

**Submitting a paper to
Oral and Maxillofacial Pathology Journal**

INSTRUCTIONS TO AUTHORS /CONTRIBUTORS

All manuscripts must be submitted electronically to the Editor-in-Chief editorompj@yahoo.in (for authors in India) or submit.ompj@gmail.com (for authors from countries outside India) or directly uploaded onto the website www.ompj.org.

The Editorial Process:

- Manuscripts must be prepared according to the instructions under “Submission” page on www.ompj.org.
- Manuscripts will be reviewed by the editors and filtered with reference to originality, relevance, plagiarism, credibility and scope of the journal.
- Selected manuscripts will be sent for review (Double blinded peer review), comments and validation.
- Articles received from the reviewers with comments, suggestions, corrections and rectification of grammar, format, etc will be sent to the corresponding author for incorporation of these into the manuscript.
- Manuscript is to be returned back to the editor in 10 days time.
- On receipt of manuscript and final editing, a copy of the manuscript will be sent to the corresponding author in pdf format, as first proof.
- After further corrections by the corresponding author, the second and final proof will be sent for final approval to the corresponding author, after which the manuscript is sent for print/publication.

Manuscript types:

OMPJ solicits articles as follows:

- Original research
- Short communications
- Reviews and mini reviews
- Case reports
- Book reviews
- Letters to the editor
- KSOMP meeting/activity reports
- Abstracts of scientific presentations in KSOMP conferences.
- Images/ photomicrographs of interest

Authorship Criteria:

All persons designated as authors of the work, should have provided substantial contributions to:

1. Conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
2. Drafting the work or revising it critically for important intellectual content
3. Final approval of the version to be published
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved

All four of these criteria must be satisfied by all the authors. All persons qualified to be the authors should be listed without any exemptions. All authors must have approved the manuscript, before submission and must take responsibility for the entire manuscript. All persons listed as authors must meet the criteria for authorship according to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication" available at <http://www.icmje.org>.

A maximum of up to 6 authors are allowed for each article. The order in which the authors are listed should be decided before submission by all the co-authors. A change in the order of authors or addition of new authors will not be permitted, unless consent for the amendment by all the authors and detailed, satisfactory explanation for the amendment is submitted to the editors.

Manuscript preparation for different types of articles:

Manuscripts must be prepared in accordance with ‘uniform requirements for manuscripts submitted to the biomedical journal’ developed by International Committee of Medical Journal Editors (<http://www.icmje.com>). Authors are advised to write in clear and simple English. The manuscript file must be prepared in Microsoft Word document file format (*.doc) and a 12-point font. It should be typed in A4 size(212x297 mm) paper with margins of 25 mm (1 inch) from all four sides and 1.5 spacing throughout. Pages should be numbered consecutively beginning with the title page.

Each of the following sections of the manuscripts should start on a separate page:

Title page, Abstract, Text, Acknowledgements, References, Tables and Figures legends. Symbol acronyms and standard abbreviations are accepted and must be given in full when first mentioned in the manuscript. They should be avoided in the title and abstract.

1. Covering letter:

- Signed by all contributors
- Source of funding mentioned
- Conflicts of interest disclosed

2. **Title page:** The title page should contain the following information in the order given:
 - Full title of manuscript.
 - Running title.
 - Authors' full name, scientific degree, institutional affiliations including city and country.
 - Name, mailing address, email address and phone number of the author responsible for correspondence about the manuscript
3. **Abstract page:** The abstract should be limited to word count of 200 for case reports and 250 for the other articles. It should be structured as follows:
 - a) **Structured abstract for original research**
 - Context/ Introduction/ Content/ Background
 - Aim/ Objective/ Purpose of study
 - Materials and methods/ Basic procedures
 - Results/ Findings
 - Conclusion
 - Key words
 - b) **Structured abstract for case reports**
 - Context/ Introduction/ Content/ Background
 - Case presentation
 - Management and prognosis
 - Clinical Implications/Conclusion
 - Key words
 - c) **Structured abstract for reviews/ mini reviews**
 - Context/ Introduction/ Content/ Background
 - Objectives
 - Materials and Methods
 - Result
 - Conclusion
 - Key words

Keywords should be placed in alphabetical order and adjusted to medical subject headings used in Index Medicus (<http://www.nlm.nih.gov.mesh.MBrowser.html>)

4. **Text pages:**

Word count for the paper's text, excluding its abstract, acknowledgement, tables, figure legends, and references is 1500 for case reports and 3000 for original and review articles. Word count for the abstract is 200 for case reports and 250 for the other articles.

