

# Instructions to Contributors

## POLICY

The Journal is produced quarterly by Nihon University School of Dentistry for the purpose of publishing original articles, reviews and case reports pertinent to dentistry and related fields, and for journal exchange with other schools and research institutions.

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## SUBMISSION OF MANUSCRIPTS

Manuscripts that are being submitted should be complete in all respects (and be submitted in triplicate), and deal with original material not previously published, or being considered for publication elsewhere. The original, written in English and 2 copies, complete with 3 sets of tables and figures, should be sent to the **Editor, Dr. Minoru Takagi, Editorial Office of the Journal of Oral Science, Nihon University School of Dentistry, 1-8-13 Kanda-Surugadai, Chiyoda-ku, Tokyo 101-8310, Japan**. The preferred storage medium is a 3.5 inch disk in MS-DOS format, although other systems will also be welcomed, e.g. NEC and Macintosh (in the latter case, save your file as a text file). After final acceptance, your disk plus one final, printed and exactly matching version (as a printout) should be submitted together to the Editor. It is important that the file on disk and the printout are identical. Please specify the type of computer and word-processing package used. If accepted, the manuscript shall not be published elsewhere in the same form, in either the same or another language, without the consent of the Editor and Publisher.

## STYLE OF MANUSCRIPTS

### General

Manuscripts should be typewritten with double-spacing (at least 6 mm between lines) on A4 size (21 x 29.5 cm) paper with ample margins (at least 2.5 cm) on all four sides. A laser-type or similar quality printer should be used to ensure proper contrast for the original. A standard, at least 12-point, type face, not reduced or enlarged, is to be used.

Number pages at bottom, as follows:

Page 1. Title Page: complete title; first name, middle initial, surname of each author where the work was done (use authors' initials in parentheses if necessary); mailing address, phone and FAX numbers, and e-mail address (if available) of author for editorial correspondence regarding the manuscript and for reprint requests (if different from the first author).

Page 2. Abstract: not more than 200 words, followed by three to six keywords.

Beginning on page 3: Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References, Tables, Figure legends. Begin each section on a new page. All pages should be numbered consecutively, the title page being page 1.

### Methods

Give manufacturer's name and location (city, country) in parentheses for reagents and instruments. Quantitative results must be supported by appropriate experimental design, statistical tests, and *p* values.

### 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, table and figure legends by Arabic numerals in parentheses such as (1), (2,3), and (1,3,4-8). Use the style of the examples below. Abbreviations of journals should conform to those of Index Medicus.

Manuscripts accepted but not published may be cited in the reference list by placing "in press" after the abbreviated title of the journal. Also manuscripts written in Japanese or languages other than English may be cited in the reference list; in that case one should add the language (for instance in Japanese, Korean, Spanish, etc.). Cite unpublished work as such

in the text. Personal communication should be acknowledged in the text and accompanied by written permission. The author(s) has the responsibility for correct citation of the references.

## Sample references

[ Journals ]

1. Graham RC Jr, Karnovsky MJ (1966) The early stages of absorption of injected horseradish peroxidase in the proximal tubules of mouse kidney. Ultrastructural cyto-chemistry by a new technique. *J Histochem Cytochem* 14, 291-302
2. Ikeda J, Nagata H (1994) Dietary and life-style characteristics and physical condition of school children. *Nippon Koshu Eisei Zasshi* 41, 294-310 (in Japanese)
3. Karnovsky MJ (1961) A formaldehyde-glutaraldehyde fixative of high osmolality for use in electron microscopy. *J Cell Bio1* 27, 137 (abstract)
4. Kumagai T (1998) Immunologic significance of cartilage antigenic components in rheumatoid arthritis. *J Oral Sci* (in press)

[ Books ]

5. Sternberger LA (1979) *Immunocytochemistry*. 2nd ed, John Wiley & Sons, New York, 5-31
6. Mastronarde DN, Laninsky MS, McIntosh JR (1997) Superthin serial sectioning for high-resolution 3-D reconstruction of cellular structures. In *Proceedings of microscopy and microanalysis 1997*, Vol 3, Suppl 2, Bailey GW, Dimlich RVW, Alexander KB, McCarthy JJ, Pretlow TP eds, Springer, New York, 221-222

[ Others ]

7. International Organization for Standardization (1989) *Dental vocabulary. Part 1: general and clinical terms. ISO 1942-1*, Geneva
8. Council on Dental Materials, Instruments and Equipment (1991) *Dental ceramic. ANSI/ADA Specification No 69*. American Dental Association, Chicago
9. Health Policy Bureau Ministry of Health and Welfare, Japan (1995) *Reports on the survey of dental disease*. Oral Health Association, Tokyo, 156-258 (in Japanese)

## Figures and tables

Black and white photographs should be printed on glossy paper. Authors will be charged for color illustrations (estimated cost: US\$ 1,500 per color page). Each illustration should be numbered consecutively with Arabic numerals and accompanied by a legend clearly describing it. Label the back of each figure in soft lead pencil (never with ball-point or ink-marking pens), including top or bottom, figure number and the first author's name. All illustrations must be submitted in triplicate and reach the Editor in a form and condition suitable for reproduction either across a single column (=8.4 cm) or a whole page (=17.6 cm). Each table should be clearly titled and provided with a comprehensive legend. Statistical measures of variation, S.D., S.E.M. etc. should be identified. Tables should be numbered separately in Arabic numerals (Table 1, 2 etc.).

## PROOFS

Proofs will be sent to the authors with the manuscript. They will usually be drawn on lower-quality paper. Only printer's errors must be corrected; no change in, or additions to, the edited manuscript will be allowed at this stage. The corrected proofs must be returned within 2 days of receipt, preferably by fax. If the Editor receives no reply after approximately 2 weeks, the assumption will be made that there are no errors to correct and the article will be published after in-house correction.

## REPRINTS

A total of 30 reprints of each paper will be supplied free of charge to the authors.