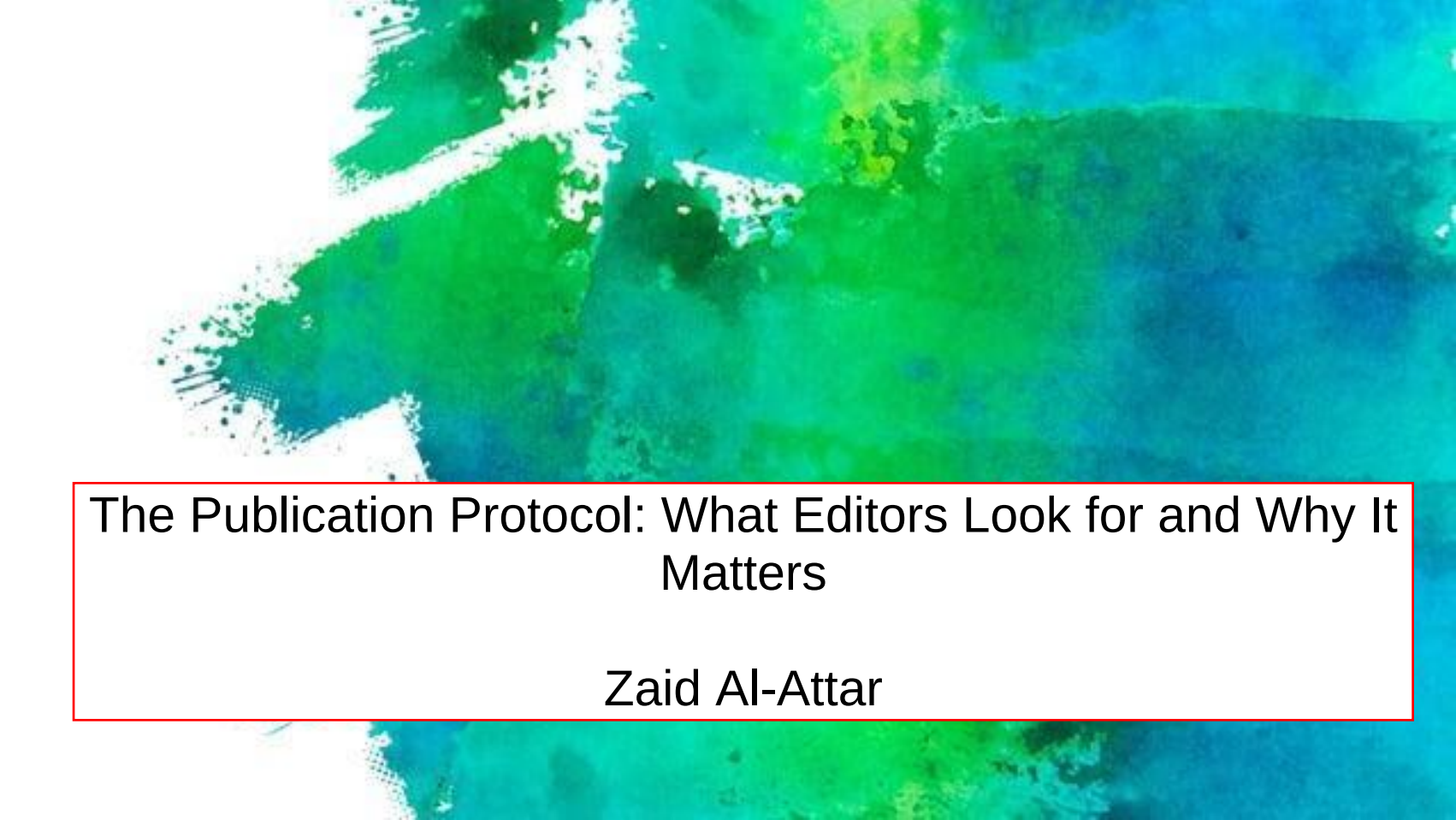


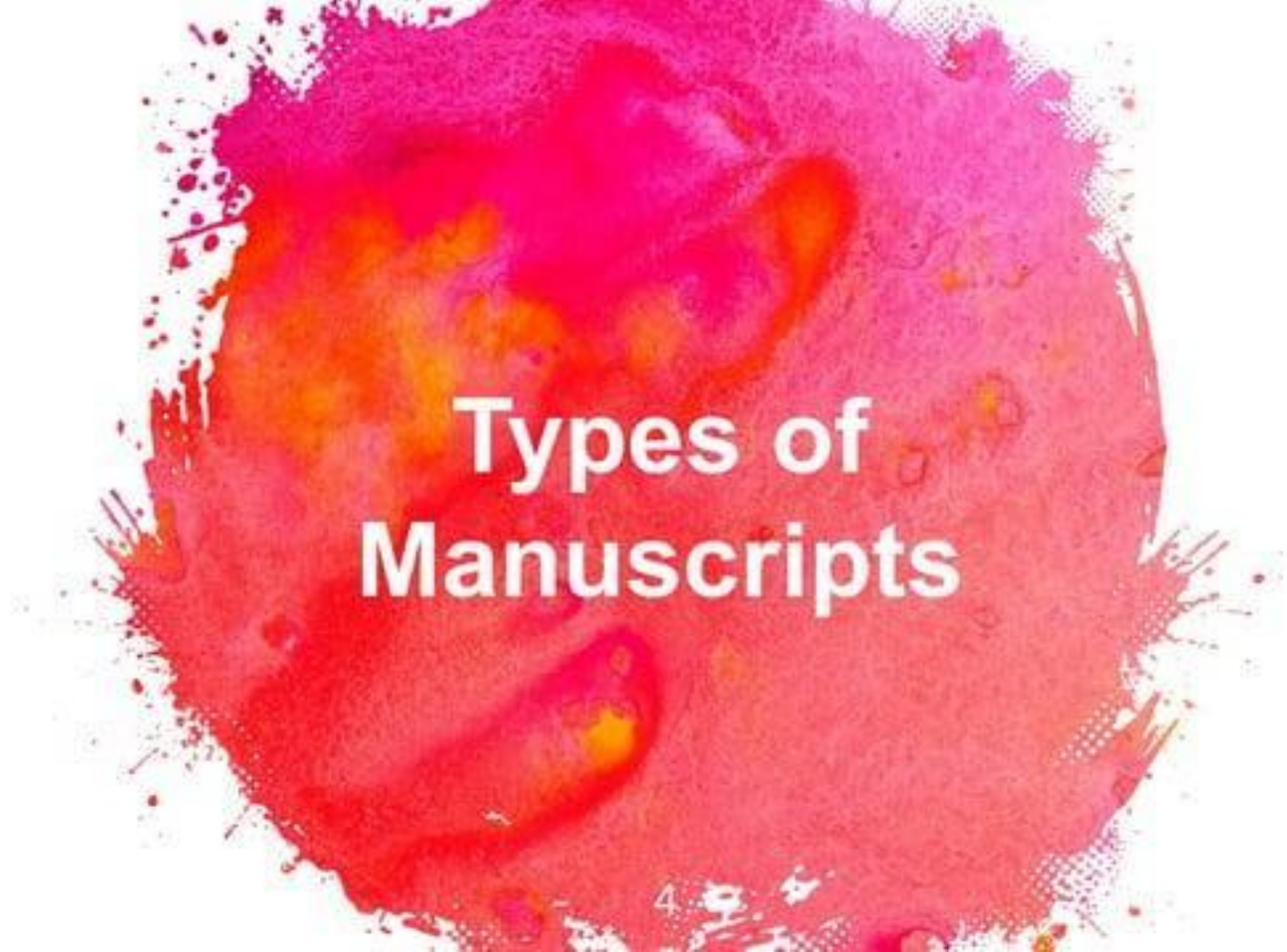


The Publication Protocol: What Editors Look for and Why It Matters

Zaid Al-Attar

CONTENT

- 
- A hand holding a lit sparkler against a dark, splattered background. The sparkler is bright and glowing, with sparks falling around it. The background is dark with white splatters and a halftone pattern.
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Types of Manuscripts

❖ Original articles:

- × These include-
- × Randomized controlled trials,
- × Intervention studies,
- × Studies of screening and diagnostic test,
- × Outcome studies,
- × Cost effectiveness analyses,
- × Case-control series, and
- × Surveys with high response rate.

