

Instructions for Contributors

Submission of manuscripts

1. Manuscripts should be submitted online to saku-omp@dent.niigata-u.ac.jp or sent by electronic media, such as CD-ROM or DVD-ROM, to Professor Takashi Saku, Editor-in-Chief, Oral Medicine & Pathology, at the editorial office.
2. Manuscripts should be prepared in Microsoft Word. Tables must be prepared in Microsoft Excel. Submit all figures as separate files in TIFF format. Large image files can be put in a folder and compressed into a ZIP file.
3. Authors whose native language is not English are responsible for having their manuscripts checked by a professional English editor who is a native speaker prior to submission.
4. E-mails to which manuscript and figure files are attached are regarded as cover letters of submission.
5. The author is responsible for all statements made in his/her work, including changes made by the copy editor. Authors submitting a paper do so on the understanding that the work has not been published before, is not being considered for publication elsewhere, and has been read and approved by all authors.
6. The submission of the manuscript by the authors means that the authors automatically agree to assign exclusive copyright to the JSOP if and when the manuscript is accepted for publication.
7. Questions may also be addressed to the Editor-in-Chief by phone or fax.

Style of manuscript

1. Manuscripts should be typed on size A4 (210 × 297 mm) paper having 25 lines per page, with all margins of 25 mm.
2. Roman fonts, such as Times, should be 14 point throughout the text. The use of boldface and italic is limited to headers, journal titles, and volume numbers.
3. Manuscripts should be paginated with numbers appearing at the bottom of each page, including any figure legend pages.
4. The first page should contain the title of the article, the author's (s') name(s), institution(s) to be attributed, and address (city and country only). A short title, not exceeding 40 letters and spaces, should be provided for use as a running headline.
5. **Original research articles** should be clearly divided as follows, though all sections from the title page to figure legends should be serially arranged in one Word file with doc or docx extensions:

Abstract - The second page should contain the following: a) an abstract of no more than 200 words; b) key words (5 words); and c) complete contact information for the author responsible for correspondence, including name, institution, address (street, city, postal code, country), phone and fax numbers, and e-mail address. The abstract for original articles should be structured with the following headings: Background, Methods, Results, and Conclusions.

Introduction - Start on a new page. Express clearly the purpose of the article. Give only appropriate references, and do not review the subject extensively.

Material and methods - Describe every experimental procedure separately with a heading, starting with samples, followed by experimental procedures and other details. Include ethical approval for the experimental design and handling of human or animal materials, including informed consent of patients. Each heading should be typed in italics.

Results - Present the results in logical connection in the text, tables, and illustrations. Do not repeat in the text all the data in the tables, figures, or both; summarize only important observations. When sub-headers are used, they should be in italics. Figures for results should be indicated by figure and panel numbers in parentheses, e.g., (Fig. 1a).

Discussion - Emphasize the new and important aspects of the study and the conclusion. Do not repeat data given in the Results section. State the implications of the findings and their limitations and connect the observations to other related studies.

Acknowledgments - Acknowledge only persons who have made substantive contributions to the study, as well as any sources of support in the form of grants, equipment, or chemicals.

References - These should be numbered consecutively in the order in which they appear in the text. They should be parenthesized, and consecutive reference numbers should be hyphenated, e.g., (12-13). Identify references in text, tables, and legends by Arabic numbers. Use the style of the examples below. Journal titles should be abbreviated in accordance with Medline. The references must be verified by the author(s) against the original documents. The journal or book titles should be typed in italics with each word capitalized, and volume numbers should be boldfaced.

Figure legends - Start on a new page. Give appropriate titles for each figure, followed by a brief description of the methods by which the figures are obtained, e.g., types of staining or electrophoresis, including magnifications. Each figure title should be followed by an explanation of the data illustrated.

6. **Review papers** should consist of an abstract, introduction, main text written in a style suitable to the subject, conclusion, and references. Headers in the main text should be numbered with Arabic numerals. Do not number the introduction and conclusion.
7. **Case reports** should contain an abstract, introduction, case report, discussion, and references. A pathological findings section can be separated from the case report section, and a review of literature section can also be separated from the discussion section.

