

# INSTRUCTIONS TO AUTHORS

The *Singapore Dental Journal (SDJ)* aims to advance the practice of dentistry and care of patients among members of the Singapore Dental Association and dentists in the region through the dissemination of information and research findings in the field of dental science and technology. The *SDJ* invites original contributions in the form of research articles, reviews, case reports and other materials relating to all aspects of dentistry. Related disciplines, including dental education and the social, political and economic aspects of dental practice, that are of interest to professionals in dentistry are also welcomed. The *SDJ* is a peer-reviewed journal and all manuscripts will be reviewed by at least two reviewers. All published opinions and statements of supposed facts belong to the author(s), and are not necessarily the views of the Editorial Staff, Board Members, the Singapore Dental Association or the Publisher.

## Manuscript Submission

We encourage authors to submit manuscripts as e-mail attachments to the Editor at: [sdj@sda.org.sg](mailto:sdj@sda.org.sg)

If you are unable to submit your manuscript by e-mail, you may submit it on a CD-R or 3.5" floppy disk and post it, together with two hard copies of your manuscript (that match the CD-R or floppy disk file exactly), any figures (two sets), and a cover letter (that includes your name, address, telephone and fax numbers, and e-mail address), to:

The Editor  
*Singapore Dental Journal*  
Singapore Dental Association  
2 College Road  
Singapore 169850

Please note that manuscripts submitted by e-mail should not also be submitted by mail or fax. E-mail submission should be accompanied by a cover letter and the "Manuscript Submission Form" (available from [http://www.sda.org.sg/sda\\_content/SDJ/SDJ.html](http://www.sda.org.sg/sda_content/SDJ/SDJ.html)) that has been signed by all the authors and attached as a PDF or JPEG file.

### Important Information

- Articles submitted by e-mail (or on CD-R or floppy disk) should be in Microsoft Word document format (\*.doc), prepared in the simplest form possible and as described in the "Manuscript Preparation" section. We will add in the correct font, font size, margins and so on according to our house style.
- You may use automatic page numbering, but please avoid other kinds of automatic formatting such as footnotes, endnotes, headers and footers.
- Please put text, references, tables, figures, and legends in one file, with each table and figure on a new page.
- To keep the total file size small, please insert figures (pictures/

photographs) into the MS Word document as **low resolution** \*.JPEG or \*.TIFF files.

- Figures that are line drawings or photographs must also be submitted separately as **high resolution** picture files, in \*.EPS or \*.TIFF format. Please ensure that files are supplied at the correct resolution: line artwork = minimum of 1000 dpi; half-tone artwork = minimum of 300 dpi; combination artwork (line + tone) = minimum of 500 dpi.
- If you are unable to submit such figures by e-mail, please post two sets of the original figures to the Editor at the above address. They will not be returned.
- Figures will be published as received from authors. (Please note that the cost of colour illustrations will be charged to the authors.)

## Basic Criteria

Articles should be written in English (British English spelling) and meet the following basic criteria: the material is original, the information is important, the writing is clear (clinical or laboratory jargon is to be avoided), the study methods are appropriate, the data are valid, and the conclusions are reasonable and supported by the data.

## Previous Publication or Duplicate Submission

Submitted manuscripts are considered with the understanding that they have not been published previously in print or electronic format (except in abstract or poster form) and are not under consideration by another publication or electronic medium.

## Categories of Articles

The categories of articles that are published are described below.

### Review Articles

These should aim to provide the reader with a balanced overview of an important and topical subject in dentistry, and should be systematic, critical assessments of literature and data sources, emphasizing factors such as cause, diagnosis, prognosis, therapy, or prevention. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. All articles or data sources should be selected systematically for inclusion in the review and critically evaluated. Figures, tables, algorithms and other forms of illustration should be included as appropriate. Typical length: 2000–3000 words.

### Scientific Articles

These may be randomized trials, intervention studies, studies of

screening and diagnostic tests, cohort studies, cost-effectiveness analyses, case-control studies, surveys with high response rates, and laboratory tests that represent new and significant contributions to dentistry.

Each manuscript should state the objective/hypothesis, design and methods (including the study setting and dates, patients/participants with inclusion and exclusion criteria, or data sources and how these were selected for the study), the essential features of any interventions, the main outcome measures, the main results, discussion placing the results in context with the published literature, and conclusions. Typical length: 2000–3000 words.

#### *Case Reports*

These are short discussions of a case or case series with unique features not previously described. Typical length: 800–1200 words.

#### *News & Reports*

These are short articles describing events, consensus statements and committee reports concerning dentistry in Singapore and the region. Typical length: 800–1200 words.

## Manuscript Preparation

Text should be typed double-spaced on one side of A4 (297 × 210 mm) paper, with outer margins of 3 cm. Each section of the manuscript should begin on a new page.

#### *Title Page*

The title page should contain the following information:

- category of paper
- manuscript title
- short running title not exceeding 50 characters
- the names (spelled out in full) of all the authors and their institutions (only 1 affiliation per author is permitted)
- corresponding author's details (e-mail address, mailing address, telephone and fax numbers)

#### *Abstract*

The first page following the title page should contain a concise English abstract of no more than 500 words and up to 6 relevant key words/index terms.

#### *Introduction*

Manuscripts should include a clear introductory statement or purpose, and a brief history review if appropriate. The objective of the study should be included in this section.

#### *Materials and Methods*

The type of study (cohort, case-controlled, cross-sectional, etc.) should be stated. The technique and scope of the experiments or observations should be described.

Inclusion/exclusion and eligibility criteria used in sample selection should be detailed, as well as the sample size, dropout

rate, withdrawals, methods of randomization, collection, quality control, and blinding techniques (if any).

