

Guidelines for Authors

Aims and scope

The *aim* of this journal is to disseminate knowledge and to promote discussion through the publication of peer-reviewed, high quality, scientific papers and other material on all topics relating to oral health and the management of systems for the delivery of oral health to the population of the countries that surround the Black Sea. Its *scope* includes all aspects of dentistry, when they are viewed from a dental public health and health services management perspective. Topics may include: preventive dentistry, paediatric dentistry, community dentistry, geriatric dentistry, orthodontics, oral pathology, orthodontics, TMJ disorders, implantology, cariology, periodontology, epidemiology, health services research, practice management and the development of systems and education to deliver oral health care.

Authors are encouraged to submit papers based on new findings from original data collection or new analyses of existing data. However, systematic reviews, other critical analyses and reports will be considered for publication.

The journal is the first (and only) journal of its kind in the Black Sea countries and is aimed at all those who are involved with oral health, whether as clinicians, or teachers, or researchers, or administrators and policy makers or others. It is published quarterly.

Guidelines to authors

The requirements for submission are in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals", available at: <http://www.icmje.org/>

Contributions should be submitted by post or e-mail to: Professor Corneliu Amariei, PhD, DMD, Founder Editor, Faculty of Dental Medicine and Pharmacy, 7 Ilarie Voronca Street, 900684 Constanta, Romania. E-mail: amariei@stomato-univ.ro

The following categories of contributions will be considered for publication:

1. Reports of original research
2. Original clinical observations accompanied by analysis and discussion
3. Analysis of management aspects of the biomedical sciences and health professions
4. Statistical compilations
5. Descriptions of evaluation of methods or procedures related to therapy or materials
6. Case reports with discussions

Manuscripts, **written in English**, should be submitted in **double-space typing**, Times New Roman 12 format, and sent **by e-mail** (as Microsoft Word attachments and the illustrations as JPEG files) or **by post** (please send one printed copy on A4 paper, together with the corresponding computer disk). Articles should be arranged in the following order: *Title page, Statement Page, Summary, Introduction, Materials and Methods, Results, Discussions, Conclusions, Acknowledgements, References, Tables and Legends to illustrations. Each chapter will begin on a separate sheet. All pages will be numbered, beginning with the Title Page.* The **maximum length** of the manuscript, including tables and illustrations should not exceed 20 pages.

Authors are urged to write as concisely as possible, and to consult the references of Statement Page.

Important general aspects

Statement page. Will be sent **by post** and include the following:

- name, postal address, telephone, fax and e-mail of the corresponding author;
- a statement that all authors have contributed to, and read the paper and have given permission for their name to be included as a co-author;
- a statement confirming that the manuscript has not been published and will not be submitted simultaneously or published elsewhere; if any illustrations, tables or other excerpts are included from copyrighted works, the source must be given in full, and written permission must be obtained from the respective author and publisher;
- articles involving clinical research should conform to the guidelines issued in the Declaration of Helsinki where applicable, and should receive ethical approval from the relevant committee. Patient identity must be hidden, in pictures as well as in text.
- own responsibility statements of conflicts of interests;
- signed informed consent of patients taking part in the study;
- statements must be signed by all authors.

The forms for the informed consent of patients and the OHDMBSC journal Authorship responsibility, Financial disclosure, Copyright transfer and Acknowledgment can be found at our address **www.oralhealth.ro**. **They must be completed and submitted with the article.**

For additional information regarding the previous issues, please consult: <http://www.icmje.org/>; http://www.councilscienceeditors.org/services/draft_approved.cfm

Editorial rights. Article publishing is conditioned on accepting the right of the Editor to modify the text, with a view to improving clarity and style, or reducing it to length availabilities.

Proofs. Proofs will be sent to the corresponding authors (first authors if no correspondent author is identified), *by e-mail*, who must return their corrections within 48 hours of receipt. Any queries should be answered in full. It is important to ensure that all your corrections are returned to the Editor in one all-inclusive e-mail, as subsequent additional corrections will not be possible.

Editorial process and acceptance. Every submission will be acknowledged, by e-mail where possible. All manuscripts are peer-reviewed. Authors will be informed about the decision of acceptance for publication within maximum 2 months from receipt. In case of acceptance, the Editor will estimate the issue in which the manuscript will be published. However, due to the use of international referees, the evaluation may last for more than two months, and we appeal to authors' understanding in such circumstances.

Article structure

Title page. Should contain the following information:

- Title of paper;
- Names, scientific/academic titles, postal address of all authors;

- Name, postal address, telephone, fax, e-mail of the corresponding author;

To facilitate anonymity, the authors' names and any reference to their addresses should only appear on the title page.

Summary page. This page should provide a summary of the paper in no more than 250 words.

