

Guide for Authors

1. General Regulations

- (1) The Bulletin of Tokyo Dental College is principally for the publication of original contributions to multidisciplinary research in dentistry. It encompasses the fields of both basic and clinical dentistry, social aspects of dentistry, and general medicine where such is potentially related to patients at dental clinics.
- (2) Submitted manuscripts should be in the form of original articles, review articles, short communications, clinical reports, or case reports. Original articles should constitute new research papers. Review articles will be limited to those requested by the Editorial Board. Short communications should be in the form of informative articles on current scientific topics or recent research reports on new technologies or materials. Clinical reports should address new instruments, technical innovations, statistical reports on patients, and other matters or methodologies of clinical relevance. Case reports are self-explanatory.
- (3) Submitted manuscripts must be written in English and represent unpublished original research that is not under consideration for publication elsewhere. However, papers which have already been published elsewhere in a language other than English and that are considered unknown to most of the rest of the world will also be considered for publication, provided their former publishers give written permission for secondary publication in English in the Bulletin of Tokyo Dental College. Note that in such cases the editorial board of Tokyo Dental College reserves the right to have the publication independently peer-reviewed again, and that the author must accept their decision with regard to any subsequently requested changes in the manuscript. In such cases, the name of the original journal, its volume number, page number, and date of issue should be indicated at the bottom of the first page of the article on submission.

Example:

This study is part of a dissertation submitted by Taro Yamada to the Graduate

School of Tokyo Dental College for the degree of Doctor of Philosophy. *Shikwa Gakuho* (86: 222-285, 1986)

- (4) Where research involved either human or animal experiments, the author must indicate that the procedures used met the protocols stipulated in the ethical guidelines set out in the Declaration of Helsinki and/or those issued by the ethics committee of affiliated institutions. Where human subjects were involved, the author must also state that informed consent was obtained.

Examples:

1. This study was approved by the ethics committee of Tokyo Dental College (approved no. 011).
 2. Animal experiments were performed according to "The guidelines for the treatment of experimental animals in Tokyo Dental College".
- (5) Papers should be submitted in duplicate. Illustrations may be copies, but in the case of photographs, one additional series of photographs is requested.
 - (6) Papers should be sent by registered mail to the following address:

Editorial Office
The Bulletin of Tokyo Dental College
Tokyo Dental College
1-2-2 Masago, Mihama-ku,
Chiba 261-8502, Japan
Fax: 81-43-270-3986

- (7) Final decisions concerning acceptance of papers will be made at meetings of the Editorial Board. Papers that digress strongly from the regulations are not acceptable.
- (8) Submission of a paper implies that, if the paper is accepted for publication, the author agrees to automatic transfer of the copyright to Tokyo Dental College, and that the paper will not be published elsewhere in the same form without the consent of the Editorial Board.
- (9) In principle, the author should proofread

the galley proofs where possible. Corrections other than errors should be avoided. If a paper has to be revised or altered following submission, publication may have to be postponed until the next issue.

- (10) Reprint orders should be placed at the time of proofreading and should indicate the number of copies.

2. Style of Manuscripts

(1) Type of Manuscript Submitted

All submissions should conform to the formats stipulated below.

1) Original Articles

- a) Abstract (within 300 words)
- b) Key words (within 5 words)
- c) Introduction
- d) Materials and Methods
- e) Results
- f) Discussion
- g) Acknowledgements (where necessary)
- h) References
- i) Address

2) Short Communications

In principle, the length of one short communication should be limited to 4 printed pages (in the case of 85 strokes to a line and 25 lines on a double-spaced page, 4 pages corresponds to approximately 4 printed pages). In such cases, it is not necessary to follow the above pattern in 1). Key words, however, should be listed without fail.

3) Review Articles

In the case of review articles, style is not especially regulated.

4) Case Reports

Case reports should conform to the following order:

- a) Abstract (within 300 words)
- b) Key words (5 words)
- c) Case Report
- d) Methods (if necessary)
- e) Results or Observations (if necessary)
- f) Discussion
- g) Acknowledgements (if necessary)
- h) References
- i) Address

- (2) All manuscripts should be printed on a good quality paper of A4 or international size. Manuscripts including references, explana-

tions of charts, and footnotes, should be double-spaced and generally 25 lines per page. Margins of 2.5 cm should be left on each side, the top, and the bottom of each sheet. Manuscripts should be numbered consecutively, at the top or bottom of each sheet. Although references and charts are regarded as separate pages, they should be numbered consecutively. References for short communications may follow the text of the manuscript.

- (3) The type of manuscript, title, names of the authors, institution, number of pages, tables, illustrations, and short running heads (40 strokes including spaces) should be indicated on the first page of the manuscript. Titles should be typed with only the first letters of the main words capitalized. The first name, initial(s), and surname of the authors should be typed similarly. If more than one institution is given, it should be clearly indicated which institution each author is affiliated with by using asterisks between the author's name and the institution's name. The short running title should also be typed with only the first letters of the main words capitalized.

