

Submission Guidelines for *The Japanese Journal of Conservative Dentistry*

1. *The Japanese Journal of Conservative Dentistry* aims to develop conservative dentistry (operative dentistry, endodontology, and periodontology) through the publication of research and reviews on the following topics: (1) General dental medicine, clinical practice, and education on conservative dentistry; and (2) Conservative dentistry.

2. Papers are categorized into the following four types: (1) Original articles (reports on unique research discoveries); (2) Reviews (discussions on research questions and objectives to indicate future directions, or summaries of the contents of existing papers to propose new ideas); (3) Mini reviews (concise summaries of recent topics; mini reviews include papers awarded with prizes); and (4) Case and clinical reports (analysis of clinical records useful for dental care practice and development of the field of conservative dentistry). Reviews and mini reviews are categorized into the following: (1) Papers requested by the editorial board; and (2) Submitted papers.

3. Original articles and case and clinical reports are limited to the following: (1) Papers that have not been published in other journals; (2) Papers that are not presently submitted to another journal; and (3) Papers that are not presently scheduled for publication.

4. Acceptance or rejection of papers is determined through peer review (except for papers requested by the editorial board).

5. Submitted papers should be concisely written in Japanese or English.

6. In principle, original articles should be organized as follows: (1) Abstract in Japanese (or in English); (2) Introduction; (3) Materials and Methods; (4) Results; (5) Discussion; (6) Conclusion; (7) References; and (8) Abstract in English (or in Japanese). In principle, papers other than original articles should conform to the style format of original articles.

7. In principle, *The Japanese Journal of Conservative Dentistry* is published in February, April, June, August, and October. In addition, special issues are published when appropriate.

8. The Japanese Society of Conservative Dentistry provides a certain amount of support for the listing fees of papers. For cases in which the lead author is not a member of the Japanese Society of Conservative Dentistry, such support is not provided. For cases in which the lead author is a member, but the co-authors include a non-member, partial support is provided. The cost to be borne by the authors is determined based on the number of non-members. The costs for figures, tables and photographs, for dispatching and offprints, and for creating the J-STAGE registration data are borne by the authors. In the case of papers requested by the editorial board, such costs are exempted.

9. Date of submission is the date when the submitted manuscript arrives at the secretariat of the Japanese Society of Conservative Dentistry. Date of acceptance is the date when the reviewers determine that the submitted manuscript can be published.

10. The listing order is the order of acceptance. A certification of publication will be issued upon

request.

11. Manuscripts are to be submitted via the Japanese Society of Conservative Dentistry's website, e-mail, or postal mail. Manuscripts submitted for publication should be addressed to the secretariat of the Japanese Society of Conservative Dentistry.

12. In principle, authors can proofread their manuscript a maximum of two times. Extensive changes, additions, or deletions made to the contents of the manuscript cannot be accepted. Proofs should be returned by the designated date. If the authors do not need to proofread their manuscript, they should mention this on the left side of the cover page.

13. The copyrights for articles published in *The Japanese Journal of Conservative Dentistry* belong to the Japanese Society of Conservative Dentistry.

14. Matters not mentioned in these guidelines will be independently determined by the editorial board.

Submission of your manuscript for publication must conform to the following "Submission Guidance" as well as "Submission Guidelines."

The publishing charge is 10,000 yen for a Journal page including tables and figures. Extra charges for such as figures and tables preparation, color printing of photographs will also be paid by the authors. If authors do not pay publishing charge, the article may be retracted.

Submission Guidance (applied as of the Issue 3 of Vol. 62)

Manuscript organization

1. In principle, original articles should be organized into the following sections: (1) cover page; (2) abstract; (3) Main text (Introduction, Materials and methods, Results, Discussion, and Conclusion); (4) References; and (5) Figure and table captions. Page numbering should start with the cover page. In principle, manuscripts, such as reviews or case reports, other than original articles should be organized in the same format as that of original articles.

