

Odontology

INSTRUCTIONS TO AUTHORS

Aims and scope

Odontology, the international and official journal of The Society of The Nippon Dental University, provides new information at a high standard of quality in all disciplines involved in the field of dentistry and craniofacial research, including molecular studies related to oral health and disease. To maintain that high stan-

dard, all submitted manuscripts are peer-reviewed by scientists or clinical experts in the forefront of dental research and in clinics worldwide. When a member of The Society of The Nippon Dental University is included as an author, the manuscript is evaluated by peer reviewers not belonging to the Society. Each manuscript should be complete, and the submission of preliminary or inconclusive results is discouraged.

Manuscripts for publication and all correspondence should be sent to:

Dr. Makoto Tsuchimochi, Editor-in-Chief, *Odontology*, The Society of The Nippon Dental University, The Nippon Dental University School of Life Dentistry at Tokyo, 1-9-20 Fujimi, Chiyodaku, Tokyo 102-8159, Japan. Fax: +81-3-3264-8745; e-mail: tsuchimochi@ngt.ndu.ac.jp

Prerequisites for publication: A copy of the certification form included in each issue must be submitted. The form is also available at: <http://www.springer.com/10266>. A scanned file (PDF, TIFF, or JPEG) of the original signed agreement may be uploaded as a file at the time of online submission. Alternatively, signed agreements may also be sent by fax (+81-3-3264-8745). All submitted manuscripts are sent to the members of the Board of Associate Editors and are subjected to at least two independent peer reviews.

Manuscript Submission via Editorial Manager

Authors should submit their manuscripts to *Odontology* online. Please log in directly at: <http://odon.edmgr.com/> and upload your manuscript fol-

lowing the instructions given. In case you encounter any difficulties while submitting your manuscript online, click on Help in the upper left corner, or contact Springer Japan.

Editorial Manager Requirements

Please use the Help option to see the most recently updated system requirements.

Author Accounts

Authors entering the journal's Editorial Manager site can either create a new account or use an existing one. If you have an existing account, use it for all your submissions; you can track their status on the same page. If you have forgotten your username and password, please click on the link "Send Username/Password" and enter your email address. You will then receive an automatic email with your username and password.

Getting Started

Once you have logged into your account, Editorial Manager will lead you through the submission process in an orderly, step-by-step process. If you cannot finish your submission in one visit, you can save a draft and re-enter the process later at the same point for that manuscript.

While submitting your electronic manuscript, you will be required to enter data about your manuscript into the system. These include a full title, author names and affiliations, and so

forth. Support for special characters is available. At any point during this process, there are Help buttons available for frequently asked questions.

Uploading Files

Text: Texts of articles should be uploaded in rich text format (.rtf) or as Microsoft Word documents (.doc).

Tables: Use the table functions of your word-processing program, not spreadsheets, to create tables. Tables may be uploaded separately from the main document or inserted into the main document.

Figures: Common graphic files such as TIFF, EPS, GIF, and JPEG are supported. Please submit all of your artwork in an electronic format according to Artwork Guidelines described below in these instructions.

After uploading the parts of the article in this manner, the system will convert the files for PDF format. You can view the result of the conversion with Adobe Reader. You will also be notified by email that your submission is successful.

At any point during this process, there are Help buttons available to see frequently asked questions.

If the total size of the files exceeds the file volume (20 MB) for online submission, reduce the resolution of large files for initial submission. In those



cases, you may be requested to provide figures/illustrations of sufficient quality for printing after acceptance.

Keeping Track

After submission, you may return periodically and monitor the progress of your submission through the review process.

Preparation of Manuscripts

All manuscripts must be written in English. Authors who are not fluent in English must seek the assistance of a colleague who is a native English speaker and is familiar with the field of the work. Manuscripts that have been extensively modified in the editorial process will be returned to the authors for retyping.

Human and animal studies: Manuscripts reporting the results of studies with human subjects must include a statement in a paragraph of Materials and Methods to the effect that informed consent was obtained after the nature of the procedure(s) had been fully explained. If informed consent was waived by the institutional review board for a retrospective study, that should be so stated. In addition, a statement affirming approval of the appropriate institutional review board (ethical committee) is required in the same paragraph of the Materials and Methods section. More information can be found at the ICMJE Web site (www.icmje.org).

Authors must also affirm that the animal research protocol was approved by the appropriate institutional review boards or ethics committees for animal experiments and that regulations concerning the use of animals in research were adhered to.
<http://www.icmje.org>

Type of articles: Articles may be in the form of original articles, short communications, review articles, or case reports.

1. Original articles: The text should be arranged in accordance with the format described below in "Text."

2. Short communications are brief and contain significant new results and ideas. The manuscript should not exceed four printed pages (three typewritten pages correspond to approximately one printed page) with no more than three figures and/or tables and a maximum of 15 references.
3. Review articles will usually be written at the request of the editor. Occasionally, unsolicited review articles will be considered for publication; authors of such review articles should consult one of the editors, enclosing a one-page typed synopsis, before submitting the article. All review articles are subjected to editorial assessment of their suitability for publication.
4. Case reports should not exceed three printed pages with no more than two figures and a maximum of ten references.

Manuscript form: Manuscripts including tables and figures must be supplied. The abstract, text, acknowledgments, references, tables, and figure legends must be typed double-spaced (font size 12), with wide margins. Incomplete or improperly prepared manuscripts will be returned to the authors without review.

