

INSTRUCTIONS TO AUTHORS

1. The editors of the Chinese Dental Journal welcome the submission of articles from various dental disciplines that are of interest to the dental profession. There are five main types of articles that the Chinese Dental Journal will accept:
 - (1) Review articles—Authors' specialty in authoritative discussion of various subjects, or original ideas.
 - (2) Original articles—Original articles should be reports of completed original investigations.
 - (3) Clinical reports—Clinical reports include self-innovated, improved new techniques or new products, which have been applied clinically for a certain period of time and are supported by thorough review articles.
 - (4) Case reports—Case reports are brief descriptions of cases of interest, in which a dental procedure plays an important role that has not been established.
 - (5) Innovations and ideas—The basic research studies that include new innovations and ideas on the experimental methods, materials, equipments; the clinical studies that include new innovations and ideas on methods, materials, equipments in relation to diagnosis, treatment and operations. These innovations and ideas can not be included in either clinical report or case report.
2. Manuscript format for new innovations and ideas
All manuscripts judged suitable for review by the editorial staff will be published in the shortest time possible. Please write the manuscripts in the abstract form. Each manuscript should include tables, illustrations, references and a concise abstract.
3. Manuscript format for the other types of articles
 - (1) The authors must prepare one original copy and two duplicate copies, and submit them to "5F, No.52, Section 3, Shin-Sheng South Road, Taipei, The editorial board of the Chinese Dental Journal".
 - (2) Manuscripts must be original and must not have been previously published in or submitted for publication to any other journals. The manuscripts that have been published in the form of an abstract are not restricted by this rule, yet the authors must state the name of the journal, the volume number, and the date.
 - (3) Manuscripts must be typewritten on one-side, leaving a 2.5 cm margin on all sides of non-erasable white bond A4 paper.
 - (4) Before submission, English manuscripts should be corrected by an English native speaker.
 - (5) Manuscripts must be double-spaced—including title page, abstract, text, acknowledgement, references, illustrations, tables and legends.
 - (6) Begin each manuscript component on a new page in the following order: title page, abstract, text, acknowledgement, references, tables (each on a separate page), illustration (each on a separate page), and legends for each illustration.
 - (7) Try not to include other authors' illustrations or tables in the manuscript. When necessary, please identify the sources of the illustrations or tables, or attach a copy of the original author's consent.
 - (8) Abbreviations in the text must be used only after having been initially explained, unless they are common, easily recognizable ones such as cm, ml, g, min, sec……etc.
 - (9) Measurement of length, height, weight, and volume should be reported in metric units. Temperatures should be given in degrees Celsius, blood pressure in millimeters of mercury. All hematological and clinical chemistry measurements should be in SI units.
 - (10) The manuscripts (including illustrations and tables) should be no longer than 7 pages, but can be increased to up to 12 pages if necessary. The authors will be charged for the printing of additional pages.
4. The components of an article include: title page, abstract, text, acknowledgement, references, tables, illustrations, legends for illustrations, and abstract translations……etc. All of them should be arranged in order. The detailed format for these components are explained as follows:
 - (1) TITLE PAGE:
 - a. Title—The title should be concise and inclusive, and should be initiated with key words and phrases.
 - b. Running title—The title page should include a running title of not more than 40 characters.
 - c. Names and affiliations of the authors. Authors' Chinese names (in characters) as well as English names should appear under the title.
 - d. Complete mailing address, telephone number, postcode and facsimile number of the principal

author responsible for correspondence and reprints.

(2) **ABSTRACT AND KEY WORDS:**

- a. Articles must carry a structured abstract of 300 words or less.
- b. Abstract should clearly state a precise purpose for the study, the methods used to answer the questions raised (including information on the study design, setting, subjects, interventions, outcome measures, and analyses), the main findings of the study along with data and statistical details, and the conclusion giving emphasis to original or important findings. Abstract for case report should include the significance, the specificity, and the purpose of the case presentation; state the key data, diagnostic methods of the case, and briefly make comments and suggestions.
- c. Key words should be listed following the abstract, and should be limited up to five key words or phrases. In addition, they should be able to cover all the main points for the entire article.

(3) **TEXT:**

A. Review articles—No restrictions on the format.

B. Original articles—Original articles should include the following components: Introductions, Materials and Methods, Results, and Discussion.

- a. **INTRODUCTION**—Introduction should address the subject of the paper and explain the importance of the study topic and state a precise study question or purpose.
- b. **METHODS**
 - Clearly identify the population, patient samples or animal specimens used, explain the laboratory or study methods followed, and state the statistical procedures employed in the research.
 - The description for the protocol of the experiment must be clear enough for other researchers to carry out the same experiment.
 - For the experimental methods that have been widely accepted (including statistical methods), reference articles must be attached.
 - If there is any improvement or alteration that the author has made to the previously accepted experimental methods, the reasons for such improvement or alteration as well as their suitable areas of application should be explained.
 - When using human experimental subjects, do not write the patients' full names. Chinese names are shown by surnames and English names are

shown by the first initials.

