

# Instruction for authors

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The Sulaimani Dental Journal (SDJ) is the official Open Access, Peer-Reviewed bi-annual journal published by the College of Dentistry/ University of Sulaimani. SDJ is a multidisciplinary peer-reviewed scientific dental journal dedicated to the dissemination of new knowledge and information on all sciences relevant to dentistry, the oral cavity and associated structures in health and disease. Manuscripts accepted via the official email address of the journal “sdj@univsul.edu.iq”, our scope is dentistry and dentistry related subjects like “Microbiology, Pharmacology, and so on”.

The following manuscripts will be considered for publication:

original articles, systematic reviews, case reports/case series, editorials, brief communications, and letters to the editor.

Investigation on human subjects should conform to the guidelines noted in the World Health Organization Chronicle 1976; 30: 360-362. Researches submitted to the journal should be approved by an ethical committee according to the World Medical Association Declaration of Helsinki 1964 and its last revision. Experimental animal studies need to be carried out according to the principles of laboratory animal researches. All articles will be critically reviewed by the editor and invited referees within 2 months.

## **Review Process**

The SDJ team and reviewers are working hard to reduce review time to minimum. Then, the reviewer's comments should be applied to revise the manuscript, after which it should be uploaded to the journal again unless the journal's decision on your paper is reject with possibility of resubmission.

Follow the track change mode for word documents to enhance the process of reassessment of your paper.

SDJ is a peer reviewed Journal; all manuscripts go through a process of evaluation and reviewing. Every manuscript is referred to two reviewers and may be referred to a statistical reviewer if required.

Reviewers' comments are sent to the author plus suggestions by the editor that would be helpful in this process. The revised version should be submitted back within a period of 30 days of receipt of the editor's comments.

## ***Editorial decisions***

Decisions made by the editorial board are based on the strength of arguments put forward by our reviewers and the authors as well as other considerations for each individual manuscript.

This is the journal's principal responsibility toward our readership, which is part of the scientific community. Thereby, we can serve our readers by considering the state of each article in relation to the many other articles also under evaluation.

Occasionally different and possibly conflicting recommendations might be provided by the two reviewers on the same paper, based on different experiences of our reviewers in the same field of knowledge. Therefore, the editorial board may have to make a decision based on conflicting advice during the process of unification of the reviewers' comments and advice.

### *Double blind peer review*

The reviewing process of SDJ is a double blind process as neither the reviewers nor the authors are exposed to each other. However, and in rare cases, authors may suggest favored and non-favored reviewers during the process of submission. Nevertheless, the final selection of reviewers is undertaken by the editorial board of SDJ.

Our reviewers are not allowed to reveal themselves to the authors. Authors should inform the editor if the reviewer identifies him or herself to the author.

### *Peer review process*

The peer review process is a method of identifying the quality of the article accepted for publication, in order to guarantee the high quality of the articles submitted and accepted for publishing. SDJ accepts articles not only based on the scientific validity and the originality of the manuscript, other factors are also considered such as the standard of innovation and the significance of the knowledge included in the paper against other accepted articles.

The Peer review process starts with the following steps

1- The first filter is performed by the editorial board and involves checking the submitted article for originality, specialty as some papers can fall into more than one specialty. Furthermore, some papers require modifications or correction according to SDJ guidelines and instructions for authors before the peer review process starts.

2- Then the editor selects two reviewers who are usually experts in the particular field, and often a statistician is consulted about the quality of statistical analysis used in the article. Sometimes, when the editor is not satisfied with the statistical method applied in the submitted article, the editor advises the author to consult a statistician about the statistical methods applied in his/her article.

3- The submitted article receives one of the following decisions from the Journal: accepted submission: the submission will be accepted without revisions. Revision required, the article would be accepted after minor changes. Resubmit for review, the paper requires major work. Declined submission, the paper will not be published with SDJ.

4- The corresponding author can appeal via an email to the editorial office if he/she is convinced of the scientific value of his manuscript.

The SDJ editorial board provides a quick decision and publication under an affective editorial mechanism that is considered valuable to both our authors and the scientific community. We ask our reviewers to respond with the revision outcome within the number of days agreed. If the reviewer for any reason is expecting an unusual delay in the revision process, we ask them to inform us in order to inform the author about any expected delay and if necessary to change the reviewer.