A separate title page should be provided. The abstract, text, acknowledgment, references, tables, legends, and figures should begin on separate sheets and follow in that order. Standard abbreviations and units should be used. Abbreviations should be defined at first appearance in the text or defined in order of appearance on a separate page after the title page, and their use in the title and abstract should be avoided. Generic names of drugs and chemicals should be used. For units, the International System of Units (SI units) is recommended.

Title page: The title page should contain the title; the full names of the authors; the street address of the authors' academic affiliations; the mailing address to which proofs are to

be sent, including a fax number, telephone number, and e-mail address; and five key words or phrases for indexing. In the case of short communications, key words or phrases should not exceed three.

Abstract: The abstract should be a single paragraph not exceeding 250 words. It should give a concise description of the purpose, methods, results, and conclusions of the work. In the case of short communications, the abstract should not exceed 100 words in length.

Text: The text should be arranged as follows: (1) Introduction; (2) Materials and methods; (3) Results; (4) Discussion; and (5) Acknowledgments.

For short communications, review articles, and case reports, this structure is not required.

References: References should be numbered consecutively in the order cited in the text, not alphabetically. The accuracy of reference data is the authors' responsibility. Personal communications and unpublished data should not be included in the reference list but may be cited in parentheses in the text. If such a citation is from someone other than the authors, a letter should be submitted in which the direct quotation is given with the signature of its author. In the reference list, inclusive page numbers should be provided for all references. The names of all authors should be given. Journal titles should be abbreviated according to *Index Medicus*.

References should be cited using superscript numbers, e.g., Williams et al.,¹ Williams and Stancel,² and Murray and Hunt.³

Examples:

(1) Journal article
Williams GM, Laspia MF, Dunkel VC. Reliability of the hepatocyte primary culture/DNA repair test in testing coded carcinogens and noncarcinogens. *Mutat Res* 1982;97:359-70.

(2) Chapter in a book

Williams CL, Stancel GM. Estrogens and progestins. In: Hardman JG, Limbird LE, Molinoff PB, Ruddon RW, Goodman GA, editors. *The pharmacological basis of therapeutics*. 9th ed. New York: McGraw-Hill; 1995. p. 1411–40.

(3) Book

Murray A, Hunt T. *The cell cycle*. Oxford: Oxford University Press; 1993.

(4) Agency publication

IARC. Oral contraceptives, combined. In: *IARC monographs on the evaluation of carcinogenic risks to humans*. Vol. 72: Hormonal contraception and post-menopausal hormonal therapy. Lyon: International Agency for Research on Cancer; 1999. p. 49–338.

(5) Conference paper

Ames B, Shiganaga MK, Gold LS. DNA lesions, inducible DNA repair, and cell division: three key factors in mutagenesis and carcinogenesis. In: *Proceedings of the Conference on Cell Proliferation*; 1992 May 14–16; Research Triangle Park, NC. New York: Xavier; 1993. p. 35–44.

Tables: Tables should be cited in the text. Each table should be given a number and a brief informative title and should appear on a separate page. All abbreviations used should be explained in footnotes.

Figures: Figures should be used with discretion and are justified only if they clarify or reduce the text required. Information given in captions should not be repeated in the text.

Figures should be cited in the text and should be numbered sequentially with Arabic numerals. A brief descriptive legend should be provided for each figure; legends are part of the text and should be appended to it on a separate page.

Color illustrations will be accepted; however, the author will be expected to

make a contribution to the extra cost (¥110 000 for the first color page and ¥60 000 for each additional color page).

Permissions: Direct quotations, tables, or illustrations that have appeared in copyrighted material must be accompanied by written permission for their use from the copyright holder (publisher), along with complete information as to the source. Photographs of identifiable persons must be accompanied by a signed release giving consent.

Page charges: There are no printing charges for any type of article apart from the charges for color illustrations, as explained above.

Offprints: Authors receive 50 complimentary offprints. Additional offprints of each paper are available in lots of 100. To order these, fill out the form enclosed with the proofs.

Artwork Guidelines

Electronic Figure Submission

- Supply all figures electronically
- Indicate what graphics program was used to create the artwork
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format
- Use of double-byte characters should be avoided
- Vector graphics containing fonts must have the fonts embedded in the files
- Name your figure files with “Fig” and the figure number, e.g., Fig1.eps

Line Art

Definition: Black and white graphic with no shading

- Do not use faint lines and/or lettering, and check that all lines and lettering within the figures are legible at final size
- All lines should be at least 0.1 mm (0.3 pt) wide
- Line drawings should have a minimum resolution of 1200 dpi

- Vector graphics containing fonts must have the fonts embedded in the files

Halftone Art

Definition: Photographs, drawings, or paintings with fine shading, etc.

- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

Combination Art

Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.

- Combination artwork should have a minimum resolution of 600 dpi

Color Art

- Color illustrations should be submitted as RGB (8 bits per channel)

Figure Lettering

- To add lettering, it is best to use Helvetica or Arial (sans-serif fonts)
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt)
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions in your illustrations

Figure Placement and Size

- When preparing your figures, size figures to fit within the column width
- Figures should be 41 mm, 84 mm, 131 mm, or 176 mm wide and not higher than 234 mm