

## **Authors Guide for Submission**

*International Journal of Oral Care* publishes manuscripts that describe new findings in any area related to oral care, oral health and oral sciences. We welcome original articles, case reports, technical notes, short communications and review articles that have not been published or are not under peer review elsewhere. Information for authors is given below.

### **1. Editorial criteria and processes**

#### **Criteria for publication**

##### ✧ **Original articles**

Original articles are reports of original research (preclinical, clinical, or translational) that are well-documented, novel and significant. Originality and clinical impact are critically evaluated for acceptance of original articles.

##### ✧ **Case reports**

We accept case reports that present new findings with clinical impact in the field of oral care, oral health and oral sciences. Authors are required to mention clearly in Discussion what could be learned from the cases. Information potentially revealing the patients' identification must be carefully masked.

##### ✧ **Technical notes**

Novel techniques to improve oral hygiene and oral health can be published as a technical note. Backgrounds are briefly described, followed by clear explanation of the techniques, preferably using illustrations. The advantage and possible benefit should be highlighted.

##### ✧ **Short communications**

A small-scale study that includes important new information may be published as a short communication. It usually carries an abstract of fewer than 150 words, text of fewer than 1800 words, up to two tables or figures, and essential references.

#### **Editorial processes**

Editorial processes are described according to the following stages: At submission, After submission and After acceptance.

##### ✧ **At submission**

Authors should read "2. formatting guide" to adjust the format of their manuscripts with the Journal's requirements at submission and each revision stage. Manuscripts should be submitted via e-mail to [ISOC.journal@gmail.com](mailto:ISOC.journal@gmail.com) along with a cover letter. Provide at least two names of preferred reviewers in the cover letter.

#### ✧ **After submission**

The choice of reviewers is made by the editors, and the manuscripts are sent to the assigned reviewers for peer-review. All articles in principle go through at least two rounds of review. At each stage, editorial office sends a decision letter to a corresponding author by e-mail, noticing one of the following decisions:

- The paper is accepted for publication without any further changes from the authors.
- The paper can be accepted for publication, once proper revisions have been made according to the reviewers' comments.
- A decision on publication is suspended. However, it can be considered depending on the authors' response to the reviewers' comments.
- The paper is rejected without further consideration for a resubmitted version.

For revised manuscripts, please follow these points: (1) to include a list of author response to the reviewers' respective comments and (2) to make the modifications in the revised manuscripts specified by font color or underlines.

#### ✧ **After acceptance**

At acceptance, authors are required to e-mail their electronic files of text to the editorial office, together with the production-quality figures and tables as separate files, and supplementary material, if any. Corresponding authors subsequently receive an e-proof, which we suggest sharing with the co-authors for confirmation. However, only one set of corrections can be returned to the editorial office. The corresponding author is responsible on behalf of all co-authors for the accuracy of all contents, including spelling of names and affiliations of authors.

Articles are published online only at the official site of [International Society of Oral Care](#). It costs 200,000 JPY to publish an article in *International Journal of Oral Care*, which will be charged after the acceptance of the articles.

## **2. Formatting guide**

### **Formats for articles**

Manuscript format and style should be in accordance with the [“Uniform Requirements for Manuscripts Submitted to Biomedical Journals”](#). Original Articles are normally prepared with the headings Introduction, Patients/Materials and Methods, Results, Discussion, Acknowledgements, Conflict of interest, and References, Tables and figures, in this order.

For submission, prepare the main document including the title page and save it as a Microsoft Word document (.doc), Rich Text Format (.rtf), or PostScript (.ps) file. Set the page layout of A4 paper with margins of 25 mm. Use a clear font (e.g. 12-point Times New Roman or Arial) and double-spacing throughout. Number pages consecutively, beginning with the title page.

### **Language editing**

If English is not the authors' first language, English editing can be considered before submission. Although it is not mandatory, it may ensure that authors' valuable work gets the recognition it deserves. There are many professional language editing services available, which can be found easily online. Please note that language editing does not guarantee the manuscripts will be accepted for publication, and authors are liable for all the costs associated with language editing.

### **3. Presubmission enquiries**

Should you need any further information on submission, please do not hesitate to contact the Journal's editorial office (ISOC.journal@gmail.com).

### **4. Initial submission**

#### **Submission**

Articles must be submitted via e-mail to ISOC.journal@gmail.com. Corresponding authors are responsible for communicating with the editorial office and managing communication between coauthors. Before submission, corresponding authors ensure that all authors are included in the author list and agree with its order, and that they are aware the manuscripts are to be submitted. For more information on editorial and authorship policies, please refer to our Editorial Policy.

#### **Manuscript Submission Requirements**

##### **✧ Cover letter**

Please note that any manuscript without a cover letter will not be sent to peer review. The importance of the submitted manuscript and its appropriateness for the Journal can be briefly mentioned in a cover letter. It should include a complete contact information for the corresponding author (postal address, E-mail address, and telephone and fax numbers), and at least two names of preferred reviewers. As a cover letter is not shared with the reviewers, it should be used to provide confidential information such as conflicts of interest and to declare any related work that has been in press or submitted elsewhere.

