

SUBMITTING MANUSCRIPTS TO *FLUORIDE*

GUIDELINES FOR AUTHORS—REVISED JANUARY-MARCH 2011

Authors are advised that, for timely processing of their submissions, all the following instructions for submitting manuscripts must be followed **exactly**. For more efficient processing of submissions, and because far more manuscripts are being received than there is space to publish without a huge increase in the cost of the journal, **manuscripts should be written as concisely as possible without unnecessary extraneous information or undocumented claims.**

1. All relevant prior work, especially by the authors, even if still in press or in preparation for publication, should be cited right up front in an appropriate way in the Summary and the Introduction as well as in the Materials and Methods and Discussion as applicable.

2. Research reports should be submitted only with the full authorship input of the research director as the corresponding author, and should not be submitted by students or co-workers without that input.

3. Piecemeal publication of parts of the same research to get more papers published is not acceptable and may result in delays in publication and even rejection of manuscripts.

4. Submissions on fluoride levels in drinking water and water defluoridation procedures have become too numerous to publish unless they are extremely concise and more in the form of brief research notes. Unless they present distinctly novel findings, such reports are generally more appropriate for publication in geochemical and water engineering journals.

5. It is imperative to follow all the guidelines for formatting reference citations, tables, figures, and lists of references exactly as written. Tables should be created in Word as tables and not by using spaces to create a table-like form.

6. The Editorial Officers of *Fluoride* strongly support the maintenance of the highest standards of animal care and the control of discomforts to animals in research. Authors must indicate whether their institutional and national guidelines for the care and use of laboratory animals were followed. When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000 (World Medical Association Declaration of Helsinki: ethical principles for medical research involving human subjects. *JAMA* 2000 Dec 20;284(23):3043-5).

Manuscripts: Manuscripts should be submitted to the editor of *Fluoride* (see below) and must not have been published previously nor be under consideration for publication elsewhere. It is essential that they be written in clear, concise English with either American or British spelling. They should be formatted with generous margins and double-space typing throughout. Although submissions may be made by postal mail or courier, it is strongly recommended that they be submitted by E-mail as an attachment (Microsoft Word or Microsoft Office XP documents preferred). Preliminary inquiries by E-mail or by letter, especially for research reviews, are encouraged.

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Because far more manuscripts are being received than we have space to publish, research reports should be kept as short as possible, generally limited to 5 or 6 manuscript pages, including figures and tables (but exclusive of references). Exceptions will be made, however, for longer papers of unusually high quality and novelty. For work of limited scope or studies dealing with well-known or well-studied phenomena, submissions as shorter research notes of to 3 or 4 manuscript pages are recommended. Except for tables and figures, for which there are specific Arial font requirements indicated later, the entire text and references of manuscripts should be submitted in 11.5 Times New Roman or similar type.

For uniformity, manuscripts should be prepared according to the guidelines of the International Committee of Medical Journal Editors (ICMJE) titled *Uniform requirements for manuscripts submitted to biomedical journals: writing and editing for biomedical publication*, the official version of which is available at <http://www.ICMJE.org>. However for *Fluoride* no periods should be added after journal titles or journal title abbreviations.

All research reports and reviews, including papers presented at ISFR conferences, are evaluated by qualified reviewers and/or members of the *Fluoride* Editorial Board) before acceptance for publication. When submissions are judged acceptable, authors are asked to incorporate into their paper the suggestions and recommendations of the reviewers and the editorial changes proposed by the editor.

Offprints: Five offprints will be sent free to the corresponding author. Additional offprints are available at a cost of US\$0.075 per page, including postage, e.g., 50 copies of a 5-page offprint would cost US\$18.75. Information about ordering offprints will be sent to the corresponding author when the proofs of the paper are sent as a pdf typeset draft to the author for consideration and correcting. A press quality pdf file of each paper will be posted on the ISFR website at www.fluorideresearch.org which authors may download for making copies.

Guidelines: The following guidelines should be followed closely to facilitate and expedite publication. They refer primarily to research reports and research notes and apply only in part to research reviews and other types of contributions. ***Manuscripts that do not adhere to these guidelines will be returned for further revision.*** In particular, authors should make sure that references are complete and accurate. If significant errors are found in the references, the manuscript will not be processed until all errors are corrected. ***The responsibility for references being correct lies with authors. Our editors are unable to check and verify each reference.***

Title and running header title: Care should be taken to make the full or main title as clear and informative as possible. If the full title is longer than 70 characters and spaces, a shorter running page header title that expresses the main points of the full title should also be supplied.

