

INSTRUCTIONS FOR AUTHORS FOR RCDS JOURNAL

GENERAL

The RCDS Journal is a peer reviewed, open access journal. The aim of the journal is to be a source of continuing dental education and forum for sharing professional views, and to provide a platform to publish clinical work for students, teachers, dental surgeons and doctors and to contribute to the ever-expanding dental literature. The journal will be published twice a year in the month of APRIL and OCTOBER.

The RCDS Journal invites original research articles, case reports, review articles, systematic reviews, meta-analysis, overviews (when requested by the journal), clinical innovations in the field of dentistry, letters to the editor and short communications from dental professionals. The manuscripts will be in British English language.

LAYOUT OF ARTICLES

1. TITLE PAGE

The title page should contain following:

- a) Title of the article (as concise as possible; if necessary, with a subtitle).
- b) Proposed generic heading, ie, Oral Medicine, Diagnosis and Radiology, Orthodontics and Dentofacial Orthopaedics, etc.
- c) Complete names of all the authors with their academic degrees, designations, job title, affiliations with their postal addresses and email addresses.
- d) Name of corresponding author with complete postal address of correspondence with land line telephone and fax number, mobile cell phone number, and email address.
- c) Name(s) and address(es) of hospital(s) or institute(s), clinic(s), or laboratories where the work was carried out, using numbers to denote the individual affiliation.

2. ABSTRACT PAGE

This page will contain a Title of the article, a structured Abstract with key words, and a Clinical Relevance Statement. The structured abstract should contain summary of the article in a concise form giving the main points covered under the headings- Introduction, Aim, Materials and Methods, Results and Conclusion in accordance with the article's structure. The abstract should be self-contained and citation-free and should not exceed 250 words. The abstract of review article can have following headings - **Introduction, Aim, Review of literature (optional), Conclusion**. The abstract for case report need not be structured one. The Clinical Relevance Statement should be of three or four sentences and should highlight relevance and importance of the message or results of study mentioned in the article,

3. MAIN MANUSCRIPT TEXT

Manuscripts must be prepared in accordance with 'Uniform requirements for manuscripts submitted to Biomedical Journal' developed by International Committee of medical journal editors. The manuscript should not mention names of authors and their affiliations, job titles and institutes where they are working. The manuscript should be submitted in Microsoft Word format in proper British English language with font style "Times New Roman" and font size 12. The typing for manuscript should start at column 2. The manuscripts

should be typed double spaced with a wide margin of 1-inch all around with an unjustified right-hand margin. All pages should be numbered. The approximate length of manuscript should be 9 to 12 pages for original articles (up to 3500 words excluding references and abstract), 6 pages for case reports (up to 2500 words excluding references and abstract), and 10 pages for review articles (up to 3000 words excluding references and abstract). Numbered paragraphs should be avoided. However, the article can be structured with up to 3 levels of headings. The manuscript should be divided under standard headings -

INTRODUCTION, AIM, MATERIALS AND METHODS, RESULTS, DISCUSSION AND CONCLUSION.

Review articles will have main headings - INTRODUCTION, AIM, REVIEW OF LITERATURE, AND CONCLUSION.

Main headings should be in upper case and sub-headings in sentence case. Annotation of teeth should be clearly marked in the FDI format (eg. 11, 12). When a paper cited has more than three authors, et al should be given after first three authors while mentioning it in the manuscript text. For two author articles cited, the names of both authors should appear in the manuscript text. Personal communication should not be cited.

Abbreviations should be avoided, even if the terms occur repeatedly in the text. If abbreviations are used, the full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement. In the Results section, the imperfect tense should be used. Trade names should be marked with ® or TM. Please indicate the manufacturer/ company name and location (city and country). Biometric analyses must be substantiated, explained and reproducible. The guidelines of the CONSORT statement (see Med Klin 1997;92:676–80) are to be followed, if applicable.

The word limit for short communications could be up to 750 words, excluding reference and abstract. Up to 5 references with one composite image is acceptable.

