16. Does the paper report research?  If yes, is the heading Abstract used instead of Summary?

Yes  No

17. Is the abstract structured under the headings: Aims , Methods , Results , Conclusions ? No

18. Are there three to five keywords listed under the summary/abstract? Yes  No

19. If yes, are the keywords from the MeSH list? (<http://www.nlm.nih.gov/mesh>) Yes  No

**Structure of the rest of the paper**

**For papers that report research**

20. Is the paper structured under the headings: abstract , introduction , aim(s) , methods , results , discussion , conclusions , acknowledgements , references ?

21. Is the paper written only in the third person? (the first person, either “I” or “we”, must not be used)

Yes  No

**Introduction**

22. Does the introduction follow the abstract? Yes  No

23. Does the introduction review the literature (existing knowledge) that is relevant to the paper?

Yes  No

24. Does the introduction explain the need for the research that is being presented? Yes  No

25. Does the introduction lead to a statement of the aim(s) of the project? Yes  No

**Aim(s)**

26. Is/are the aim(s) written under a separate heading, in a separate section? Yes  No

27. Is the aim(s) section followed by a section headed “Methods”? Yes  No

**Methods**

28. Does the methods section describe the methods used in the research clearly and in sufficient detail?

Yes  No

29. Are there details on how exactly the samples were selected and was any randomization performed?

Yes  No

30. Does a copy (or copies) of the questionnaire(s) that were used in the study accompany the paper?

Yes  No  Not Necessary

31. If yes, are the questionnaires referred to in the methods section? Yes  No

32. Are there details of any statistical tests that were used in the study? Yes  No

33. If the study involved humans or animals in any way, are there details of ethical approval prior to start of the study? Yes  No

34. Is there information about how consent was gained from the patients?

Yes  No  Not Necessary

**Results**

35. Are all the results that have been obtained included in this section? Yes  No

36. Are reasons for any dropouts explained? Yes  No

### Discussion

37. Does the discussion critique and discuss the methodology used? Yes  No
38. Are the results obtained compared with those from previous studies on the same or similar topic(s)?  
Yes  No
39. Do the authors outline any need for further research on the topic(s) concerned? Yes  No

### Conclusions

40. Are the conclusions listed under a separate heading immediately after the discussion section?  
Yes  No
41. If yes, are they in a brief list (often presented as bullet points) and not an extension of the discussion?  
Yes  No
42. Do the conclusions accurately reflect the results of the study? Yes  No
43. Are the conclusions set out clearly? Yes  No

### Abbreviations and acronyms

44. Are standard abbreviations (following the spelled-out version) and acronyms used?  
Yes  No

### Units of measurements

45. Are measurements reported in the International System of Units (SI)? Yes  No
46. Are non-SI units quoted?  If yes, are the SI equivalents also given brackets? Yes  No

### Teeth

47. In the text, are teeth described in words e.g., upper right first molar?  
Yes  No  Not Necessary
48. Are teeth identified in tables, illustrations or legends using the FDI two-digit system?  
Yes  No  Not Necessary

### Illustrations (Figures)

49. Are illustrations supplied as glossy photographic prints, or as high-resolution laser prints or electronically?  
Yes  No
50. If in an electronic format, is each photograph/illustration supplied as a separate file and attached to the e-mail that covers the submission of the paper?  
Yes  No
51. Are the files of images in JPG, or TIFF or EPS format? Yes  No
52. Are the images of high quality? Yes  No
53. If submitted in hard copy, are images on paper clearly labelled on the back with the title of the article, the figure number and an arrow indicating the top edge? Yes  No  Not Necessary
54. Are radiographs, scanned images, other radio-diagnostic images or light and electron microscope images in black and white or colour of adequate quality? Yes  No  Not Necessary
55. Are microscopic images labelled to show the scale and the staining used?  
Yes  No  Not Applicable
56. Are all images mentioned in the text, referred to as figures and numbered consecutively?  
Yes  No
57. Is each image accompanied by a title and, if necessary, by additional information written in a legend page?  
Yes  No
58. Are the legends for figures written in double spacing, with Arabic numerals corresponding to the figure concerned? Yes  No

**Tables**

59. Is each table on a separate sheet, double-spaced, and numbered consecutively as it appears in the text?  
Yes  No
60. Are there (where necessary) explanatory notes written under a table, together with the complete names of any abbreviated terms?  
Yes  No

**Citations and References**

61. Do the references appear in the text, in square parentheses e.g., [1] in numerical order?  
Yes  No
62. Is the Vancouver style followed? ()  
Yes  No
63. Are drugs, chemicals and technical equipment described by their generic name?  
Yes  No
64. Do the references appear to be accurate, up to date and relevant?  
Yes  No