#### ***After Acceptance of Proofs:***

SDJ editors read the reviewers' comments and suggested corrections and then send the work back as one set of page proofs to the corresponding author via an email. The corresponding author should make the required amendments and return the manuscript to the journal in one submission within two weeks. This will be the final amendment; no major amendments to the manuscript will be accepted afterwards.

Authors are exclusively responsible for proof reading; hence, if the manuscript requires proof reading, SDJ editorial board will send the manuscript to a proofreader and the author will be charged for that.

#### ***Submission Summary***

The manuscript should be submitted as seven files as follow:

**File no 1:** *cover letter*, this includes title of the manuscript, author's confirmation about the paper's originality, permission for reproduction of the published article and confirmation of author's contribution.

**File no. 2:** *Title Page:* Title (title case), authors' names, affiliations and institutions, corresponding author with complete details (email, Tel. no. ....etc)

**File no. 3:** *Main Text:*

*Abstract and Keywords-* This file contains the title followed by a structured abstract (Objectives, Methods, Results, Conclusions) Abstract should not exceed 250 words.

*Main Text:* All pages should be numbered, 12 p font size and 30 mm margins.

*References:* In accordance with Vancouver style. Use consecutive numbers between parenthesis for in-text citation. Use Arabic numerals (1, 2, 3, 4, 5, 6, 7, 8, 9).

## **Standard Format for Books:**

### **a.) Print book**

Author AA. Title of book. # edition [if not first]. Place of Publication: Publisher; Year of publication. Pagination.

#### **Example:**

Carlson BM. Human embryology and developmental biology. 4<sup>th</sup> ed. St. Louis: Mosby; 2009. 541 p.

### **b.) Electronic book**

Author AA. Title of web page [Internet]. Place of Publication: Sponsor of Website/Publisher; Year published. Number of pages. Available from: URL DOI: (if available).

#### **Example:**

Shreeve DF. Reactive attachment disorder: a case-based approach [Internet]. New York: Springer; 2012. 85 p. Available from:

## **Chapter in a Book:**

### **a.) In an edited book**

Author AA, Author BB. Title of chapter. In: Editor AA, Editor BB, editors. Title of book. # edition. Place of Publication: Publisher; Year of publication. p. [page numbers of chapter].

#### **Example:**

Blaxter PS, Farnsworth TP. Social health and class inequalities. In: Carter C, Peel JR, editors. Equalities and inequalities in health. 2nd ed. London: Academic Press; 1976. p. 165-78.

### **b.) In an edited electronic book**

Author AA, Author BB. Title of chapter. In: Editor AA, Editor BB, editors. Title of the book [Internet]. Place of publication: Publisher's name; Year of publication. p. #. [page or chapter number/s]. Available from: URL DOI [if available]

#### **Example:**

Halpen-Felsher BL, Morrell HE. Preventing and reducing tobacco use. In: Berlan ED, Bravender T, editors. Adolescent medicine today: a guide to caring for the adolescent patient [Internet]. Singapore: World Scientific Publishing Co.; 2012. Chapter 18. Available from: [http://www.worldscientific.com/doi/pdf/10.1142/9789814324496\\_0018](http://www.worldscientific.com/doi/pdf/10.1142/9789814324496_0018)

## **Standard Format for Journal Articles:**

### **A) Printed articles:**

#### **Article with 1 to 6 authors**

Author AA, Author BB, Author CC, Author DD. Title of article. Abbreviated title of journal. Year of publication;volume number(issue number):page numbers.

#### **Example:**

Gaare D, Rolla G, Aryadi FJ, Ouderaa F. Improvement of gingival health by tooth brushing in individuals with large amounts of calculus. J Clin Periodontol. 1990;17(1):38-41.

#### **Article with more than 6 authors**

Author AA, Author BB, Author CC, Author DD, Author EE, Author FF, et al. Title of article. Abbreviated title of journal. Year of publication;volume number(issue number):page numbers.

#### **Example:**

Chandra J, Mukherjee PK, Leidich SD, Faddoul FF, Hoyer LL, Douglas LJ, Ghannoum MA. Antifungal resistance of candidal biofilms formed on denture acrylic in vitro. J Dent Res. 2001;80(3):903-908.

