

Instructions to the Authors

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Please read the instructions below carefully for details on the submission of manuscripts (A to D), the journal's requirements and standards as well as information concerning the procedure after acceptance of a manuscript for publication in Journal of International Society of Preventive and Community Dentistry (JISPCD).

A. Ethical Guidelines



JISPCD adheres to the below ethical guidelines For publication and research.

Authorship: Authors submitting a manuscript do so on the understanding that the manuscript have been read and approved by all authors and that all authors agree to the submission of the manuscript to the Journal. *JISPCD* adheres to the definition of authorship set up by the International Committee of Medical Journal Editors (ICMJE). According to the ICMJE criteria, authorship should be based on 1) substantial contributions to conception and design of, 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. Authors should meet conditions 1, 2 and 3. It is a requirement that all authors have been accredited as appropriate upon submission of the manuscript. Contributors who do not qualify as authors should be mentioned under Acknowledgements.

We **appreciate** that author/authors obtain membership of **International Society of Preventive and Community Dentistry (ISPCD)** and more information is available on www.ispcd.org .

Workflow of JISPCD: Submission by author> authors are clarified about journal ethical criteria, working cycle, rules and regulations to maintain transparency> once Author agrees for all rule> manuscript is evaluated by editor to make decision to directly reject or send for peer review > after peer review process its rejected or sent for major/minor revision to author as per reviewer recommendations> Revised manuscript submitted by author> editor and /or reviewer evaluates the revision> decision taken by editor to accept/reject> authors are asked for formalities, association membership details and copyright> acceptance letter issued to author> manuscript evaluated for any possible plagiarism or other pending revision by author and sent for final revision to author if required> author pays manuscript processing fees> article moves to production editor for proof preparation and publication

Acknowledgements: Under acknowledgements please specify contributors to the article other than the authors accredited and all sources of financial support for the research.

Ethical Approvals: In all reports of original studies with humans, authors should specifically state the nature of the ethical review and clearance of the study protocol. Informed consent must be obtained from human subjects participating in research studies. Some reports, such as those dealing with institutionalized children or mentally retarded persons, may need additional details of ethical clearance.

Experimental Subjects: Experimentation involving human subjects will only be published if such research has been conducted in full accordance with ethical principles, including the World Medical Association Declaration of Helsinki (version, 2002 <http://www.wma.net/e/policy/b3.htm>) and the additional requirements, if any, of the country where the research has been carried out. Manuscripts must be accompanied by a statement that the experiments were undertaken with the understanding and written consent of each subject and according to the above mentioned principles. All studies should include an explicit statement in the Material and Methods section identifying the review and ethics committee approval for each study, if applicable. Editors reserve the right to reject papers if there is doubt as to whether appropriate procedures have been used.

Ethics of investigation: Manuscripts not in agreement with the guidelines of the Helsinki Declaration as revised in 1975 will not be accepted for publication.

Clinical Trials: Journal of International Society of Preventive and Community Dentistry favors registration of clinical trials and is a signatory to the Statement on publishing clinical trials in Indian biomedical journals. Journal of International Society of Preventive and Community Dentistry 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.nic.in/>; <http://www.anzctr.org.au/>; <http://www.clinicaltrials.gov/>; <http://isrctn.org/>; <http://www.trialregister.nl/trialreg/index.asp>; and <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 Journal of International Society of Preventive and Community Dentistry only if they have been registered retrospectively with clinical trial registry that allows unhindered online access to public without charging any fees.

Observational and Other Studies: Observational studies such as cohort, casecontrol and cross-sectional studies should be reported consistent with guidelines like STROBE. These guidelines can be accessed at www.equator-network.org.

| Guideline | Type of Study | Source |
|----------------|---|---|
| STROBE | Observational studies including cohort, case-control, and cross-sectional studies | https://www.strobe-statement.org/index.php?id=available-checklists |
| CONSORT | Randomized controlled trials | http://www.consort-statement.org |
| SQUIRE | Quality improvement projects | http://squire-statement.org/index.cfm?fuseaction=Page.ViewPage&PageID=471 |
| PRISMA | Systematic reviews and meta-analyses | http://prisma-statement.org/PRISMAStatement/Checklist.aspx |
| STARD | Studies of diagnostic accuracy | https://pubs.rsna.org/doi/full/10.1148/radiol.2015151516 |
| CARE | Case Reports | https://www.care-statement.org/checklist |
| AGREE | Clinical Practice Guidelines | https://www.agreetrust.org/wp-content/uploads/2016/02/AGREE-Reporting-Checklist-2016.pdf |

Appeal of Decision: The decision on a manuscript is final and cannot be appealed.

