BDJ Open

GUIDE TO AUTHORS

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ABOUT BDJ Open

Aims and scope

BDJ Open is a peer-reviewed, open-access, onlineonly journal publishing dental and oral health research from all disciplines. The journal is owned by the British Dental Association (BDA) and is the sister journal of the *British Dental Journal (BDJ)*.

The journal will publish:

- original primary research articles
- study protocols (including protocol design)
- short- and long-term clinical trials (including small studies).

Featured topics of the journal include, but are not limited to, dental materials science, dental public health, restorative dentistry, management of dental disease, periodontology, endodontology, oral surgery, paediatric dentistry, prosthodontics, orthodontics, special care dentistry, clinically relevant oral biology and translational research.

British Dental Association

The British Dental Association (BDA) is the professional association and trade union for dentists in the United Kingdom and was founded in 1880. As an organisation that is owned entirely by its members and with no external shareholders, the BDA is able to focus solely on its mission to promote the interests of its members; advance the science, arts and ethics of dentistry; and improve the nation's oral health.

Nature Publishing Group publishes *BDJ* Open on behalf of the BDA. As well as *BDJ Open*, Nature Publishing Group also publishes the <u>British Dental</u> <u>Journal</u>, <u>Evidence-Based Dentistry</u>, <u>BDJ Team</u>, <u>BDJ In</u> <u>Practice</u> and <u>BDJ Student</u> on behalf of the BDA.

For more information about the BDA, please visit the BDA <u>website</u>.

Journal details Editor-in-Chief:

Stephen Hancocks, OBE MA BDS LDS DDPH MCCD FFGDP(UK) RCS British Dental Association, 64 Wimpole St, London W1G 8YS, United Kingdom

Editorial Office: Nature Publishing Group, UK Email: <u>bdjopen@nature.com</u>

Manuscript submission website http://mts-bdjopen.nature.com/

ARTICLE TYPE SPECIFICATIONS

Article description	Abstract	Unsolicited	Word	References
		considered?	limit/tables/figures	
Article	Structured abstract of	Yes	There is no strict	Max of 50.
	no more than 200		word limit imposed	(as current
Original primary research,	words, using the		on in <i>BDJ Open</i>	as possible).
study protocols and short- and	following headings as		articles but we	
long-term clinical trials should	a guideline:		encourage authors	
all be submitted in this			to write concisely.	
format.	Objective/aim;			
	Materials and		We suggest that	
The body of the article should	Methods (including		articles be about	
be organised using the same	Design and Setting		5,000 words	
headings used in the abstract	where applicable);		maximum (not	
as far as possible. If the text	Results; Discussion;		including figures,	
needs subdividing further	Conclusions		tables and	
within these headings, then a			references).	
second level of headings can	The abstract should			
be used. Hierarchy of	contain no references.		Lengthy papers or	
headings should be made			papers containing	
clear in the submitted article.			an excessive	
			number of figures	
			may be returned to	
			authors for	
			additional editing.	
			The maximum title	
			length is 20 words.	

HOW TO PREPARE YOUR MANUSCRIPT

BDJ Open requires electronic submission of manuscripts. Detailed instructions are at our <u>manuscript submission website</u>. For questions regarding your submission, <u>contact the Editorial</u> <u>Office via e-mail</u>. Complete submissions contain all items below, and submissions are dated according to receipt of all items. No editorial decision will be communicated to the authors until the submission is complete.

Authorship

The main author (named as the corresponding author on the manuscript) should be prepared to communicate with the editorial office and with all other authors (where appropriate) regarding the submission and preparation of the paper (assuming acceptance). All authors of research papers should have some involvement in at least one of the following: intellectual content of the paper by involvement in the design of the study, the collection of data and/or the analysis and interpretation of data the drafting and editing of the manuscript the statistical analysis of the manuscript substantial involvement in obtaining funding, administrative and/or technical support or supervision of the study.

Cover letter

All submissions must include a cover letter stating:

- 1. The data in the manuscript is original and the manuscript is not under consideration elsewhere.
- 2. None of the manuscript contents has been previously published except in abstract form.
- 3. All authors have read and approved all versions of the manuscript, its content, and its submission to *BDJ Open*.
- You agree to pay the article processing charge if your paper is accepted (£1300 or £1105 if the corresponding/senior author is a member of the British Dental Association, membership number required).
- 5. The corresponding author's address, telephone, fax, and email (email address required).

