

# 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 do not have to pay for the submission, processing, and online 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. All single digit numbers are typed. Please check few published articles in the most recent issue for better clarity.

### Research Article

Research article should be divided into these sections:

#### Word limit

3000 (excluding abstract, references, tables, and figures)

#### Title Page

Title should be short not more than 100 characters or 15 words. If longer title is required for your article, please contact JNSPOI Editorial Board. It should contain all the pertinent author(s) contact information (name in full form, mailing address, telephone, and fax numbers and e-mail address of the author responsible for correspondence about the submission. 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.

#### ABSTRACT

Abstract should be the next page during submission. It should not exceed 300 words and is a structured summary. All research articles should be submitted with the following subheadings: Introduction, Objective, Methods, Results, and Conclusions.

Below the abstract, there should be three to six keywords (preferably MeSH terms, please check your keywords at <https://meshb.nlm.nih.gov/search> before submitting), arranged alphabetically, separated by semicolons and ending with a full stop. Only the first letter of the first keyword in upper case, rest all lower case. Avoid abbreviations.

#### INTRODUCTION

Introduction should clearly state the problem being investigated, the background that explains the problem, and reasons for conducting the research (the rationale). The background should have global, regional, as well as local information in brief. 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.

At the end of INTRODUCTION section, please write the aim or objective of the study. This section should have a maximum of 300 words.

#### METHODS

State the a) study design, b) place and duration of the study (data collection period) c) sample size and sampling technique, d) inclusion and exclusion criteria, e) ethical approval and informed consent, and f) statistical analysis and software used. Please do not use separate headings for study design (and other topics mentioned in the previous sentence) or other headings for inclusion criteria, exclusion

criteria, data analysis, etc. Please also, mention everything in paragraphs, not bullets or numbers.

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.

## RESULTS

State the main findings first then move towards the rest of the findings. All the findings should be in n (%) format. For decimal values in findings, please mention up to one or two decimal values but be uniform in one manuscript. For the p-values, up to three decimal values are allowed.

JNSPOI writes “p-value” and not P value, P-value, p value, *p-value*, or any other variants..

In the legends of tables and figures, write the complete words, preferably no abbreviations: “Table Table number separated from the title by a colon” and Figure, not Fig. The title should be in “Sentence Case” and the table or figure number separated by a colon. The first letter of the legend of the title of Table of Figure in upper case, rest all lower case. E.g.,

Table 1: Title should be in brief.

Figure 1: Title should be simple.

For detail please check under general instructions for the “Legends of Tables and Figures” section.

Present your findings objectively, 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.

## DISCUSSION (limitation within it at the end)

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.

## CONCLUSIONS

A concise conclusion which briefly explains the importance and usefulness of the paper. The conclusion section should not contain the numeric findings but the conclusion you have drawn from the findings. Please write “recommendation” within this section at the end.

## ACKNOWLEDGEMENTS

All contributors who do not meet the criteria for authorship can be listed in here. Just name the individual or organisation. Please do not use this section as a praising platform for your bosses, seniors, family, friends, colleagues, and others. Word limit is 100 words.

## Conflict of interest

Mention any conflict of interest here. Funding, grants that do not create any conflict with the research results and publication can be mentioned in the ACKNOWLEDGEMENTS section. If no conflict present, please write “None” and end in full stop.

## REFERENCES

Journal of Nepalese Society of Periodontology and Oral Implantology expects Citing Medicine style. It is updated 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. Make sure that each reference is cited in the text serially and none missing.

References are listed in a separate reference section immediately following the text. 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 according to the uniform requirements for manuscripts submitted to biomedical journals (4th edition, 1993). A few examples are cited for ease. Include the names of three or six authors followed by et al. (et al. with a full stop) if there are more than three or six authors but be uniform in one manuscript. Rules of punctuation should be strictly followed: Index name of journals, the use of full stop, space, semi-colons, and colon according to Citing Medicine referencing style.

At the end of each reference, please use a hyphen instead of an en-dash or em-dash while denoting page numbers and be uniform in your writing.

From the 16th issue of 2024 onwards, JNSPOI requests you to hyperlink the PubMed, Full Text (the link to pdf in the journal site or wherever available), and DOI as [PubMed | Full Text | DOI] at the end of each reference. When you hyperlink (Ctrl+K) the respective words with their web addresses, please do not hyperlink the bracket arms or the separation bars.

### 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 Hindu-Arabic numerals and inclusive pages.

Thapa P, Kc S, Hamal AB, Sharma D, Khadka S, Karki N, et al. Prevalence of acute kidney injury in patients with liver cirrhosis. *J Nepal Med Assoc.* 2020 Aug 31;58(228):554-9. [[PubMed](#) | [Full Text](#) | [DOI](#)]

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 and Febiger; 1993 page(s). [[PubMed](#) | [Full Text](#) | [DOI](#)]

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. [[PubMed](#) | [Full Text](#) | [DOI](#)]

## Tables and Figures

For all manuscripts except Case Report/Series, the numbers of Tables and Figures should not be more than six, both combined. For Case Report, it shall have no more than 12 figures and Case Series can have up to 24 figures. Under special circumstances, if you need to have more than the allowed number of tables/figures, kindly contact the JNSPOI Editorial Board. The main headings in Tables should be centrally aligned. For the contents of the table, all text should be left-aligned and numbers centrally aligned. The legends of tables should be written ABOVE the tables while for figures they should be written BELOW the respective figures. JNSPOI keeps graphs, charts, bar diagrams, photographs, etc., all under the FIGURE heading. So, no other headings besides,

the Tables or Figures.

Though it is not mandatory, JNSPOI prefers full forms instead of abbreviations in the legends. It is also advised that high-quality pictures/photographs should be attached separately as well, in addition to keeping in the manuscript.

All the findings should be in n (%) format, meaning both frequency as well as percent is required. For decimal values, please write up to one or two decimal values except for the p-values where up to three decimal values are allowed. Be uniform in one manuscript.

### Tables

They should be self-explanatory and should not duplicate textual materials. Tables with more than 10 columns and 25 rows are not advised. 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 non-standard abbreviations in footnotes, and use the following symbols in sequence:

\*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡

Be sure that each table is cited in the text serially.

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 colour 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 (metre, kilogram or litre) 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 of 300 words, six keywords, INTRODUCTION no more than 300 words, and a minimum of 30 and maximum of 50 relevant references. There should be no conclusion section, if needed keep SUMMARY section.

### Miscellaneous

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

### Case Report

New/interesting rare cases with clinical significance or implications can be reported. They should be restricted to 1000 words excluding ABSTRACT, Figures, Tables, and REFERENCES which in turn are restricted to 10. For case report with review of literature 2500 words and a maximum of 30 references. The ABSTRACT should not have more than 300 words. The INTRODUCTION section should not exceed 300 words. In the case report article, the materials and methods will be supplanted by CASE REPORT heading. JNSPOI does not keep conclusion in CASE REPORT category. If needed, write a SUMMARY instead..

### Personal Communications

Personal communications like View Point, Commentaries 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 1000 words excluding references and up to 10 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 up to eight 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. REFERENCES are restricted to 10.

### 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 JNSPOL. REFERENCES are restricted to 10.

### 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 JNSPOL. 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 on one side only on A4 size white paper with Times New Roman font, size 12 points. Margins should be a minimum of 25 mm. Number each page at bottom right. 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, conclusions, acknowledgements, references, tables and figures with caption list.

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

### Editor-in-Chief

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