2. Manuscript sections

1) Title: The title should concisely describe the contents of the manuscript. The subtitle should also clearly describe the contents, and should not consist of only numbers.

2) Introduction: The introduction should clearly describe the background, novelty, purpose, and significance of the study.

3) Materials and methods: This section should provide detailed information on the materials, equipment, or methods used along with clear instructions so that the experiments can be reproduced by others. Parameter settings, number of specimens, extraction methods, statistics processing, and

others should comply with the purpose of the study.

4) Results: This section should simply present the findings without bias or interpretation. Measurement results should show characteristic values including mean values and standard deviations.

5) Discussion: This section should carefully consider the materials and methods, results, and others referring to relevant literature. Please note that it should not be overly assertive and should avoid off-topic points. The discussion should stay focused on the study purpose and not digress into a general discussion.

6) Conclusion: The section should precisely summarize the results obtained and relate them to the purpose of the study and hypothesis as presented in the Introduction.

3. Manuscripts should be prepared using A4-size paper. The suggested length of each typed page is 40 Japanese characters per line × 25 lines per page using a 12-point font. Top/bottom/left/right margins should be approximately 25 mm. All alphanumeric characters should be in half-width characters; spaces between English words should be half-width spaces. Non-Japanese names and places should be in their original names.

4. For the manuscript style, refer to the latest issue of the journal.

5. Any conflicts of interest (COI) regarding the contents of the manuscript must be declared.

Ethics Code

1. Each report on the result of clinical research (clinical trial or observational research) or research involving any specimen collected from a human body must include a clear statement that it was approved by the head of the affiliated institution or by the research ethics review board assigned by the institution's head, in order to expressly indicate that the research was conducted in compliance with all applicable guidelines and laws, including the Declaration of Helsinki and the medical research guidelines, etc. issued by the Ministry of Health, Labour and Welfare including the following:

- 1) Ethical Guidelines for Life Science and Medical Research Involving Human Subjects;
- 2) Guidelines for Gene Therapy and Other Clinical Research; and
- 3) Clinical Trials Act.

2. Each report on the result of research on, or a case concerning, regenerative medicine technology, etc. as defined in the Act on the Safety of Regenerative Medicine must include a clear statement that the technology was provided to the patients in compliance with the aforementioned Act.

3. Each report on a case of a therapeutic method involving any off-label drug or device, or any pharmaceutical, medical device, regenerative medicine, or other related product not domestically approved must include a clear statement that the use was approved by the committee concerned (research ethics review board, review board for unapproved new drugs, etc.) at the affiliated institution.

4. In each instance of publication of an academic paper, all personal information must be thoroughly protected so that none of the research subjects (patients) can be identified from it.

5. In each instance where a patient's clinical photo or X-ray image is included in an academic paper for publication, a clear statement must be provided that the consent of each such patient (or a parent, guardian, or proxy if the patient is a minor or in case it is otherwise difficult to obtain consent from the patient) was duly obtained.

6. Each report on the result of research involving animal subjects must include a clear statement that the research was approved by the animal experiment committee, etc. at the affiliated institution.

Cover page

1. The title, authors' names, institutional affiliations, and corresponding author's contact address should be centered, with a new line for each item, on the cover page.

2. The title should be in upper and lowercase letters, where the first letter of each word is uppercased and the remaining letters are lowercased. Articles, prepositions, conjunctions, and commonly used technical terms are lowercased. For hyphenated compound words, the letters following the hyphen should be lowercased.

3. The corresponding author's contact details should include the following information: one author's name, institutional affiliation, postal address, telephone and fax numbers, and e-mail address.

Abstract

1. The abstract should be a maximum of 400 words organized into four sections with the following headings: Purpose, Methods, Results, and Conclusion. Approximately three keywords should be placed at the end of the abstract.

