

## IJCD – Guidelines for authors

Manuscripts must be submitted via:  
**IJCD's online submission service:**  
[www.manuscriptmanager.net/ijcd](http://www.manuscriptmanager.net/ijcd)

Manuscripts should be uploaded as a PC Word (doc) file with tables and figures included at the end of the document. No paper version is required.

- Original manuscripts are considered for publication on the condition that they have not been published or submitted for publication elsewhere.
- Manuscripts are reviewed and selected in a blinded process by editors and appropriate content experts. Therefore, it is important that submitted manuscripts and illustrations do not contain information that will identify the origin of the manuscript (except the title page, which will not be sent to the reviewers).
- Manuscripts that do not follow these outlined instructions will be rejected promptly.
- The publisher reserves the right to edit manuscripts to fit the space available and to ensure conciseness, clarity, and stylistic consistency, subject to the authors' final approval.

### Acceptable manuscripts

IJCD accepts original experimental studies, review manuscripts, case reports, and technique articles.

### Manuscript requirements

#### Science

All manuscripts in this category should be submitted in English.

#### Application, LabApplication, National Reports

All manuscripts in this category should be submitted in English **and** German. Please note that if a manuscript is submitted in only one language (English or German), a translation fee of 700 € (excluding taxes) will be charged for translation by the publisher (valid from 1 February 2021).

**Manuscripts** should be typed double-spaced with at least a one-inch margin all around. Number all pages. The manuscript length should be limited to roughly 12 pages of text, including a maximum of 24 illustrations (notes on the

illustrations: see below). Independently of the category, each manuscript should have the following structure: title page, abstract with keywords, further text, literature references, figure legends, tables. Please number all pages continuously in this order, and heed the following instructions.

- **Title page**
  - All authors (first name/s and surname in full, title/s, workplace address/es).
  - Short title with max. 60 characters (including blank spaces).
  - Correspondence address of the main author (including telephone and fax numbers as well as email address).
  - Stamp by the departmental head if the author belongs to an institution, e.g. university clinic or similar.
  - Photo of the first author.
- **Abstract/Keywords**  
 Page 2 should include an Abstract of 250 words (maximum) and should be structured as follows: Aim, materials and methods, result, conclusion. A list of 6 to 10 keywords should also be included.
- **Introduction and Discussion**  
 Both should be limited to a scope of ½ to 1 DIN-A4 page.
- **Acknowledgments**  
 Acknowledgments should be typed on a separate page. Grant or other financial support should be specified, citing the name of the supporting organization and grant number.
- **Abbreviations**  
 The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.
- **Trade names**  
 Generic terms are to be used whenever possible, but trade names and manufacturer should be included parenthetically at first mention.

### References

- All references given must be cited in the text, numbered in order of appearance.
- The reference list should be double-spaced at the end of the article in numeric sequence.
- Do not include unpublished data or personal communications in the reference list. Cite

such references parenthetically in the text and include a date.

- Use the following style for literature references, keying the references to the text. Provide complete information for each reference, including names of all authors (up to six). If the reference is part of a book, also include the title of the chapter (or part) and names of the book's editors. The method of citation should be as follows:
  1. Keul C, Güth JF. Accuracy of full-arch digital impressions: an in vitro and in vivo comparison. *Clin Oral Investig* 2020;24:735–745.
  2. Ortiz MA. LIT: The Simple Protocol for Dental Photography in the Age of Social Media. Chicago: Quintessenz, 2019.
  3. Gierthmuehlen PC, Selz CF, Spitznagel FA, et al. CAD/CAM Materials. In: Att W, Witkowski S, Strub J (eds). *Digital Workflow in Reconstructive Dentistry*. Berlin: Quintessenz, 2019:183–221.
  4. The WHO Oral Health website. Available at: <https://www.who.int/health-topics/oral-health>. Accessed 10 January 2021.

### Illustrations and Tables

- All illustrations and tables should be numbered and cited in the text in order of appearance.
- All illustrations and tables should be grouped at the end of the text in the same PC word document.
- Title and footnotes should be included with the table.
- High-resolution images must be sent upon manuscript acceptance:
  - **by mail:**  
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 Redaktion IJCD  
 Ifenpfad 2–4  
 12107 Berlin, Germany  
 Email: [ijcd@quintessenz.de](mailto:ijcd@quintessenz.de)
  - **by Online File Exchange Tool:**  
 This web tool allows you to upload large files (< 350.0 MB) to our server. Please archive your figures with a maximum size of 350 MB first. Then upload these archives with the following link: <http://files.qvnet.de/ijcd/>, password on request.

Please name the archive with your name and "IJCD" so we can identify the figures. Original artwork or slides may still be required of the author after acceptance of the manuscript.

- All original illustrations are returned after publication.

**Drawings, figures, charts, and graphs** should be professionally drawn and lettered in English.

**Electronic graphs or images** are requested as TIFF files, stored with 300 dpi for half-tone images and 600 dpi for line art. If the source cannot be recognized it should be indicated.

### Videos

In principle, videos can be submitted as supplementary or additional material to a manuscript. These must be included with the submission, as they will only be published after acceptance by the reviewers. In general, the video must present an additional aspect that has not yet been covered by the content of the manuscript. In order for the video to be considered, it must meet the following requirements:

- Video format: MP4
- Video codec: H.264
- Video resolution: FullHD (1920 x 1080 pixels), but at least HD (1280 x 720 pixels)
- Audio codec: AAC or MP3 with at least 128 kbit
- Additional: Preview image from the video (original size) with figure legend

### Review

The IJCD uses a double-blind peer review system. The assessment period is usually between 1 and 3 months. In individual cases, this can also take a little longer if the acquisition of the reviewer is delayed. Please do not send us any enquiries about your review status. As soon as a decision has been made, you will receive a message via Manuscript Manager.

### Copyright release

- The Mandatory Submission and Copyright Form, signed by all authors, must be submitted with the manuscript:

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- Grant support or other direct or indirect involvement of a commercial interest must be disclosed in the copyright release, and should be acknowledged at the end of the manuscript. Compliance with this disclosure request will be inferred at the time of submission of the manuscript.
- All authors are required to attest to creative participation in the preparation of the submitted manuscript.

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For a faster publication of your scientific results, an online-only publication can be requested for a premium editing fee of 750 € (excluding taxes). The final decision as to which manuscript is suitable for online-only publication lies with the Editor in Chief. This service can be requested by email (ijcd@quintessenz.de).

### Checklist

After finishing the manuscript, it should be checked for completeness using the following checklist:

- Title
- Author/s, degrees, titles, addresses
- Keywords and Abstract
- Text (with references on figures, tables, and literature)
- References
- Figure legends
- Figures and tables
- Photo of the first author

### File copies

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