4. REFERENCES

All references that are cited in the manuscript text should appear in the list of references. The references should be numbered in Arabic numbers consecutively in the same sequence as they appear in the text of the paper. Reference formatting programs should not be used. List of references should comprise of all those articles cited in the text. The references should be recent with sufficient importance and should be from citable publications. Old references of classical articles should be given for the benefit of young readers. Up to 6 authors should be mentioned in the reference list. If there are more authors, et al should be given after names of first six authors in the reference list. References must be given in **Vancouver format** with some modifications. Page numbers should not be elided. For example, 11-7, or 162-8, or 451-9 should not be written as 11-17, 162-168, 451-459, respectively.

Format of the references:

a) Journals:

Names of author(s) followed by initials in capital letters with period at the end of the last initial, followed by the title of the article after one space. Journal title (without periods and abbreviated according to the Index Medicus/Medline) followed after one space by year of publication; volume number: first and last page numbers separated by hyphen.

Example:

6. Janson G, Sathler R, Fernandes TMFF, Zanda M, Pinzan A. Class II malocclusion occlusal severity description. J Appl Oral Sci 2010;18:397-402.

b) Books:

Names of author(s) followed by initials with period at the end of last initial, followed after one space by the title of the article. In: Name of editor with initials, ed. Title of book. Edition number, volume number. Location of publisher: Name of publisher, year of publication. p. page numbers.

Examples:

21. Jarabak JR, Fizzell BS. Technique and treatment with light wire edgewise appliances. 2a ed. Vol 1. St. Louis: Mosby; 1972. p. 145.

40. Meikle MC, Health JK, Atkinson SJ, Hembry RM, Reynolds JJ. Molecular biology of stressed connective tissues at sutures and hard tissues in vitro. In: Norton LA, Burstone CJ, eds. The biology of tooth movement. Boca Raton, Florida: CRC Press, 1989.p. 71-86.

5. TABLES AND FIGURES

Tables and figures should be numbered in the sequence of their occurrence in the text and provided separately. Tables should be numbered in upper case Roman numbers and figures in Arabic numbers. Tables must be formatted in Microsoft Word. Carriage returns must not be used within tables. Tables and figures should be cited consecutively in the appropriate part of text and should be logically organized. Every table must have a descriptive title and if numerical measurements are given, the units should be included in the column heading. Vertical rules should not be used. Each table should also be supplied as a separate MicrosoftWord file titled by table number, eg. 'Table I'.

Figures must be of high quality and should be saved and named according to the figure number-in tiff-, eps- or jpeg (Highest Quality) format (with a resolution of at least 300dpi). Please take care to use a large enough typeset for any text in the graphics (captions in figures and tables will only appear in English). Each figure should be supplied in a separate electronic file titled by figure number, eg. 'Figure I'. All figures should be cited in the paper in a consecutive order. Figures and illustrations will be published at authors' expense.

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Captions to figures and tables, including the necessary explanation of signs and symbols should be provided separately, in English language, in a Microsoft Word file titled 'Captions'.

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Units of measurement should be presented simply and concisely using System International (SI) units eg. ampere (A), kilogram (kg), meter (m), second(s), Kelvin (K), mole (mol), candela(cd).

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11. OTHER DECLARATIONS

All the submitting authors have to give a signed statement that the standards of the Helsinki Declaration have been adhered to.

12. ACKNOWLEDGMENTS

All acknowledgments (if any) should be included at the very end of the paper before the references and may include supporting grants, presentations, and so forth.

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To,

The Editor-in-Chief,

RCDS Journal

Subject: Submission of Manuscript for publication.

Dear Sir/Madam,

I/We intend to publish an article entitled _____

in your esteemed journal as an original research article/case report/review article/systematic review/meta-analysis/clinical innovations in the field of dentistry/letters to the editor/short communication.

On behalf of all the contributors I will act and guarantor and will correspond with the journal from this point onward.

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Thanking you,

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- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Title page contains all the desired information
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (not more than 150 words for case reports and 250 words for original articles)
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- Key words provided (three or more)
- Key messages provided
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS, not underlined)
- References cited in superscript in the text without brackets
- References according to the journal's instructions

Language and grammar

- Uniformly British English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

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- No repetition of data in tables/graphs and in text
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