General style

As the electronic submission will provide the basic material for typesetting, it is important that papers are prepared in the general editorial style of the journal.

- 1. Titles must be descriptive and concise.
- The paper must stage all authors' full names, departments, and institutions (indicate affiliations numerically with numbers placed after authors' names and before the institutions; indicate the corresponding author using an * in the author list and the format " *Correspondence to: John Smith; Email: johnsmith@university.edu ". The corresponding author's email address is required.
- 3. Units must conform to the Système Internationale d'Unités (SI).
- 4. Manuscripts should be word processed.
- 5. Tables should be typed on pages separate from the text. Each should have a caption which will explain the table without reference to the text.

Authors may wish to consider presenting their tables in pie- or barchart form. Tables should be cited within the text. A table caption should be supplied where possible.

 Figures should be submitted separately in TIFF, JPEG or EPS format. Captions must also be supplied. Figures should be cited within the text.

Introduction

The article should begin with a brief introductory statement that places the work to follow in perspective and explains its intent and significance. The Introduction should be as concise as possible.

Materials and methods

This section should contain sufficient detail, so that all experimental procedures can be reproduced, and include references. However, methods that have been published in detail elsewhere should not be described in detail. Authors should provide the name and location of the manufacturer for any specifically named medical equipment and instruments, and all drugs should be identified by their pharmaceutical names, and by their trade name if relevant. Section sub-headings should be used to aid clarity.

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The Discussion should focus on the interpretation and significance of the findings with concise objective comments that describe their relation to other work in the area. It should not repeat information in Results.

Conclusions

The final paragraph should highlight the main conclusion(s), and provide some indication of the direction future research should take.

Declaration of interests

Please ensure that you declare any possible conflicts of interest in your paper. This includes matters such as: funding from an organisation or company directly for the research; funding you have received (or payment in kind) for any work you have been involved in from an organisation or company that could be linked to the research; consultation or advisory positions you may hold in an organisation or company involved in the research or an organisation involved in similar research; any other situation that could be construed as a conflict of interest.

Acknowledgments

Acknowledgements should be grouped in a paragraph at the end of the text and before the references. Permission and approval of the wording must be obtained from the person thanked. Where the research project was supported by industry, this should be acknowledged in the covering letter to the Editor on submission of the manuscript.

References

Only articles that have been published or are in press should be included in the reference list. Unpublished results or personal communications should be cited as such in the text, in parentheses.

References must be in the Vancouver style. They should be numbered in the order in which they

appear in the text, and these numbers should be inserted as superscripts (after punctuation). (eg Other studies have shown this to be true.^{4,5} Jones *et al.*⁶ demonstrated...).

At the end of the article the full list of references should give the names and initials of all authors unless there are more than six, in which case only the first three should be given followed by *et al*. The authors' names are followed by the title of the article; the title of the journal abbreviated according to the style of PubMed; the year of publication; the volume number; and the first and last page numbers in full. Titles of books should be followed by the place of publication, the publisher, and the year.

Example of reference styles:

1. Field J V, Balfour-Paul A, Wright D W. Perimandibular space infections. *Br Dent J* 1981; **150**: 255-258.

Reference to a book

4. Hargreaves I A, Craig J W. *The management of traumatised anterior teeth of children.* 2nd ed. Edinburgh: Churchill Livingstone, 1981.

Reference to a book chapter

7. Harding S R, Fryer J I. Recurrent oral ulceration in Greenland natives. *In* Casselli G (ed) *Coeliac diseases*. 3rd ed. pp 307-324. London: Stoma Press, 1982.

Reference to a report

Committee on Mercury Hazards in Dentistry.
Code of practice for dental mercury hygiene.
London: Department of Health and Social
Security, 1979, publication no. DHSS 79-F3 72.

Reference to a webpage:

 General Dental Council. Scope of practice.
2009. Online information available at <u>www.gdc-</u> <u>uk.org/Newsandpublications/Publications/Publica</u> tions/ScopeofpracticeApril2009[1].pdf(accessed April 2012).

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Figures/images should be submitted separately in TIFF, JPEG or EPS format in either grayscale or colour. If a person is recognisable from a photograph, written consent of the patient to publication must be obtained by the author and a copy sent to the BDJ.

Colour figures are published in *BDJ Open* free of charge.

