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Guidelines for Authors of Scientific Articles for the Danish Dental Journal

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General Information

The Danish Dental Journal is a national Danish odontological journal primarily aimed at Danish and other Scandinavian dentists, dental students, as well as odontological researchers, teachers, and health administrative staff. The Danish Dental Journal publishes original scientific articles, review articles, case reports, short focus articles, and commentaries for technical articles within all professional odontological disciplines as well as other health-scientific areas with relevance for clinical odontology. Odontological secondary articles that have been published in an international publication can also be published in the Danish Dental Journal.

Manuscripts in Danish, Swedish, Norwegian, and English are accepted. Manuscripts in Swedish, Norwegian, and English typically occur in connection with the annual Nordic special issue where articles are published at the same time in the Nordic odontological publications. In addition, national themes are published shedding light on odontological topics in a series of review articles. Non-Danish manuscripts are translated into Danish, if a permission of an author is available.

All manuscripts, whether they are submitted or invited, are subjected to peer-review. In connection with submission, writers can suggest three competent reviewers. Manuscripts accepted for publication in the Danish Dental Journal may be offered as parallel or secondary publications in other Nordic dental journals in Finland, Iceland, Norway and Sweden.

Published articles made available to lecturers and course providers at the dental schools in the Nordic countries and at the Department for Continuing Education in the Danish Dental Association depending a specification of the reference. The articles may be placed on the institutions' websites.

Personal data in the scientific articles

In connection with the scientific articles, a specific and written consent from patients in publications should be obtained, if the text and clinical photos contain information about an identified or identifiable person, ie. Information that is attributable to the data subject. In the case of unauthorized persons, written consent must be obtained from parents or guardians. The consent must be stated in the text.

Scope of the Manuscripts

Manuscripts for original scientific articles should stay within 20,000 keystrokes incl. spaces and 25,000 keystrokes incl. spaces for systematic reviews as well as a suitable number of figures, tables, and references. The number of references for original articles should not exceed 25 issues; for systematic reviews the number of issues should be limited to 40-50.

Manuscripts for case reports and focus articles should stay within 7,500 keystrokes incl. spaces and with only few figures, tables, and references included.

Professional commentary should be limited to no more than 3,000 keystrokes incl. spaces.

Wishes of deviations from the maximal magnitude, the scientific editor of the Danish Dental Journal should be contacted.

Accepted manuscripts will continuously be published on-line on the website of the journal: www.tandlaegebladet.dk. The articles will be published later in the printed version of the journal.

Submission of Manuscripts

Manuscripts including tables and figures are submitted electronically to Nils-Erik Fiehn with the following email address: nef@tdl.dk

Submission should consist of four parts:

1. Declaration of authorship
2. Covering letter
3. The manuscript
4. Portrait photo of the correspondence author

Conc. 1

It must be stated what every author has contributed. Contributions should be based on the following criteria: 1) Idea, planning and setup, or analysis and collection or interpretation of data; 2) preparation, or critical contents-related revision of the manuscript; and 3) approval of the final manuscript.

Conc. 2

It must be stated what kind of type of article the manuscript belongs to: original article, review article, secondary article, focus article, case report, professional commentary or other information to the editorial office. Emphasis is placed on the fact that manuscripts contain new knowledge (original articles), updated knowledge (review articles), particularly interesting patient studies (case reports), and status of a defined clinical topic/new clinical method (focus articles). If there is any kind of conflict of interest in connection with the article, this must be indicated. Eventual suggestions of reviewers ought to be stated in the covering letter.

Conc. 3.

The manuscript must be submitted in a Word format and the correspondence author will receive an electronic receipt for reception of the manuscript. A setup according to the guidelines below must be observed.

The further handling and communication with professional experts regarding manuscripts as well as writers will also take place electronically.

By submission of original manuscripts, writers recognise that copyright be transferred to the Danish Dental Journal if and when a manuscript is accepted for publication.

Conc 4.

