Instructions to the author for IJOHD Journal

Editorial Process

The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted or already accepted for publication elsewhere. The manuscripts are rejected by the editorial office before a formal peer-review.

The Editorial office review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific and technical flaws or lack of a significant message are rejected. All manuscripts received are duly acknowledged. Manuscripts are sent to two or more expert reviewers without revealing the identity of the contributors to the reviewers. Each manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. The contributors will be informed about the reviewers’ comments and acceptance/rejection of the manuscript. The average submission to first decision time is about 3-4 weeks and about 65-70% of unsolicited manuscripts do not get published.

Articles accepted would be copy edited for grammar, punctuation, print style, and format. Page proofs will be sent to the corresponding author, which has to be returned within three days. Correction received after that period may not be included.

Clinical Trial Registry

All clinical trials from India must be registered with “clinical trials registry – India”. The trials conducted outside India may be registered with any other clinical trial registry. We recommend and making it mandatory to have registration number for all clinical trials submitted for publication from January 2020.

Authorship Criteria

Authorship credit should be based only on substantial contributions

1. Conception and design or acquisition of data or analysis and interpretation of data;
2. Drafting the article or revising it critically for important intellectual content;
3. Final approval of the version to be published.

Conditions 1, 2 and 3 must be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. The order of naming the contributors should be based on the relative contribution
of the contributor towards the study and writing the manuscript. Once submitted the order cannot be changed without the written consent of all the contributors.

For a study from in a single institute, the number of contributors should not exceed seven. For a case-report, brief communication, letter to the editor and review article the number of contributors should not exceed five. A justification should be included if the number of contributors exceeds these limits. Two/three additional authors from other departments/specialties would be permissible if they have contributed significantly.

Only those who have done substantial work in a particular field can write a review article. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript. The journal expects the contributors to give post-publication updates on the subject of review. The update should be brief, covering the advances in the field after the publication of the article and should be sent as a letter to the editor, as and when major development occurs in the field.

**Contribution Details**

Contributors should provide a description of what each of them contributed towards the manuscript. Description should be divided in following categories, as applicable: concepts, design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript preparation, manuscript editing and manuscript review. Author’s contributions will be printed on the first page of the article. One or more author should take responsibility of the integrity of the work as a whole from inception to published article and should be designated as ‘guarantor’.

**Conflicts Of Interest**

All authors of submitting articles to the journal must disclose any conflict of interest they may have with an institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript. The Editor will discuss with the authors on an individual basis the method by which any conflicts of interest will communicate to the readers.

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**Online Submission Of The Manuscripts**

All manuscripts must be submitted on-line through the website www.ijohd.org First time users will have to register at this site. Registration is free but mandatory. Registered authors can keep track of their articles after logging into the site using their username and password.

The submitted manuscripts that are not as per the “Instructions to Authors” would be returned to the authors for technical correction, before they undergo editorial/ peer-review. Generally, the manuscript should be submitted in the form of separate files as mentioned below:
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2. **Blinded Article file:** The manuscript must not contain any mention of the authors' names or initials or the institution at which the study was done or acknowledgments. Page headers/running title can include the title but not the authors' names. Manuscripts not in compliance with the Journal's blinding policy will be returned to the corresponding author. The main text of the article, beginning from Abstract till References (including tables) should be in this file. Use rtf/doc files. Do not zip the files. Limit the file size to 1 MB. Do not incorporate images in the file. The pages should be numbered consecutively, beginning with the first page of the blinded article file.

3. **Images:** Submit good quality color images. Each image should be less than 4 MB in size. The size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1800 x 1200 pixels or 5-6 inches). Resolution of images should be a minimum of 300 DPI. Images can be submitted as jpeg files. Do not zip the files. Legends for the figures/images should be included at the end of the article file.

**Preparation Of The Manuscript**

**General guidelines**

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (October 2006). The uniform requirements and specific requirements are mentioned below. Before submitting a manuscript, contributors are requested to check for the latest instructions available. Instructions are also available from the website of the journal (https://www.ijohd). IJOHD accepts manuscripts only written in American English.