a) **For review articles:**

- ***Introduction:*** This should summarize the purpose and the rationale for the study. It should neither review the subject extensively nor should it have data of conclusions of the study .
- ***Objectives:*** The main purpose of the review on the selected topic should be emphasized.
- ***Materials and methods:*** Sources of electronic databases/ books/ clinical materials/ institutions/ geographical areas etc are to be acknowledged.
- ***Results:*** The outcome of the review should be stated.

b) **For case reports:** Format of the abstract to be followed.

c) **For original research:** Format of the abstract to be followed.

d) **Letters to the editor:** Letters to the editor should be by a maximum of 2 authors and should deal with materials in papers published in OMPJ, or they may raise new issues and should have important implications. It is the prerogative of the editor to accept letters for publication.

e) **Book review:** Book review of 500 words must be submitted along with the color images of the front and back of the book, published details, edition and year of the publication and cost of the book.

f) **KSOMP meeting reports:** KSOMP reports (upto 100 words) that may be of interest to the readers should be submitted with the name and address of the person from whom additional information can be obtained. Announcements of Conferences that may be of interest to readers may also be submitted with the name and address of the person from whom additional information may be obtained.

g) **Short communication:** A short communication of a concise independent report/ study should signify contribution to oral pathology/ microbiology/ forensics. Preliminary results may not be necessary.

h) **Abstracts of papers presented in KSOMP conference:** 250 words in structured format pertaining to the type of article.

i) **Images and photomicrographs of interest:** Each image must be prepared and submitted as JPEG, GIF or TIFF with high resolution (500 dpi for color images and 300 dpi for black and white). A short history, photograph, differential diagnosis,

and short discussion of classic and/or rare case. Should not be more than 800 words excluding up to six references.

- 5. Acknowledgements:** All contributors who do not meet the criteria for authorship should be covered in the acknowledgements section. This section should include persons who provide the technical help, writing assistance and departmental head, who provided only general support. Financial and material support should also be acknowledged.
- 6. Consent for publication:** In case of case reports and original research, consent as per OMPJ format needs to be submitted.
- 7. Authors' contributions:** Each author's contribution for the article should be listed.
- 8. References:** All references should follow the Vancouver Reference System. These should be numbered sequentially as superscripts in order of their appearance in the text and listed in a separate section following the text, double spaced. All authors to be listed when six or fewer; when seven or more, the first six to be listed and 'et al' added.

All published material, including brief communications and letters to the editor must be cited in references (again in Vancouver Reference System where relevant). Manuscripts accepted but not yet published can also be included in the references; the name of the journal should be mentioned followed by "in press" (in parenthesis). References to unpublished material, such as personal communications and unpublished data, must be placed within the text and not cited in the references. Personal communications and unpublished data must include the individual's name, location, month and year of communication as appropriate. Use Index Medicus abbreviation for journals that are indexed; if a journal is not indexed, use full name.

9. Tables: Tables should be presented on separate pages after the references and numbered in the order in which they are cited in text. Table headers should be fully descriptive of the contents. Tables should supplement, not duplicate the text.

10. Figures: Each figure must be prepared and submitted as JPEG, GIF or TIFF with high resolution (500 dpi for color images and 300 dpi for black and white)

11. Ethical guidelines: Ethical considerations must be addressed in the Materials and Methods section.

- a.** In the case of clinical trial, informed consent should be obtained from all human adult participants and from the parents and/or legal guardians of the minors. A form is available. The name of the appropriate institutional review board that approved the project should be mentioned.

- b. When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the Helsinki Declaration (<http://www.icmje.com>). If doubt exists whether research is conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study.
- c. The maintenance and care of experimental animals should comply with the National Institutes of Health guidelines for the humane use of laboratory animals, or those of the Institute or agency being utilized for the study and this should be mentioned in the text.

12. Conflict of interest and source of funding: All sources of institutional, private and corporate financial support for the study are to be disclosed. Potential conflicts of interest are also to be disclosed. These include financial interest (for example: patent, ownership, stock ownership, consultancies, speakers fee) or provision of study materials by the manufacturer for free or at a discount from current rates.

13. Reprint: After publication, the corresponding author will be supplied with 1 free issue.

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15. The Final Checklist

The authors must ensure that before subscribing the manuscript for publication, they have taken care of the following:

- 1. Title page**
- 2. Abstract**
- 3. References**
- 4. Tables**
- 5. Photographs and illustrations with their legends**
- 6. Copyright form signed by all authors.**
- 7. Disclosure regarding source of funding and conflict of interest**
- 8. Authors' contributions**
- 9. Consent where applicable**
- 10. Covering letter.**