### **B) Electronic journal article**

#### **Electronic journal article**

Author AA, Author BB. Title of article. Abbreviated title of Journal [Internet]. Year of publication;volume number(issue number):page numbers. Available from: URL

#### **Example:**

Stockhausen L, Turale S. An explorative study of Australian nursing scholars and contemporary scholarship. J Nurs Scholarsh [Internet]. 2011;43(1):89-96. Available from: <http://search.proquest.com.ezproxy.lib.monash.edu.au/docview/858241255?accountid=12528>

#### **Electronic journal article with DOI**

Author AA, Author BB, Author CC, Author DD, Author EE, Author FF. Title of article. Abbreviated title of Journal [Internet]. Year of publication;volume number(issue number):page numbers. Available from: URL DOI

#### **Example:**

Kanneganti P, Harris JD, Brophy RH, Carey JL, Lattermann C, Flanigan DC. The effect of smoking on ligament and cartilage surgery in the knee: a systematic review. Am J Sports Med [Internet]. 2012;40(12):2872-8. Available from: <http://ajs.sagepub.com/content/40/12/2872> DOI: 10.1177/0363546512458223.

**Tables:** should be processed in Word or Excel - *editable* and should not be an image added to the main text.

**Figure Legends:** Ensure all figure and table citations in the text match the files provided. Indicate clearly if color should be used for any figures in print.

**File no. 4: *Figures:*** Any format opened by Adobe Photoshop not exceeding 10 MB with a resolution of at least 300 dpi for photographs and 600 dpi for line art.

**File no. 5: *Clinical relevance:*** This section aims to highlight the prospective clinical importance of the study. It must not exceed 100 words and should not be repetition of the abstract. It should be structured as follows: Rationale of the study, main finding and clinical implications.

**File no.6: *Acknowledgements:*** Those who helped the authors in producing the study can be accredited in this section.

**File no.7: *Conflict of interest and source of funding:*** Authors should declare any potential conflict of interest and source of funding such as institutional, private and material supplier (free or at discounted rate).

### ***Submission Preparation Checklist***

The submission will be returned immediately if it does not follow SDJ instructions for authors, the following being the most important instructions that should be considered by the author/s before submission:

1. The manuscript should not be submitted to another journal or in the process of being submitted to another journal
2. The submission files should be in Open Office, Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references should be provided.
4. The text should be single-spaced; use a 12-point font; employ italics rather than underlining (except with URL addresses); and all illustrations, figures, and tables should be placed at the end of the references.
5. The text should follow the stylistic and bibliographic requirements outlined in the Author Guidelines, which can be found in About the Journal.

Articles are accepted via the official email address of the journal [sdj@univsul.edu.iq](mailto:sdj@univsul.edu.iq).

### **Types of articles accepted for publication:**

#### ***A. Original Research Articles***

These manuscripts describe original and significant observations on biology, biomaterial and clinical subjects, with details that can be evaluated critically and repeated when necessary.

This type of manuscript should not exceed 4000 words and up to 7 items (figure and table) can be included, plus additional items can be added as supplementary material

and will be available online, up to 40 references can be used. **Four keywords** and a **running title** have to be written at the end of abstract

Original research articles must be organized as follows:

### ***Abstract***

*The abstract should not contain more than 250 words and should be structured as follows:*

***Objective(s):*** Identify the problem that the study aims to address.

***Methods:*** Describe how the study was conducted.

***Results:*** Summarize the primary result.

***Conclusions:*** Report what can be concluded from the results and the clinical implications.

### **The main text should be structured as follows:**

#### ***Introduction:***

This should include a detailed review of the subject area and reasons for performing the study.

***Materials and methods or Patients and methods:*** Appropriate description should be given of the design of the study and the participants. The techniques and materials used have to be stated clearly to enable reproduction of the study. In cases of established methods (such as ELISA), authors have to reference the established method with a brief description of that method. All materials, their manufacture and country also have to be identified with other details if necessary, such as doses, special preparation or slight modification.

***Statistical analysis:*** Statistical methods should be described clearly to allow the reader to understand.

***Results:*** All data should be presented in logical sequence with all items (figures and tables) and supplementary material (if present) reported appropriately.