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Copyright: Authors submitting a manuscript do so on the understanding that the work and its essential substance have not been published before and is not being considered for publication elsewhere. The submission of the manuscript by the authors means that the authors automatically agree to assign exclusive copyright to publisher. The work shall not be published elsewhere in any language without the written consent of the publisher. The articles published in this journal are protected by copyright, which covers translation rights and the exclusive right to reproduce and distribute all of the articles printed in the journal. No material published in the journal may be stored on microfilm or videocassettes or in electronic database and the like or reproduced photographically without the prior written permission of the publisher. Upon acceptance of a manuscript, authors are required to assign the copyright to publish their article. The journal also grants the right to make small numbers of printed copies for their personal non-commercial use under Creative Commons Attribution-Noncommercial-Share Alike 4.0 International Public License.

B. Submission of manuscripts

Suggest Two Reviewers: *JISPCD* attempts to keep the review process as short as possible to enable rapid publication of new scientific data. In order to facilitate this process, please suggest the names and current email addresses of two potential international reviewers whom you consider capable of reviewing your manuscript.

E-mail Confirmation of Submission: After submission you will receive an email to confirm receipt of your manuscript. If you do not receive the confirmation email within 7 days, please check your email address carefully in the system

Review Procedures: all manuscripts are submitted to an initial review by the editor or associate editors. Manuscripts which are not considered relevant to the practice of community



dentistry or of interest to the readership of Journal of International Society of Preventive and Community Dentistry (JISPCD) will be rejected without review. Manuscripts presenting innovative hypothesis-driven research with methodologically detailed scientific findings are favored to move forward to peer review process.

Peer Review Policy:

All manuscripts submitted to JISPCD undergo double-blind, external peer review, unless they are either out of scope or below threshold for the journal, or the presentation or written English is of an unacceptably low standard. The key characteristics of peer review are listed below:

- All submitted manuscripts are reviewed by at least two suitably qualified reviewers. Editors and reviewers involved in the review process are asked to disclose conflicts of interest resulting from direct competitive, collaborative, or other relationships with any of the authors, and remove oneself from cases in which such conflicts preclude an objective evaluation. Privileged information or ideas that are obtained through peer review must not be used for competitive gain.
- All publication decisions are made by the journals' editors-in-chief on the basis of the reviews received from the reviewers. Members of the editorial board lend insight, advice and guidance to the editors-in-chief generally and to assist decision making on specific submissions. In addition, editors will have the option of seeking additional reviews when needed. Authors will be informed when editors decide further review is required. Authors of papers that are not accepted are notified promptly.
- Journal editorial team provides the administrative support that allows JISPCD to maintain the integrity of peer review while delivering rapid turnaround and maximum efficiency to authors, reviewers and editor alike.
- Our peer review process is confidential and identities of reviewers cannot be revealed. Reviewers are requested not to discuss any manuscript received for review from JISPCD, with anyone not directly involved in the review process.

Manuscript Status: The Journal will inform you by e-mail once a decision has been made.

Manuscript charges: The Journal will charge maintenance cost for manuscript from author / institution.

Publication / Processing / Membership Fee



The journal charges following fee on acceptance

Case report, Editorial, Letter To Editor, Original Article, Review Article, Short Communication:

US \$ 630 (for overseas authors),

INR 48,000 (for authors from India)

3000 word limit for original and review articles and 1200 word limit for case report including table, images, graphs, and other supporting material (if applicable) up to 6 no will be applicable. Higher than the recommended limit will increase the pdf page count, hence additional fees will be applicable.

If manuscript will require Advanced English and Language Editing than it will be additional fees of 150 USD to 300 USD. Author will be informed about the same if required, before final acceptance.

(As mandated by the Indian Government and based on the GST Law and procedures, Wolters Kluwer India Private Ltd, would be charging GST @18% on fees collected from Indian authors with effect from 1st July 2017. The said tax will be in addition to the prices maintained on the website to be collected from the authors and will be paid to the Indian Government..)

C. Manuscript format and structure



Language: All submissions must be in English; both British and American spelling conventions are acceptable. Authors for whom English is a second language must have their manuscript professionally edited by an English speaking person before submission to make sure the English is of high quality. It is preferred that manuscript is professionally edited.

Abbreviations, Symbols and Nomenclature: Authors can consult the following source: CBE Style Manual Committee. Scientific style and format: the CBE manual for authors, editors, and publishers. 6th ed. Cambridge: Cambridge University Press, 1994

Structure All manuscripts submitted to *JISPCD* should follow the guidelines regarding structure as below.

Title Page: should include a title of no more than 50 words, a running head of no more than 50 characters and the names and institutional affiliations of all authors of the manuscript should be included.

Abstract: All manuscripts submitted to *JISPCD* should use a structured abstract under the

headings: Objectives - Methods - Results - Conclusions.

Main Text of Original Articles should include Introduction, Materials and Methods and Discussion.

Introduction: should be focused, outlining the historical or logical origins of the study and not summarize the results; exhaustive literature reviews are not appropriate. It should close with the explicit statement of the specific aims of the investigation.