##### **✧ Title page**

The title page should carry a) a title of the article; b) authors' names with institutional affiliations; c) a corresponding author's name with postal address, E-mail address, and telephone and fax numbers; d) a running head of no more than 45 characters including spaces.

#### ✧ **Abstract and key words**

The second page should carry an abstract of no more than 250 words. Since abstracts often appear apart from the text of a paper (e.g., in PubMed or Medline), they should not cite references. Use of abbreviations is desirably kept minimum and limited to widely known terms. Abstracts of original articles should be structured into four paragraphs with headings of Background (or Objective where relevant), Methods, Results and Conclusions. The abstracts for other types of manuscripts can be non-structured.

Provide three to five key words.

#### ✧ **References**

Number references consecutively in the order in which they are first mentioned in the text. The titles of journals should be abbreviated according to the style used in Index Medicus. If the number of authors exceeds six, give three followed by “et al.”.

1. Abe M, Mitani A, Yao A, et al. Close Associations of Gum Bleeding with Systemic Diseases in Late Adolescence. *Int J Environ Res Public Health*. 2020;17:4290.
2. Natsume N. *Manual for Oral Care: The Japanese Society of Oral Care*. Quintessence Publishing. IL, USA 2011;71–91.

Other styles of publication or Internet articles can be found at the [US National Library of Medicine website](https://pubmed.ncbi.nlm.nih.gov/).

#### ✧ **Funding**

Details of all funding sources for the work should be stated in a separate section entitled “Funding” before the Acknowledgements section. Authors are required to name their funding sources, or state if there are none, during the submission process. Full name of official funding agency and grant numbers should be complete and accurate.

#### ✧ **Acknowledgements**

Keep acknowledgements brief and do not include thanks to anonymous reviewers or editors, or effusive comments. Conflict of Interest can be stated in acknowledgments.

#### ✧ **Tables**

Number all tables consecutively in the order of reference in the text. Each column must carry an appropriate heading and, if measurements are given, the units should be given in the column heading. Place explanatory matter in footnotes and explain all nonstandard abbreviations that are used in each table. For submission, insert tables at the end of the text to be saved as a part of the main document. Once the manuscripts are accepted, tables may be submitted as one of the following formats (.docx, .xlsx or .pptx) for convenience of publication.

#### ✧ **Figures**

Place the figures after the manuscript text in a single Word doc at initial submission. All figures submitted to the Journal in color will be published in color at no extra charge. Figure legends of less than 250 words should accompany with each figure, which begin with a title for the whole figure and continue with concise explanation of what is depicted in the figure.

For useful information on preparing your figures, go to the Digital Art Support website. Some guidelines for figure preparation are included below:

- Digital images should have the following resolutions: monochrome (line art) at 1200 dpi, grayscale at 600 dpi and color in RGB art at 300 dpi or higher resolution.
- Use a same font (Arial or Helvetica) for all figures. Use symbol font for Greek letters.
- The Journal's standard figure sizes are 89 mm wide (single column) and 183 mm wide (double column). The full depth of a page is 247 mm. Figures can also be a column-and-a-half where necessary (120–136 mm). Line weights and strokes should be set between 0.25 and 1 pt at the final size.

#### ✧ **Abbreviations and symbols**

The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement. If many abbreviations are used, they should be listed at the foot of the first page of the text.

#### ✧ **Statistics**

Statistical methods must be described, in case statistically evaluated. A P value or confidence interval should be mentioned in the text for any statistical significance.

### **5. Final submission**

At acceptance, authors are required to e-mail their electronic files of text to the editorial office, together with their production-quality tables and figures as separate files, supplementary material if any.

*Important:* It is the author's responsibility to ensure that the version sent is the final, accepted version of the paper.

### **6. Supplementary material**

Supplementary material can be made available, linked to the online article. A list of files, each with a brief description and format, should also be provided.

Please note that supplementary material may not be edited, so ensure that it is clearly and succinctly presented, and that the style of terms conforms with the rest of the paper. Also ensure that the presentation will work on any internet browser.

## **7. Forms and declarations**

All authors must read and sign the “Authors’ Responsibility and Conflict of Interest Form”, and submit it to the Journal’s editorial office via email by their final submission.

## **8. Matters arising**

We recognize the importance of post-publication commentary on published articles as necessary. Formal post-publication commentary on published papers can involve either challenges or clarifications of the published work and may be published online as Matters Arising, usually alongside a Reply from the original authors.

If the submission serves only to identify an important error or mistake in the published paper, it will usually lead to the publication of a clarification statement (correction or retraction, for example). Please contact editorial office for these cases.

We basically encourage correspondents to first contact the authors of the paper directly, as this can often resolve matters if they arise from a simple misunderstanding.

## **9. Other types of submission**

We may accept other types of submission including Review articles, Mini-reviews, Editorials, Meeting reports and Special lecture notes.

## **10. Publishing**

Articles are published online only at the official site of [International Society of Oral Care](#). Accepted articles are made available to institutions and individuals who are the members of *International Society of Oral Care*.

### **✧ Publication fee**

Publication fee is 200,000 JPY per article, which will be charged after the acceptance of the articles.