- (4) Up to 5 Key words should be provided from the title, summary, or text; these words should be ones which are essential for understanding the manuscript. These words should follow the Abstract.

- (5) Straightforward language should be used. Only those abbreviations that are internationally recognized in various academic fields may be used. When using nonstandard abbreviations, an expression must be written out in full the first time it appears in the text followed by its abbreviation given in parentheses as follows:

Example:

..... isoproterenol (IPR) was used in this study. IPR was

- (6) All units of measure should be given in accordance with the International System of Units (SI). A complete listing of SI symbols can be found in the International Union of Pure and Applied Chemistry (IUPAC) "Manual of Symbols and Terminology for Physicochemical Quantities and Units" (Pure Appl. Chem. 21:3-44, 1970).

Examples:

kg, g, mg, μg (not kgr, gr, etc.), m, cm, mm, μm , n ($=10^{-9}$, not $\text{m}\mu$, but n mol), p ($=10^{-12}$, not $\mu\mu$ sec, but p sec), liter (not l or L), ml, hr, min, sec, Ci, Hz (not c/sec for cycle per sec), R, for Torr ($=1\text{ mm Hg}$), cpm, dpm, rpm, M, mM, and so on.

Use % rather than per cent or percent. Temperatures should be given in degrees centigrade.

- (7) The mass number of radioisotopes should be written as the left superscript of their chemical formulae.

Example: ^3H , ^{14}C , ^{32}P

3. Photographs and Charts

- (1) The magnification of all micrographs should be correctly cited. In principle, the size of a micrograph should be such that it can be printed as it is. Note that the maximum acceptable size is 13.5 by 19.5 cm. If a picture is to be printed in a different size, indicate the size desired. Indicate scale on each photograph (e.g. $\underline{1\mu\text{m}}$, $\underline{10\text{nm}}$).
- (2) Where possible, lines and letters to be included within a photograph should be done on a computer and not added after by hand. However, where this is not possible, they should be written on an overleaf of tracing paper, not on the original photograph.
- (3) Charts and schematics should be done on a computer.
- (4) A brief explanation should be attached to each photograph, chart, and line-drawing; both the explanations and the figures should be numbered consecutively.
- (5) Photographs, charts and line drawings should be submitted in duplicate.
- (6) The size of photographs, charts and line drawings should be clearly indicated. Their places of insertion in the manuscript should be indicated in red ink.

4. References

- (1) All references should be given in alphabetical order and numbered consecutively. Reference numbers should appear in the text as

right superscripts.

- (2) References to articles should be quoted in the following order: name of all authors, year of publication, full title of article, name of journal, volume numbers, and first and last page numbers.

Examples:

1. Suzuki T (2004) Endothelin-1-induced depolarization and hyperpolarization in submandibular ganglion neurons. *Bull Tokyo Dent Coll* 45:189-192.
2. Tanaka C, Uzawa K, Shibahara T, Yokoe H, Noma H, Tanzawa H (2004) Expression of an inhibitor of apoptosis, survivin, in oral carcinogenesis. *J Dent Res* 82:607-611.

- (3) References to books should be quoted in the following order: name of authors, year of publication, chapter title (if appropriate), title of book, names of editors, edition number, page number, name of publisher, and place of publication.

Examples:

1. Ten Cate AR, Bartold PM, Squier CA, Nanci A (2003) Repair and regeneration of oral tissues, *Ten Cate's Oral Histology; Development, Structure and Function*, Nanci A, 6th ed., pp.397-416, Mosby, Philadelphia.
2. Maniatis T, Fritsch EF, Sambrook J (Eds) (1989) *Molecular cloning, A Laboratory Manual*, pp.6.46-6.48, Cold Spring Harbor Laboratory Press, New York.

- (4) The title of the journal should be abbreviated according to that given in the "List of Journals Indexed" in the Index Medicus. If the title of the journal is not listed in the above books but is in English, it should not be abbreviated. If the title of the journal is in Japanese, it should be written in Roman letters.

- (5) For referenced articles in languages other than in English, state original language at the end of reference. For example: "(in Japanese/French/German/Chinese, etc.)". Please note that you must put it in parentheses.

- (6) Write the name, address, and e-mail address to which requests for reprints should be directed.

Example:

Reprint requests to:
Dr. Taro Yamada
Department of Anatomy,
Tokyo Dental College,
1-2-2 Masago, Mihama-ku,
Chiba 261-8502, Japan
e-mail: tayamada@tdc.ac.jp

5. Fees for Printing

Actual costs of printing and postage will be charged for each paper.

6. Subscription Rates

This Bulletin is published primarily for the purpose of exchanging journals with other dental schools and research institutions; however, it is also distributed to individuals on the following subscription basis:

. . . . Annual Subscription: 57 US\$