- × 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,
- × Key-words,
- × Introduction,
- × Material and Methods,
- × Results,
- × Discussion,
- × References,
- × Tables and Figure legends.

- × **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.*

- × For prospective studies, involving human participants, authors are expected to **mention** about 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.

Study design:

- × **Selection and Description of Participants:** Describe your selection of the observational or experimental participants (patients or laboratory animals, including controls) clearly, including eligibility and exclusion criteria and a description of the source population.
- × **Technical information:** Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results.

Statistics:

- × Whenever 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.
- × **Define** statistical terms, abbreviations, and most symbols. Specify the computer software used.

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**.
- × When data are **summarized** in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated, and specify the statistical methods used to analyze them.
- × **Restrict** tables and figures to those needed to explain the argument of the paper and to assess its support.

Discussion:

- × Include **summary** of key findings
- × Strengths and limitations of the study
- × Interpretation and implications
- × Future research directions.
- × Contributors should avoid making statements on **economic benefits and costs** unless their manuscript includes economic data and analyses.
- × About **30 references** can be included. These articles generally should not have more than **six authors**.

❖ 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 **90 references**.
- × The manuscript should have an **unstructured Abstract** (250 words) representing an accurate summary of the article.

- × Authors submitting review article should include a section describing the **methods** used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract.
- × 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 editor**, as and when major development occurs in the field.

❖ Case reports:

- × **New, interesting and rare** cases can be reported. They should be **unique**, describing a great diagnostic or therapeutic challenge and providing a learning point for the readers.
- × Cases with clinical significance or implications will be given priority.

- × These communications could be of up to **1000 words** (excluding Abstract and references) and should have the following headings:
- × Abstract (unstructured),
- × Key-words,
- × Introduction,
- × Case report,
- × Discussion,
- × Reference,
- × Tables and Legends in that order.
- × Case Reports could be authored by up to **four authors**.

Letter to the Editor:

- × These should be **short** and **decisive** observations.
- × They should preferably be related to **articles** previously published in the Journal or views expressed in the journal.
- × They should not be preliminary observations that need a later paper for validation.
- × The letter could have up to **500 words** and **5 references**. It could be generally authored by not more than **four 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 **superscript** with square bracket after the punctuation marks.
- × The titles of journals should be abbreviated according to the style used in **Index Medicus**.
- × Use **complete name** of the journal for non-indexed journals.
- × Information from manuscripts submitted but not accepted should be cited in the text as "**unpublished observations**" with written permission from the source.

Articles in Journals

- × Standard journal article (for up to six authors):
Parija S C, Ravinder PT, Shariff M. Detection of hydatid antigen in the fluid samples from hydatid cysts by co-agglutination. Trans. R.Soc. Trop. Med. Hyg.1996; 90:255-256.

Books and Other Monographs

- × Personal author(s): Parija SC. Textbook of Medical Parasitology. 3rd ed. All India Publishers and Distributors. 2008
- × Chapter in a book: Nesheim M. Ascariasis and human nutrition. *In Ascariasis and its prevention and control*, D. W. T. Crompton, M. C. Nesbemi, and Z. S. Pawlowski (eds.). Taylor and Francis, London, U.K. 1989, pp. 87-100.

