

Instructions to the author for IJOHD Journal

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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'.

Conflict Of Interest, Human And Animal Rights, And Informed Consent

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 will be communicated to the readers.

Statement of Human Rights: When reporting studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and national research ethics committee and have been performed in accordance with the ethical standard as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards. The author must explain the reasons for their approach and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study. If the study was granted exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption and the reasons for the exemption).

Statement on the Welfare of Animals Rights

When animals used for research must be respected in reporting experiments on animals, authors should indicate where the national and international institutional guidelines for the care and use of animals have

been followed, and that the studies have been approved by a research ethics committee at the institution or practice at which the studies were conducted. Please provide the name of the ethics committee and the relevant permit number.

If articles do not contain studies with human participants or animals by any of the authors, the statement should be as below:

Ethical approval: This article does not contain any studies with human and animal participants and performed by any of the authors.

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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:

1. Title page/first-page file/covering letter: This file should provide, the type of manuscript (original article, review article, short communication, Letter to the editor, Editorial, etc.), the title of the manuscript, running title, details of all authors/ contributors (name, with their highest academic degrees, designation and affiliations, email) and name(s) of the department(s) and/ or institution(s) to which the work should be credited. All information should reveal about identity of authors. Use text/rtf/doc files. Do not zip the files. Mention the source of funding, acknowledgment, and conflict of interest. Total pages, figures, and graphs word count of the manuscript.

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 ed 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.

Copies of permission: Authors/ contributors will have the responsibility to obtain permissions for reproducing any copyrighted material. A copy of the permission obtained must accompany the manuscript. Copies of any and all published articles or other manuscripts in preparation or submitted elsewhere that are related to the manuscript must also accompany the manuscript.

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.actr.org.au/>;

<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.**

2. Source(s) of support in the form of grants, equipment, drugs, or all of these;
3. Acknowledgement, if any. One or more statements should specify 1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; 2) acknowledgments of technical help; and 3) acknowledgments of financial and material support, which should specify the nature of the support. This should be included in the title page of the manuscript and not in the main article file.
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.
5. A detailed statement regarding the approval of ethical committees for conducting Animal studies (in vivo), clinical trials and surveys, etc along with their registration number and where it is registered (name of the registry and its URL) should be provided in the cover letter and manuscript.
6. Conflicts of Interest of each author/ contributor. A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form
7. **A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work and authors alone are responsible for the content and writing of the paper.**
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.
- Titles and detailed explanations belong in the legends for illustrations not on the illustrations

themselves.

- When graphs, scatter-grams, or histograms are submitted the numerical data on which they are based should also be supplied.
- The photographs and figures should be trimmed to remove all the unwanted areas.
- If photographs of individuals are used, their pictures must be accompanied by written permission to use the photograph.
- If a figure has been published elsewhere, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. A credit line should appear in the legend for such figures.
- Legends for illustrations: Type or print out legends (maximum 40 words, excluding the credit line) for illustrations using double spacing, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one in the legend. Explain the internal scale (magnification) and identify the method of staining in photomicrographs.
- Final figures for print production: If the images uploaded are not of printable quality, the publisher office may request for higher resolution images which can be sent at the time of acceptance of the manuscript. Print outs of digital photographs are not acceptable. If digital images are the only source of images, ensure that the image has a minimum resolution of 300 dpi or 1800 x 1200 pixels in TIFF format. The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

Review Articles:

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.

Sending A Revised Manuscript

While submitting a revised manuscript, Authors/contributors are requested to include, the 'references'

remarks along with point to point clarification at the beginning in the revised file itself. In addition, mark the changes as underlined or colored text in the article. A photocopy of the first page of all the cited references (articles and books) can be asked by the journal to verify the references.

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Manuscript Submission, Processing And Publication Charges

Article Publication Charges (APC)

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Type of article	Indian authors	World bank low-income countries	World Bank high-income countries
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Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. The authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

1. Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly achieved. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
2. If the manuscript contains patient images that preclude anonymity or a description that has an obvious indication of the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

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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
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in Methods, citing previous study as 'our study', names on figures labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing
- Margins 2.25 cm from all four sides
- Title page contains all the desired information
- Running title provided (not more than 60 characters)
- 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)

- The references cited in the text should be after punctuation marks, in superscript with number.
- References according to the journal's instructions, punctuation marks check. Check references facility of the website used.
- Send the final article file without "Track Changes"

Language and Grammar

- Uniformly American English
- Write the full terms for each abbreviation at its first use in the title, abstract, keywords and text separately unless it is a standard unit of measure. Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out
- Check the manuscript for spelling, grammar and punctuation errors
- If a brand name is cited, supply the manufacturer's name and address (city and state/country).
- Species names should be in italics

Tables and Figures

- No repetition of data in tables and graphs and in text
- Actual numbers from which graphs drawn, provided
- 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)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not permission taken)
- Credit note for borrowed figures/tables provided
- Write the full term for each abbreviation used in the table as a footnote

Plagiarism

Simply plagiarism has been traditionally defined as the taking of words, images, ideas, etc. from an author and presenting them as one's own. It is often associated with phrases, such as the kidnapping of words, the kidnapping of ideas, fraud, and literary theft. Plagiarism can manifest itself in a variety of ways and it is not just confined to student papers or published articles or books. For example, consider a scientist who makes a presentation at a conference and discusses at length an idea or concept that had already been proposed by someone else and that is not considered common knowledge. During his presentation, he fails to fully acknowledge the specific source of the idea and, consequently, misleads the audience into thinking that he was the originator of that ideas. This, too, may constitute an instance of plagiarism.

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Making the research publicly available to everyone and free of charge and without most copyright and licensing restrictions will accelerate scientific research, efforts and allow authors to reach a large number of readers reference: <https://www.budapestopenaccessinitiative.org>

Data Sharing Policy

Data availability statements provide a standardized format to describe the availability of data underlying the research results of the article. The statement may refer to original data generated in the course of the study or to third-party data analyzed in the article. The statement should describe and provide means of access, where applicable by linking to the data or providing the required unique identifier. Data are available in a repository and can be accessed via a DOI link <https://dx.doi.org/>, data are available in a repository and can be accessed using a unique identifier other than a DOI are available in the GenBank Nucleotide database at accession number, deposition number.

Please see the Instructions to Authors of your chosen journal for their specific requirements in relation to Data Availability Statements.

Misconduct

All submissions and publication in the journal are assumed to be the product of honest observations. While submission the corresponding author take full responsibility for the integrity of the work as a whole, from inception to the published article. If substantial doubts arise regarding the scientific integrity of any submission or publication it is the responsibility of the editor to pursue these issues with the author. Corresponding author are responsible for communication with editorial office on issues of scientific misconduct or the retraction of a published manuscript, should questions of this type arise. If Issue of scientific integrity cannot be resolved with the authors to the satisfaction of the editor, they will be referred to the institution where the work was done and the author funding agency for further investigation. If work is found to be fraudulent will print a retraction, preferably signed by all authors of the work in question. The editor reserve the right to initiate the retraction of a published manuscript, should it be deemed appropriate. Alternatively, the editor may publish to print an expression of concern regarding the work, with and explanation.

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