

## GUIDANCE TO AUTHORS

### Thank you for your interest in submitting an article to the Journal of Forensic Odonto-Stomatology

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On receipt of a manuscript, you will receive confirmation of its safe arrival and be given a reference number for all further correspondence.

Manuscripts should ideally be no longer than 3000 words and include no more than 30 references.

1. All copies should be word-processed in Arial 12, with no indented paragraphs, double spaced and with 2.54cm margins. All section headings to be in capital letters and bold. Suggested headings for research manuscripts: **INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSION(S)**.
2. Please number the pages consecutively in the top right hand corner. On page 1, show the title of the manuscript, along with the author(s) name, qualifications and affiliations *and indicate clearly the name and contact details for the corresponding author*. Please use the next page for the abstract, keywords and running title.
3. A short and concise abstract (150-300 words depending on manuscript length/complexity), giving a review of the main text should be prepared for all submissions, including case reports. Try and avoid abbreviations or the insertion of references in the abstract. Briefly state the purpose of the manuscript/research along with the principal results and major conclusions. Emphasise new and important aspects of the study or observations when relevant.

Note: The abstract should explain the manuscript - should it be published separately elsewhere.

4. Tables, references, photographs, illustrations and explanatory legends should be prepared on **separate pages** and should be identified and numbered clearly. All photographs need to be of high resolution: image files at least 6cm wide and 300 dpi, JPEG.
5. Line drawings should be clear and on a white background, and should include lettering large enough to allow reduction without becoming illegible.
6. Figures and tables are to be numbered using arabic numerals and referred to in the text as Fig. 1 (Figs. 1 and 2) and Table 1 (Tables 1 and 2). Explanations of the figures should be included in the legends and placed below the figure. Table legends are included at the top of each table.
7. Place any acknowledgements at the end of the article, but before the reference list. Acknowledge those whose contributions do not justify authorship, for example: general support by a department chair, technical assistance, data collection etc. Their permission must be requested before they are named. The ***ACKNOWLEDGEMENTS*** header should be italicized and bold.
8. All references to the literature should be inserted in the text as a superior number (superscript <sup>1</sup> or <sup>1,2</sup> or <sup>1-3</sup>) and references should be numbered consecutively. All punctuation marks should precede the numbers, for example; ..... as early as 1971,<sup>5</sup> ; ..... for this factor.<sup>3</sup> ; ..... molar attrition.<sup>1-9</sup> Even

if the author is named in your text, a number must still be used. Personal communications should be cited in the text, in parentheses, at the appropriate location – and not in the reference section.

9. References must conform to the Vancouver style as follows (note spacing and punctuation):

Ellis B, Lamb DJ. The setting characteristics of alginate impression materials. *Br Dent J* 1981;151:343-6.

Note: If citing several pieces of work in the same sentence, a hyphen should be used to link numbers which are inclusive, and use a comma when numbers are not consecutive. For example:

Where works 4, 5, 6, 7, 8, 15 and 19 have been cited in the same place in the text:  
Several studies<sup>4-8,15,19</sup> have discussed the use of reference scales in bite mark photography.

Book titles and Journal article titles should be in *italics*.

#### **Books (print)**

Author/Editor (editor/editors put ed./eds. after the name).  
Book title (*in italics*)  
Edition (if not the first edition)  
Place of publication (more than one place – use the first named)  
Publisher  
Year of publication  
Page numbers where relevant

Bowers CM. *Forensic Dental Evidence – An Investigator’s Handbook*. San Diego, California. Elsevier; 2004.

#### **Books (chapter in an edited book)**

Author of chapter  
Title of chapter, followed by, In:  
Editor  
Title of book (*in italics*)  
Edition (if not the first edition)  
Place of publication  
Publisher  
Year of publication  
Page numbers (use ‘p’ before the page numbers).

Palmer RN. *Fundamental Principles*. In: Stark MM (ed.). *Clinical Forensic Medicine – A Physicians Guide*. 2<sup>nd</sup> ed. Totowa, New Jersey. Humana Press; 2005. p47-51.

#### **Corporate author**

Tariffs, Instruments, Materials and Equipment Committee, Australian Dental Association Inc. Cotton pellets and gingival retraction cords. *Clinical Notes No.2 Aust Dent J* 1984;29:279.

#### **For Editor or Compiler**

Meyer J, Squier CA, Gerson SJ, eds. *The structure and function of oral mucosa*. Oxford: Permagon; 1984.

#### **Journal articles (print)**

Author  
Title of article  
Title of journal (*in italics*)  
Year of publication  
Volume number (issue number if present)  
Page numbers of article

Ellis B, Lamb DJ. The setting characteristics of alginate impression materials. *Br Dent J* 1981;151:343-6.

#### Journal articles (electronic)

Author  
 Title of article  
 Title of Journal (in italics)  
 Year of publication  
 Volume number (issue number if present)  
 Page numbers  
 URL or DOI  
 Date of access

Arrami M, Garner H. A tale of two citations. *Nature* 2008;451(7177):397-9.

Available from: [www.nature.com/nature/journal/v451/n7177/full/451397a.html](http://www.nature.com/nature/journal/v451/n7177/full/451397a.html) [cited 20 January 2008].

URL used in above example.

#### Websites

Medecins sans Frontieres [Internet]. [updated 2006 Jul 8; cited 2009 Mar 23]; Available from: <http://www.msf.org/home-uk.cfm>.

#### Newspaper articles

Author (if no author, use the name of the newspaper)  
 Title of article  
 Title of newspaper (in italics)  
 Day, month and year of publication  
 Page number

Lawrence F. School meal spending: aces and dunces. *The Guardian*. Thursday Mar 24 2005: 6

#### Newspaper articles (electronic)

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 Title of newspaper (in italics)  
 Day, month and year of publication  
 Page number  
 URL  
 Date of access

#### Audiovisual material

Chason KW, Sallustio S. Hospital preparedness for bioterrorism [videocassette]. Secaucus (NJ): Network for Continuing Medical Education; 2002.

10. Journal titles should be abbreviated according to the Index to Dental Literature and the Index Medicus.
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12. Authors should have WRITTEN PERMISSION to use illustrations that may identify human subjects or to disclose sensitive personal information about identifiable persons. Please send a copy of this document with your manuscript.

13. It is important that the manuscript be submitted in its final form and that the author(s) keep copies of all material provided.
14. Please state any conflict of interest.
15. Confidentiality of your manuscript will be maintained at all times during the review process.

Manuscripts should be emailed to [judy.hinchliffe@gmail.com](mailto:judy.hinchliffe@gmail.com)

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