To avoid size reduction, authors should submit artwork of exact column measurements and crop out unnecessary areas (1 column = 87.50 mm; 2 columns = 180 mm). Most figures should be presented at 1 column width (or quarter page in size).

Reporting of statistical information

Comprehensive guidelines on the presentation of statistical material in medical/dental journals have been published by Altman et al. (*Statistics with Confidence: Confidence intervals and statistical guidelines*. 2nd edition. Ed Altman D G, Machin D, Bryant T N, Gardner M J. Bristol: BMJ Books, 2000). A slightly adapted summary of those guidelines can be found <u>here</u>.

Adherence to these guidelines should not be viewed as a substitute for obtaining appropriate statistical advice. Authors are strongly advised to consult with a statistician when undertaking analytical research and to do so early in the process, preferably at the design stage of any investigation.

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Supplementary material

Supplementary material is peer-reviewed material directly relevant to the conclusion of an article that cannot be included in main article version owing to space or format constraints. It is posted on the journal's web site and linked to the article when the article is published and may consist of data files or extensive tables. The article must be complete and self-explanatory without the supplementary material. Supplementary material enhances a reader's understanding of the paper but is not essential to that understanding.

Supplementary material must be supplied to the editorial office in its final form for peer review. Supplementary material should be cited in the text as "Figure S1, S2, etc.,"

"Table S1, S2, etc." or "Supplementary Materials and Methods," and each individually should contain legends including a title and description.

Supplementary material must be supplied in its FINAL format, via eJP. It is not subedited and will appear online exactly as originally submitted. Supplementary material must be submitted as a single combined PDF (file size should not exceed 25 MB in total including supplemental files; for individual files, 1 MB each), except for files that cannot be in PDF form (such as movies and extensive tables), which can be submitted separately.

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Researchers who are not native speakers of English who submit manuscripts to international journals sometimes receive negative comments from referees or editors about the Englishlanguage usage in their manuscripts, and these problems can contribute to a decision to reject a paper. To help reduce the possibility of such problems, we strongly encourage such authors to take at least one of the following steps:

- Have your manuscript reviewed for clarity by a colleague whose native language is English.
- Use an English language editing service such as one of those listed below. An editor will improve the English to ensure that your meaning is clear and to identify problems that require your review.
- •

Suggestions of English language editing services

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- Inter-Biotec
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- Write Science Right

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If you need additional help, you can click on help signs available throughout the system and a box will appear with context sensitive help. If further assistance is required, then please contact the MTS helpdesk. Acknowledgement of receipt is sent for all articles, letters or comment, with a reference number for future correspondence.

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Authors submitting a revised manuscript after review are asked to include the following:

- A rebuttal letter, indicating point-bypoint how you have addressed the comments raised by the reviewers. If you disagree with any of the points raised, please provide adequate justification in your letter. Please do not submit a cover letter with your resubmission and rebuttal letter.
- A marked-up version of the manuscript that highlights changes made in response to the reviewers' comments in order to aid the Editors and reviewers.
- A 'clean' (non-highlighted) version of the manuscript.

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Final publication

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current member of the British Dental			
Association (15% discount)			

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Article metrics - how to find out how your article is doing

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For any queries regarding the promotion of your article once it is published, contact the <u>BDJ Open editorial</u> <u>office</u>.

EDITORIAL POLICIES

Review policies

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Reviewers' identities are not released to authors, except when reviewers specifically ask to be identified. If reviewers wish to reveal their identities while the manuscript is under consideration, this should be done through the Editor. Should a reviewer contact an author directly, we ask authors to inform the Editor as soon as possible. We prohibit any attempt by authors to confront reviewers or determine their identities. Our own policy is to neither confirm nor deny any speculation about reviewers' identities, and we encourage reviewers to adopt a similar policy.

Clinical trials

As defined by the International Committee of Medical Journal Editors (ICMJE), a clinical trial is any research project that prospectively assigns human subjects to intervention and comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome. A medical intervention is any intervention used to modify a health outcome and includes but is not limited to drugs, surgical procedures, devices, behavioural treatments, and process-of-care changes. A trial must have at least one prospectively assigned concurrent control or comparison group in order to trigger the requirement for registration. Nonrandomised trials are not exempt from the registration requirement if they meet the above criteria.

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- Good Publication Practice: <u>http://www.gpp-guidelines.org</u>
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Acknowledgments

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