Electronic Sources as reference

- × Journal article on the Internet: Parija SC, Khairnar K. Detection of excretory *Entamoeba histolytica* DNA in the urine, and detection of *E. histolytica* DNA and lectin antigen in the liver abscess pus for the diagnosis of amoebic liver abscess .*BMC Microbiology* 2007, 7:41.doi:10.1186/1471-2180-7-41.
<http://www.biomedcentral.com/1471-2180/7/41>

Tables

- × Tables should be **self-explanatory** and should not duplicate textual material.
- × Tables with more than **10 columns** and **25 rows** are not acceptable.
- × 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.

Illustrations (Figures)

- × Upload the images in **JPEG format**. The file size should be within **1024 kb** 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.

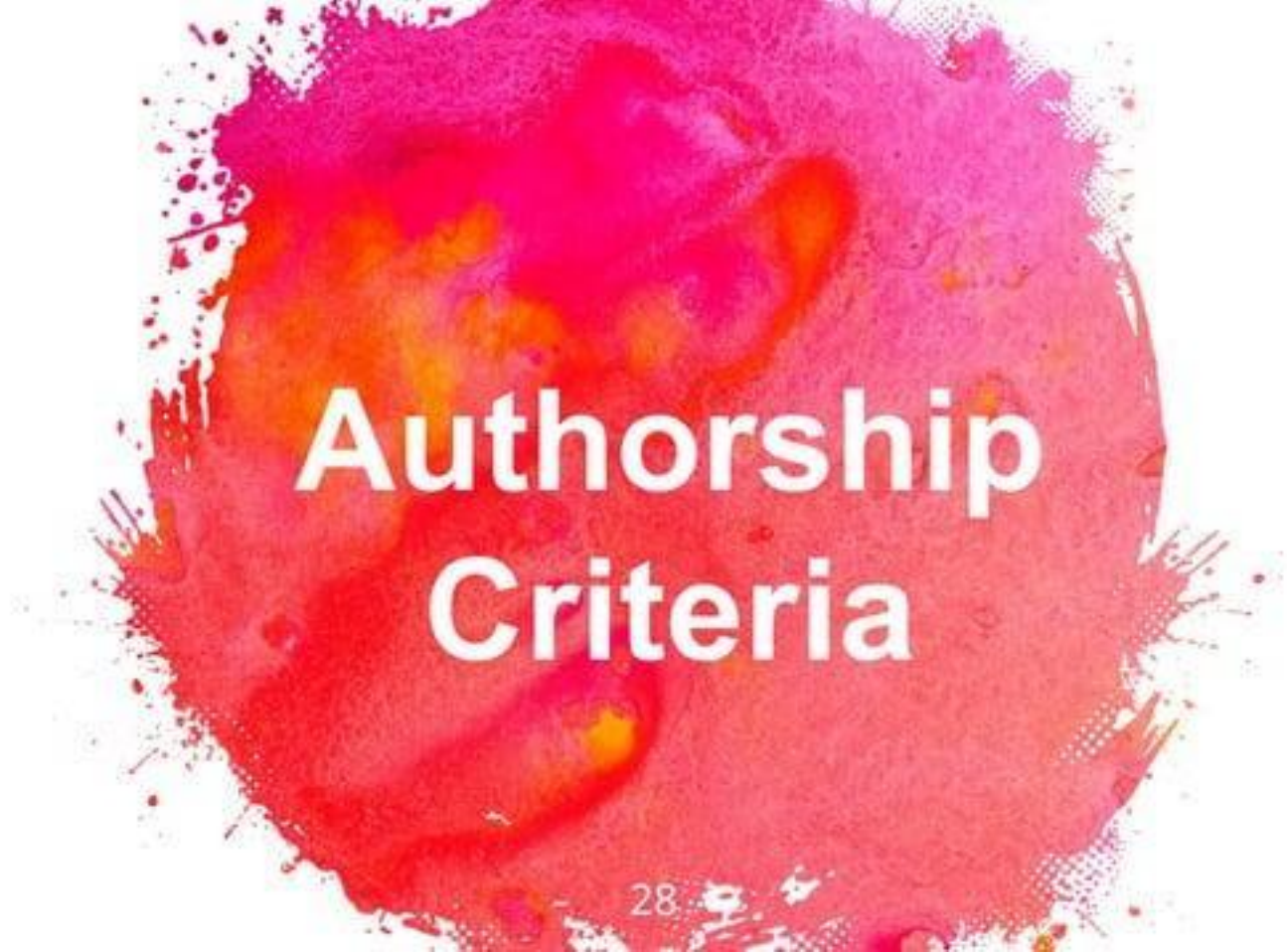
- × **Symbols, arrows, or letters** used in photomicrographs should **contrast** with the background.
- × Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves.
- × When graphs are submitted the numerical data on which they are based should also 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 source.
- × Final figures for print production: Send **sharp, glossy, un-mounted, color photographic prints**, with **height of 4 inches and width of 6 inches** at the time of submitting the revised manuscript figures.
- × If digital images are the only source of images, ensure that the image has minimum resolution of **300 dpi** or **1800 x 1600 pixels** in TIFF format.