***Discussion:*** New and potentially significant findings should be stated here. Possible comparison of the study's result with the previously published data and rational explanation of any controversies have to be presented in this section plus limitations of the techniques used should be clarified.

#### ***Conclusions:***

Any conclusions based on the data from the result and taking the aim of the study into consideration should be stated here. Furthermore, recommendations for future study should be clarified, followed by new hypotheses that can be obtained from the study and its clinical significance.

### ***B. Systematic Review:***

These manuscripts investigate a defined topic associated with oral, dental and craniofacial studies. Systematic review articles have to clearly define the importance of the research question and justify the need for systematic review by identifying the limitations of previously published articles on the topic. The search strategy, method for choosing articles, inclusion and exclusion criteria, and justification for the exclusion criteria should be clearly stated. Furthermore, the conclusions of studies should be included, as well as comparison of their conclusions, limitations of the review, and future suggestions. Four key words and a running title have to be written at the end of the abstract.

Manuscripts of systematic review have a strict limit of 5000 words structured as:

- **Introduction**
- **Materials and methods**
- **Results**
- **Discussion**

A total of 7 figures and/or tables are allowed, further figures and tables can be added as supplementary material. Abstracts should be submitted as a single paragraph without subheadings, summarizing the main conclusion in 300 words and using a maximum of 60 references.

### ***C. Case Report and Case Series***

SDJ publishes selected case reports and case series that illustrate rare cases, complex methods for diagnoses and new approaches to treatment within the field of dentistry. The case report and case series have to provide important information for clinicians and lecturers in the scope.

Case series should include sufficient subjects, collected consecutively or randomized, to make an effective argument for or against the procedure under discussion. A standardized method for all cases, treatment provided and documentation should be used and consistently applied. Well-structured case series can lead to hypothesis of new techniques and performance management and therefore can be of value in clinical life.

Case reports or case series should consist of unstructured abstracts of 250 words or less, 4 key words and a running title with up to 5 items (figure and tables) and main text structures not exceeding 3500 words as follows:

**Introduction:** Describing the importance of this case report, how rare are the cases? Justify the rationale of writing this case report/series by showing the clinical relevance of the procedure used.

**Case presentation:** This should include clear explanation of: details of cases, their complaint, case characteristics, case history, investigations (if necessary), differential diagnosis, treatment and follow up.

**Discussion and conclusion:** This should include a brief review of the literature, cases published, argument and any recommendations, followed by a conclusion paragraph summarized as a message.

#### ***D. Letter to editor and response to letter to editor***

The aim of this paper is to provide a discussion panel for controversies and issues related to the field of dentistry. The letter may comment on an article published in the SDJ and must offer positive criticism. Authors of the paper are allowed to respond to the letter within 30 days. Letters to the editor should consist of no more than 2500 words.

Letters can be structured as follows:

**Introduction:** This should state the clinical issue or question that needs to be addressed and document the importance of that issue.

**Body:** This should present information relating to the issue and can be subdivided with headings where appropriate. Figures, tables and other material can be added with their number not exceeding six.

**Summary:** This should address prospective issues and methods to address future controversies.

**Acknowledgement(s):** As in these papers authors are allowed to express their own opinion, it is very important to disclose any affiliations, financial support and any other information that may lead to a conflict of interests.

#### **Screening for plagiarism**

Manuscripts submitted for publication in SDJ will be checked for plagiarism before being sent to editorial view.

SDJ advise authors to avoid plagiarism and self plagiarism. This occurs when the author copies a substantial amount of data and text of published work without properly citing it. Manuscripts with over 25% plagiarism will be rejected and the author's institution will be informed. However, minor plagiarism scattered over the manuscript unintentionally happens frequently and SDJ editorium judge case by case on its merit. The corresponding author of a manuscript with plagiarism will be notified to revise the manuscript and resubmit it to be considered for publication.

#### **Ethical approval**

Manuscripts submitted to SDJ relating to experiments conducted on humans and animals have to include a statement that the protocol has been approved by the ethical committee of the author's institution. The study has to be performed in agreement with the Helsinki Declaration of 1975, as revised in 2000.