

# Guide for authors

Dental Journal (Majalah Kedokteran Gigi) only publishes original articles on all aspects of dentistry and dental related disciplines. Articles are considered for publication with the condition that they have not been published or submitted for publication elsewhere. Articles can be classified as research reports, case reports and literature reviews that keep the readers informed of current issues, innovative cases and reviews in dentistry. They should also support scientific advancement, education and dental practice development. Manuscripts will be published in English therefore it is the author's responsibility to ensure the submitted manuscript to be provided in appropriate English. The language used in manuscript must be non numeral, and free of mistypes. The length of manuscript must be proportional.

The manuscript must be submitted in soft copy file via CD or e-mail. Manuscript should be typed using MS Word program. The font used should be Times New Roman, sizing 14 pt for the title, and 12 pt for others. Headlines are typed in bold, while Latin names are typed in italics. Three legible copies of the manuscript which are typed in double space with wide margins on good quality A4 white paper (210 × 297 mm) should also be enclosed. The length of article should not below 10 pages and should not exceed 12 pages. The left, right, top, and bottom margin should be 2.5 cm or 1 inch length. Authors should also follow the manuscript preparation guidelines.

## All Research Reports, Case Reports, and Literature Reviews must contain:

- **Title** should be brief, specific and informative. The title must contain maximum 10 words (not exceeding 40 letters and spaces) with capital letter on the first word of the title. The title must be provided in English and Bahasa Indonesia.
- **Name of Author(s)** should include full names of author(s), address to which proofs are to be sent, name and address of the department(s) to which the work should be attributed and appointed accordingly with asterisk (\*) symbol.

### Example:

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The University of Melbourne  
Australia

- **Abstract** should be structured with concise description (contains not more than 250 words, formatted in 1 space, and done in one paragraph). The abstract must be provided in English and Bahasa Indonesia.
- **Abstract in Research Reports** should consists of “**Background:**”, “**Purpose:**”, “**Method:**”, “**Result:**” and “**Conclusion:**” typed in bold within one paragraph. Footnotes, references, and abbreviations are not used in the abstract.

- **Abstract in Case Reports** should consists of “**Background:**”, “**Purpose:**”, “**Case(s):**”, “**Case Management:**” and “**Conclusion:**” typed in bold within one paragraph. Footnotes, references, and abbreviations are not used in the abstract.
- **Abstract in Literature Reviews** should consists of “**Background:**”, “**Purpose:**”, “**Reviews:**”, and “**Conclusion:**” typed in bold within one paragraph. Footnotes, references, and abbreviations are not used in the abstract.
- **Key words** contain 3-5 words and / or phrases and must be provided below the abstract. The key words must be provided in English and Bahasa Indonesia.
- **Correspondence** should contain details of the author in charge with detailed mailing address and e-mail.

**Correspondence is followed by the following sections according to type of article (Research Reports, Case Reports, or Literature Reviews) as follows:**

## I. Contents in Research Reports:

The research reports should contain the following sections: introduction, materials and methods, and results.

- **Introduction** comprises the problem's background, its formulation and purpose of the work or case or review and prospect for the future. Introduction in literature reviews are followed by headline topics and exposures to be discussed.
- **Materials and Methods** contain clear description on used materials and scheme of experiments as well as methods in order to enable other examiners to undertake retrial or duplication and validity checked if necessary. Reference should be given to the unknown method. Research ethics on animal and human subjects must be stated accordingly, if applicable.
- **Results** should be presented accurately and concisely in logical sequence with the minimum number of tables and illustrations necessary for summarizing only important observations. Tables must be made in horizontal (without vertical line separation) for simple viewing. **Mathematical Equations** should be clearly stated. When mathematical symbols are not available on the typewriter, hand written symbols with soft lead pencil could be used. **Decimal numbers** should be separated by *point* (.). **Tables, illustration, and photographs** should be cited in the text in consecutive order and provided separately from the texts of manuscript. The titles and detailed explanations of the figures belong in the legends for illustrations (figures, graphs) not on the illustrations themselves. All non-standard abbreviations that are used must be explained in footnotes.

## II. Contents in Case Reports:

The case reports should contain the following sections: introduction, case(s), and case management.

- **Introduction** comprises the problem's background, its formulation and purpose of the work or case or review and prospect for the future.
- **Case(s)** contain clear and detailed description on presented case(s) including anamnesis and clinical examinations.
- **Case(s) management** should be presented accurately and concisely in chronological sequence supported with figures and detailed descriptions on what was done.

### III. Contents in Literature Reviews

The literature reviews should contain the following sections: introduction, and overviews.

- **Introduction** comprises the problem's background, its formulation and purpose of the work or case or review and prospect for the future. Introduction in literature reviews are followed by headline topics and overviews to be discussed.