Reference examples

a) Standard journal article

(List all authors when 6 or less: when 7 or more, list only the first 3 and add *et al.* in

italics)

Epstein JB, Grushka M, Sherlock C, Epstein MS, Gorsky M. Burning mouth: an initial examination of a potential role of herpes virus infection. *Oral Med Pathol* 2006; **11**: 45-8.

Jinbu Y, Tsukinoki K, Miyagi N, *et al.* Expression of survivin in oral squamous cell carcinoma. *Oral Med Pathol* 2006; **11**: 41-4.

b) Corporate author

WHO Collaborating Center for Oral Precancerous Lesions. Definition of leukoplakia and related lesion: an aid to studies on oral precancer. *Oral Surg Oral Med Oral Pathol* 1978; **46**: 518-39.

c) Journal supplement

Gunduz M, Nagatsuka H, Gunduz E, Tamamura R, Cengiz B and Nagai N. Molecular analysis of candidate metastasis suppressors TGM3 and ECM1 in head and neck carcinomas. *J Oral Biosci* 2006; **48** (suppl. 1): 193.

d) Book

Dubowitz V and Sewry CA. *Muscle Biopsy: A Practical Approach*. WB Saunders, Philadelphia, 2006; 151-75.

e) Chapter in a book

Tsao SW, Lo KW and Huang DP. Nasopharyngeal carcinoma. In: Tselis A and Jenson HB ed. *Epstein-Barr Virus*. Taylor & Francis, New York, 2006; 273-96.

f) On-line publication

Nakajima M. Heparanase: A heparan sulfate-specific endo-beta-D-glucuronidase. In: Yanagishita M ed. *Glycoword*, Glycoforum. 2001; <http://www.glycoforum.gr.jp/science/word/proteoglycan/PGA10E.html>.

Illustrations

1. Illustrations should be planned to fit the proportions of the printed page, not less than 80 × 60 mm but not more than 160 × 220 mm in size, and be submitted online in TIFF format with layers and a resolution of 400 dpi.
2. Do not include figure numbers, such as Fig. 1, within the image.
3. When a figure is composed of multiple panels, such as Figs. 1a-1c, each panel should be placed within a sheet and saved as one file.
4. For panel captions, use lower case letters, such as a, b, c, in a sans-serif font, such as Arial.
5. To allow for color adjustment, please retain separate layers for each panel; do not merge layers.
6. Color digital figures should be prepared in RGB format. Authors are encouraged to submit their illustrations in color, which will be printed free of charge.
7. Graphs should be saved in Microsoft Excel format.
8. Charts and drawings which include numbers and letters prepared in software-specific formats cannot be accepted unless they are saved in Adobe PDF format.
7. File names should include the first author's name and figure number.

Tables

1. Prepare each table on a separate spreadsheet in Microsoft Excel, with an accompanying caption at the top and explanatory matter at the bottom.
2. Avoid vertical rules between entries. Horizontal lines should only be used for headings at the top and bottom of the tables.
3. Lines should be solid and 0.5 point.
4. Use a Roman font, such as Times, in 14 point size. Subheaders can be distinguished with Italics or boldface.
5. Do not start words with capital letters, except for titles and proper nouns.
6. Tables prepared in Excel can be pasted into the end of manuscript files prepared in Word, but Excel files should be submitted separately from the manuscript file.

Abbreviations and symbols

1. Only standard abbreviations (Vancouver System) may be used.
2. All units must be metric. Concentration units, such as molar units, should be abbreviated as M, mM, or μM ; time units hr/hrs, min, and sec.
3. No abbreviations should be included in the title.
4. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

Revision

1. Manuscripts in need of revision should be named and should include any assigned manuscript numbers.
2. When resubmitting a revised manuscript, it is imperative that authors provide itemized answers to the comments of the reviewer.
3. English revisions must also be professionally checked before resubmission.

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