

Guide for authors

The Dental Journal (Majalah Kedokteran Gigi) publishes original articles on all aspects of dentistry and dental-related disciplines. Articles are considered for publication on condition that they have not been previously published or submitted for publication by other academic journals. Articles can be classified as research reports, case reports or literature reviews that inform readers about current issues, innovative cases and reviews in the field of dentistry. They should also promote scientific advancement, education and dental practice development. Since manuscripts will be published in English, it is the author's responsibility to ensure that the language of submitted material is of appropriate clarity and quality. Manuscripts must not exceed the maximum number of words, must not contain numbers in the form of figures and must be free of typing errors.

Articles must be between ten and twelve pages in length. Manuscripts must be typed on a word processor and submitted in the form of a soft copy file. The obligatory Times New Roman font should be size 14 pt for the title and 12 pt for all other sections of text. Headlines should be written in bold type with any Latin names presented in italics. Manuscripts must be of A4 format typed with one and a half space between lines and a 2.5 cm (1 inch)-wide margin. Authors are strongly advised to follow the manuscript preparation guidelines provided below.

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

- **Title:** brief, specific, informative and written in English. It must contain a maximum of ten words (not exceeding a total of 40 letters and spaces) with the first word starting with a capital letter.
- **Name(s) of Author(s):** should include author(s)' full name(s), mailing address(es) for proofs, name(s) and address(es) of the department(s) to which the work should be attributed listed sequentially using a number (1) symbol.

Example:

Jamal Bin Razak,¹ Matsuo Hamada,² Ninuk Hartati,³ and Harold Whitfield⁴

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² Department of Prosthodontics, School of Dentistry, Hiroshima University, Hiroshima – Japan

³ Department of Dental Public Health, Faculty of Dental Medicine, Universitas Airlangga, Surabaya – Indonesia

⁴ Department of Endodontics, School of Dental and Health Sciences, The University of Melbourne, Melbourne – Australia

- **Abstract:** a concise (maximum 250 words), one-paragraph description in English with single space formatting. Footnotes, references, and abbreviations are not to be included in the abstract.
- The **Abstract in Research Reports** should consist of a single paragraph containing **Background:**, **Purpose:**, **Methods:**, **Results:** and **Conclusion:** written in bold type.
- The **Abstracts in Case Reports** should consist of **Background:**, **Purpose:**, **Case(s):**, **Case Management:** and **Conclusion:** typed in bold within one paragraph.
- The **Abstracts in Literature Reviews** should be divided into **Background:**, **Purpose:**, **Review:**, and **Conclusion:** typed in bold within one paragraph.

- **Keywords:** 3-5 words and/or a phrase must be provided below the abstract. Key standard scientific phrases or words must be provided in English. Each word/phrase in the keywords section should be separated by a semicolon (;).
- **Correspondence:** details of the lead author with complete mailing and e-mail addresses (consisting of full name, name of institution, mailing address, telephone number, fax number and email address).

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:** background to the problem, formulation and purpose of the work, case or review and prospects for future research. The rationale of the study is stated together with the main problem under investigation, any **resulting findings** and, finally, the references consulted. Introductions to literature reviews should be **followed by clearly headline topics and the main points to be discussed**.
- **Materials and Methods:** clear description of materials consulted, experiments conducted and methods applied. These are deemed necessary to facilitate duplication of the research and re-assessment of its validity. Reference should be made to any novel methods employed. Research ethics relating to the use of animal and/or human subjects must also be outlined in accordance with academic convention.
- **Results:** presented accurately and concisely in a logical sequence with the minimum number of tables and illustrations necessary to summarize the most important observations. Undue repetition of text and tables should be avoided. Tables must be presented horizontally (without vertical line separation) to facilitate understanding of their content. Calculation results should be reported in SI units. **Mathematical Equations** should be clearly expressed. Mathematical symbols unavailable on computer keyboards may be hand-written using a soft lead pencil. **Decimal numbers** should be identifiable by the appropriate location of a decimal point (.). **Tables, illustrations, and photographs** should be cited consecutively within, but presented separately to, the manuscript text. Titles and detailed explanations of figures should appear in the legends corresponding to illustrations (figures, graphs) rather than within the illustrations themselves. All non-standard abbreviations used must be explained in the footnotes.