If the paper reports research, the summary should be headed **Abstract** (not Summary) and written under the sub-headings: **Aims, Methods, Results, Conclusions**. Three to five keywords should be added under the summary/abstract. Please repeat the title of the paper at the top of the summary page.

Structure for the rest of the paper. For papers that report research, the following structure and headings should then be used:

An **introduction** should follow this must be presented in a structured format. It should review the literature (existing knowledge) that is relevant to the paper's topic and explain the need for the research that is being presented. It should lead into a statement of the **aim(s)** of the project, written in a separate section under the heading aims.

This should be followed by a section headed **Methods** which describes the methods used in sufficient detail for a third party to be able to repeat the study in exactly the same way as it was originally performed. Details of exactly how samples were selected and any randomisation must be given. Copies of any questionnaires that were used in the study must be reproduced in the paper. Details of any statistical tests that were used should also be given. If humans or animals were studied, details of ethical approval prior to the study and, if relevant, how consent was gained, must be included.

The **Results** section should include all results that were obtained from the study and account for all people/subjects/ items in the original sample. The reasons for any dropouts should be given. Results should not be discussed in this section but in a separate section headed **Discussion**.

The **Discussion** section should critically appraise the methods that were used. It should then discuss the results that were obtained and then, if they exist, compare them with those obtained from previous studies on the same or similar topic(s). Authors may then wish to outline any need for further research on the topic(s) concerned and, if appropriate, conclude the section with recommendations.

Conclusions may be listed at the end of the discussion section or under a separate heading. If under a separate heading they should be in the format of a brief list and not a discussion.

An example of a paper (Ananaba et al. 2008) using the above structure can be found at www.oralhealth.ro

Abbreviations and acronyms. The names and terms to be referred to in the form of abbreviations and acronyms must be first mentioned in full. Use only standard abbreviations.

Units of measurement. SI units should be used. If non-SI units must be quoted, the SI equivalents should immediately follow between brackets.

Teeth should be mentioned in text with the complete names. In tables, illustrations or legends, teeth should be identified using the FDI two-digit system. Mention the statistical methods used; identify drugs, chemicals and technical equipment used by generic name (if trade-

marks are mentioned, manufacturer name, the city and country must be given).

Illustrations. Should be supplied as glossy photographic **prints**, high-resolution laser **prints** or **electronically**, providing they are of good quality and have been saved as high-resolution images. Each photograph/illustration should be supplied as a separate file (**not** embedded within a text file) and attached to the e-mail when submitting the paper. Print reproduction file formats are JPEG, TIFF or EPS.

Images should be of high quality; lettering and symbols should be of sufficient size to permit reproduction without loss of detail. Authors are to know that the majority of illustrations will be reduced to the width of a single column (approximately 85 mm). They are requested to express their wish in case illustrations are to be enlarged.

Pictures **on paper** will be clearly labeled on the back with the title of the article, the figure number and an arrow indicating the top edge.

For *radiographs, scanned images, other radiodiagnosis images* or *light and electron microscope images* send black and white or color glossy prints. Microscopic images must mention on the back the scale and staining used.

All illustrations should be mentioned in the text, between brackets and numbered consecutively. Each picture will be accompanied by a title and, if necessary, by additional information written in the legend page.

Tables. Each should be typed on a separate sheet, at double space, and numbered consecutively as they appear in the text. Explanatory notes are written under the table, together with the complete names of abbreviated terms. The following symbols will be used, in order: *, †, ‡, §, ||, ¶, **, ††, ‡‡

Illustration legend. Should be typed at double spacing, with Arabic numerals corresponding to illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in photomicrographs.

References. They should be mentioned in the text, under *square* parentheses, in numerical order. The Vancouver style should be followed: <http://www.icmje.org/index.html#reference>. Please consider that the **style** of the *Oral health and Dental Management in the Black Sea Countries* journal includes:

- writing the full name of the journal;
- putting the journal/book title in italics;
- putting the journal volume in bold;
- putting the journal issue under brackets.

Examples:

Richter WA, Ueno H. Clinical evaluation of dental cement solubility. *Journal of Prosthetic Dentistry* 1975; **33**(3): 294-299.

van Amerongen JP, Davidson CL, Opdam NJM, Roeters FJM, Kidd EAM. Restoring the tooth: 'the seal is the deal'. In: *Dental Caries. The disease and its clinical management*. Blackwell Munksgaard, 2003; pp 275-291.

If there are seven or more authors, please cite the first six and *et al.*; if less than six, list all authors.

If references related to unpublished manuscripts and books are cited, the term "in press" should be mentioned under parentheses.

The authors are responsible for the accuracy of the reference list at the end of the manuscript.