

# Guidelines for Authors

## Scope

Journal of Nepalese Society of Periodontology and Oral Implantology (JNSPOI) is the official, peer-reviewed journal of the NSPOI. It is published twice a year and the types of articles published in the journal are original research articles, review articles, case reports, personal communications, letters to the editor, book reviews and editorials both in-house and commissioned.

Interested authors don't have to pay for the submission, processing and publishing of the articles till date.

However, if colour printing is demanded by the author(s) the cost will be incurred by them.

The journal publishes articles related to researches done in the field of biomedical sciences related to all discipline of medical sciences, public health, and health care management, including ethical and social issues pertaining to health.

## Presentation

Articles should be written in British English.

### Research Article

Research article should be divided into these sections:

#### Word Limit

3000 (excluding abstract, references and figures)

#### Title Page

Title should be short not more than 100 characters or 15 words. It should contain all the pertinent author contact information (name in full form, mailing address, telephone and fax numbers and e-mail address of the author responsible for correspondence about the manuscript. The corresponding author should indicate clearly whether his/her e-mail address can be published. Each author's highest academic degree for record, institutional affiliation(s) and name of the department(s) and institution(s) to which the work is attributed should be mentioned. The title page should contain disclaimers, if any. It should also contain information on source(s) of support in the form of grants, equipment, drugs, or all of these. The number of figures and tables should be noted on the title page.

#### Conflict of Interest Notification Page

This should be included on a separate page(s) immediately following the title page.

## ABSTRACT

Abstract should be the next page during submission. It should not exceed 250 words (excluding keywords) and is a structured summary. All research articles should be submitted with the following subheadings: Introduction, Objective, Methods, Results, and Conclusion.

Below the abstract should be three to six keywords arranged alphabetically separated by semicolons. The first letter of first word should be upper case, rest all lower case.

## INTRODUCTION

Introduction should clearly state the problem being investigated, the background that explains the problem and reasons for conducting the research. It should summarise relevant research to provide context and also state how the work differs from published work. It identifies the questions that has to be answered and also explain what other findings if any are challenging or extending. It describes the experiment, hypothesis(es), research question(s), general experimental design or method. This section should have a maximum of 200 words.

## METHODS

This provides the reader enough details so they can understand and replicate your research. It explains how you studied the problem, the procedures you followed and establishes eligibility and exclusion criteria. It explains new methodology in detail; otherwise name the method and cite the previously published work. It includes the frequency of observations, what types of data were recorded, etc. It must be precise in describing measurements and include errors of measurement or research design limits. METHODS section should always include clearly: study design, study place, study duration, study population (inclusion and exclusion), ethical clearance and informed consent, sample size calculation and sampling technique, and the software and statistical analysis used.

## RESULTS

Objectively present your findings, and explain what was found. It shows how the work is contributing to the body of scientific knowledge and follows a logical sequence based on the tables and figures present in the findings and answers the questions or hypotheses. Results should be mentioned only once, either in text, table, or figure. Avoid repeating results.

## DISCUSSION

Discussion describes what the results mean in context of what is already known about the subject and indicates how the results relate to expectations and to the literature previously cited. It explains how the research has moved the body of scientific knowledge forward. It also outlines the next steps for further study. It links the conclusion with the goals of the study but avoids unqualified statements and conclusions not adequately supported by the data.

## CONCLUSION

A concise conclusion which briefly explains the importance and usefulness of the paper.

## ACKNOWLEDGEMENT(S)

All contributors who do not meet the criteria for authorship can be listed in here.

## REFERENCES

Journal of Nepalese Society of Periodontology and Oral Implantology expects Citing Medicine style. It is similar to Vancouver system with minor variations such as fullstop after journal name. Links: <https://www.ncbi.nlm.nih.gov/books/NBK7256>. A maximum of 30 references allowed in Research Article section.

References are listed in a separate reference section immediately following the "Conflict of Interest" section. All references must be verified by the corresponding author who submits the manuscript to the JNSPOI. They should be denoted in the text by superscript numbers and listed at the end of the paper in the order in which they appear and should not be alphabetised. The title of the journals should be quoted as abbreviated in Index Medicus or if the journal is not indexed there the title of the journal should be written in full. References should be cited in sentence case according to the uniform requirements for manuscripts submitted to biomedical journals (4th edition, 1993). A few examples are cited for ease. Please write first six authors' names followed by et al.

### Article in a Journal

Journal references shall include the specified information listed in the following order: authors, article title and subtitle, journal abbreviation, year, volume, number in Arabic numerals and inclusive pages.

Joshi AR. Variation in serum glucose, urea, creatinine and serum sodium and potassium as a consequence of delayed transport/ processing of samples and delay in the assays. J Nepal Med Assoc. 2006;45:186-9.

