

POLICY

The Journal is produced quarterly by Nihon University School of Dentistry for the purpose of publishing original full-length articles, short communications (which should not exceed 4 pages in print, i.e., approximately 2000 words including abstract, legends and references; the total number of tables and figures should not exceed 2), invited reviews, and case reports pertinent to dentistry and related fields. All papers are subjected to peer-review. Issue contents are available online (<https://www.jstage.jst.go.jp/browse/josnugd/>).

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/josnugd>). The preferred storage medium is a file in MS Word (Windows) format. If accepted, the manuscript should not be published elsewhere in the same form, in either the same or another language, without the consent of the Editor and Publisher.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.

[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 typewritten with double-spacing (at least 6 mm between lines) on A4 or Letter size papers with ample margins (at least 2.5 cm) on all four sides. A standard, at least 12-point, type face 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 author for editorial correspondence regarding the manuscript.

Page 2. Abstract: not more than 200 words, followed by 3 to 6 keywords.

Beginning on page 3: Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References, Tables, Figures and Figure legends. Begin each section on a new page. 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 numbered consecutively in the order in which they appear in the text, and should be kept to a pertinent minimum. References should include the beginning and ending page numbers. Identify references in the text, table and figure legends by Arabic numbers in parentheses 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 by placing month, date, and doi after the abbreviated title of the journal. 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]

1. 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.
2. Suzuki Y, Hayashi M, Tanabe N, Yasukawa T, Hirano Y, Takagi S et al. (2015) Effect of a novel fluorapatite-forming calcium phosphate cement with calcium silicate on osteoblasts in comparison with mineral trioxide aggregate. *J Oral Sci* 57, 25-30.
List all authors when six or fewer (Ex. Ref. 1); when seven or more, list first six and add et al. (Ex. Refs. 2, 3).
3. 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/josnugd.16-0027.
4. Avoid referencing abstracts. If unavoidable, reference as follows: Takagi S, Ogata H, Chow LC (2011) Properties of DCPA+CaO and DCPA+CaCO₃ fluorapatite-forming calcium phosphate cements. *J Dent Res* 90, Spec Iss B 2476. (Abstract)

[Others]

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

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 (=8.4 cm) or a whole page (=17.6 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.).

Case reports

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. Case reports must not exceed 4 printed pages, with a limited number of figures and a maximum of 10 pertinent references. The authors should comply with the following format.

1. Number of authors: limit to six or less for the JOS Case reports.
2. Abstract: describe how the case is unique and significant (not more than 100 words).
3. Introduction: provide a historical perspective of the topic clearly and concisely, and also state why the case needs to be reported. Do not include didactic factual information.
4. Case Report: give a short description of the case. Include the necessary documentations (clinical photograph, radiograph, microscopic figure, etc.).
5. Discussion: describe what makes the case interesting and novel from past reports, and also provide a brief comment of how the finding advances knowledge of the field. Do not include a literature review.

Case reports that do not conform to the above-mentioned requirements will be returned without review.

Publication fees

Authors will be charged for publication; JPY 20,000 per article (limit 4 pages). The charge for extra pages exceeding the limit of 4 is JPY 5,000 per page. Payment can be accepted by credit card only. Please note that articles will not be published until the required payments are fully paid.

PROOFS

Proofs will be sent to the authors. Only printer's errors must be corrected; no change in, or additions to, the edited manuscript will be allowed at this stage. The corrected proofs must be returned within 2 days of receipt, preferably by e-mail. If the Editor receives no reply after approximately 2 weeks, the assumption will be made that there are no errors to correct and the article will be published after in-house correction.

REPRINTS

Reprints are not available from the publisher.