

## Author Guidelines, Section «Developments in Dental Practice»

*Articles for this section may be submitted in German, French or Italian. Papers originating from a scientific institution or university hospital must be signed and authorized by the appropriate hospital/clinic director or department head if he is not among the authors. Manuscripts should be accompanied by a letter from the primary author giving his address and telephone number. With acceptance of the manuscript the copyright is transferred to the Swiss Dental Association SSO as the publisher. All papers must be submitted as typescripts, free of errors, ready for typesetting if applicable, in accordance with the following requirements.*

### Content

As the «Developments in Dental Practice» section of the journal is directed primarily to practising dentists, the emphasis is on relevance to everyday practice. The objective is to convey important information to the reader in a succinct, easy-to-read manner. The subject matter should be clearly presented and be divided into logically coherent paragraphs. The use of subheads under the main headings described below is recommended as a formal means of breaking up the text: they inform the reader that a new subtopic in the overall context of the paper is being addressed. References to all illustrations and tables should be inserted at the appropriate places in the body of the text. The organization of articles in the section «Developments in Dental Practice» is illustrated below with reference to examples (articles on new developments and case reports).

### Articles on new developments in dental practice, e. g. presentation of a method

Presentation and arrangement

#### A) Title page

*Main title:* consisting of three to four salient words indicating the main theme, e. g. key words.

*Subtitle:* a closer, more detailed description of the theme in not more than two lines.

*Authors' names:* surnames and first names in full, without titles. Details of the origination of the work,

i. e. hospital, department, practice, university.

*Abstract:* a brief statement of content, summarizing the main points of the article for the benefit of the reader.

The abstract should mention all major aspects of the paper such as rationale, objectives, problems addressed, methodology, results, discussion and conclusions in not more than 1100 keystrokes (i. e. including spaces and punctuation).

*Key words:* not more than five key words.

*Mailing address:* name and address of the primary author available for long-term contact.

#### B) Introduction

The purpose of the introduction is to describe the point of departure, with relevant references, present the theme and define the nomenclature, with emphasis on the following questions: why this subject? what are the objectives?

#### C) Patients, materials and methods

Articles describe patients and their oral problems, materials used, methods and procedures. It is important to define methods and materials clearly and unambiguously.

#### D) Results

The concrete results obtained should be presented without any attempt at interpretation, without drawing comparisons and without reference to other sources in the literature.

#### E) Discussion and conclusions

- 1) A critical comparison of the authors' results with the literature.
- 2) The conclusions should present brief information in the form of recommendations for use by practicing dentists

#### F) Abstract

All papers submitted should contain an abstract with a maximum of 200 words. It should contain all important aspects of this article. Please include the original title of the article in this abstract.

#### G) References

The references section should include only references mentioned in the text. Citations should be kept to a strict minimum (not more than thirty). For citations in

the text with one or two authors, give the surname(s) in CAPITAL LETTERS followed by the year of publication (e. g. KELLER & MEIER 1986). For references involving three or more authors, name only the primary author (KELLER et al. 1986). Citations in the text must be supported by a list of references in alphabetical order (References). List publications by the same author or team of authors in chronological order; publications from the same year should be lettered a, b, c, etc. All listed references should include the following details; surnames of all authors, followed by first name initials, exact title of the work, standard international abbreviation for the journal (as given in Index Medicus), volume number, first and last page numbers and year of publication. For books, name the publisher, place of publication, first and last page numbers and year of publication.

### Examples

#### *Articles:*

FENEIS H: Gefüge und Funktion des normalen Zahnfleischbindegewebes. Dtsch Zahnärztl Z 2: 467–476 (1952)

or

BARNAUD J: Vers l'éradication de la carie dentaire chez l'enfant de la Polynésie française. Rev Mens Suisse Odontostomatol 96: 780–789 (1986)

or

GABBIANI G, HIRSCHL B J, RYAN G B, STATKOV P R, MAJNO G: Granulation tissue as a contractile organ. A study of structure and function. J Exp Med 135: 719–734 (1972)

#### *Books:*

BHASKAR S N: Orban's oral histology and embryology. 9th ed. Mosby, St. Louis, pp 204–239 (1980)

or

MARMASSE A: Dentisterie opératoire, vol 2. Baillière, Paris, pp 279–294 (1976)

