

The Bulletin of Tokyo Dental College

Guide for Authors

Updated June 2016

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.

1. General Instructions

- (1) Submitted manuscripts should be in the form of original articles, review articles, short communications, clinical reports, case reports or dental education. **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. **Dental education** concerns with curriculum development, teaching and learning methodologies, evaluation methods or techniques, and quality assurance in the fields of dental undergraduate and post-graduate education and dental auxiliary personnel training.
- (2) Submitted manuscripts must be written in English and represent unpublished original research that is not under consideration for publication elsewhere.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)

The English composition quality must be acceptable for publication. If the English quality is unacceptable, manuscripts will be returned to the authors.

- (3) 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'.
- (4) Papers should be submitted with a cover letter that:
 - Specifies the type of article you are submitting (for example, original article, review article, short communication, etc.)
 - Concisely summarizes why your paper is a valuable addition to the scientific literature (in case of original article)
 - Briefly relates your study to previously published work (in case of original article)
 - Describes any prior interactions with Bulletin of Tokyo Dental College regarding the submitted manuscript
 - Includes a statement that the manuscript in its submitted form has been read and approved by all authors

- (5) Decisions concerning acceptance of papers will be made by the editorial board. Papers that digress strongly from the instructions are not acceptable. The decision on a paper is final and cannot be appealed.
- (6) 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.
- (7) If all or parts of previously published illustrations are used, permission must be obtained from the copyright holder concerned. It is the author's responsibility to obtain these in writing and provide copies to the Publishers.

2. Ethical Guidelines

The Bulletin of Tokyo Dental College adheres to the below ethical guidelines for publication and research.

(1) Authorship and Acknowledgements

Authors submitting a paper do so on the understanding that the manuscript has been read and approved by all authors and that all authors agree to the submission of the manuscript to the journal.

The Bulletin of Tokyo Dental College adheres to the definition of authorship set up by The International Committee of Medical Journal Editors (ICMJE). According to the ICMJE authorship criteria should be based on 1) substantial contributions to conception and design of, or acquisition of data or analysis and interpretation of data, 2) drafting the article or revising it critically for important intellectual content and 3) final approval of the version to be published. Authors should meet conditions 1, 2 and 3.

It is a requirement that all authors have been accredited as appropriate upon submission of the manuscript. Contributors who do not qualify as authors should be mentioned under Acknowledgements.

Acknowledgements: Under acknowledgements please specify contributors to the article other than the authors accredited. Acknowledge only persons who have made substantive contributions to the study. Authors are responsible for obtaining permission from everyone acknowledged by name because readers may infer their endorsement of the

data and conclusions.

(2) Ethical Approvals

All studies using human or animal subjects (except for case reports) should include an explicit statement in the Material and Methods section identifying the review and ethics committee approval for each study, if applicable. Editors reserve the right to reject papers if there is doubt as to whether appropriate procedures have been used. In case of case report, the author(s) should obtain written informed consent from the patient(s).

(3) Photographs of People

If an individual pictured in a digital image or photograph can be identified, his or her permission is required to publish the image. The corresponding author may submit a letter signed by the patient authorizing the Bulletin of Tokyo Dental College to publish the image/photo. This approval must be received by the Editorial Office prior to final acceptance of the manuscript for publication. Otherwise, the image/photo must be altered such that the individual cannot be identified (black bars over eyes, tattoos, scars, etc.). The Bulletin of Tokyo Dental College will not publish patient photographs that will in any way allow the patient to be identified, unless the patient has given their express consent.

(4) Clinical Trials

Clinical trials should be reported using the CONSORT guidelines available at www.consort-statement.org. The Bulletin of Tokyo Dental College encourages authors submitting manuscripts reporting from a clinical trial to register the trials in any of the free, public clinical trials registries such as www.umin.ac.jp/ctr/. The clinical trial registration number and name of the trial register will then be published with the paper.

(5) Source of Funding and Conflict of Interest

Please disclose information concerning sources of institutional, private and corporate financial support for the work within the manuscript be fully acknowledged, and any potential conflicts of interest under Acknowledgements. Suppliers of materials should be named and their location (town, state/county, country) included.

3. Manuscript Submission Procedures

Manuscripts should be submitted electronically via the online submission site (<https://mc.manuscriptcentral.com/butdc>). Complete instructions for submitting a paper is available online and below. For further assistance, please contact the Editorial Office at: bulletintdcofc@tdc.ac.jp.

(1) Getting Started

- Launch your web browser (supported browser only) and go to the journal's online Submission Site: (<https://mc.manuscriptcentral.com/butdc>)
- Log-in or, if you are a new user, click 'register here'.
- If you are registering as a new user.
 - After clicking on 'register here', enter your name and e-mail information and click 'Next'. Your e-mail information is very important.
 - Enter your institution and address information as appropriate, and then click 'Next'.
 - Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID). Click 'Finish'.
- If you have an account, but have forgotten your log in details, go to Password Help on the journals online submission system (<https://mc.manuscriptcentral.com/butdc>) and enter your e-mail address. The system will send you an automatic user ID and a new temporary password.
- Log-in and select 'Author Center'.