Materials and Methods must contain sufficient detail such that, in combination with the references cited, all studies reported can be fully reproduced. As a condition of publication, authors are required to make materials and methods used freely available to academic researchers for their own use.

Discussion: may usually start with a brief summary of the major findings, but repetition of parts of the abstract or of the results sections should be avoided. The section should end with a brief conclusion and a comment on the potential clinical program or policy relevance of the findings. Statements and interpretation of the data should be appropriately supported by original references.

List of Abbreviations: Include a list of abbreviations used in the text

Acknowledgements: Details of the non-author contributors cited individually or collectively and their precise contributions should be specified. The corresponding author is required to obtain written permission to be acknowledged from all acknowledged individuals.

Financial disclosure: Details about the funding agency/ sponsors, grant number and the role of funders. If the funders have no role or the study did not receive funding, a statement declaring the same to be mentioned.

Conflict of interest: Conflict of interest disclosure statement or a declaration by the authors that they do not have any conflicts of interest to declare

Author contributions: As per ICMJE guidelines, the authors involved in study conception, data collection, data acquisition and analysis, data interpretation, manuscript writing, other roles and finally that all the authors approved the final version of the manuscript for publication to be mentioned.

Ethical policy and Institutional Review board statement: Statement about the review board name, the approval number and the date of approval; for clinical trials, to mention the clinical trial registry number. "Statement that all the procedures have been performed as per the ethical guidelines laid down by Declaration of Helsinki (year) to be mentioned."

Patient declaration of consent: Statement that informed written consent for participation in the study and publication of the data for research and educational purposes to be mentioned. Appropriate statement for parental consent in case of minor patients to be mentioned.

Data Availability statement: Statement should include that the data set used in the current study is available (option as appropriate) a. repository name b. name of the public domain resources c. data availability within the article or its supplementary materials d. available on request from (contact name/email id) e. dataset can be made available after embargo period due to commercial restrictions

For case reports, the manuscript should include the following details: List of abbreviations, Acknowledgements, Financial disclosure, Conflict of interest, Author contributions, Patient declaration of consent.

References The list of references begins on a fresh page in the manuscript, using the Vancouver format. References should be numbered consecutively in the order in which they are first mentioned in the text. Identified references in the text should be sequentially numbered by Arabic numerals in parentheses, e.g., (1,3,9). Superscript in-text references are not acceptable in *JISPCD*. For correct style, authors are referred to: International Committee of Medical Journal Editors. Avoid reference to "unpublished observations", and manuscripts not yet accepted for publication. References to abstracts should be avoided if possible; such references are appropriate only if they are recent enough that time has not permitted full publication. References to written personal communications (not oral) may be inserted in parentheses in the text.

Tables, Figures and Figure Legends. Tables are part of the text and should be included, one per page, after the References. All graphs, drawings, and photographs are considered figures and should be sequentially numbered with Arabic numerals. Each figure must be on a separate page and each must have a caption. All captions, with necessary references, should be typed together on a separate page and numbered clearly (Fig.1, Fig. 2, etc.).

Word limit : Word limit of article is 3000 words for *JISPCD*.

Preparation of Electronic Figures for

Publication: Although low quality images are adequate for review purposes, online publication requires high quality images to prevent the final product being blurred or fuzzy.

Permissions: If all or parts of previously published illustrations are used, permission must be obtained from the copyright holder concerned. It is the author's responsibility to obtain these in writing and provide copies to the Publishers.

Colour Charges: It is the policy of *JISPCD* for authors to pay the maintenance cost for the reproduction of their colour artwork, if required.

Figure Legends: All captions, with necessary references, should be typed together on a separate page and numbered clearly (Fig.1, Fig. 2, etc.).

D. Protection of Patients' Right to Privacy

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees 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. The journal abides by ICMJE guidelines:

1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.

2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

E. After acceptance

Upon acceptance of a manuscript for publication, the manuscript will be forwarded to the Production Editor who is responsible for the production of the journal.

Proof Corrections : The corresponding author will receive an email alert containing a link to a web site. A working email address must therefore be provided for the corresponding author. The proof can be downloaded as a PDF (portable document format) file from this site. This will enable the file to be opened, read on screen, and printed out in order for any corrections to be added. Further instructions will be sent with the proof. Hard copy proofs will be posted if no e-mail address is available; in your absence, please arrange for a colleague to access your email to retrieve the proofs. Proofs must be returned within three days of receipt. As changes to proofs are costly, we ask that you only correct typesetting errors. Excessive changes made by the author in the proofs, excluding typesetting errors, will be charged separately. Other than in exceptional circumstances, all illustrations are retained by the publisher. Please note that the author is responsible for all statements made in his work, including changes made by the copy editor.

The word count of final manuscript should not be more than 3000 including all manuscript content.

In case more content is present and author don't want to reduce than additional processing fees of 4000 INR (100 USD) will be applicable

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