

FOR AUTHORS

Manuscript Preparation Guidelines

Manuscripts should be submitted to:

Editorial Office/PPAD
MONTAGE MEDIA CORPORATION
1000 Wyckoff Avenue
Mahwah, NJ 07430-3164
Phone: (201) 485-2127
E-mail: editorial@montagemedia.com

Submissions should include the following:

- a electronic file of the manuscript (e-mailed or sent via disk),
- a complete set of images (see below for details),
- a Copyright Assignment form, and
- a Financial Disclosure form.

Articles will be considered for publication only on the condition that they have not been published elsewhere in part or in whole and are not simultaneously under consideration elsewhere. Manuscripts will be edited, in consultation with the author, to fit the space available and ensure conciseness, clarity, and stylistic consistency. All manuscripts will be peer-reviewed as described below.

Manuscript Preparation

Feature articles should be 2,000 to 2,500 words in length, excluding references, figures, and figure legends. Use of color illustrations is encouraged. Authors should provide approximately one illustration, clinical slide, or table for each 120 words (18 to 23 total images per article). For information on **Clinical Realities**, **Laboratory Realities**, editorial commentaries, letters to the editor, or review articles, please contact the Editorial Office.

Text

Pages should be numbered consecutively, starting with the cover page. The cover page should include the title of the manuscript and the name, degree, current professional or academic affiliation (including city and state), and emphasis/specialty of private practice or research program for all authors. Also included should be the full postal address, telephone number, fax number, and e-mail address of the primary or contact author. The second page should contain an abstract that summarizes the article in approximately 90 words. Manuscripts can be organized in a manner that best fits the specific goals of the article, but should always include an introductory section, the body of the article, and a conclusion. Authors unfamiliar with the style of the journal may want to browse previous issues to learn by example.

Figures and Tables

For color photographs (which may not be retouched either manually or electronically), a set of 18 to 23 original color figures should be submitted. The Journal accepts images in an electronic format (eg, JPG, TIFF), and they should be saved at a minimum resolution of 300dpi. Any 35mm slides will be returned to the author after publication. Slides should be numbered on the mount in the sequential numerical order in which they appear in the text (Figure 1, Figure 2, etc.). The name of the primary author should be written on each mount. Radiographs, charts, graphs, and drawn figures are also accepted and will be redesigned by the production staff if necessary.

Figure legends should be brief one- or two-line descriptions of each figure, typed on a separate sheet following the References. Legends should be numbered in the same numerical order as the figures.

Tables should be typed on separate sheets and numbered consecutively, according to the citations within the text. The title of the table and its caption should be on the same sheet as the table itself.

References

Each article should contain a minimum of 10 and a maximum of 30 references. All listed references must be cited in the text and should be from indexed, peer-reviewed journals. Citations in the body of the text should be made by numerical superscripts. The reference list (arranged not by alphabetical order but by order of citation in the text) should be typed on a separate sheet and should provide complete bibliographical information in the format exemplified below:

1. Lutz FU, Krejci I, Besek M. Operative dentistry: The missing clinical standards. *Pract Periodont Aesthet Dent* 1997;9(5):541-548.
2. Becker A. *The Orthodontic Treatment of Impacted Teeth*. London, UK: Martin Dunitz, 1997.
3. Yaremchuk MJ, Manson PN. Rigid internal fixation of mandibular fractures. In: Yaremchuk MJ, Manson PN, Gruss JS, eds. *Rigid Fixation of the Craniomaxillofacial Skeleton*. Boston, MA: Butterworth-Heinemann, 1992:179-186.

Continuing Education Exercise

Authors are asked to provide a set of 10 Continuing Education (CE) multiple-choice questions and answers (ie, a, b, c, d). The format can be seen in previous issues of the journal. A sample form will be mailed to the author while the manuscript is being reviewed.

Review Process

Manuscripts will be reviewed by three members of the editorial board or *ad hoc* reviewers. Reviews are double-blind (ie, authors are not informed of the identity of the reviewers, and reviewers are not provided with the identity of the author). The review cycle (ie, from the receipt of a complete submission to the final editorial decision) will be completed within 90 days. Publication is expected within 9 months of acceptance.

Page Charges and Reprints

There are no page charges. The publisher will cover all costs of production, including those of reproducing color illustrations. The journal will provide the primary author with 20 to 25 tear sheets and a free copy of the journal issue in which the article appears. Additional reprints can be ordered from the publisher for a fee.

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Patients & Research Participants

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Authorship & Acknowledgments

PPAD adheres to the guidelines for authorship developed by the **International Committee of Medical Journal Editors**. An author is defined as a contributor who has participated in the work to the extent that he or she takes responsibility for a meaningful share of the manuscript's content. Other contributors should be listed in an acknowledgment along with their specific contributions. Such contributors might include those persons who provided technical help, writing assistance, data collection, or general support.

If a change in authorship (eg, addition or deletion of an author; change in author order) is requested, ALL authors must sign a letter conveying that ALL have agreed to the change and a rationale for this alteration should be provided. The change is left to the discretion of the Editor of PPAD.

Patients & Research Participants

Information that could potentially reveal the identity of a patient or study participant should not be included unless this information is essential for scientific purposes and the patient (or the patient's parent or legal guardian) provides written informed consent. Informed consent requires that the patient (or the patient's parent or legal guardian) be provided a copy of the manuscript to be published before providing consent. If informed consent is required, it must be stated that written informed consent was obtained, or the

authors must state that, to the best of their knowledge, no information that could identify patients or research participants is contained in the article.

Authors are also required to affirm that any research involving human subjects submitted to the journal was conducted in accordance with the ethical standards of all applicable national and institutional committees (eg, IRB protocols) and with the **World Medical Association's Helsinki Declaration**.

For research involving animal subjects, the journal requires the authors affirm that a study submitted for consideration was conducted in accordance with relevant institutional and national guidelines for the care and use of laboratory and other animals.

Copyright Forms

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