

I. General Information

(1) **Submission of Manuscript:** Manuscripts for papers should be submitted in duplicate (one original and one clear copy) plus an electronic version to: The press editor of KANAGAWA DENTAL UNIVERSITY, Kanagawa Dental University, 82 Inaoka-cho, Yokosuka, Kanagawa 238-8580, Japan. Submitted manuscripts will be reviewed by two or more referees, whose opinions will be sent to the authors. Revised manuscripts (with two copies) should be accompanied by a copy of the unrevised version and by a brief letter including the changes that have been made. All revisions should be approved by all of the authors. Final decisions concerning acceptance of manuscripts are made by the Editorial Committee.

(2) Ethical Approval and Informed Consent:

- a. Work on human beings that is submitted to the Kanagawashigaku should conform to the principles laid down in the World Medical Association Declaration of Helsinki and the additional requirements, if any, of the country where the research has been carried out. Experimentation involving human subjects will only be published if such research has been conducted in full accordance with ethical principles.
- b. Animal experiments should be carried out in accordance with the guidelines laid down by the the ARRIVE guidelines and should be carried out in accordance with the Guidelines for Proper Conduct of Animal Experiments (Science Council of Japan) and in accordance with local laws and regulations. Authors associated guidelines and the authors should clearly indicate in the manuscript that such guidelines have been followed.
- c. All studies using human or animal subjects should include an explicit statement in the Material and Methods section that the study has been independently reviewed and approved by an Ethical Board, identifying the review and ethics committee for each study.
- d. Manuscripts must be accompanied by a statement that the experiments were undertaken with the understanding and written consent of each participant and according to the above mentioned principles.
- e. Editors reserve the right to reject papers if there is doubt as to whether appropriate procedures have been used.

(2) **Proof:** In principle, the author should proofread the galley proofs. Corrections other than spelling error, incorrect data and serious grammatical errors should be avoided. The Editorial Committee recommends the submission of manuscript that the correction of spelling errors and serious grammatical errors should be done by the checking system for MS word (version 98 or later). If the manuscript is revised or altered, it can be published in the txt issue.

(3) **Copyright:** KANAGAWA SHIGAKU (The journal of the Kanagawa Odontological Society) is copyrighted by Kanagawa Dental University. No reproduction or translation of any part of the manuscript published by the journal should be made without the consent of the Editorial Committee of the journal.

(4) **Conflict of Interest:** At the end of the text, under a subheading "Conflict of interest statement" all authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding.

Print out the "Assignment of Copyright" and the "Self reported Potential Conflict of Interest Disclosure Statement". Fill in all contents and submit these forms to the Editorial Board along with your manuscript by e-mail or fax.

If there is no conflict of interests, authors should state that "The author(s) declare(s) that there is no conflict of interests regarding the publication of this paper."

(5) **Publication Cost:** The authors of accepted original articles and reviews will be supplied free of charge up to 5 printed pages. An exceeding page will be required to pay part of the printing cost as follows; additional pages cost is ¥5,000 per page and 8,000 per page by color printing.

(6) **Reprints:** Reprints will only be sent after an order has been received. Cost of reprints is ¥10,000 (50 reprints), ¥11,000 (100 reprints), ¥12,000 (150 reprints) and ¥13,000 (200 reprints). Shipping fees must be paid in addition to the reprint costs.

II. Form and Style of Manuscript

Manuscripts should be typed on white paper (21 x 30 cm, A4 size; 8.5 x 11 inches) with double spacing throughout. Each sheet should have 60-65 strokes x 25-28 lines with wide margins, including references and legends to figures. All pages must be numbered at the bottom center. The pages should be numbered consecutively starting with the title page as 1. An electronic copy of the paper should accompany the final version of the manuscript including figures. USB flash drive or CD will not be returned to authors.

(1) **Full papers:** Full papers should include the following sections in the order listed:

- a. *Cover letter* – All submissions must be accompanied by a cover letter and list of suggested reviewers. Cover letters should certify the research is original, not under publication consideration elsewhere, and conflict of interest disclosure.
- b. *Title page* – the complete title of manuscript, names of all authors, laboratory of origin, addresses and a running title of no more than a 40-space length, including punctuations.
- c. *Abstract* – 300 words presented in a concise form and including the purpose general methods, findings and conclusions of the research described in the paper. A list of 5 words or short phrases suitable for indexing should be typed at the bottom of the abstract page.
- d. *Introduction* – summarize the rationale and purpose of the study, giving only strictly pertinent references. Do not review existing literature extensively.
- e. *Materials and Methods* – should include explicit, concise descriptions of all new methods or

procedures employed. Commonly used methods require only a citation of the original source. Descriptions should be such that the reader can judge the accuracy, reproducibility, reliability, etc. of the work.