The resolution of the portrait photo should be 300 dpi.

Setup of Manuscripts

Original scientific articles (not formerly published articles) that are submitted to the Danish Dental Journal must in order and with sequential page numbers contain the following:

- Title page
- Abstract
- Clinical relevance or clinical perspective
- Introduction
- Material and methods
- Results

- Discussion
- Acknowledgements and financial support (if any)
- Literature
- Figures
- Legends to figures
- Tables
- Self-test

The Danish Dental Journal prefers a light and easy and friendly style of language. The text should thus be as short as possible and findings and messages must be clearly communicated. In view of readability, short sentences are preferable corresponding to 4-5 sentences for every 100 words. As far as possible use positive statements and avoid writing in the passive form. Avoid slang as far as possible and if so it should be explained clearly. The language rules as used by the Danish Dental Journal are available on the journal's website.

Title page – The page has to contain the following information: the scientific title of the article (max. eight words), full name of the writers, titles, university degrees, institutional affiliation, as well as name, address, phone number and email address for the correspondence author.

Avoid wording the title as a question.

Abstract – On a separate page the following should be indicated: the word 'Abstract' followed by summary of the manuscript organised in the following subsections: Introduction and Purpose; Material and Methods; Results and Conclusion. The text must not exceed 200 words and every subsection should begin with a change of line. In the text, there are to be no literature references or any non-standard acronyms or abbreviations. Furthermore, please indicate up to 5 keywords in accordance with Index Medicus, available at the PubMed website under MeSH-database: <http://www.ncbi.nlm.nih.gov/sites/entrez>

Furthermore, an additional page should be prepared where the scientific title and text is a translated English version of the abstract in case the manuscript is in Danish, Swedish, or Norwegian.

Clinical relevance or clinical perspective – We request suggestions for such a paragraph that will function as a teaser for the clinician. The paragraph which is placed in a special box cannot be more than a 100 words. It is written in layman's language and must not be a repetition of the abstract.

Introduction – The text must be focused with emphasis on the reasoning for conducting the study. The text must end up with a clear indication of the purposes of the study.

Material and Methods – The text must contain adequate information for clinical studies, animal experimental studies as well as laboratory experiments in combination with the cited references to be reproducible. Subsections with headlines can with advantage be used. Writers must include ethical aspects and if necessary obtain permission from any relevant scientific ethical committee prior to performing the study. In connection with humane studies, informed consent must be obtained. Clinical studies with pharmaceuticals must furthermore be conducted in accordance with "Good Clinical Practice", www.emea.europa.eu/pdfs/human/ich/013595en.pdf.

Suppliers of commercial products must be listed, including origin (city, country). Abbreviations of physical and chemical units and symbols must be stated in accordance with the nomenclature in *Biochemical Journal*: www.biochemj.org/bj/bji2a.htm#NOMENCLATURE.

Names of bacteria must be stated in cursive complete with indication of gender and species. Subsequently, gender is stated in an abbreviated form with indication of the first letter (e.g. *Porphyromonas*: *P.*). Also, gender must be in cursive, e.g. *gtfB* the enzyme glucosyltransferase B (GTFB).

Results – The text should only clearly and concisely describe the findings of the study with minimal use of references to earlier studies. Subsections with matching headlines can with advantage be used. Double documentation in text, figures, and tables must be avoided and for data that can be described by a few lines of text, tables and figures should be omitted.

Discussion – The text could preferably be introduced by summarising the main findings of the study without it turning into a repetition of the abstract and the descriptions in the results section. Primarily, the purpose of the discussion is to comment on and interpret the results and possible limitations of the study, and compare them to relevant previous findings. Subsections with matching headlines can with advantage be used. The discussion is closed with an indication of the conclusions of the study.

Literature – The number of references for original articles should not be more than 25 issues; for systematic reviews the number of issues should be limited to 40-50. If more references are required, this should be arranged with the scientific editor of the Danish Dental Journal.