(2) Submitting Your Manuscript

- After you have logged into your 'Author Center', submit your manuscript by clicking the submission link under 'Author Resources'.
- Enter data and answer questions as appropriate. You may copy and paste directly from your manuscript and you may upload your pre-prepared covering letter.
- Click the 'Save & Continue' button on each screen to save your work and advance to the next screen.
- You are required to upload your files.
 - Click on the 'Select File' button and locate the file on your computer.
 - Select the designation of each file in the drop down next to the Select File button.

- When you have selected all files you wish to upload, click the 'Upload Selected Files' button.

- Review your submission (in HTML and PDF format) before sending to the Journal. Click the 'Submit' button when you are finished reviewing.

(3) Manuscript Files Accepted

Manuscripts should be uploaded as Word (doc/docx) or Rich Text Format (rtf) files (not write-protected) plus separate figure files. TIFF, JPEG, Powerpoint (ppt/pptx), GIF or PNG files are acceptable for submission, but only high-resolution TIFF or EPS files are suitable for printing. The files will be automatically converted to HTML and PDF on upload and will be used for the review process. The text file must contain the entire manuscript including title page, abstract, text, references, figure legends and tables but no embedded figures. Figure tags should be included in the file. Manuscripts should be formatted as described in the guideline below.

(4) Suspension of Submission Mid-way in the Submission Process

You may suspend a submission at any phase before clicking the 'Submit' button and save it to submit later. The manuscript can then be located under 'Unsubmitted Manuscripts' and you can click on 'Continue Submission' to continue your submission when you choose to.

(5) E-mail Confirmation of Submission

After submission you will receive an e-mail to confirm receipt of your manuscript. If you do not receive the confirmation e-mail after 24 hours, please check your e-mail address carefully in the system. If the e-mail address is correct please contact your IT department. The error may be caused by some sort of spam filtering on your e-mail server. Also, the e-mails should be received if the IT department adds our e-mail server (uranus.scholarone.com) to their whitelist.

(6) Blinded Review

All manuscripts submitted to the journal will be reviewed by at least two experts in the field. The Bulletin of Tokyo Dental College uses single blinded review. The names of the reviewers will thus not be disclosed to the author submitting a paper.

(7) Manuscript Status
You can access ScholarOne Manuscripts any time to check your 'Author Center'. The Journal will inform you by e-mail once a decision has been made.

(8) Submission of Revised Manuscripts
To submit your revised manuscript, locate your manuscript under 'Manuscripts with Decisions' and click on 'Create a Revision'. Please remember to delete any old files uploaded when you upload your revised manuscript.

4. Manuscript Structure and Format

(1) Structure
All submissions should conform to the structure 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
No firm guidance can be given.

4) Clinical Reports
Manuscripts for this category should be structured in the same manner as Original Articles, but 'Methods (or Cases)' can be used, instead of 'Materials and Methods'. Other structures may be used.

5) Case Reports
Case reports must include the following elements in order:

- a) Abstract (within 300 words)
- b) Key words (5 words)
- c) Introduction

- d) Case Presentation
- e) Clinical Procedures and Outcomes
- f) Discussion
- g) Acknowledgements (if necessary)
- h) References
- i) Address

6) Dental Education
Manuscripts for this category should be structured in the same manner as Original Articles. Other structures may be used.

(2) Manuscripts including references, explanations 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 tables 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, affiliation, number of pages, tables and figures, 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. Affiliations are keyed to the author's name with superscript numbers with a parenthesis. 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 ($= 1$ 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

5. Figures

- (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. $1\mu\text{m}$, 10nm).
- (2) Where possible, lines and letters to be included within a photograph should be done on a computer and not added after by hand.
- (3) Charts and schematics should be done on a computer.
- (4) Figure legends should be provided with Arabic numbers corresponding to the figure. When arrows, symbols, numbers, or letters are used, explain each clearly in the legend; also explain internal scale, original magnification, and method of staining as appropriate.
- (5) The size of figures should be clearly indicated. Their places of insertion in the manuscript should be indicated in red.

6. 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) Maniatis T, Fritsch EF, Sambrook J (Eds) (1989) Molecular cloning, A Laboratory Manual, pp.646-648, Cold Spring Harbor Laboratory Press, New York.
 - 2) 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.
- (4) The title of the journal should be abbreviated according to that given in the NLM Catalog (<http://www.ncbi.nlm.nih.gov/nlmcatalog>). If the title of the journal is not listed in the above catalog 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 in parentheses. For example: '(in Japanese/French/German/Chinese, etc.)'.

- (6) At the end of the references, the name, address, and e-mail address of corresponding author should be provided.

Example:

Correspondence:

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

7. After Acceptance

Your article cannot be published until the Editorial Office has received the appropriate signed license agreement. After acceptance, the corresponding authors will shortly receive an e-mail from the Editorial Office, asking them to complete the license agreement.

The corresponding authors will also receive the proof of the accepted manuscript. The corrected proof must be returned within the time specified.

8. Publication Fees

No charge is made for paper with monochrome images. Authors who wish to have their figures printed in color will be charged for each figure.

9. 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: 57US\$

Editorial Office, The Bulletin of Tokyo Dental College Tokyo Dental College 2-9-18 Misaki-cho, Chiyoda-ku, Tokyo 101-0061, Japan Fax: 81-3-6380-9606 bulletintdcofc@tdc.ac.jp