Authors' names and addresses: Immediately below the full title, list the author(s) by the full first name or initials, with the family or surname last, followed, in a separate line, by the name of the city and country where the research was conducted. Use a comma between names and a lowercase letter superscript following each comma to refer to the address footnote which will appear at the bottom of the first page. For the footnote, give the employment address of each author and the complete postal and E-mail address of the author for correspondence.

For examples, see recent issues of *Fluoride*, available at www.fluorideresearch.org.

Summary and keywords: After the footnote address information paragraph, include a concise, factual abstract-style summary of the main results and conclusions of the research.

Immediately following this Summary, provide, for indexing purposes, a list in alphabetical order (first letter capitalized) of three to ten important Keywords separated by semicolons. For examples, see recent issues of *Fluoride*.

Introduction: The Introduction should begin with a brief statement about the background (*not* a mini-review) and nature of the research. Pertinent previous work by the author(s) or by others, especially if published in *Fluoride*, should always be cited in the Introduction and later in the paper as appropriate. Usually the Introduction will be less than one-half page in length. The headings for the Introduction and subsequent sections do not require special formatting and can be in the same type used for the text.

A comma should be used after the penultimate entry of a series before the word “and” or “or,” e.g., The animals were a goat, a horse, and a rabbit. The color was red, white, or blue.

Materials and methods: This section should be written in the past tense as concisely as possible, but all essential details of how the investigation was conducted should be included, especially if new or unusual methodology was involved. When standard or published procedures were used, they should only be referenced unless substantial changes were made in them, in which case appropriate details should be added.

Authors must indicate whether their institutional and national guidelines for the care and use of laboratory animals were followed. When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000 (World Medical Association Declaration of Helsinki: ethical principles for medical research involving human subjects. *JAMA* 2000 Dec 20;284(23):3043-5).

Results: Give a brief presentation of the principal findings of the research, drawing attention to key trends and patterns. **Numerical data in tables, charts, and figures should only be summarized and should not be repeated in the text.**

Discussion: Concentrate on the broad conclusions, interpretation, and implications of the investigation, especially as they relate to other previously-published work. In short papers and research notes, the Results and Discussion sections may be combined. In longer papers and reviews a concluding summary

may be added. Mention may also be made of presentation of the research at an ISFR conference or other meeting.

Acknowledgments: Acknowledgments should be brief and included according to circumstances, but sources of funding should always be stated.

References: List and number the references in the order they are cited in the text. All references must be cited accurately and completely according to the *International Biomedical Journals* style described below, which follows that of *Index Medicus* and *PubMed*. Titles of journals should be abbreviated according to the style used in *Index Medicus* or *Chemical Abstracts*. The names of books and journals should be submitted in regular type, not in italics. For books, the place of publication is given before the name of the publisher and the year of publication. In the text of the paper, use superscripted numbers placed immediately after commas or periods. When more than one reference is cited at a time, use commas without spaces between numbers e.g., ^{1,4,5,15} or, when in sequence, by a hyphen e.g., ^{1-3,5}.

Authors should take careful note of the following modified examples of *Index Medicus/PubMed* punctuation and spacing for references, including elimination of italics and periods in name abbreviations; no spaces between year, Volume and issue number, and page numbers for journal articles, etc.). Like many other journals, *Fluoride* does not use periods after journal titles or journal title abbreviations. If an article is not in English the original language should be placed at the end of the reference in square brackets, e.g., [in Russian].

The Uniform Requirements For Manuscripts Submitted to Biomedical Journals, by the International Committee of Medical Journal Editors (available from: <http://www.icmje.org/>, updated October, 2008), should be followed except that in *Fluoride* periods are omitted after journal titles or journal title abbreviations, e.g.:

1. *Journal articles:* List the first six authors followed by et al.

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res* 2002;935:40-6.

Lofwall MR, Strain EC, Brooner RK, Kindbom KA, Bigelow GE. Characteristics of older methadone maintenance (MM) patients [abstract]. *Drug Alcohol Depend* 2002;66 Suppl 1:S105.

Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. *Blood* 2002 Nov 15;100(10):3828-31. Epub 2002 Jul 5.

2. *Books:*

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics*. 2nd ed. New York: McGraw-Hill; 2002.

3. *Conference papers:*

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. *Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland*. Berlin: Springer; 2002. p. 182-91.

4. *Dissertations:*

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

5. *Journal articles on the Internet:*

Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

Further examples are given in *Fluoride* 2007;40(1)77-88.