- × The Journal reserves the right to **crop, rotate, reduce, or enlarge** the photographs to an acceptable size.

Protection of Patients' Rights to Privacy

- × Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc unless the information is essential for **scientific purposes** and the patient (or parent or guardian, wherever applicable) gives **informed consent** for publication.
- × Authors should remove patients' **names** from figures unless they have obtained informed consent from the patients.



Authorship Criteria

- × Authorship credit should be based only on substantial **contributions** to each of the three components mentioned below:
- × 1. **Concept and design** of study or acquisition of data or analysis and interpretation of data;
- × 2. **Drafting** the article or revising it critically for important intellectual content; and
- × 3. **Final approval** of the version to be published.

- × 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 of the manuscript.

- × 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 written consent of all the contributors.
- × The journal prescribes a **maximum number of authors** for manuscripts depending upon the type of manuscript, its scope and number of institutions involved.



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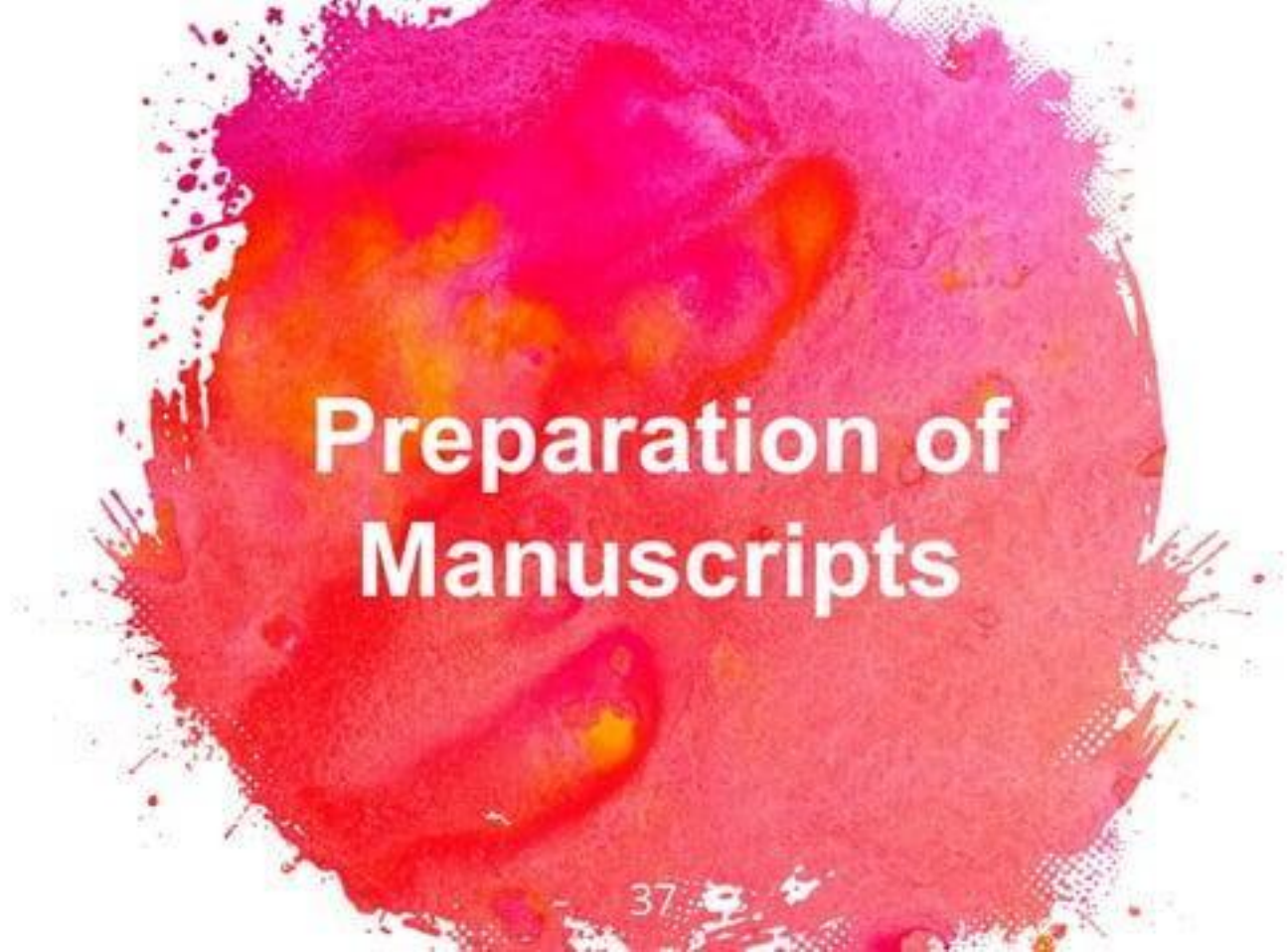
- × Contributors should provide a **description** of contributions made by each of them towards the manuscript.
- × Description should be divided in following categories, as applicable: concept, design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript preparation, manuscript editing and manuscript review.

- × One or more author should take responsibility for the integrity of the work **as a whole** from inception to published article and should be designated as 'guarantor'.



Conflicts of Interest/ Competing Interests

- × All authors must disclose any and **all conflicts of interest** they may have with publication of the manuscript or 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.



Preparation of Manuscripts

- × 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 2008).
