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 internationally and, in particular, of the countries that surround the Black Sea. Its scope includes all aspects of dentistry and may include: preventive dentistry, paediatric dentistry, community dentistry, geriatric dentistry, cariology, endodontics, fixed and removable prosthodontics, implantology, oral pathology, oral surgery, orthodontics, periodontology, temporomandibular joint disorders, epidemiology, health services research, practice management, and the development of systems to deliver oral health care and dental education.
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 case 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, teachers, researchers, administrators, 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 e-mail to:
Professor Corneliu Amariei, PhD, DMD, Founding Editor, Faculty of Dental Medicine and Pharmacy, 7 Ilarie Voronca Street, 900684 Constanta, Romania. E-mail: amariei@oralhealth.ro
Manuscripts, **written in English**, should be submitted in a double-spaced format and in Times New Roman 12-point font.
They should be sent by e-mail as Microsoft Word attachments and the illustrations as separate JPEG files. Papers should be structured in accordance with the guidelines that are set out below.
Each section of the paper should begin on a separate sheet. **All pages must be numbered, including the Title Page**. Usually, a paper should be no more than 4000 words in length (excluding the list of references, tables and figures). Authors are urged to write as concisely as possible, and to consult the guidelines for authors on the journal's website www.oralhealth.ro

Important general aspects

A letter to the Editor should accompany all submissions. This letter should cover the following points:

- Name, postal address, telephone, fax and e-mail of the corresponding author.
- Names, postal and e-mail addresses of all other authors.
- A statement detailing exactly what each author has contributed to the paper.
- A statement either giving details of any conflict of interest, or stating that there is/are no conflict/s of interest.
- 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.
- 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 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.

Papers involving clinical research should conform to the guidelines issued in the Declaration of Helsinki, including human and animal rights, where applicable, and have received ethical approval from the relevant committee. These details should be included in the Methods section of the paper.
It is the author(s) responsibility to ensure that:

- Patient identity is hidden, in pictures as well as in text.
- Signed informed consent to use their images has been obtained from patients whose photographs appear in the paper or case report.

Copyright transfer and acknowledgement can be found at the journal's website (www.oralhealth.ro). They must be completed and submitted with the proof of the paper.

Editorial rights
Papers are published subject to the following conditions:

- The Editor has the right to modify the text, with a view to improving clarity and style, or reducing its length.
- Proofs will be sent to the corresponding author or to the first author, if the corresponding author is unavailable.
- They will be sent by e-mail and must be returned, annotated with any corrections within 48 hours of receipt. Any queries should be answered in full.
- It is important to ensure that all corrections are returned to the Editor in one all-inclusive e-mail, as subsequent additional corrections to the proof will not be possible.

Editorial process and acceptance

- Every submission will be acknowledged, by e-mail where possible.
- All manuscripts are peer-reviewed.
- Authors should be informed about the decision of acceptance for publication or rejection within a maximum of two months from receipt. 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.
- In case of acceptance, the Editor will estimate the issue in which the manuscript will be published.

Structure of papers

Title (first) page: This should contain the following information:

- Title of the paper
- Names, academic qualifications, scientific/academic titles, postal address of all authors.
- The name, postal and e-mail addresses, telephone, and fax number of the corresponding author.

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

Second page
This should just give the title of the paper

Summary (third) 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.

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 the abstract. It 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 accompany the paper and be referred to in the methods section. 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 trademarks 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 advised that the majority of illustrations will be reduced to the width of a single column (approximately 85 mm).
Pictures **on paper must** be clearly labelled on the back with the title of the article, the figure number and an arrow indicating the top edge.
For radiographs, scanned images, other radio-diagnostic images or light and electron microscope images, send black and white or colour 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 on a separate sheet, double-spaced, and numbered consecutively as they appear in the text. Where necessary, explanatory notes should be written under a table, together with the complete names of abbreviated terms. The following symbols must be used, in order:
*,†,‡,§,||,¶,**,††,‡‡

Illustration legends. Should be in double spacing, with Arabic numerals corresponding to illustration concerned.
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 should appear in the text, in square parentheses (brackets), in numerical order. The Vancouver style should be followed: http://www.icmje.org/index.html#reference. Please follow the **style** of the *Oral Health and Dental Management* journal when listing references at the end of the paper; in this list:
- Write the full name of the journal.
- Put the journal/book title in italics.
- Put the journal volume in bold.

Examples:
Richter WA, Ueno H. Clinical evaluation of dental cement solubility. *Journal of Prosthetic Dentistry* 1975; **33**: 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.

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