Abbreviations and acronyms: Except for standard international system (SI) units of measurement, all abbreviations and acronyms should be defined, preferably in parentheses, where they first occur, in both the Summary and the text. For unit-per-unit expressions, use a slash as in mg/L, µg/mL, mg/kg bw/day, mg/m³, L/hr, etc. Unit abbreviations when numbers are involved include sec for second or seconds, min for minute or minutes, hr for hour or hours, mo for month or months, yr for year or years, L for liter or liters, mL of milliliter or milliliters, µL for microliter or microliters. Day or days and week or weeks should be spelled in full, although wk is acceptable for week or weeks. Common abbreviations of Latin words should be in the regular font rather than in italics: e.g., i.e., cf., et al., etc. Fluoride when first mentioned in the summary and introduction should be written as fluoride (F) and then as shown as F.

Figures: Lettering and numbering in figures (or charts) should be entirely in regular Arial font. Figures should be numbered consecutively with bold Arabic numerals in regular Arial 9-point font as **Figure 1.**, **Figure 2.**, etc., except that numbering is omitted when there is only one figure. Captions are placed beneath figures and should NOT be part of the figures. They should be separate from the figures in an editable Word text. Figures and charts should be designed or drawn with a computer program such as Microsoft Excel, PowerPoint, Corel Draw, etc. It is critical that figures with their lettering and numbers be appropriately sized, e.g., in Arial 10-point or even 11-point font, so that, if they are reduced for printing, they, together with their lettering and numbers, remain large enough to be clearly legible. To conform to our page size, they cannot exceed 122 mm in width. Electronic jpg submission of photos and radiographs is preferred. If submitted in hard copy, they should be neatly and evenly trimmed with a label taped on the back indicating the figure number and orientation. Captions for photos should be included at the end of the paper.

Tables: Examples of Tables are given in the issues of *Fluoride*, e.g.,

Table 1. Oxidative stress, mitochondrial membrane potential, and cytochrome c
(Values are mean±SD)

Sample	ROS	Depolarized	Cytochrome
(Concentration of NaF)	(%) (n=7)	(%) (n=5)	(OD450-570nm) (n=5)
0 mg/L(control)	14.0±2.0	21.1±3.3	0.1±0.05
150 mg/L	33.9 ±4.8*	49.2 ±12.6*	0.3±0.05 [†]
200 mg/L	51.0±15.2*	66.2±15.7*	0.3±0.11 [†]

Compared with the control *p<0.01, [†]p<0.05.

Tables should be numbered consecutively in bold Arabic numerals as **Table 1.**, **Table 2.**, etc., (except that the numbering is omitted when there is only one table), followed by a brief but informative main header title in regular Arial 8-point font. Tables should be designed for maximum clarity and minimum size to fit in the least amount of space. However, they cannot exceed the maximum page size (132 x 210 mm) of the journal. For ease of reading, tables in portrait mode are preferred over those in landscape mode. Splitting a large landscape mode table into two portrait mode tables should be considered.

To accommodate our page size and to maintain consistency, words, including the title and footnotes, and numerical entries in tables should be formatted in regular Arial 8-point font, with the exception that the table number in the title is in bold, e.g., **Table 1.** In the paragraph indents and spacing drop down menu with Word, use single line spacing, no special effects, indentation right and left of 0, and spacing of 2-points before and after. The alignment is generally centred although sometimes left alignment may be used when columns have lists of words. Tables should be created with a computer program (like Word or Excel) as one table for each table. Do not make tables by using spaces to arrange the results in a table-like form because such tables have to be rebuilt as proper tables at the typesetting stage. Use a sufficient number of rows and columns so that there is one result per cell rather than placing several results in one cell.

When there are groupings of entries in a table separate them by an extra space (or empty cell).

The first row of the table should be straddled or merged and contain the title. Similarly the last row should also be straddled or merged and contain the footnotes to the table such as levels of significance. Short or abbreviated column headings should be placed in the first row following the main header title. **Do not add any horizontal or vertical lines or borders.** The grey grid lines present in Word tables do not show up in the final table if no borders are added. Explanatory footnotes, such as information about p and other statistical values and other material related to the table should be placed under this last line.

Brief clarifications and units, usually in parenthesis, are best placed in the table heading or subheadings. Decimals should be expressed with decimal points (periods), not commas. Explanatory footnotes placed at the bottom of the table are identified by superscripted lowercase letters. For footnotes to numerical data in the table, the following *superscripted* symbols are used in the order: *, †, ‡, §, ||, **, ††, ‡‡, §§, ||||. Abbreviations and acronyms not already defined in the text should be defined in the headings or in lettered footnotes. Data presented with standard deviation (\pm SD) or standard error of the mean (\pm SEM) should be so labeled. For designating statistical probability, use a lower case p without spacing, e.g., $p < 0.01$. Recent examples of tables in *Fluoride* can be found at www.fluorideresearch.org.