- × Before submitting a manuscript, contributors are requested to check for the **latest instructions** available.
- × Instructions are also available from the **website** of the journal and from the manuscript submission site <http://www.journalonweb.com/jips>).
- × The Journal accepts manuscripts written in **American English**.



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The journal is indexed with, or included in, the following

DOAJ, Index Copernicus

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- × **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 **user name and password**.

- × Authors do not have to **pay** for submission, processing or publication of articles. If you experience any problems, please contact the editorial office by e-mail.

- × 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 following files:
- × 1] Title Page/First Page File/covering letter
- × [2] Blinded Article file
- × 3] Images
- × [4] The contributors' / copyright transfer form

[1] Title Page/First Page File/covering letter:

- × This file should provide-
- × The **type of manuscript** (original article, case report, review article, Letter to editor, etc.)
- × **Title** of the manuscript,
- × **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.
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- × The total number of **pages**,
- × Total number of **photographs** and
- × **Word counts** separately for abstract and for the text (excluding the references, tables and abstract),
- × In case of an original article **Source(s)** of support in the form of grants, equipment, drugs, or all of these; should be included.

- × **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

- × 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 specifically, and referenced in the paper.

- × **Registration number** in case of a clinical trial and where it is registered (name of the registry and its URL)
- × **Conflicts of Interest** of each author/contributor. A statement of financial or other relationships that might lead to a conflict of interest.
- × Criteria for **inclusion** in the authors'/contributors' list. 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**.