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**Clinical trial registry:** IJOHD would only publish clinical trials that have been registered with a clinical trial registry that allows free online access to the public. Registration in the following trial registers is acceptable:

- http://www.ctri.in/
- http://www.clinicaltrials.gov/
http://isrctn.org/
http://www.trialregister.nl/trialreg/index.asp;
and http://www.umin.ac.jp/ctr.

This is applicable to clinical trials that have begun enrollment of subjects in or after June 2008. Clinical trials that have commenced enrollment of subjects prior to June 2008 would be considered for publication in **IJOHD** only if they have been registered retrospectively with the clinical trial registry that allows unhindered online access to the public without charging any fees. **Clinical trial registry numbers should be mandatorily be mentioned below the abstract.**

### Specific guidelines for the title page and blinded article file page

Two files i.e title page and blinded article file page preparation should be as per the below-mentioned guidelines

1. **Title Page/First Page File/covering letter:**

   This file should provide

   1. The type of manuscript (original article, review article, short communication, Letter to editor, Editorial, etc.) title of the manuscript, running title, names of all authors/ contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and/ or institution(s) to which the work should be credited. All information which can reveal your identity should be here. Use text/rtf/doc files. **Do not zip the files.**
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   4. If the manuscript was presented as part at a meeting, the organization, place, and exact date on which it was read. A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically, and referenced in the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.
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   8. The name, address, e-mail, and telephone number of the corresponding author, who is responsible for communicating with all other authors about revisions and final approval of the proofs, if that information is not included on the manuscript itself.
2. Blinded article file: it's prepared based on the type of article (images, tables, and reference guidelines are uniform for all types of articles)

Original articles:
These include original research work done in dentistry. The text of original articles amounting to up to 3000 words (excluding Abstract, references, and Tables) should be divided into sections with the headings Abstract (structured) Key-words, Introduction, Material and Methods, Results and Discussion, References, Tables and Figure legends.

Abstract: The abstract should be structured which includes background, methodology, result, conclusion, and 3-5 keywords, total word count should be less than 250.

Introduction: State the purpose and summarize the rationale for the study or observation.

Materials and Methods: It should include and describe the following aspects:

Ethics:
When reporting studies on human beings, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (available at http://www.wma.net/e/policy/17-c_e.html). For prospective studies involving human participants, authors are expected to mention the approval of (regional/ national/ institutional or independent Ethics Committee or Review Board, obtaining informed consent from adult research participants, and obtaining assent for children aged over 7 years participating in the trial. The age beyond which assent would be required could vary as per regional and/ or national guidelines. Ensure the confidentiality of subjects by desisting from mentioning participants' names, initials, or hospital numbers, especially in illustrative material. When reporting experiments on animals, should indicate, whether the institutions or a national research council’s guide for or any national law on the care and use of laboratory animals was followed. Evidence for approval by a local Ethics Committee (for both human as well as animal studies) must be supplied by the authors on demand. Animal experimental procedures should be as humane as possible and the details of anesthetics and analgesics used should be clearly stated. The ethical standards of experiments must be in accordance with the guidelines provided by the CPCSEA and World Medical Association Declaration of Helsinki on Ethical Principles for Medical Research Involving Humans for studies involving experimental animals and human beings, respectively). The journal will not consider any paper which is ethically unacceptable. A statement on ethics committee permission and ethical practices must be included in all research articles under the ‘Materials and Methods’ section.

Study design: There should be a description of a selection of the observational or experimental participants (patients including controls) clearly, including eligibility and exclusion criteria and a description of the source population. Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in detail to allow other workers to reproduce the results. Give references to standardized methods, including statistical methods (see below); provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration. Reports of randomized
clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT Statement (http://www.consort-statement.org).