Joshi AR, Sinha S, Dil-Afroz, Sulaman IM, Banerji AK, Hasnain SE. Alterations in brain tumour DNA detected by a fingerprinting probe. Indian J Biochem Biophys. 1996;33:455-7.

Book references are listed as follows: authors, title edition (if other than first), volume (if more than one), city, publisher, year, page number(s) (if appropriate).

Lee GR, Bithell TC, Foerster J, Athens JW, Lukens JN, editors. Wintrobe's Clinical Hematology. 9th ed. Vol 2. Philadelphia: Lea & Febiger; 1993 page(s).

When referencing a book chapter, the order changes as follows: author of the chapter, title of the chapter, In: editors/ authors of the book, title of the book, edition (if there are more than one), volume(if there are more than one), city, publisher, year and inclusive pages of the chapter.

Ford HL, Sclafani RA, Degregori J. Cell cycle regulatory cascades. In: Stein GS, Pardee AB, editors. Cell cycle and growth control: bimolecular regulation and cancer. 2nd ed. Hoboken (NJ): Wiley-Liss; 2004. 42-67.

## Tables

They should be self-explanatory and should not duplicate textual materials. Tables with more than 10 columns and 25 rows are not acceptable. Number tables in Hindu-Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each. Type or print each table with double spacing on a separate sheet of paper. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short or an abbreviated heading. Authors should place explanatory matter in footnotes in the heading. Explain all nonstandard abbreviations in footnotes, and use the following symbols in sequence:

\*, †, ‡, §, ¶, \*\*, ††, †††

Be sure that each table is cited in the text.

If you use data from another published or unpublished source, obtain permission and acknowledge that source fully. Submit such tables for consideration with the paper so that they will be available to the peer reviewers.

## Figures (Illustrations)

Graphs, charts, diagrams or pen drawings must be drawn by professional hands in India ink (black) on white drawing paper. In case of X-ray(s), miniature photo prints should be supplied. Photographs should be supplied in high quality glossy paper not larger than 203 mm x 254 mm (8x10 inches). In case of microphotographs, stains used and magnification should be mentioned. Each illustration should bear on its back the figure number and an arrow indicating the top. All illustrations should be in black and white and should be submitted in triplicate with suitable legends. We accept electronic versions of illustrations, which should have a resolution of 3000 dots per inch (dpi) and the dimension of 640 x 480 x 600 pixels dimension and picture format should be JPEG (encapsulated PostScript) or TIFF (tagged image file format). Picture should be published in black and white.

For X-ray films, scans and other diagnostic images as well as pictures of pathology specimens or photomicrographs, send sharp, glossy, black and white or color photographic prints usually 127 x 173 mm (5x7 inches). Letters, numbers and symbols on figures should therefore be clear and consistent throughout and large enough to remain legible when the figure is reduced for publication.

### Photographs

Photographs of potentially identifiable people must be accompanied by written permission to use the photographs.

Figures should be numbered consecutively according to the order in which they have been cited in the text. If a figure has been published previously, acknowledge the original source and submit written permission from copyright holder to reproduce in future. Permission is required irrespective of authorship or publisher except for documents in the public domains. Care and attention to these guidelines are essential as importing graphics packages can often be very problematic. Please do not embed figures in the paper file. They should be saved individually and separately to the text.

All figures should be numbered in the order in which they appear in the paper: e.g. (Figure 1) or (Figure 1, 2) for multiple figures. In multi-part figures, each part should be labeled (e.g. 1(a), figure 1(b)). Figure captions must be saved separately, as part of the file containing the complete text of the paper, and numbered correspondingly. The file name for the graphic should be descriptive of the graphic, e.g. Figure 1, Figure 2a. Files should be saved as one of the following formats: TIFF, PostScript or EPS.

### Legend for Figures (Illustrations)

Type or print out legends or illustrations using double spacing, starting on a separate page, with Hindu-Arabic numerals corresponding to the illustration. When symbols, arrows, numbers or letters are used to identify parts of the illustration, identify and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in photomicrographs.

### Units of Measurement

Measurement of length, height, weight and volume should be reported in metric units (meter, kilogram or liter) or their decimal multiples. Temperature should be in degrees Celsius. Blood pressure should be in mm of Hg, unless other units are specifically required by the journal.

### Abbreviations and Symbols

Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of manuscript. The spelled-out abbreviation followed by the abbreviation in parenthesis

should be used on first mention unless the abbreviation is a standard unit of measurement.

### Review Article

The journal welcomes solicited and unsolicited reviews. They should cover areas of interest and should be well researched. They should be to a maximum of 3000 words and should include an abstract not exceeding 200 words (excluding keywords), six keywords and a minimum of 50 and maximum of 100 relevant references. There should be no conclusion section, if needed keep summary section.

