# Instructions to Contributors

## POLICY

The Journal is produced quarterly by Nihon University School of Dentistry for the purpose of publishing original full-length articles, short communications (which should not exceed 4 pages in print, i.e., approximately 2000 words including abstract, legends and references; the total number of tables and figures should not exceed 2), reviews and case reports pertinent to dentistry and related fields. All papers are subjected to peer-review. Issue contents are available online (http://jos.dent.nihon-u.ac.jp/).

## SUBMISSION OF MANUSCRIPTS

Manuscripts that are being submitted should be complete in all respects, and deal with original material not previously published, or being considered for publication elsewhere. The original, written in English, complete with tables and/or figures, should be sent by e-mail (**jos@dent.nihon-u.ac.jp**) to the **Editor-in-Chief, Dr. Noriaki Koshikawa, Journal of Oral Science Editorial Office, Nihon UniversitySchool of Dentistry, 1-8-13 Kanda-Surugadai, Chiyoda-ku, Tokyo 101-8310, Japan.** The preferred storage medium is a file in MS Word (Windows) format, although other systems will also be welcomed. After final acceptance, your file plus, if necessary, one set of final printout figures should be submitted to the Editor-in-Chief. If accepted, the manuscript should not be published elsewhere in the same form, in either the same or another language, without the consent of the Editor and Publisher. Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement'.

### [ Ethics ]

Manuscripts that reveal a lack of proper, ethical consideration for human subjects or experimental animals will not be accepted for publication. The authors must declare that all experiments on human subjects were conducted in accordance with the Declaration of Helsinki (http://www.wma.net) and that all procedures were carried out with the adequate understanding and written consent of the subjects. The authors must also certify that formal approval to conduct the experiments described has been obtained from the human subjects review board of their institution and could be provided upon request.

All animal experiments should be carried out in accordance with institutional and national guidelines for the care and use of experimental animals that are in compliance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, the European Communities Council Directive of 24 November 1986 (86/609/EEC) or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. Manuscripts should be accompanied by a statement that all efforts were made to minimize animal suffering, to reduce the number of animals used, and to utilize alternatives to in vivo techniques, if available.

### [ Conflict of Interest ]

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work.

## STYLE OF MANUSCRIPTS

### General

Manuscripts should be typewritten with double-spacing (at least 6 mm between lines) on A4 size (21 × 29.5 cm) or A4 letter papers with ample margins (at least 2.5 cm) on all four sides. A standard, at least 12-point, type face should 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 ; mailing address, phone and FAX numbers, and e-mail address 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 3 to 6 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 and stored in one file, the title page being page 1.

### Methods

Give manufacturer's name and location (city, country) in parentheses for reagents and instruments; e.g. "The composite (Clearfil Majesty, Kuraray Medical Inc., Tokyo, Japan)...". 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 numbers 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.

Manuscript accepted but not published may be cited in the reference list by placing "(in press)" after the abbreviated title of the journal. Manuscripts written in languages other than English should be limited. 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(ve) the responsibility for correct citation of the references.

### Sample references

[ Journals ]

1. De Jager N, Pallav P, Feilzer AJ (2005) Finite element analysis model to simulate the behavior of luting cements during setting. Dent Mater 21, 1025-1032.
2. Mikami A (2007) Comparative evaluation of metal priming agents applied for bonding of magnetic stainless steel with acrylic repair resin. J Oral Sci. (in press)
3. Avoid referencing abstracts if possible. If unavoidable, reference as follows: Ando M, Eckert GJ, Zero DT (2008) Longitudinal assessment of dynamic process of caries lesion with microfocus computed tomography. Caries Res 42, 1204. (Abstract)

[ Books ]

4. Sternberger LA (1979) Immunocytochemistry. 2nd ed, John Wiley & Sons, New York, 5-31.
5. 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 ]

6. International Organization for Standardization (2000) Dentistry -- Polymer-based filling, restorative and luting materials. ISO 4049:2000, Geneve.
7. 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)
8. Ibaragi K, Kazama H, Oguri M (2003) Dental catalyst for chemical polymerization and use thereof. US Patent 6660784, Dec 9.

### Figures and tables

Authors will be charged for color illustrations (estimated cost: US$ 500 per color page). Each illustration should be numbered consecutively with Arabic numbers and accompanied by a legend clearly describing it. All illustrations must be submitted 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, SD, SEM etc. should be identified. Tables should be numbered separately in Arabic numbers (Table 1, 2 etc.).

### Case reports

The journal only publishes case reports if they deal with new scientific hypotheses on known diseases or represent new disease entities or cases with a highly unusual appearance or extremely rare cases. Case reports must not exceed 4 printed pages, with a limited number of figures and a maximum of 10 pertinent references. The authors should comply with the following format.

1. Abstract: describe how the case is unique and significant (not more than 100 words).
2. Introduction: provide a historical perspective of the topic clearly and concisely, and also state why the case needs to be reported. Do not include didactic factual information.
3. Case Report: give a short description of the case. Include the necessary documentations (clinical photograph, radiograph, microscopic figure, etc.).
4. Discussion: describe what makes the case interesting and novel from past reports, and also provide a brief comment of how the finding advances knowledge of the field. Do not include a literature review.

Case reports that do not conform to the above-mentioned requirements will be returned without review.

## PROOFS

Proofs will be sent to the authors. 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 e-mail. 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 free of charge to the authors.