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## Oral Health & Preventive Dentistry GUIDELINES FOR AUTHORS

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**Oral Health & Preventive Dentistry** is a peer-reviewed online journal conveying scientific progress to clinicians, general practitioners, teachers, researchers and public health administrators in the field of oral health and prevention of caries, periodontal diseases, oral mucosal diseases and dental trauma. It includes oral hygiene, oral epidemiology, oral health promotion and public health aspects as central topics of the scope.

**Within the scope** the Journal publishes peer-reviewed original articles as mentioned below:

1. **Clinical and basic science research reports of high scientific standard.**
2. **Reviews on topics related to oral health and prevention.**
3. **Focus articles** – presenting a position or a hypothesis based on existing scientific contributions. The Editorial Board invites the authors of these articles.
4. **Proceedings of symposia, workshops, or conferences.**
5. **Case reports** – illustrating new important clinical aspects.

### SUBMISSION INSTRUCTIONS

Submission via online submission service (<https://ohpd.manuscriptmanager.net>). Manuscript texts should be uploaded as PDF or PC-word files with tables and figures preferably embedded within the PC-word document. High resolution images (300 dpi) will be requested on acceptance of the manuscript.

Illustrations that cannot be sent electronically will be scanned at the editorial office so that they can be sent to reviewers via e-mail along with the manuscript to expedite the evaluation process. Resubmitted manuscripts should also be submitted in the above manner. Please note that supplying electronic versions of your tables and illustrations upon resubmission will assure a faster publication time if the manuscript is accepted.

**Number of Authors.** Authors listed in the byline should be limited to 6. Secondary contributors can be acknowledged at the end of the article (Special circumstances will be considered by the editors).

**Review/editing of manuscripts.** Manuscripts will normally be reviewed by an editors-in-chief and at least two reviewers with expertise in the article's subject matter. The journal operates a conventional double-blind reviewing policy. After review, a decision is made whether to reject the work or to continue the review process. Any works where an editors-in-chief is a contributor will be handled by one of the other two editors-in-chief. We attempt to begin the review process as rapidly as possible, and a decision is reached as soon as the reviewer's comments are received, typically within 8 to 10 weeks. The publisher reserves the right to edit accepted manuscripts to fit the space available and to ensure conciseness, clarity, and stylistic consistency, subject to the author's final approval.

**Adherence to guidelines.** Manuscripts that are not prepared in accordance with these guidelines will be returned to the author before review.

### MANUSCRIPT PREPARATION

• The Journal will follow as much as possible the recommendations of the International Committee of Medical Journal Editors (Vancouver Group) in regard to preparation of manuscripts and authorship (Uniform requirements for manuscripts submitted to biomedical journals. *Ann Intern Med* 1997;126: 36-47).

• **Title page.** The first page should include the title of the article (descriptive but as concise as possible) and the names, degrees, title, professional affiliation, contribution to the paper (e.g. idea, hypothesis, experimental design, performed the experiments in partial fulfillment of requirements for a degree, wrote the manuscript, proofread the manuscript, performed a certain test, consulted on and performed statistical evaluation, contributed substantially to discussion, etc.) and full address of all authors. Phone, fax, and e-mail address must also be provided for the corresponding author, who will be assumed to be the first-listed author unless otherwise noted. If the paper was presented before an organised group, the name of the organisation, location, and date should be included.

• **3-5 keywords.**

• **Structured abstract.** Include a maximum 250-word structured abstract (with headings Purpose, Materials and Methods, Results, Conclusion).

• **Introduction.** Summarise the rationale and purpose of the study, giving only pertinent references. Clearly state the working hypothesis.

• **Materials and Methods.** Present materials and methods in sufficient detail to allow confirmation of the observations. Published methods should be referenced and discussed only briefly, unless modifications have been made. Indicate the statistical methods used, if applicable.

• **Results.** Present results in a logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasise only important observations.

• **Discussion.** Emphasise the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or Results section. Relate observations to other relevant studies and point out the implications of the findings and their limitations.

• **Acknowledgments.** Acknowledge persons who have made substantive contributions to the study. Specify grant or other financial support, citing the name of the supporting organisation 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 must be cited** in the text, according to the alphabetical and numerical reference list.

• **The reference list** should appear at the end of the article, in alphabetical and numerical sequence.

• Do not include unpublished data or personal communications in the reference list. Cite such references parenthetically in the text and include a date.

• **Avoid using abstracts** as references.

• **Provide complete information** for each reference, including names of all authors (up to six). If the reference is to part of a book, also include title of the chapter and names of the book's editor(s).

• **For journal abbreviations** please use the NCBI Journal Browser at:

<http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals>  
**Journal reference style:**

1. Bertacchini SM, Abate PF, Blank A, Baglieto MF, Macchi RL. Solubility and fluoride release in ionomers and compomers. *Quintessence Int* 1999;30:193-197.

### Book reference style:

1. Hannam AG, Langenbach GEJ, Peck CC. Computer simulations of jaw biomechanics. In: McNeill C (ed). *Science and Practice of Occlusion*. Chicago: Quintessence 1997;187-194.

### ILLUSTRATIONS

• All illustrations must be numbered and cited in the text in order of appearance. Electronic submission preferred.

**Line drawings** – Figures, charts, and graphs should be professionally drawn and lettered large enough to be read after reduction.

**Legends** – Figure legends should be grouped on a separate sheet or at the end of the text file, and typed double-spaced.

### TABLES

• Each table should be logically organised, on a separate sheet or at the end of the text file, and numbered consecutively.

• The title and footnotes should be typed on the same sheet/page as the table.

### EXPANDED METHODOLOGICAL AND REPORTING

**Requirements – Ethical or Institutional Review Board Approval.** Clearly indicate that the study obtained appropriate approval (or a statement and explanation of why it was not required), including the name of the ethics committee(s) or institutional review board(s) and the number/ID of the approval(s). For human studies, please also add a statement that participants gave informed consent before taking part.

### MANDATORY SUBMISSION AND COPYRIGHT FORM

The Mandatory Submission and Copyright Form, signed by all authors, must accompany all submitted manuscripts before they can be reviewed for publication. This form can be downloaded from the journals homepage: <https://ohpd.manuscriptmanager.net>  
Direct link to the submission form: [https://www.quintessence-publishing.com/downloads/mandusubform\\_ohpd.pdf](https://www.quintessence-publishing.com/downloads/mandusubform_ohpd.pdf)  
Electronic submission: scan the signed form and submit as JPG or TIF file.

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• Grant support or any other indirect involvement or commercial interest must be specified.

• For clinical studies the approval of the ethical committee must be presented.

### PUBLICATION FEE

After acceptance of the submitted article, a publication fee of 1250 EUR (excluding taxes) is charged. All information for creating the invoice must be stored in the Manuscriptmanager during submission.