The references are numbered in the order that they appear in the text. The order is in accordance with the Vancouver rules. Names of journals are abbreviated in accordance with Index Medicus, <http://www.2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng>. There should be no spaces between year, volume number, and page number. Figures in the page numbers are not repeated. Up to three writers are mentioned. Subsequently "et al." will be added.

Examples:

Standard journal articles

Marks G, Crepaz N, Janssen RS. Estimating sexual transmission of HIV from persons aware and unaware that they are infected with the virus in the USA. *AIDS* 2006;20:1447-50.

Articles in an annex or special issue

Bartoshuk LM, Snyder DJ, Grushka M et al. Taste damage: previously unsuspected consequences. *Chem Senses* 2005;30 (Supp 1):S218-9.

Institutional writer

WHO COLLABORATING CENTRE FOR ORAL PRECANCEROUS LESIONS. Definition of leukoplakia and related lesions: an aid to studies on oral precancer. *Oral Surg Oral Med Oral Pathol* 1978;46:518-39.

For approved articles underway for publication please write "in press" instead of page number.

For articles submitted for publication please write "submitted" instead of page number and the manuscript should be enclosed electronically.

Books

Pindborg JJ. Atlas of diseases of the oral mucosa. 5th ed. Copenhagen: Munksgaard, 1992;50-66.

Petersen PE. Inequalities in oral health: the social context for oral health. In: Pine C, Harris R, eds. Community oral health. 2nd ed. London: Quintessence, 2007;31-58.

Websites

SUNDHEDSSTYRELSEN [The National Board of Health, Denmark]. Landspatientregisteret. Operationer ved offentlige sygehuse. (seen 2005 April). Accessible at: URL: http://drg.sst.dk/cgi-bin8/broker_dsn.exe

As a rule, *abstracts* that are used as convention contributions should not be included in the references.

It is important that the rules for setup of references are followed closely.

Figures – Graphs, drawings, and photos are considered figures that are numbered sequentially with Arabic numerals. Figures are accepted in colour or black and white. For each figure a separate file is used. Figures are stated as Fig. First time you refer to a figure in the text it should be highlighted in grey, e.g.: (Fig. 1) to indicate where in the text the figure should be placed.

Legends to a figure – For each figure a short headline (maximum 2-3 words) as well as legend to the figure is prepared; the latter in both Danish and English. The text should be as concise as possible. The figures are numbered sequentially with Arabic numerals. Figure headlines and legends should be written on a separate page following the figures.

Tables – For each table a separate file is used. Every table should have a short headline (maximum 2-3 words) and text. The tables are numbered sequentially with Arabic numerals. The table text should be written below the table in both Danish and English. First time you refer to a table in the text it should be highlighted in grey, e.g.: (Table 1) to indicate where in the text the table should be placed.

Self-test – In connection with supplementary education, the members of the Danish Dental Association have the possibility by means of a self-test to be able to document that they have familiarised themselves with scientific articles. Thus, for every article three questions are prepared covering the professional contents of the article. Every question must have three answer options whereof several of them may be correct. Self-test is temporarily discontinued fra March 1, 2022.

Review articles can be invited and must in order with sequential numbering contain the following:

- Title page
- Abstract
- Clinical relevance or clinical perspective
- Introduction
- Method (if any)
- Review of presented scientific literature
- Conclusions
- Acknowledgements (if any)
- Literature

- Figures
- Legends to figures
- Tables
- Fact boxes
- Self-test

The manuscript must comply with the guidelines above for original scientific articles; the abstract (incl. keywords) should summarise the main contents of the article but does not need to be structured as the original scientific articles. For systematic reviews a method section should briefly state how literature was chosen, e.g. with indication of keyword and databases used when searching for literature. The main section "Review of presented literature" can be structured as you wish with emphasis on *the state of the art* and should in a balanced and nuanced fashion review the presented subject matter with use of the most recent literature. The text can appropriately be organized in subsections with matching subheadings, yet at maximal four levels.