- × The **name, address, e-mail, and telephone number** of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs, if that information is not included on the manuscript itself.
- × Also, during the submission process the corresponding author should fill the details of **all** the contributing authors in the system for future references.

[2] Blinded Article file:

- × The **main text** of the article, beginning from Abstract till References (including tables) should be in this file.
- × The file must **not** contain any mention of the **authors' names** or **initials** or the **institution** at which the study was done or **acknowledgements**.
- × Manuscripts not in compliance with the Journal's blinding policy will be **returned** to the corresponding author.

- × Use rtf/doc files. Do not zip the files. Limit the file size to **1 MB**.
- × Do not incorporate images in the file. If file size is large, graphs can be submitted as images **separately** without incorporating them in the article file to reduce the size of the file.
- × The pages should be **numbered** consecutively, beginning with the first page of the blinded article file.
- × The font style should be **Times New Roman** and font size should be **12** for the main text file.

[3] Images:

- × Submit **good quality** color images. Each image should be less than **2 MB** in size.
- × Size of the image can be reduced by decreasing the actual height and width of the images (keep up to **1600 x 1200 pixels** or **5-6 inches**). 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.

[4] The contributors' / copyright transfer form

- × Copyright form has to be submitted in **original** with the signatures of all the contributors within two weeks of submission via courier, fax or email as a scanned image.
- × Contributors' form / copyright transfer form can be submitted online from the authors' area on <http://www.journalonweb.com/jips>.



The Editorial Process

- × A manuscript will be reviewed for possible publication with the understanding that it is being submitted to The specific journal **alone** at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere.
- × The journal expects that authors would authorize **one** of them to correspond with the Journal for all matters related to the manuscript.

- × On submission, editors review all submitted manuscripts initially for **suitability** for formal review.
- × Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are **rejected** before proceeding for formal peer-review.

- × Manuscripts that are found **suitable** for publication in The Journal of Indian Prosthodontic Society are sent to two or more expert reviewers.
- × During submission, the contributor is requested to provide names of **two or three qualified reviewers** who have had experience in the subject of the submitted manuscript, but this is not mandatory.

- × The reviewers should not be affiliated with the **same institutes** as the contributor/s. However, the selection of these reviewers is at the sole discretion of the editor.
- × The journal follows a **double-blind review** process, wherein the reviewers and authors are unaware of each other's identity.

- × Every 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 comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are **conveyed** to the corresponding author.

- × If required, the author is requested to provide a point by point response to reviewers' comments and submit a **revised version** of the manuscript.
- × This process is **repeated** till reviewers and editors are satisfied with the manuscript.

- × Manuscripts accepted for publication are **copy edited** for grammar, punctuation, print style, and format.
- × Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within **three days**.
- × It may not be possible to incorporate corrections received after that period.

- × The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed **online**.
- × To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as '**Ahead of Print**' immediately on acceptance.



Clinical trial registry

- × The Journal favors **registration** of clinical trials and is a signatory to the Statement on publishing clinical trials in Indian biomedical journals.
- × The Journal would **publish** clinical trials that have been registered with a clinical trial registry that allows free online access to 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>
- × <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 The Journal only if they have been registered **retrospectively** with clinical trial registry that allows unhindered online access to public without charging any fees.

Sending a revised manuscript

- × The **revised version** of the manuscript should be submitted **online** in a manner similar to that used for submission of the manuscript for the first time.
- × When submitting a revised manuscript, contributors are requested to include, the **'referees' remarks** along with point to point clarification at the beginning in the revised file itself. In addition, they are expected to **mark the changes** as **underlined** or **colored text** in the article.

Publication schedule

- × The journal publishes articles on its website **immediately on acceptance** and follows a 'continuous publication' schedule. Articles are compiled for 'print on demand' semiannual issues.

Manuscript submission, processing and publication charges

- × The journal **does not charge** for the submission and processing of the manuscripts.