—The drugs or chemicals used in the study should be indicated by their chemical names, manufacturers' names and addresses, dosage used, and route of administration.

- c. **RESULTS**—Give the main findings of your study, along with data and statistical details such as p values and confidence intervals where appropriate.
- d. **DISCUSSION**—The discussion should contain conclusions based on the findings, a review of the relevant literature, a discussion of the application of the conclusions, and implications for future research or clinical applications.

C. Clinical report—Case report should include the following components: Introduction, Methods, Results and Discussion.

a. **INTRODUCTION**—Introduction should clearly describe the specificity of such method or product, the history of its usage, review of articles, areas of applications and the reasons for its introduction.

b. **METHODS**—Clearly describe the protocol of such technique, the facilities or equipments used, the physical and chemical properties of the materials, the choice of the experimental subjects and limitations...etc.

c. **RESULTS AND DISCUSSION**—Describe the clinical performance for using such technique or product. Attach a case report when necessary, as well as analyze and review the results / consequences of using such technique or product.

D. Case Report—Case report should include the following components: Introduction, Case presentation, and Discussion.

a. **INTRODUCTION**—Describe the purpose of the present report, the significance of the disease and its specificity, and briefly review all the related articles or literatures.

b. **CASE PRESENTATION**—If there are more than one case to be reported, they should be reported in order. Include the general data for the case, such as surnames, sex, age, race, place of birth, educational background, marital status, occupation, and economic status. Include the medical history, chief complaint, present illness, family history, clinical manifestation, methods of diagnosis, methods of treatment, and outcome.

c. **DISCUSSION**—Compare, analyze, and discuss the similarities and differences between the reported case and the cases reported in the other articles. The

importance or specificity of the case should be restated for the discussions of differential diagnosis. Suggest the prognosis of the disease and the possibility for its prevention.

(4) ACKNOWLEDGEMENTS:

- a. Acknowledgements should be kept concise, and include the individuals who contributed directly to the study, and the institutions which sponsored the research fund.
- b. The author should ask for the consent of the individual to be listed in the acknowledgement. Get the written permission if necessary.

(5) REFERENCES:

- a. References must be numbered consecutively as they are cited in the text.
- b. Do not use the unpublished data such as “unpublished observation” or “personal communications” ...etc.
- c. If the cited reference has been accepted by some journal and has not yet to be published, indicate that the reference article is “in press” but the author should list the journal’s name.
- d. References must be numbered consecutively as they are cited in the tables and figures.
- e. The Journal uses the Index Medicus style for references.

(6) TABLES:

- a. Each table should be in a separate page and double-spaced.
- b. The table cannot be submitted in the form of a photograph.
- c. Each table should have a brief title and should be numbered by consecutive orders.
- d. Each line should have a brief heading. For longer description or explanation, a footnote should be listed under the table.
- e. Footnote should be shown by such order “1,2,3,4,5.....”.
- f. Statistical results should be analyzed by standard deviation and standard error.
- g. Omit the uses of vertical as well as horizontal lines in the table.
- h. If there are part of the data that are derived from other authors, no matter whether they have been published or not, they should be cited or attach a copy of the original author’s written consent.

- i. For the Tables in the Chinese articles, headings and footnotes should be mainly written in Chinese, but English may be used when necessary. For the contents of the Table, either Chinese or English may be used, but the language used should be consistent in the entire table.

(7) ILLUSTRATIONS:

- a. Illustrations include figures and photos, and must be printed with high quality and professional standards.
- b. Drawing should utilized drawing paper and should be drawn in black ink. The size of the paper should be the same as the journal paper. Unnecessary lines should not be left on the paper in order to keep the illustration clear and esthetic.
- c. Submit glossy illustrations not smaller than 12.7×17.3 cm (5×7 inches), and not larger than 20.3×25.4 cm (8×10 inches).
- d. Words, numbers or symbols must be clear and even, and must have a clear contrast to the photo. Please do not use handwriting or typewriter printing.
- e. The headings for the illustrations and the detailed explanations for the illustrations should be submitted in a separate paper (Please consult legends for illustration for details). Do not print the headings or words directly on the illustration.
- f. Each photograph should be identified with a sticky label at the back to explain the orders of illustrations. The label should include the first author’s name, and orientation of the illustration. Never write directly on the back of the illustrations.
- g. Do not stick the photographs on the paper, and never clip the photographs.
- h. Microscopic photography must use internal scale makers to show the scale of enlargement.
- i. Photographs for patients’ faces should be covered to an extent so that the patients are unidentifiable, otherwise a written consent from the patient should be attached.
- j. Colored photographs should include negatives or overhead slides, as well as two copies of colored photographs. Authors are responsible for the costs of color reproduction.

(8) LEGENDS FOR ILLUSTRATION:

- a. Submit a separate page of legends with descriptive paragraphs for each figure, typed in numerical order with an Arabic number.

