

## Author Guidelines, Section «Research and Dental Sciences»

*The scientific section of the Swiss Dental Journal accepts original articles about all aspects of dentistry that have not yet been published or submitted to other publications and which cover experimental, biomedical, epidemiological or clinical research findings. Topical reviews are also welcome. The articles can be written in English, German, French or Italian. English submissions are not translated into German. English submissions should therefore also include abstracts in German and French of around 500 words each. All accepted articles are also published in English. Pages should be consecutively numbered. Articles can be submitted via email to:*

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Submitted manuscripts should include a cover letter from the author including their address, telephone and fax numbers, as well as their email address. By submitting a manuscript, the author confirms that all co-authors have agreed to the submission. Once the article has been accepted for publication, the copyright is transferred to SSO as the publisher. All submitted articles are subject to evaluation by the editorial department. They will be appraised by two to three reviewers anonymously. Before an article is printed, it must be free of errors and available in the form of a print-ready manuscript prepared according to the following guidelines.

### Ethical requirements

Manuscripts that describe the results of experimental or prospective clinical trials involving humans or animals are only accepted for publication if it is clear from the articles provided that the studies were conducted in accordance with high ethical standards. In the case of experimental studies involving animals, the reference number of the animal testing permit issued by the Swiss Veterinary Office must be included (in the Acknowledgements section) and written approval for the study

from the relevant ethical commission must be submitted alongside the manuscript. In the case of prospective clinical trials involving humans, the article must include a note (in the Materials and methods section) indicating that the requirements of the Declaration of Helsinki regarding informed consent have been met. Furthermore the author must also provide the written approval for the study issued by the relevant ethics committee. Photographs depicting a patient's face (frontal or profile) must be presented in such a way as to protect the person's identity; otherwise it is necessary to acquire written permission from the patient.

### Structure and formatting

Every **manuscript** consists of the following sections: *Title page, Abstract, Introduction, Materials and methods, Results, Discussion, Acknowledgements* (if necessary), *Summary, Résumé, References, Captions* (for any images) *and Tables* (if included).

Manuscripts should be word processed using one of the standard fonts (Arial, Helvetica, Times New Roman) and double line spacing. Titles should be in bold, font size 14; subtitles also bold, font size 12; subchapters titles in italics, font size 12. The body text should be in font size 12.

The **Title page** should include:

- title of the work (max. 90 characters)
- full names of all authors, including middle initials if applicable
- name of institution (hospital, department, faculty, university) that produced the work
- key words (max. five)
- short title of no more than five words
- contact details of the submitting author including telephone, email and fax

The **Abstract** in the manuscript's original language provides information about the intentions and aims, results and conclusions of the work and may not exceed 1500 characters.

The **Introduction** outlines the initial situation and the problem being addressed.

Under **Materials and methods**, the materials, methods

and patients involved are clearly defined. In the case of clinical trials or experimental research involving patients, it must be stated that the principles of the Declaration of Helsinki have been adhered to and that the patients have provided their informed consent.

The **Results** are presented without comparison or references to other papers and without any attempts at interpretation.

In the **Discussion** section, the main result of the study must first be briefly stated. Then the author may discuss the limitations of the work and critically examine the methods used. The author's own results/observations are interpreted and compared to those of other authors. Final conclusions may include recommendations and highlight areas in the relevant field requiring future investigation.

English submissions must include additional abstracts (including titles) in German and French of around 500 words each. The abstract is divided into the following sections: Introduction, Materials and methods, Results, Discussion.

The **References** section only lists literature that has been directly referred to in the abstract. These must strictly be kept to a minimum. Reference titles appear in SMALL CAPS. Authors' surnames and the year of publication (KELLER & MEIER 1986, MÜLLER 1989) are listed; in the case of three authors or more, only the first is mentioned (KELLER ET AL. 1986). Multiple references (in the same brackets) should be listed in chronological order. An alphabetical *Reference list* is compiled for quotations used in the text. Publications from the same author or the same group of authors should be listed in chronological order; publications that were released in the same year must be differentiated using letters (a, b, c, etc.). Each reference should include the following information: the surnames of all authors, followed by their initials in capital letters, the exact title of the work, the internationally recognised abbreviation for the journal (see *Index Medicus*), the volume number, the first and last page numbers of the article and the year of publication. When referencing books, the journal details are replaced by the name of the publisher, the place of publication, the page numbers and the year of publication. The references should not include abstracts, personal footnotes or company information. If such information is essential, it can be included directly in the body text.

The order of these details is:

*journal articles*

WIEGAND A, CASPAR C, BECKER K, WERNER C, ATTIN T: In-vitro-Untersuchungen zur Zytotoxizität von Self-Etch-Adhäsivsystemen. Schweiz Monatsschr Zahnmed 116: 614–621 (2006)

*books*

WOLF H F, RATEITSCHAK E M, RATEITSCHAK K H: Parodontologie. 3. Aufl., Thieme, Stuttgart (2004)

*articles in anthologies, proceedings, books*

BORNSTEIN M M: Epidemiologie. In: Filippi A (Hrsg.): Halitosis. Quintessenz-Verlag, Berlin, pp 5–6 (2006)

**Images** should not be inserted into the text. They are to be submitted as follows: high-quality prints (300 dpi) in the desired **image size** attached to the manuscript and saved on a data storage device as an Encapsulated PostScript (EPS) or Tagged Image File Format (TIFF). If the images have already been published elsewhere, it is necessary for copyright reasons to obtain permission from the respective owner as well as the publisher who first published the image and to include these in the submission.

Every image requires a **caption**. All images and captions are numbered using Arabic numerals as they appear in the article (1, 2, 3...). All captions are written consecutively on one or more pages, like the rest of the text, and attached to the manuscript. The number of images is limited and must correlate to the length of the text.

**Tables** must be submitted separately on A4 pages. They are numbered using Roman numerals (I, II, III...), must feature a title and clearly defined rows and columns. Explanatory details, e.g. unabbreviated forms, references, statistical materiality thresholds and other supporting information should appear directly underneath the table. Information that already appears in the form of a table should not also be presented as a graphic and vice versa.

The editorial department reserves the right to reject submitted manuscripts without justification or, in the case of assessed manuscripts recommended for publication, to request amendments regarding content or form, additions, subtractions or other changes designed to improve the quality of the work. In such instances, the author

is required to accommodate the changes and prepare a new manuscript that is free of errors and ready for printing. Every article accepted for publishing will only be made available once to the author for the purpose of corrections. Such corrections are limited to orthographic corrections to avoid misprints. Changes to the content or style can no longer be incorporated at this stage. The typesetting, i.e. the layout of the individual textual elements, images and tables, etc., is carried out in accordance with editorial standards.

Before going to print, every new contributing author must sign a plagiarism declaration (form will be supplied by the editorial department).

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