

# INSTRUCTIONS TO AUTHORS

## (Revised in April 2006)

### I. General Information

(1) **Submission of Manuscript:** Manuscripts for papers should be submitted in triplicate (one original and two clear copies) plus an electronic version to: The Press Editor of KANAGAWA DENTAL COLLEGE, Kanagawa Dental College, 82 Inaoka-cho, Yokosuka, Kanagawa 238-8580, Japan. Authors must pay ¥10,000 as an article processing charge for each article. However, the article processing charge is waived if one of the author is following cases; a member of Kanagawa Odontological Society, the faculty member or the student of Kanagawa Dental College. Submitted manuscripts will be reviewed by two or more referees, whose opinions will be sent to the authors. Revised manuscripts (with two copies) should be accompanied by a copy of the unrevised version and by a brief letter including the changes that have been made. All revisions should be approved by all of the authors. Final decisions concerning acceptance of manuscripts are made by the Editorial Committee.

The article processing charge (10,000 Japanese yen) should be sent to the following account.

Name of Bank: MIZUHO Bank, Yokosuka Branch

Name of Account: Kanagawa Dental College

Kind of Account: Savings Account

Account Number: 1754038

(2) **Proof:** In principle, the author should proofread the galley proofs. Corrections other than spelling errors, incorrect data and serious grammatical errors should be avoided. The Editorial Committee recommends the submission of manuscript that the correction of spelling errors and serious grammatical errors should be done by the checking system for the MS word (version 98 or later). If the manuscript is revised or altered, it can be published in the next issue.

(3) **Copyright:** The Bulletin of KANAGAWA DENTAL COLLEGE is copyrighted by Kanagawa Dental College. No reproduction or translation of any part of the manuscript published by the Bulletin should be made without the consent of the Editorial Committee of the Bulletin.

### II. Form and Style of Manuscript

Manuscripts should be typed on white paper (21 x 30 cm, A4 size; 8.5 x 11 inches) with double spacing throughout. Each sheet should have 60-65 strokes x 25-28 lines with wide margins, including references and legends to figures. All pages must be numbered at the bottom center. The pages should be numbered consecutively starting with the title page as 1. An electronic copy of the paper should accompany the final version of the manuscript including figures. Disks will not be returned to authors.

(1) **Full papers:** Full papers should include the following sections in the order listed:

a. **Title page** – the complete title of manuscript, names of all authors, laboratory of origin, addresses and a running title of no more than a 40-space length, including punctuations.

b. **Abstract** – 300 words presented in a concise form and including the purpose, general methods, findings and conclusions of the research described in the paper. A list of 5 words or short phrases suitable for indexing should be typed at the bottom of the abstract page.

c. **Introduction** – summarize the rationale and purpose of the study, giving only strictly pertinent references. Do not review existing literature extensively.

d. **Materials and Methods** – should include explicit, concise descriptions of all new methods or procedures employed. Commonly used methods require only a citation of the original source. Descriptions should be such that the reader can judge the accuracy, reproducibility, reliability, etc. of the work.

e. **Results** – should include experimental data but not extended discussions of the relative significance. Results are more easily grasped by readers if they are presented in graphic or tabular form rather than discursively. Data should not be repeated in text, tables and figures.

f. **Discussion** – should be pertinent to the results. Speculation is to be based on data only; be concise and clear. Lengthy discussions will necessarily mean a delay in accepting manuscripts for publication. The text should be written with a logical connection between the introduction and conclusions.

g. **Acknowledgments** – acknowledge only persons who have made substantive contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name because readers may infer their endorsement of the data and conclusions. Sources of financial support may be acknowledged.

h. **References** – the format should be as described in the Special instructions. The following are not a necessary part of all submissions. If included, they follow the preceding parts in the following order.

i. **Charts, figures and tables.**

j. **Figure legends.**

(2) **Short Communications:** Short communications are not considered to be a preliminary publication of the data and, therefore, the same material cannot be published elsewhere as an original paper. Manuscripts are to be presented without subdivision into sections, with an average length of 1,500 words and with no more than 2 figures and / or tables and no more than 15 reference. An abstract, not exceeding 80 words, should be presented at the beginning of the article. Provide both a short running title, of no more than a 40-space length, and 3 words or short phrases for indexing. Please refer to the Special Instructions for references and other manuscript requirements.

