



JIDA

Journal of the Irish Dental Association

Iris Cumainn Déadach na hÉireann

Completed checklists
and consent forms
must accompany all
submissions.

Guidelines for authors

The purpose of the *Journal of the Irish Dental Association* is to provide good quality information to support continuing education, professional development and best practice.

We aim to benefit our members, our patients, and the wider dental profession by publishing original research studies, clinical case reports, position papers, literature reviews, brief communications, clinical features, and other material that is of interest to the Irish dental profession.

The following guidelines explain the format in which original material should be submitted to the *Journal of the Irish Dental Association*. This is recommended reading for anyone in the process of submitting material. Failure to follow these guidelines may result in rejection of manuscripts or delays in the review and publication process.

These guidelines address submission of:

- peer-reviewed articles;
- clinical features; and,
- letters to the Editor.

PEER-REVIEWED ARTICLES

An electronic copy of the article must be submitted to:

The Honorary Editor

The *Journal of the Irish Dental Association*

Unit 2, Leopardstown Office Park,
Sandyford,

Dublin 18.

Email: articles@irishdentalassoc.ie

All material will be evaluated for publication on the understanding that the work submitted has not been published elsewhere (except as an abstract), that it has not and will not be submitted to another journal until the editor has made a decision on its acceptability for this journal and that, if accepted, its contents will not be published elsewhere without the Editor's permission. Accepted papers become the copyright of the *Journal of the Irish Dental Association* and permission must be sought from the publishers before they can be reprinted elsewhere.

Aims and scope

Articles must clearly state the problem and objective of the research, include a summary of relevant literature in the introduction, describe the research method, report the results briefly and accurately, discuss the results, and list the conclusions that can be drawn from the research.

Clinical case reports should briefly describe the particular clinical problem, the author's method of managing the problem, and a rationale for such treatment with appropriate references to the literature. If appropriate, diagrams or descriptions of the differential diagnosis and any specialised tests should be included, to improve understanding for the reader.

Literature reviews should emphasise what the reader can learn and report new, helpful or time-saving techniques or procedures.

All accepted manuscripts are subject to editorial revision. The lead/ corresponding author will receive edited proofs for approval. The authors will be responsible for all statements in the article, including changes made by the editor.

Construction

- From June 2021, a maximum of six pages will be allocated to each article.
- Papers submitted to the *Journal* should not exceed 3,500 words, including referencing and tables. To facilitate publication, authors should be mindful that they may need to reduce the word count if their paper includes a large number of images.
- The text must be a minimum of 10pt size and double spaced.
- Each page must be numbered in consecutive order from the title page, through the abstract, text, references, tables and photographs in that order.
- The first page, or title page, must contain the title and all the authors' names and affiliations. Dentists registered in the Republic of Ireland must not use any qualifications not registered by them with the Dental Council.
- This page must also give the name, address, phone number and email of the corresponding author, who will undertake correspondence, proofreading, etc.

- The second page will contain a concise précis (not more than 25 words) for use in the table of contents. This should state the conclusions of the report.
- Each manuscript must contain a structured abstract of a maximum of 250 words, with the headings: statement of the problem; purpose of the study; materials and methods; results; and, conclusions.
- Authors should include a clinical relevance statement to highlight the relevance to clinical practice and key learning points.
- For the body of the text, the standard headings – introduction, materials and methods, results, discussion, conclusions, etc. – should be used.
- References (30 maximum) should be from indexed, peer-reviewed journals, but may include relevant clinical guidelines.
- References must be identified in the text by superscript and numbered consecutively in order of appearance in the text. References appearing in tables only shall be numbered in relation to the first mention of the table in the text. The list of references should be placed at the end of the article and must be numbered as in the text and placed in numerical order. References shall be given according to the Vancouver style.
For example:
Peres MA, Macpherson LM, Weyant RJ, Daly B, Venturelli R, Mathur MR, Listl S, Celeste RK, Guarnizo-Herreño CC, Kearns C, Benzian H. Oral diseases: a global public health challenge. *The Lancet*. 2019 Jul 20;394(10194):249-60.
- All tables must be on separate sheets and must have a consecutive number and a clear, concise title. Do not duplicate data in tables and text. Include adequate information (using footnotes if necessary) to make the table self-explanatory.
- Pictures should be jpg, pdf or eps files. These electronic images must be at least 300dpi/500kbs and of publishable size. Pictures must not be embedded in the word processing file.
- Radiographs must be of a high quality.
- Figures must be identified with a number in order of their mention in the text.
- All acknowledgments should be concise and include only identification of grant sources and permission to reproduce from previous publications.

General instructions

- Spelling should be that of the Oxford Dictionary.
- Avoid excessive use of abbreviations. Authors may use abbreviations that are in common use in scientific literature. They may introduce less familiar acronyms whenever unwieldy terms are repeated in the text. The abbreviation should be introduced (in parentheses) where the term is mentioned first and the abbreviation should be used thereafter. On occasion it may be desirable to list abbreviations as a footnote.
- Authors must disclose any financial interest that they have in products mentioned in their articles or that they will receive compensation from a commercial company upon publication of the article.

Multiple-choice questions for CPD

Continuous professional development (CPD) is a significant element of the *Journal's* remit and dental professionals receive CPD points for reading a peer-reviewed article. We have a duty to the Dental Council to ensure that the article is read and understood.

The Editorial Board therefore now requires each lead author to submit three multiple-choice questions on their article, along with the answers. The questions will appear at the end of the article, and readers will need to submit their answers through the IDA website, which will then automatically give them the relevant points, if the questions are answered correctly.

Questions should be factual, ensure synthesis of the article and be fair to any non-expert reading the publication. The questions and answers should be sent to the Journal Co-ordinator at: articles@irishdentalassoc.ie.

Consent

- The corresponding author shall confirm, on behalf of all of the authors, that the content of the manuscript and the authors' names and affiliations are correct.
- A signed consent form shall be submitted by the authors confirming that they:
 - a. have contributed to the authorship of the submitted manuscript;
 - b. have seen and approved the submitted version of the manuscript; and,
 - c. consent to the corresponding author co-ordinating future correspondence between the *Journal* office and the authors.

Peer-review process

All manuscripts are reviewed by the Editor, editorial staff and a number of reviewers using a standardised peer-review process. The authors should be sent the reviewers' comments, a decision and any recommended changes by the Honorary Editor within six weeks of submission. The Honorary Editor and publishers reserve the right to make minor editorial changes to accepted manuscripts.

CLINICAL FEATURES

The *Journal* also commissions some clinical features to illustrate techniques, new evidence and key learning. These should be two pages and highly visual, and should not be more than 1,000 words. The Honorary Editor welcomes ideas for future features from our readers. Please see separate guidance document for further information.

LETTERS TO THE EDITOR

The Honorary Editor welcomes letters from the profession. Letters should not exceed 350 words and should be submitted to journaleditor@irishdentalassoc.ie. Letters will be published subject to space availability on an issue-by-issue basis. The Honorary Editor reserves the right to publication.