- b. Any numbers, letter, or symbols associated with the illustrations must be explained in detail in the legends.
 - c. Any enlargement of the scales for the illustrations must be explained in the legends.
 - d. The methods of staining used in the microscopic photography must be explained.
5. The delivery of the documents
- (1) Submit all manuscripts to Editorial Office by registered mail.
 - (2) Manuscripts with photographs should be protected by hard paper board to prevent from distortion.
 - (3) Photographs and overhead slides cannot be placed in the same envelop for submission in order to prevent rubbing and damaging.
 - (4) The letter must show the name and address of the principal author responsible for correspondence and reprints.
 - (5) If there are more than one author responsible for the article, a letter that is signed by all of the authors should be included to prove that the entire article has been thoroughly verified and approved by each author.
 - (6) The authors should also include a letter which states that he/she is willing to pay for the extra charge that may be derived from additional pages and/or color photographs.
6. Proofs and reprints
- (1) The first and second proofreading is the author's responsibility. The third proofreading is editorial board's responsibility.
 - (2) Use red inked pen to correct mistakes. Alter the contents of the articles only when extremely necessary.
 - (3) Any corrections should use the internationally accepted symbols (a form for the symbols can be obtained from the Chinese Dental Association). Put a red tick on the right or the left side of the corrected part.
 - (4) Proofreading is limited to three days. After proofreading, submit the original article as well as the proofread article back to the Chinese Dental Association.
7. If the author is not a member of the Chinese Dental Association, he or she must pay for the various costs of NT\$5000.
8. By submitting a manuscript, the authors agree that the copyright for their article is transferred to the publisher if

and when the article is accepted for publication. The copyright cover the exclusive rights to reproduce and distribute the article reprints, photographic reproductions, microfilms or any other reproduction of similar nature, and translations. Copyright and disk. Upon acceptance of an article by the Journal, the corresponding author will be asked to submit the accepted version (Microsoft® Word or IBM-compatible word-processing program) on a 3.5 inch floppy disk. The corresponding author should sign the copyright transfer assignment form and transfer the copyright of the article to the Chinese Dental Journal.

9. Once the manuscript is accepted by the Chinese Dental Journal, the first author will be given 25 copies of reprints and 3 copies of original reprint free of charge. If the author requires more copies, please fill in an order form for reprints at the time of the first proof. The minimum reprint order is twenty-five.
10. Should the author discover any mistakes four days after receiving the journal, please write to the Chinese Dental Association, and the Association will correct the mistakes in the reprints. For the more serious mistakes, an announcement stating the correction of errors will be made in the next issue.
11. Should the authors have any inquiries to the above instructions please write to the editorial board or consult the "uniform requirements for manuscripts submitted to biomedical journals" published by International Steering Committee (cited in *Ann Intern Med*, 90: 95-99, 1979).

REFERENCE EXAMPLES

1. Journal (periodicals): Include the author's name, title, journal abbreviation, volume number: pages, and date of publication.
 - (1) Standard journal:
Duh BR, Lan WH. A clinical evaluation of test files set at 38 on an Endodontic Meater-S. Chin Dent J, 6: 1-7, 1987.
 - (2) Cited from Supplementary Journals:
Kaplan NM. Coronary heart diseases risk factors and anti-hypertensive drug selection. J Cardiovasc Pharmacol, 4(Suppl. 2): 186-365, 1982.
 - (3) Cited reference that is not written in English but contains an English abstract:
Tada A, Hisada K, Suzuki T, Kadoya S. Volume measurement of intracranial hema-toma by computed tomography. Neurol Surg (Tokyo), 9: 251-256, 1981.

(In Japanese, English abstract)

2. Separate volume / edition: Include the authors' name, title of the book, edition number, publication company, place of publication, pages used for citation, and date of publication. All first letters should be capitalized in the title except for conjunctions and articles.

Pickard HM. A Manual of Operative Dentistry. 4th ed, Oxford University Press, Great Britain, pp. 87-91, 1976.

3. Separate volume/edition with editor: Include the authors of the article of citation, the title of the article, the title of the book, edition, the editor's name, publication company, place of publication, pages used for citation, and date of publication.

Johnston MC, Sulik KK. Development of face and oral cavity. In "Organ's Oral Histology and Embryology" 9th ed, Bhaskar SN ed, CV Mosby Co, St. Louis, pp. 1-45, 1981.

4. Others:

- (1) Abstract cited from the abstract of special edition from an academic society:

Wang TM, Shih C, Chang JJ. The osteogenic stimulating effect of calcitonin related peptide (CGRP). Chin Dent J, 10:(030), 1991.

- (2) Thesis:

Ayers AJ. Retention of resin restorations by means of enamel etching and by pins. M.S.D. Thesis, Indiana University, Indianapolis, 1971.

- (3) The publications, instructional pamphlets and abstract of a company or manufacture:

Eastman Kodak Company, Eastman Organic Chemicals, Rochester NY, Catalog No. 49, pp. 2-3, 1977.