2. Contributors should put considerable effort into preparing the abstract as it may determine whether or not the reader continues with the manuscript. When necessary, abstracts should be checked by a native English reviewer (preferably with expertise in dental medicine).

Main text

1. Introduction, materials and methods, results, discussion, and conclusion are the main headings and are not numbered.

2. Subparagraphs should be numbered in the following order: 1. 2. 3. ...; 1) 2) 3) ...; (1) (2) (3) ...; ① ② ③ ...; and a. b. c. ...

3. Non-Japanese words (English characters) should be written in the following manner:

1) Generally, only the last name should be used to indicate a person.

2) When the name of a product or manufacturer must be in the original language, the first letter of each word should be uppercased and the remaining letters lowercased.

In principle, "generic name (product name, company name, city [state in the case of U.S.], country)" should be used in English manuscripts. Trademark and registration symbols ® and ™ are not required.

3) Regarding common nouns in German or Latin, the first letter should be uppercased and the remaining letters lowercased. For common nouns in English and French, all letters should be lowercased.

4) Regarding binominal nomenclature, the first letter of the genus should be uppercased and the remaining letters lowercased. The names of all genera and species should be italicized. When the same genus appears frequently, it is acceptable to replace the name with the initial after the first use.

Example: *Streptococcus mutans* → *S. mutans*

5) For nouns that must be in their original language, other than German, Latin, English or French, all letters should be lowercased, except for commonly used technical terms.

4. In principle, SI units are used for measurements.

5. Research grants, acknowledgments, and other special mentions should be added at the end of the conclusion.

6. Any COI should be mentioned before the references. When there is no COI, the statement “The authors declare no conflict of interest related to this paper” should be included.

References

1. References must be listed at the end of the main text, and numbered in the same order as they appear in the text.

2. In the main text, a cited reference should appear with a superscript numeral and closing parenthesis. When two references are cited, a comma should be used to separate them; more than two references should be connected by an en dash between the first and last numeral.

Examples: “by authors³⁾”, “...is reported^{7,8)}”, “previous studies^{10–15)} show”

3. Examples of Reference

a. Journal articles

Number) Last name and first name of all authors with a comma separating each author. Title of paper. Name of journal and publishing year in the Christian era; Volume number: Inclusive page numbers of paper.

Example:

1) Clark AB, Erickson D, Hamilton FG. Tensile bond strength and modulus of elasticity of several composite resins. *J Dent Res* 1992; 37: 618–621.

b. Book

Number) Author (co-authors). Title of book. First/last volume. Edition. Publisher’s name: Publisher’s location (City); Publishing year in the Christian era. Cited pages.

Example:

2) Phillips RW. Skinner’s science of dental materials. 9th ed. WB Saunders: Philadelphia; 1991. 219–221.

c. Book with co-authors

Number) Contributor's name. Title of contributed article. Name of editor (editor-in-chief). Book title. First/last volume. Edition. Publisher's name: Publisher's location (City); Publishing year in the Christian era. Cited pages.

Example:

3) Torneck CD. Dentin-pulp complex. Ten Cate AR. Oral histology. 5th ed. Mosby: St. Louis; 1998. 150–196.

For cases in which each author's contribution is not separately indicated, the author's name and the title of the contributed article should not be listed.

Number) Name of editor (editor-in-chief). Title of book. First/last volume. Edition. Publisher's name: Publisher's location (City); Publishing year in the Christian era. Cited pages.

d. Other writing styles

- Abstracts of scientific meeting

Number) Presenter (all presenters should be cited. A comma should be used to separate the authors in the case of co-presentations.). Title of abstract. Name of journal and publishing year in the Christian era; Volume number: Inclusive page numbers, abstract number.

Example:

4) Marais JT. Cleaning efficacy of a new root canal irrigation material. J Dent Res 1998; 77: 669, Abst. No. 300.