#### *Articles in contributed volumes, proceedings, books:*

MOSS J P: A review of the theories of approximal migration of teeth. In: Poole D F G, Stack M V (Eds): The eruption and occlusion of teeth. Butterworths, London, pp 205–212 (1976)

### Case reports

Case reports involve a step-by-step description and illustration of cases occurring in a practice or hospital. The main title, subtitle, authors' names and abstract as

well as key words and mailing address should be given as above, followed by a short succinct case history and the patient's wishes. Then comes a description of the findings or diagnosis. This is followed by a description of the treatment plan and procedure (presented in chronological order). It is important to keep the chronology of the individual treatment steps and measures clear. The presentation concludes with a final evaluation of the results of the treatment. The list of references should be prepared according to the same criteria as for other development articles.

## Technical presentation requirements

### Manuscripts

The manuscript (without title page, references and legends) should not exceed 10 pages with 7000 characters incl. spaces. Manuscripts should be submitted in duplicate with no handwritten corrections. A data carrier with text and images should also be sent. Text can also be sent by e-mail. Include a hierarchy or list of headings on a separate sheet.

### Illustrations

You are advised to make copies of all illustrations submitted for safety reasons. The Editor disclaims all responsibility for loss or damage. Only pictures, which are in perfect focus, with realistic colour reproduction, can be accepted.

Illustrations must not be integrated into the text. They are to be submitted as follows: In high quality (300 dpi), printed at final size and accompanying the manuscript. In addition, in electronic format (Encapsulated PostScript [EPS] or Tagged Image File Format [TIFF]) on the data storage device accompanying the manuscript or by e-mail.

Each illustration (Fig.) must be provided with a legend. All illustrations and their associated legends should be numbered with arabic numerals (1, 2 ...) in the order in which they occur in the text. Write all legends consecutively on one or more separate pages like the body of the text and append them to the manuscript. The number of illustrations is limited and should be in reasonable relation to the length of the text.

### Ethical requirements

Manuscripts describing the results of experimental or prospective-clinical studies on humans and animals will only be accepted for publication if the papers submitted clearly show that a high standard of ethics was applied

in carrying out the investigations. Experimental studies involving animals must cite (under Acknowledgments) the official veterinary experiment approval number.

The manuscript must be accompanied by a statement certifying that the research protocol was approved by the relevant ethical committee. In the case of prospective-clinical studies on humans, the text must include a statement (in the chapter on material and methods) that the requirements of the 1989 Helsinki Declaration on informed consent were fulfilled. The manuscript must also be accompanied by the notice of research approval of the relevant ethical committee.

In photographs showing patients' faces (frontally or in profile), patient identification must be obscured. Photographs of identifiable patients must be accompanied by signed releases showing informed consent.

### **Editorial policy**

All papers are reviewed. The Editor of «Developments in Dental Practice» reserves the right to reject manuscripts without giving a reason and to require additions, cuts or any other alterations to subject matter or form to improve the quality of papers recommended for acceptance. In such cases, the author must prepare a new, clean manuscript, revised accordingly, ready for printing. Proofs of all articles accepted for printing are sent to authors for checking once only. Corrections must be confined to typographical errors. No textual changes are allowed at this stage. Page make-up, i. e. the layout of the individual sections of text, illustrations, tables, etc., is a purely editorial matter.

### **Letters to the Editor**

Letters to the Editor objectively commenting individual articles published in this journal must be submitted within three months of the date of publication of the article in question. Comments received after this period can no longer be considered for publication.

### **Copyright**

For copyright reasons, the written permission of the author concerned and of the original publisher must be submitted for use of illustrations that have been published previously elsewhere.

### **Reprints**

The primary author of an original paper can order copies of the relevant issue of the journal. The original author is entitled to upload the work to his website. The

rights are retained by «SDJ». The relevant PDF will be made available upon request.

All papers must be sent to:  
SWISS DENTAL JOURNAL SSO  
Postfach  
CH-3000 Bern 8  
Switzerland  
Phone ++41 31 310 20 88  
Fax ++41 31 310 20 82  
E-mail: [andrea.renggli@sso.ch](mailto:andrea.renggli@sso.ch)