- f. *Results* – should include experimental data but not extended discussions of the relative significance. Results are more easily grasped by readers if they are presented in graphic or tabular form rather than discursively. Data should not be repeated in text, tables and figures.
- g. *Discussion* – should be pertinent to the results. Speculation is to be based on data only; be concise and clear. Lengthy discussions will necessarily mean a delay in accepting manuscripts for publication. The text should be written with a logical connection between the introduction and conclusions.
- h. *Acknowledgement* – acknowledgement only person who have made substantive contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name because readers may infer their endorsement of the data and conclusions. Sources of financial support may be acknowledged.
- i. *References* – the format should be as described in the Special instructions. The following are not a necessary part of all submissions. If included, they follow the preceding parts in the following order.
- j. *Charts, figures and tables.*
- k. *Figure legends.*

(2) **Short communications:** Short communications are not considered to be a preliminary publication of the data and, therefore, the same material cannot be published elsewhere as an original paper. Manuscripts are to be presented without subdivision into sections, with an average length of 1,500 words and with no more than 2 figures and/or tables and no more than 15 references. An abstract, not exceeding 80 words, should be presented at the beginning of the article. Provide both a short running title, of no more than a 40-space length and 3 words or short phrases for indexing. Please refer to the Special Instructions for references and other manuscript requirements.

(3) **Reviews:** Occasionally, the journal will publish reviews, intended for a more general audience. One of the editors should be consulted before an author submits an unsolicited review to the journal. Any current topic or problem of interest in dental science or related fields will be considered. Manuscript should be no more than 15 typewritten pages, with no more than 5 figures and/or tables and no more than 70 references. An abstract, not exceeding 200 words, should be presented at the beginning of the article. Provide both a short running title, of no more than a 40-space length, and 5 words or short phrases for indexing. Please refer to the Special Instructions for further details.

III. Special Instructions

(1) **References:** References should be numbered consecutively in the order in which they appear in the text, and should be kept to a pertinent minimum. Cite references in text should be in numerical order and used in superscript in line without any space (reference¹, reference^{1,2} or reference²⁻⁶). References should include

the beginning and ending page numbers. Identify references in the text, tables and figure legends by Arabic numerals in parentheses. References cited only in the tables or figure legends should be numbered in accordance with a sequence established by the first notation of that figure or table in the text. Use the style of the example below. Manuscripts accepted but not published may be cited in the reference list by placing “in press” after the abbreviated title of the journal. Articles in Japanese should state at the end of the reference, “in Japanese.” References must be verified by the author(s) against the original documents.

Examples:

a. *Standard journal article*

(List all authors up to 6; for 7 or more list the first 3 and add “*et al.*”) Fatt P and Ginsborg B.L: The ionic requirements for the production of action potentials in crustacean muscle fiber. *J. Physiol.* **142**(1): 516-543, 1958.

Thomas Y, Sosman J, Yrigoyen O *et al.*: Functional analysis of human T-cell subsets defined by monoclonal antibodies. I. Collaborative T-T interactions in the immunoregulation of B-cell differentiation. *J. Immunol.* **125**(1): 2402-2405, 1980.

b. *Journal supplement*

Frumin A.M, Nussbaum J and Esposito M: Functional asplenia: demonstration of splenic activity by bone marrow scan. *Blood.* 54 (suppl. 1): 26-28, 1979.

c. *Chapter in a book*

Hess M.L, Warner M and Okabe E: Hemorrhagic shock. In: Handbook of Shock and Trauma, Altura, B.M. Lefler, A.M. & Schumer, W (Eds.), New York, Raven Press, pp. 393-412, 1983.

d. *Personal author(s)*

Cameron G.R: Pathology of the Cell. 2nd ed., Edinburgh, Oliver and Boyd, pp. 207-209, 1952.

e. *Published proceedings paper*

DePont B: Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor. In Proceedings of 3rd annual meeting of the International Society for Experimental Hematology, While, H.J. & Smith, R. (Eds.), Houston: International Society for Experimental Hematology, pp. 44-50, 1974.

f. *Online reference (website information, not journal related)*

Williams A, Lea A, Allen D Kidneys and Cartwheels: Available at: <http://www.science.com>. Accessed November 10, 2001.

(2) **Table and Illustrations:** Each table or figure (scheme, diagram, phot, etc.) should be given on a separate sheet numbered with Arabic numerals (Table 1, Fig. 3, Scheme 1, Photo 2, etc.). Each table or figure should have an explanatory title and legends, but the title or the legend for figure should not be included to the figure itself. All figures and photographs should be mounted on sheet of paper with the same size as the text. They should be identified in the upper margin with the figure or photo number the author’s name.

(3) **Abbreviations:** The following are to be used throughout: unpunctuated (μg , mg, g, kg, μl , ml, l, mm, cm, m, msec, sec, min, hr, %, °C, μM , mM, M) and punctuated (i.v., i.p., s.c., i.m., p.o., Vol., Fig., approx., temp., wt., etc.).