Statistics: Whenever it’s possible quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Authors should report losses to observation (such as dropouts from a clinical trial). When data are summarized in the Results section, specify the statistical methods used to analyze them. Avoid non-technical uses of technical terms in statistics, such as 'random' (which implies a randomizing device), 'normal', 'significant', 'correlations', and 'sample'. Define statistical terms, abbreviations, and most symbols. Specify the computer software used. Use upper italics (P 0.048). For all P values include the exact value and not less than 0.05 or 0.001. Mean differences in continuous variables, proportions in categorical variables and relative risks including odds ratios and hazard ratios should be accompanied by their confidence intervals.

Results: Present your results in a logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations. Extra- or supplementary materials and technical detail can be placed in an appendix where it will be accessible but will not interrupt the flow of the text; alternatively, it can be published only in the electronic version of the journal.

Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables.

Discussion:
Include a summary of key findings (primary outcome measures, secondary outcome measures, results as they relate to a prior hypothesis); Strengths and limitations of the study. Interpretation and implications in the context of the totality of evidence (is there a systematic review to refer to, if not, could one be reasonably done here and now?, what this study adds to the available evidence, any new possible mechanisms, etc); Controversies raised by this study; and Future research directions (for this particular research collaboration, underlying mechanisms, clinical research, etc).

Do not repeat in detail data or other material given in the Introduction or the Results section. In particular, contributors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analyses. Avoid claiming priority and alluding to work that has not been completed. New hypotheses may be stated if needed, however, they should be clearly labeled as such. About 30 references can be included. These articles generally should not have more than six authors.

References
References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order). Identify references in text, tables, and legends by Arabic numerals in the square bracket after the punctuation marks. References should be as per Vancouver style.

Tables
- Tables should be self-explanatory and should not duplicate textual material.
Tables with more than 10 columns and 25 rows should be avoided.
Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
Place explanatory matter in footnotes, not in the heading.
Explain in footnotes all non-standard abbreviations that are used in each table.
Obtain permission for all fully borrowed, adapted, and modified tables and provide a credit line in the footnote.
For footnotes use the following symbols, in this sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡
Tables with their legends should be provided at the end of the text after the references. The tables along with their number should be cited at the relevant place in the text

Illustrations (Figures)

• Upload the images in JPEG format. The file size should be within 4 MB in size while uploading.
• Figures should be numbered consecutively according to the order in which they have been first cited in the text.
• Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction to fit the width of a printed column.
• Symbols, arrows, or letters used in photomicrographs should contrast with the background and should be marked neatly with transfer type or by tissue overlay and not by pen.
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It is expected that these articles would be written by individuals who have done substantial work on the subject or are considered experts in the field. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript.
The prescribed word count is up to 3000 words excluding tables, references and abstract. The manuscript may have about 9 or more references. The manuscript should have an unstructured Abstract (250 words) representing an accurate summary of the article. The section titles would depend upon the topic reviewed.

The journal expects the contributors to give post-publication updates on the subject of review. The update should be brief, covering the advances in the field after the publication of the article, and should be sent as a letter to the editor, as and when major development occurs in the field. These articles generally should not have more than six authors.

**Case report:**
New and interesting facts about cases can be reported. This case report could be up to 1000 words (excluding Abstract and references). The manuscript should have an unstructured Abstract (250 words) representing an accurate summary of the article. The section titles would be an introduction, case report, discussion, conclusion, references. These articles generally should not have more than four authors.

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Checklist

Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Middle name initials provided
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- Number of contributors restricted as per the instructions
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Presentation and format

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- Abstract page contains the full title of the manuscript
- Abstract provided (about 150 words for case reports and 250 words for original articles)
- Structured abstract proved for an original article
- Key words proved (three or more)
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS)
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• Check the manuscript for spelling, grammar and punctuation errors
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Tables and Figures

• No repetition of data in tables and graphs and in text
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• Figures necessary and of good quality (colour)
• Table and figure numbers in Arabic letters (not Roman)
• Labels pasted on back of the photographs (no names written)
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