Copyrights

- × The entire contents of the The Journals are protected under **Indian and international copyrights.**

Checklist

- × Covering letter
- × • Signed by all contributors
- × • Previous publication / presentations mentioned
- × • Source of funding mentioned
- × • Conflicts of interest disclosed

Authors

- × Last name and given name provided along with Middle name initials (where applicable)
- × Author for correspondence, with e-mail address provided
- × Number of contributors restricted as per the instructions
- × Identity not revealed in paper except title page.

Presentation and format

- × • Double spacing
- × • Margins 2.5 cm from all four sides
- × • Page numbers included at bottom
- × • Title page contains all the desired information
- × • Running title provided (not more than 50 characters)
- × • Abstract page contains the full title of the manuscript
- × • Abstract provided (structured abstract of 250 words for original articles, unstructured abstracts of about 150 words for all other manuscripts excluding

- × • Key words provided (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 square bracket.
- × • References according to the journal's instructions, punctuation marks checked.

Language and grammar

- × • Uniformly American English
- × • Write the full term for each abbreviation at its first use in the title, abstract, keywords and text separately unless it is a standard unit of measure.
- × • 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)
- × • 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.

Impact factor

The Journal Impact Factor is published each year by Clarivate Analytics. It is a measure of the number of times an average paper in a particular journal is cited during the preceding two years.

For example:

× A = the number of times articles published in a specific journal in 2014 and 2015 were cited by journals during 2016.

B = the total number of 'citable items' published by that journal in 2014 and 2015. ('Citable items' are usually articles, reviews, proceedings, etc.; not editorials or letters-to-the-editor.)

METRICS

YEAR	I.F.	DENTISTRY, ORAL SURGERY & MEDICINE	MATERIALS SCIENCE, BIOMATERIALS
2017	4.818	3/33	8/33
2016		1/33	5/33
2015		3/31	7/31
2014		3/32	7/32
2013		2/29	6/29

Specific journal

- × **Specific only for case reports-**
- × International journal of medical and dental case reports
- × Oral health case reports

- × **Specific for dental materials-**
- × Dental materials
- × Journal of dental materials and techniques

Publication charges

- × **Article Publishing Charges (APCs)**
- × APC prices based on the following criteria which are applied to open access articles only:
- × Journal quality;
- × The journal's editorial and technical processes;
- × Competitive considerations;
- × Market conditions;
- × Other revenue streams associated with the journal.
- × A small percentage of titles may also support more than one APC, for example when a journal supports one or more article types that require different APCs. Variations* in pricing will be clearly displayed on journal homepages

Manuscript Type	APC
Case Series	\$575
Case Report	\$575

Journal	APC
Advances in Medicine	\$775
BioMed Research International	\$1,990
Case Reports in Medicine	\$575
Case Reports in Surgery	\$575
International Journal of Dentistry	\$1,300
Scientifica	\$1,025
Surgery Research and Practice	\$775
The Scientific World Journal	\$775

Journal indexing

- × **Why is indexing essential?**
- × Indexing will help your journal achieve its main purpose of being accessible to a wide audience.
- × Being accessible in turn will improve your journal's reputation as a reliable source of high-quality information in your field.
- × Database research is the first activity researchers undertake as part of their study, and they naturally look to established, well-known databases. Thus, being indexed in a known database in your field will help increase your journal's

- × How does indexing work?
- × Once a journal is indexed by a database, it is immediately made available to all users of that database. Some databases index titles, some index full articles while some others index only the abstract and/or references.

Steps for journal indexing

- × **Choose the right database**
- × **Understand the selection process followed by the database you have chosen-**
- × Some general criteria that databases use to evaluate a journal's suitability for indexing are quality of content published, publishing timeliness, and journal workflow and processes.
- × **Ensure your journal processes are smooth and efficient**
- × **Approach a company with multiple databases.**

SUMMARY

For research publication,
all the guidelines must be
followed for manuscript
writing and submission.



REFERENCES

- × *Guidelines to author by Journal of Indian prosthodontic society.*
- × *Guidelines to author by Indian dental journal.*
- × *Internet*



THANK YOU