

## Policy

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## Submission of manuscripts

Manuscripts that are being submitted should be complete in all respects, and deal with original material not previously published, or being considered for publication elsewhere. The original, written in English, complete with tables and/or figures, should be submitted to the JOS manuscript submission site (<https://mc.manuscriptcentral.com/josnusd>). The preferred storage medium is a file in MS Word format. In accordance with the journal's Copyright, all manuscripts must be accompanied by the following statement signed by all authors: The undersigned author(s) transfer all copyright ownership of the manuscript (title of the article) to *Journal of Oral Science, Nihon University School of Dentistry*, in the event the work is published. The undersigned author(s) warrant(s) that the article is original, does not infringe on any copyright or other proprietary right of any third party, is not under consideration for publication by any other journal, and has not been published previously. The author(s) confirm that they have reviewed and approved the final version of the manuscript.

If accepted, the manuscript should not be published elsewhere in the same form, in either the same or another language, without the consent of the Editor and Publisher. Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement'.

## Ethics

Manuscripts that reveal a lack of proper, ethical consideration for human subjects or experimental animals will not be accepted for publication. The authors must declare that all experiments on human subjects were conducted in accordance with the Declaration of Helsinki (<http://www.wma.net>) and that all procedures were carried out with the adequate understanding and written consent of the subjects. The authors must also certify that formal approval to conduct the experiments described has been obtained from the human subjects review board of their institution and could be provided upon request.

All animal experiments should be carried out in accordance with institutional and national guidelines for the care and use of experimental animals that are in compliance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, the European Communities Council Directive of 24 November 1986 (86/609/EEC) or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. Manuscripts should be accompanied by a statement that all efforts were made to minimize animal suffering, to reduce the number of animals used, and to utilize alternatives to in vivo techniques, if available. The name of IRB and approval code/reference number must be provided in the Materials and Methods section.

## Conflict of Interest

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work.

## Style of manuscripts

### General

Manuscripts should be prepared with 1.5- or double-spacing on A4 or Letter size MS Word file with ample margins (at least 2.5 cm) on all four sides. A standard 12-point font should be used.

Number pages at the bottom, as follows:

Page 1. The manuscript title must not include a subtitle or any trade names of experimental materials. Title Page: complete title; first name, middle initial, surname of each author where the work was done; mailing address, FAX number, and e-mail address of the corresponding author. Statements about equal contributions by two or more authors are not permitted.

Page 2. Abstract: not more than 200 words, followed by 3 to 6 keywords. Prepare a structured abstract only for the Original article with sub-heading; Purpose, Methods, Results, and Conclusion.

Beginning on page 3: Introduction, Materials and Methods, Results, Discussion, Acknowledgments, Conflict of interest, References, Tables, Figures and Figure legends. All pages should be numbered consecutively and stored in one file, the title page being page 1.

### Methods

Give manufacturer's name and location (city, country) in parentheses for reagents and instruments; e.g., "The composite (Clearfil Majesty, Kuraray Medical Inc., Tokyo, Japan)...". Quantitative results must be supported by appropriate experimental design, statistical tests, and *P* values.

## References

References should be limited to less than 40 for Original articles. They should be numbered consecutively in the order in which they appear in the text. References should include the beginning and ending page numbers. Identify tables and figures within the text by Arabic numbers in parentheses such as (Table 1), (Fig. 2), and (Figs. 3-5). References should be identified in the text by Arabic numbers in square brackets such as [1], [2,3], and [1,3,4-8]. Use the style of the examples below. Abbreviations of journals should conform to those of Index Medicus.

Advance publications may be cited in the reference list. Articles written in languages other than English should be avoided. The author(s) has(ve) the responsibility for correct citation of the references.

## Sample references

### [Journals]

- De Jager N, Pallav P, Feilzer AJ (2005) Finite element analysis model to simulate the behavior of luting cements during setting. *Dent Mater* 21, 1025-1032.  
List all authors when six or fewer (Ex. Ref. 1); when seven or more, list first six and add et al. (Ex. Refs. 2).
- Ogata Y, Nakayama Y, Tatsumi J, Kubota T, Sato S, Nishida T et al. (2016) Prevalence and risk factors for peri-implant diseases in Japanese adult dental patients. *J Oral Sci*, Oct 7, doi.org/10.2334/josnusd.16-0027.

### [Others]

- International Organization for Standardization (2009) *Dentistry--Polymer-based restorative materials*. ISO 4049:2009, Geneva.
- Ibaragi K, Kazama H, Oguri M (2003) Dental catalyst for chemical polymerization and use thereof. US Patent 6660784 B2, Dec 9.

Abstracts, websites, and books cannot be cited in the reference list. They may be cited within the text in parentheses or in the table as a footnote.

## Figures and tables

Figures will be published in color in the online version with no charge, even though the color illustrations are produced in black and white in the printed issue. Each illustration should be numbered consecutively with Arabic numbers and accompanied by a legend clearly describing it. All illustrations must be submitted in a form and condition suitable for reproduction either across a single column (=8.8 cm) or a whole page (=18.4 cm). Each table should be clearly titled and provided with a comprehensive legend. Statistical measures of variation, SD, SEM etc. should be identified. Tables should be numbered separately in Arabic numbers (Table 1, 2 etc.).

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The journal only publishes case reports if they deal with new scientific hypotheses on known diseases or represent new disease entities or cases with a highly unusual appearance or extremely rare cases.

- Number of authors: limit to six or less.
- Abstract: describe how the case is unique (not more than 100 words).
- Introduction: State why the case needs to be reported.
- Case Report: give a short description of the case with documentations.
- Discussion: describe what makes the case novel from past reports.
- References: not more than 10 references.

## Short Communications

The journal publishes short communications with new information.

- Number of authors: limit to six or less.
- Abstract: not more than 100 words.
- Text: approximately 2000 words including abstract, legends.
- Discussion: describe what makes the report novel.
- The total number of tables and figures should not exceed four (4).
- References: not more than 10 references.

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