### Case Report

New/interesting rare cases with clinical significance or implications can be reported. They should be restricted to 1000 words excluding references which in turn are restricted to 10. The abstract should not have more than 100 words excluding keywords. The introduction section should not exceed 100 words. In the case report materials and methods will be supplanted by case report. JNSPOI does not keep "CONCLUSION" heading in the Case Report. If needed you may write "SUMMARY" instead.

### Editorial

They are written by invitation or produced in-house. It should state the opinions expressed in editorials and those of the author alone. They are in no way intended to express the official view point of the journal, the board or JNSPOI.

### Personal Communications

These articles are personal views and allow the author to express their own point of view on issues relevant to health. Controversial topics are recommended to be probed into. Up to 800 words and 8 references are allowed.

### Book Review

They should be of books published by our peers recently and should be from 250 to 500 words.

### Letter to the Editor

It should be up to 400 words and cite five references and may concern any item felt to be of interest to the readership, or more usually be a question or critique concerning a paper. Letters may be subject to peer review.

### Miscellaneous

Article based on some experience, education or variety of topic which has clinical or scientific value.

### Editorial Process

All papers are assessed initially by the editors. Submission to our journal is, on the terms that your work is original

in presentation and content and that the work has not been published elsewhere nor is it simultaneously under submission with another journal. The editors are not responsible for copy editing and when articles with poor grammar, style and punctuation errors have to be rectified, the responsibility for this is solely the author's/authors'.

Manuscripts with insufficient originality, serious scientific flaws or lack of significant message are rejected outright. Or, if a good article is written poorly the author is requested to resubmit after revision according to the house style of the journal.

Manuscripts are sent to two expert reviewers without revealing the identity of the authors to them. To aid the peer review process and make it impartial, the authors are encouraged to mention conflict of interest. The comments of the peer reviewers will be communicated with the authors and the editors will work to execute the recommendations suggested by the reviewers.

#### **Submission Procedure**

Submission of the manuscript means the author automatically agrees to assign exclusive copyright to JNSPOI. The author will not publish elsewhere in any language without the written consent of the journal. Lack in compliance to the above guidelines, automatically ensues the breach of conduct.

#### **Forwarding Letter**

This will accompany the manuscript and should contain the name and full postal address of one author who is designated corresponding author. The corresponding author should promptly notify if there is any change in his/her address. This page has to be signed by all the authors.

#### **Authorship**

All persons designated as authors should qualify for authorship. Submission of a manuscript will automatically imply that all authors have obtained permission from their employers or institution to publish. It also ensures that the work has been carried out after ethical clearance from the appropriate body and has been done prior to the advent of the research. It is also taken for granted that patient's consent to publish any information about them is already received.

Authors must be able to identify how they have made substantial contributions to the conception, design and conduct (including recruitment and counselling of patients) of the study, data collection and interpretation to the writing of the paper (including revising it critically for important intellectual content) and final appraisal for publication.

#### **Declaration**

It should be submitted stating that the manuscript represents valid work and that neither this manuscript nor one with substantially similar content under the present authorship has been published or is being considered for publication elsewhere and the authorship of this article will not be contested by anyone whose name is not listed here. Declaration should be signed by all the authors in the order in which they are mentioned in the original manuscript.

#### **Manuscript**

The manuscript must be typed double-spaced with the text alignment justified (Ctrl+J) on both sides on A4 size white paper with Times New Roman font, size 12 points. Margins should be a minimum of 25 mm. Number on each page at bottom middle. The pages should be numbered consecutively, beginning with the title page. Each section of the manuscript should commence on a new page in the following sequence: title page, abstract, keywords, introduction, methods, results, discussion, acknowledgement, conflict of interest, references, tables and figures with appropriate legends.

E.g., Table 1: Title in sentence case with only the first letter of first word upper case and ending in fullstop.

Figure 1: Title in sentence case with only the first letter of first word upper case and ending in fullstop.

The legend of the table should be above the table and for figure, it should be below the figure/graph/chart.

Please do not begin any sentence in the manuscript with a number. Instead type the number in words (e.g., Twenty patients... instead of 20 patients...). Also the numbers below 10 should be written in words.

In instances where any guideline is not clear, please see the articles published in the current/ latest issue. If still it is not clear, please feel free to contact the members of JNSPOI editorial board..

The manuscript which conforms to the above guidelines with the attached documents should be sent to

#### **Editor-in-Chief**

Journal of Nepalese Society of  
Periodontology and Oral Implantology  
Kathmandu, Nepal  
E-mail: jnspoi2016@gmail.com