#### All Research Reports, Case Reports, and Literature Reviews must be followed by:

- **Discussion** explains the meaning of the examination's results, not repeating the result, in what way the reported result can solve the problems, differences and equalities with previous study and development possibilities. This section should include the conclusion of the reported work or case and suggestion for further studies if necessary.
- **Acknowledgements** to all research contributors, if any, should be stated in brief at the manuscript, prior to references.
- **References** should be arranged according to the Vancouver system. References must be numbered consecutively in the order in which they are first mentioned in the text, and listed at the end of the text in numeric, not alphabetical order. Identify references in text, tables, and legends by Arabic numerals in superscript. References must be valid and taken within the last 10 years of publication, containing at least 70% of primary references (from journals, thesis, dissertations, and patent documents). Unpublished sources, such as manuscripts in preparation and personal communications are not acceptable as references. Only sources cited in the text should appear in the reference list. List all authors when four or fewer authors are involved; when there are more than four authors, list the first three authors and add "et al.". The name of authors must be written in consistency. The number and volume of journals must be included. Edition, publisher, city, and page numbers of textbooks must be included. Internet downloaded references must include the time of access and web address. Any abbreviation of journals must comply with dental index and medic index.

#### Citation format for journal articles:

1. Donnelly PV, Miller C, Ciardullo T, et al. Occlusion and its role in esthetics. *J Esthetic Dentistry*. 1996; 8: 111–8.
2. Grimes EW. A use of freeze-dried bone in Endodontics. *J Endod*. 1994; 20: 355–6.
3. Bilhaut. Guerison d'un pounce par un nouveau procede operatoire. *Congres Francais de Chirurgie* 1998; 4: 576–580.

#### Citation format for textbooks:

1. Hickey JC, Zarb GA. Boucher's prosthodontic treatment for edentulous patients. 9<sup>th</sup> ed. St. Louis: Mosby; 1985. p. 452–9.
2. Cohen S, Burns RC. Pathways of the pulp. 5<sup>th</sup> ed. St Louis: Mosby Co; 1994. p. 123–47.

#### Citation format for electronic publications:

1. Morse SS. Factors in the emergence of infectious disease. *Emerg Infect Dis* [serial online] 1995 Jan–Mar; 1(1): [24 screens]. Available from: URL:<http://www.cdc.gov/ncidoc/EID/eid.htm>. Accessed December 25, 1999.

2. Yu F. Management of thumbs duplication. *Emerg Infect Dis* (on line) <http://www.cdc.gov/ncidoc/EID/eid.html>. 1997.
3. Surgery, Edward G. Media Scientific, producer. 4<sup>th</sup> ed. V4.0. San Diego: Media Scientific, 1998.

#### Citation format for proceedings:

1. Perry CH, Lu F, Namavar F, Kalkhoran NM, Soref RA. Radical styloid. Proceedings of the 10 International Congress of Clinic; New York, USA. Amsterdam: Elsevier; 1991.
2. Favier JJ, Camel D. Enforcement of data in medical information. In: Lun KL, editor. Proceedings of the Eight International Conference on Medicine; York, UK, 1986 Sept 8–10.

#### Citation format for thesis and dissertations:

1. Ramos R. Preventive Health Amendments. PhD Thesis. College van Dekanen. University of Twente. The Netherland, 1992.
2. Amerongen AVN, Michels LFE, Roukema PA, Veerman ECI. 1986. Ludah dan kelenjar ludah arti bagi kesehatan gigi. Rafiah Arbyono dan Sutatmi Suryo. Yogyakarta: Gadjah Mada University Press; 1992. p. 1–42.
3. Salim S. Pengaruh humiditas dan waktu penyimpanan serta cara curing terhadap sifat fisik, kimia dan mekanik akrilik basis gigi tiruan. Disertasi. Surabaya: Pascasarjana Universitas Airlangga; 1995. p. 8–21.

#### Citation format for patents:

1. Yamagishi H, Hiroe A, Nishio H, Miki K, Tawada Y. Methods Procedures of Hand Surgery. US Patent No. 5264710, 1993 Nov 23.

All figures, illustrations and photos must be relevant, informative, concise, and referred if any, provided in file (jpg, tiff, etc.). Non-file photos should be printed in clear glossy paper. The size should meet with the minimum measurement of 125 × 195mm. The maximum number of figures, illustrations, photos, and tables in research report and literature review is 4 (four). The maximum number of figures, illustrations, photos, and tables in case report is 8 (eight). All figures, illustrations and photos must be separated from the texts of manuscript. Written permission must be obtained for material that has been published in copyrighted material; this includes tables, figures, and quoted text that exceeds 150 words. Signed patient release forms are required for photographs of identifiable persons. A copy of all permissions and patient release forms must accompany the manuscript.

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