- Journal articles in press

In principle, the same style as that of a regular journal article should be used; however, when the inclusive page numbers are not known, they can be omitted. The statement "in press" should be shown at the end.

Example:

5) Sato K. Effect of toothbrushes on gingival abrasion. J Periodont Res 1994; 29: in press.

- Electronic journal

In principle, the same style as that of a regular journal article should be used; however, when the inclusive page numbers are not known, the DOI and other indicators should be shown. When papers are published in electronic journals before printing, the statement [Epub ahead of print] should be shown after the publishing year and month.

Example:

6) Sunada N, Ishii R, Shiratsuchi K, Shimizu Y, Tsubota K, Kurokawa H, Miyazaki M. Ultrasonic measurement of the effects of adhesive application and power density on the polymerization behavior of core build-up resins. Acta Odontol Scand; doi: 10.3109/00016357.2011.654252

- Internet website

Page publisher. Title of page. URL address. (Access date)

Example:

7) World Health Organization. Continuous improvement of oral health in the 21st century. http://www.who.int/oral_health/en/ (cited 2005. 10. 1)

4. In principle, journal names should be abbreviated in accordance with the format used by the journal.

Figures and Tables

1. Figures, photographs, and tables are categorized into figures and tables, and then numbered. Paper size should be A4, and each figure and table should be printed on a separate page. The numbers allocated for the figures and tables should be consistent with those referred to in the text.

2. Figures and tables should be accompanied by explanations that are easily understandable. Explanations of figures/tables are presented as captions and explanations for tables/tables should be presented as footnotes.

3. If authors wish to have the figures color-printed, color data should be attached; if authors wish to have the figures printed in black and white, black-and-white data should be attached.

Notes on creating imaging data:

- The jpg data format should be used if possible.
- Image size should correspond to the layout; image resolution should be at least 300 dpi for photographs and at least 1,200 dpi for line drawings.

4. Figures printed in black and white can be uploaded as color pictures on J-STAGE; authors should request this at the time of submission. The cost to create color data for J-STAGE uploading is to be borne by the authors. In a case where color figures are uploaded only on J-STAGE, new captions cannot be added since it would make the J-STAGE content different from the original content published in the journal. When selecting color/black-and-white figures, the authors themselves should carefully check that the original figure captions are sufficient.

Sending manuscript intended for publication

1. The manuscript cover page, abstract, main text, references, and figure and table captions are created as one file) should be formatted as a Microsoft Office Word (hereafter “Word”) document.

2. Figures should be provided in jpg or pdf format.

3. Tables should be provided in Microsoft Office Excel, jpg, pdf, or Word format.

4. File titles should be as follows: “author name”_“university name (name after department is not needed)”_“manuscript/figure/table/submission form”_“.filename extension (indicating file type)”.

Example) Nihon Tarou_Nihon University/manuscript.docx; Nihon Taro_Nihon University_Figure.jpg; Nihon Taro_Nihon Univesity_Table.xlsx; Nihon Taro_Nihon University_submission form.pdf

Also, pdf files with embedded fonts for all contents are acceptable for submission. In such cases, file names should be as follows: Nihon Taro_Nihon University_comprehensive manuscript.pdf

5. E-mail title (subject) should be “Submitted papers for The Japanese Journal of Conservative Dentistry”.

6. Submitted papers should be sent to the e-mail address of Oral Health Association of Japan: hensyu6@kokuhoken.or.jp. For safety, also send as a CC to hensyu5@kokuhoken.or.jp.

7. When e-mail submission is difficult for such reasons as the file size is too large, submission via an FTP server and other methods are acceptable. In such cases, the intent of submission should be informed by e-mail. In the e-mail, information regarding the site and other methods for downloading the file should be provided.

8. The submission form of *The Japanese Journal of Conservative Dentistry* provided on the Japanese Society of Conservative Dentistry’s home page (<http://www.kokuhoken.or.jp/exterior/jscd/fileform/>) can be used for submission.