II. Contents in Case Reports:

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

- **Introduction:** outlines the background and formulation of the problem, the purpose of the work, case or review and prospects for the future. The rationale for the study is stated, a number of references identified and the main problem and **unusual clinical cases** highlighted or the use of cutting-edge technology in a clinical case.
- **Case(s):** contains a clear and detailed description of the case(s) presented, including: anamnesis and clinical examinations. The specific system of tooth nomenclature: Zygmondy, World Health Organization or Universal must be clearly stated.

- **Case management:** presented accurately and concisely in chronological order supported with figures and a detailed description of the research methodology employed.

III. Contents in Literature Reviews

Literature reviews are reviews provided by expert in its field with verified supporting credentials. 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 superscript 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, books, thesis, dissertations, and patent documents). Unpublished sources, such as manuscripts in preparation and personal communication, are not acceptable as references. Only those sources cited in the text should appear in the reference list. The names of authors must be written in a consistent manner throughout the text. The numbers and volumes of journals must be cited, with edition, publisher, city and page numbers of textbooks also included. References to downloaded internet sources must include the time of access and web address. Any abbreviations of journal titles must comply with dental and medical index conventions. All research reports should include at least ten references.

Citation format for journal articles:

1. Thesleff I. The genetic basis of tooth development and dental defects. *Am J Med Genet.* 2006; 140(23): 2530-5.
2. Fekonja A. Hypodontia in orthodontically treated children. *Eur J Orthod.* 2005; 27: 457-60.

Citation format for textbooks:

1. Anusavice KJ. Phillips' science of dental materials. 11th ed. St. Louis: Elsevier; 2003. p. 205-9, 231-48.
2. Craig RG, Powers JM. Restorative dental materials. 11th ed. St. Louis: Mosby Co; 2002. p. 330-40.

Citation format for proceedings:

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2. Sutowijoyo A, Suardita K, Prasetyo EP. Restoring mastication by one visit endodontic as a preliminary treatment for immediate overdenture. In: Temu Ilmiah Nasional IKORGI I. Surabaya; 2010. p. 131-4.

Citation format for thesis and dissertations:

1. Munadzirah E. Karakterisasi, ekspresi dan kloning gen penyandi protein secretory leukocyte protease inhibitor embrano emnion sebagai kandidat untuk mempercepat penyembuhan luka gingiva. Dissertation. Surabaya: Universitas Airlangga; 2008. 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.

Figures or illustration

All figures, illustrations and photos must be concise, relevant, informative, referenced and contained in a file (JPEG, PNG, or TIFF format). Non-file photos should be printed on clear glossy paper with minimum dimensions of 125mm x 195mm. The maximum number of figures, illustrations, photos and tables contained in the research report and literature review is 4 (four), while that for case reports is 8 (eight). All figures, illustrations and photos must be separated from the manuscript text. Images should be referred to in the text and figure legends should be listed at the end of the manuscript, citing illustrations in numerical order (figure 1, figure 2, etc.) as they appear in the text. Written permission must be obtained for the reproduction of content previously published in copyrighted material, including: tables, figures and quoted text exceeding 150 words in length. Signed patient release forms are required in cases of photographs featuring identifiable persons. A copy of all written permission and patient release forms must accompany the manuscript.

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Tables

Tables should be submitted in the same format as the article and embedded in the document where the table should be cited. If table(s) are presented in excel format, they must be copied and pasted into the manuscript file. In extreme circumstances, excel files can be uploaded as supplementary files. However, this is not advised as they will not be accepted should the article subsequently be approved for publication. Tables should be self-explanatory, containing data that is not duplicated within the text and figures.

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