(3) **Reviews:** Occasionally, the Bulletin will publish reviews, intended for a more general audience. One of the editors should be consulted before an author submits an unsolicited review to the Bulletin. Any current topic or problem of interest in dental science or a related field will be considered. Manuscripts should be no more than 15 typewritten pages, with no more than 5 figures and / or tables and no more than 70 references. An abstract, not exceeding 200 words, should be presented at the beginning of the article. Provide both a short running title, of no more than a 40-space length, and 5 words or short phrases for indexing. Please refer to the Special Instructions for further details.

### III. Special Instructions

(1) **References:** References should be numbered consecutively in the order in which they appear in the text, and should be kept to a pertinent minimum. References should include the beginning and ending page numbers. Identify references in the text, tables and figure legends by arabic numerals in parentheses. References cited only in the tables or figure legends should be numbered in accordance with a sequence established by the first notation of that figure or table in the text. Use the style of the examples below. Manuscripts accepted but not published may be cited in the reference list by placing "in press" after the abbreviated title of the journal. Articles in Japanese should state at the end of the reference, "in Japanese." References must be verified by the author(s) against the original documents.

*Examples:*

a. *Standard journal article*

(List all authors up to 6; for 7 or more list the first 3 and add "et al.") Fatt, P. and Ginsborg, B.L. (1958). The ionic requirements for the production of action potentials in crustacean muscle fibers. *J. Physiol.* **142**: 516-543.

Thomas, Y., Sosman, J., Yrigoyen, O., et al. (1980). Functional analysis of human T-cell subsets defined by monoclonal antibodies. I. Collaborative T-T interactions in the immunoregulation of B-cell differentiation. *J. Immunol.* **125**: 2402-2405.

b. *Journal supplement*

Frumin, A.M., Nussbaum, J. and Esposito, M. (1979). Functional asplenia: demonstration of splenic activity by bone marrow scan. *Blood* **54** (suppl. 1): 26-28.

c. *Chapter in a book*

Hess, M.L., Warner, M. and Okabe, E. (1983). Hemorrhagic shock. In: *Handbook of Shock and Trauma*, Altura, B.M. Lefler, A.M. & Schumer, W. (Eds.), New York, Raven Press, pp. 393-412.

d. *Personal author(s)*

Cameron, G.R. (1952). *Pathology of the Cell*. 2nd ed., Edinburgh, Oliver and Boyd, pp. 207-209.

e. *Published proceedings paper*

DePont, B. (1974). Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor. In *Proceedings of 3rd annual meeting of the International Society for Experimental Hematology*, While, H.J. & Smith, R. (Eds.), Houston: International Society for Experimental Hematology, pp. 44-50.

f. *Online reference (website information, not journal related)*

Williams A, Lea A, Allen D Kidneys and Cartwheels. Available at: <http://www.science.com>. Accessed November 10, 2001.

(2) **Tables and Illustrations:** Each table or figure (scheme, diagram, photo, etc.) should be given on a separate sheet numbered with arabic numerals (Table 1, Fig. 3, Scheme 1, Photo 2, etc.). Each table or figure should have an explanatory title and legends, but the title or the legend for figure should not be included to the figure itself. All figures and photographs should be mounted on a sheet of paper with the same size as the text. They should be identified in the upper margin with the figure or photo number and the author's name.

(3) **Abbreviations:** The following are to be used throughout: unpunctuated ( $\mu$ g, mg, g, kg, ul, ml, l, mm, cm, m, msec, sec, min, hr, %, °C,  $\mu$ M, mM, M) and punctuated (i.v., i.p., s.c., i.m., p.o., Vol., Fig., approx., temp., wt., etc.).