



Guidelines for authors: Clinical tips

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, clinical tips, and other material that is of interest to the Irish dental profession.

The following guidelines explain the format in which clinical tips 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.

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until the Editor has made a decision on its acceptability for this journal and that, if accepted, its contents will not be published elsewhere without the Editor's permission.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 publishers before they can be reprinted elsewhere.

CLINICAL TIPS

Aims and scope

Clinical tips aim to illustrate techniques/approaches to the Irish dental profession, in a short and easy-to-interpret format. These should be highly visual and can include summary tables, photographs, diagrams and/or key learning points.

A short introduction should summarise the clinical problem, followed by the description of the technique in a step-by-step manner.

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.

Manuscript format

- Clinical tips should not exceed 1,000 words, including references (very visual features may be shorter).
- A bullet point or numbering format is recommended, with photos to illustrate the important stages of the technique in question.
- 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 text, references, tables and photographs in that order.

Title page

- 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.
- Please include a high-quality jpeg of the lead author.

References

- As opinion pieces, clinical tips should not be heavily referenced, but may include two to four references or further recommended reading, such as a position paper, clinical guideline, advice sheet or systematic review.
- 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 in the Vancouver style. For example:

Peres MA, Macpherson LM, Weyant RJ, Daly B, Venturelli R, Mathur MR et al. Oral diseases: a global public health challenge. *The Lancet*. 2019 Jul 20;394(10194):249-60.

- Recommended reading or additional resources can be included at the end.

Tables and figures

- A maximum of six tables, figures and images is recommended. 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 and radiographs should be high quality jpg, pdf or eps files. These electronic images must be at least 300dpi/500kbs and of publishable quality. Pictures must not be embedded in the word processing file.
- Figures must be identified with a number in order of their mention in the text.
- Radiographs must be of a high quality.

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/abbreviations 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.
- All acknowledgements should be concise and include only identification of grant sources and permission to reproduce from previous publications.

Review

These features are not externally peer reviewed, but the Honorary Editor and relevant Editorial Board members can support the authors in finalising the content in *Journal* style. They also ensure that the content is of the standard required for publication.

Our publishers can provide support in subediting and with the design elements of the feature, such as layout, tables, diagrams, production and any photography.

To facilitate this, authors should submit their feature at least three weeks before the editorial deadline for that issue.

Submission

An electronic copy of the article must be submitted to:

The Honorary Editor

Email: articles@irishdentalassoc.ie