Fact boxes – The text can benefit from adding fact boxes that are numbered sequentially with Arabic numerals. The fact boxes must be given a headline and have a maximum limit of 150 words.

The purpose of a fact box is to provide the reader with extra information about the topic of the article. This means that fact boxes are not a summary of the text itself but rather new/alternative information related to the article. Or maybe an elaboration of the elements of the article. If relevant, the fact box text can be in bullet form and it may also be appropriate to add a link to more information online.

Figures, legends to a figure, and tables – See above: under **original scientific articles**.

Self-test – See above: under **original scientific articles**.

In **Case Reports** educational patient cases are reviewed. The case reports must include: Title page (see original articles), abstract (incl. keyword), clinical relevance, introduction, presentation of the patient case, discussion with conclusions as well as a few references. It is important that the starting point of the manuscript is clinical as well as communicating what is especially interesting about the patient case. The abstract must not exceed 150 words, structured in the following three parts: Background, description of the patient case (brief), and conclusion. In the introduction, the focus is solely on the clinical problem of the patient case. The discussion puts the educational aspects of the patient case briefly into perspective. Any facts as in textbooks about the clinical condition are stated in short form in a fact box.

Focus articles typically describe a clinical procedure, a new method, or status of a professional subject usually in a short form and could e.g. be related to future supplementary activities, symposiums, and the like.

These articles should contain: Title page (see original articles), abstract (max. 150 words and incl. keywords), clinical relevance, introduction, presentation of the topic, discussion with conclusion as well as a few references.

Professional commentary can be submitted to the editor and are typically reactions to earlier published scientific articles. The commentary must have a title, but otherwise there are no requirements.

Other professional contributions e.g. in the form of larger manuscripts, including dissertations, can be submitted. This requires prior arrangement with the scientific editor.

Other professional contributions also include feature auto-summaries and book reviews.

Auto-summaries are typically a PhD's summary of his/her own dissertation at the conclusion of a PhD process. The submission must be scientific with presentation of the purpose of the dissertation, the main results, as well as conclusions. Furthermore, in special boxes it must be stated what articles of the work that the dissertation is based upon as well as the title of his/her final lecture and a statement of members and supervisors of the review committee. The submission must not exceed 500 words and must have a headline and a subheading. One table or figure can be included. Furthermore, a portrait photo of the author must be enclosed. In principle, auto-summaries of doctoral dissertations follow the same guidelines as for PhD dissertations; these summaries must not exceed a 1,000 words.

Book reviews are prepared at the encouragement of the Danish Dental Journal. With the encouragement follows the relevant book as well as a template that should be followed. The review, that must not exceed 1,800 taps incl. spaces, should have a headline as well as a suggested quote to be highlighted for the review.

All types of manuscripts can benefit from also being guided by the layout in recent issues of the Danish Dental Journal.

In connection with wishes to stray from the present guidelines, the scientific editor of the Danish Dental Journal should be contacted.

Proofing

Approved manuscripts are submitted to Danish and English language revision. The grammatical comma is used in Danish texts. When the article is layouted, the correspondence author receives a proof from the graphic company which should usually be returned within 3 days to the scientific editor. In connection with the proofing, only typos can be corrected.

Technical Setup of Manuscripts

Please adhere to the following rules:

- Font: Times New Roman
- Double line spacing used throughout the manuscript, incl. references and legends for figures and tables
- No hyphenation at line breaks
- Ragged right

- Pagination in the top right corner beginning with the title page and ending with tables
- No line breaks at new paragraph in the text but indentation corresponding to four keystrokes (however, does not apply to the abstract)
- No indentation for sub-paragraphs
- Pictures, graphs and graphics delivered in a professional illustration format as jpeg-files or tiff-files. Power Points are not accepted as the resolution is too low. However, we prefer that the printer can layout graphs and make colour choices. Thus, graphs or the like should preferably be submitted as drafts as attached data in e.g. an Excel file.

Nils-Erik Fiehn
Scientific editor