Data analysis should be briefly described. Statistical analysis information should include: level of significance chosen, and type of test (parametric, non-parametric) and statistical test (*t* test, ANOVA, Wilcoxon-Mann-Whitney U) used. If a software programme was used, please state the particular software used, version number, and the manufacturer's name, city, state, and country.

If a survey was carried out, submit a copy of the questionnaire. This will not be published if the manuscript is accepted for publication, but will be used by the peer reviewers in the assessment of the manuscript.

#### *Results*

Results must be clearly presented. The power of statistical tests, confidence intervals, and *p* values should be included where relevant.

#### *Discussion*

Comment on the significance of the findings and any correlation with those of other studies. Indicate recommendations or implications if the study suggests changes from the current practice of dentistry.

#### *Conclusion*

This should be concise and include your main findings, implications of the results, and any recommendations.

#### *Acknowledgements*

Please include a statement identifying grants, pharmaceutical sponsorship, and other acknowledgements as appropriate.

#### *References*

- References must be numbered consecutively in order of appearance in the text, and listed in number order in the reference list: do not alphabetize.
- Each reference citation should be a superscript at the end of the referenced statement.
- References cited in tables or legends should be included in sequence at the point where the table or figure is first mentioned in the text.
- Abstracts should not be cited unless the abstract is the only available reference to an important concept.
- Do not cite uncompleted work or work that has not yet been accepted for publication as references.
- Abbreviations for journals should conform to those used in *Index Medicus*.
- References should include the complete title of the article and the last names and initials of all the authors up to 6. If there are more than 6 authors, include the last names and initials of the first 6 authors followed by "et al".
- Always give the last page number as well. If there is only one page, state if the article is an abstract or letter.
- If you must cite information from a website, please provide

the author information, article title, the website address and the date you accessed the information.

- Authors are responsible for the accuracy and completeness of their references and for correct text citation.

Examples are given below.

#### Journal articles:

1. Chew MT, Sandham A. An assessment of orthodontic treatment using occlusal indices. *Singapore Dent J* 2001;24:9–16.
2. Smith RN, Rawlinson A, Lath D, Elcock C, Walsh TF, Brook AH. Quantification of dental plaque on lingual tooth surfaces using image analysis: reliability and validation. *J Clin Periodontol* 2004;31:569–73.
3. Olszewski R, Reychler H. Limitations of orthognathic models surgery: theoretical and practical implications. *Rev Stomatol Chir Maxillofac* 2004;105:165–9. [In French]

#### Books:

1. Stevens J. *Applied Multivariate Statistics for the Social Sciences*, 3<sup>rd</sup> edition. New Jersey: Lawrence Erlbaum Associates, 1996.
2. Sapp JP, Eversole LR, Wysocki GP. Infections of Teeth and Bone. In: Sapp JP, Eversole LR, Wysocki GP. *Contemporary Oral and Maxillofacial Pathology*, 2<sup>nd</sup> edition. St Louis: Mosby, 2004:70–93.

#### Report:

1. Committee on Mercury Hazards in Dentistry. *Code of Practice for Dental Mercury Hygiene*. London: Department of Health and Social Security, 1979, publication no. DHSS 79-F-372.

#### Tables

Tables should be labelled in Arabic numerals and titled concisely. Number all tables in the order of their citation in the text. Tables should be typed double-spaced in as simple a form as possible. Abbreviations used in the table and not defined in the text should be defined in footnotes using these symbols (in order of appearance): \*, †, ‡, §, ||, ¶.

#### Figures

The number of figures should be restricted to the minimum necessary to support the textual material. Please post two sets of the original figures to the Editor. They will not be returned. The figures should be in the form of unmounted, unretouched glossy prints, and marked on the back with the figure number, top of the figure, and the first author's name, using a soft lead pencil or stick-on labels. Patient identification should be obscured. Do not mark directly on the prints. Indicators/arrows and labels may be marked on a photocopy of the original print to indicate subtle but salient points. Include internal scale markers in photomicrographs and electron micrographs.

Illustrations, graphs, charts, etc. should be drawn with black ink on white paper and should preferably be done by a professional illustrator. Arrows and other symbols must be of professional quality and of a size permitting some reduction in the final copy.

All figures must be accompanied by legends and indicate the anatomic area and/or pathologic condition shown. For photomicrographs, include the type of specimen, original magnification, and stain. All symbols and abbreviations not defined in the text should be defined in the legend.

#### Units

Please use Système International (SI) units, with the exception of blood pressure values which are to be reported in mmHg. Please use the metric system for the expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

#### Drug Names

Use the Recommended International Non-proprietary Name for medicinal substances, unless the specific trade name of a drug is directly relevant to the discussion.

#### Abbreviations

Where a term/definition will be continually referred to, it must be written in full, followed by the subsequent abbreviation in brackets, when it first appears in the text. Thereafter, the abbreviation may be used.

## **Editorial and Peer Review**

Submitted manuscripts are reviewed initially by the Editorial Staff/Board, whose members will determine which articles will be published based on their scientific merit, readability and interest. Manuscripts with insufficient priority for publication are rejected promptly. Rejected manuscripts will not be returned to authors unless requested. All other manuscripts are sent to two or more expert consultants for peer review.

## **Preparation for Publication**

Accepted manuscripts are copyedited according to our house style and the galley proofs are returned to the corresponding author for final approval. Authors are responsible for all statements made in their work, including changes made by the copy editor and authorized by the corresponding author.

All authors must sign a statement of authorship responsibility and copyright transfer prior to publication of their paper. This form will be provided by the Publisher, together with the galley proofs.

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