

Instructions for Authors

July 2015

Editorial Policy

General

Oral Radiology, the official journal of the Japanese Society for Oral and Maxillofacial Radiology (JSOMR) and the Asian Academy of Oral and Maxillofacial Radiology (AAOMR), is a peer-reviewed publication under the supervision of the International Editorial Board of JSOMR, which selects all materials submitted for publication, including advertisements.

No responsibility is accepted by the Editorial Board for the opinions expressed by the contributors.

Oral Radiology accepts material prepared and submitted according to the following instructions to authors while reserving the right to introduce any changes necessary to make the contribution conform to the editorial standards of the journal. Membership in JSOMR is not a prerequisite for submitting material for publication, which should concern head and neck diagnostic imaging or any related fields.

Oral Radiology welcomes original articles, review articles, case reports, technical reports, rapid communications, and letters to the editor not previously published or being considered for publication elsewhere.

When an article is accepted for publication, the author agrees that the copyright of the article is transferred to JSOMR and Springer. The work shall not be published elsewhere in any language without the written consent of the copyright owners.

Certification Form

A certification form can be downloaded from the journal's official Website (<http://www.springer.com/journal/11282/>), must be signed by all authors of the submitted article.

The certification form must be submitted to the journal's editorial office by uploading it as a PDF file at the same time you submit your manuscript via Editorial Manager.

IMPORTANT: Upon receipt of the Certification for Manuscript Submission, manuscripts are officially recognized as submissions.

Author Submission Checklist

A submission checklist can be downloaded from the journal's official Website (<http://www.springer.com/journal/11282/>).

The submission checklist must be submitted to the journal's editorial office by uploading it as a PDF file at the same time you submit your manuscript via Editorial Manager.

Online Submission

Authors should submit their manuscripts online. Connect directly to the site and upload all of your manuscript files following the instructions given on the screen.

<http://www.editorialmanager.com/orra>

Please use the Help option to see the most recently updated system requirements.

Because this journal follows a double-blind review policy, author information should not be included in the manuscripts. Authors should submit the title page, the manuscripts, and the acknowledgments separately.

Types of Papers

1. Original articles, technical reports, and case reports should be divided into sections (see below). Articles should be introduced by an abstract with key words (see below).
2. Review articles should include rigorous critical assessment of clinical, educational, and/or laboratory research in a field of interest to the readership of the journal.
3. Rapid communications should not normally exceed 1500 words.
4. Letters to the editor should be on a topic of current interest or should comment on material published in the same issue or a previous issue of the journal. Letters should be limited to 500 words.

Title Page

The title page should include:

- A concise and informative title
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author
- Conflict of interest statements
- Human rights statements and informed consent
- Animal rights statements

Manuscripts

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Do not use double-byte characters.
- Use the automatic page-numbering function to number the pages in the bottom margin (footer).
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.

Original articles and technical reports should be divided into sections: Abstract, Introduction, Materials and methods, Results, Discussion. Case reports should be divided into these sections: Abstract, Introduction, Case report(s), Discussion. Each section or component should begin on a new page. Illustrations (including radiographs) should also be submitted in an electronic form.

Permission to reproduce previously published material or to use illustrations that might identify human subjects must be included.

Abstract and Key Words

An abstract of no more than 250 words should be included. For original articles, the abstract should contain the subheadings Objectives, Methods, Results, Conclusions. For other types of articles, subheadings in the abstract are optional.

The abstract should be followed by three to five key words, which can be used for indexing purposes.

Acknowledgments

Any persons who have made substantive contributions to a study should be acknowledged. Grants or other financial support should also be acknowledged, citing the name of the supporting organization and the grant number.

Ethical Standards

Oral Radiology has adopted the Uniform Requirements for Manuscripts (URM) established by the International Committee of Medical Journal Editors (<http://www.icmje.org/>). The editors reserve the right to reject manuscripts that do not comply with the below-mentioned requirements. The author will be held responsible for false statements or failure to fulfill the below-mentioned requirements.

Conflict of interest

When authors submit a manuscript, they are responsible for disclosing all financial and personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist.

In adherence to current global standards of practice formulated by the ICMJE, the Editors require all authors to complete and submit a Uniform Disclosure Form (available at: http://www.icmje.org/coi_disclosure.pdf), and the corresponding author to submit all the Uniform Disclosure Forms at the time of submission.

Information on potential conflict(s) of interest may be revealed to reviewers, or as a note in the published version of the article, at the Editors' discretion.

Each author must indicate whether or not they have a financial relationship with any organization that sponsored the research, or is associated with any product or procedure that is mentioned in the article.

For each source of funds, both the research funder and the grant number should be given.

Conflict of interest statements should be present on every manuscript in the title page. The statement should list each author separately by name.

Recommended wording is as follows:

Author X declares that he has no conflict of interest.

Author Y has received research grants from Drug Company A.

Author Z has received a speaker honorarium from Drug Company B and owns stock in Drug Company C.

If multiple authors declare no conflict, this can be done in one sentence:

Author X, Author Y, and Author Z declare that they have no conflict of interest.

Human rights statements and informed consent

For studies with human subjects, please include the following statement in the title page:

'All 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 1964 and later versions. Informed consent was obtained from all patients for being included in the study.'

If doubt exists whether the research was 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.

Identifying information of patients or human subjects, including names, initials, addresses, admission dates, hospital numbers, or any other data that might identify patients should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication.

If any identifying information about patients is included in the article, the following sentence should also be included:

'Additional informed consent was obtained from all patients for which identifying information is included in this article.'

Animal rights statements

For studies with animals, include the following sentence in the manuscript in the title page:

'All institutional and national guidelines for the care and use of laboratory animals were followed.'

If the authors did not carry out animal and/or human studies as part of their article they must include the following statement in the manuscript in the title page:

'This article does not contain any studies with human or animal subjects performed by any of the authors.'

References

Only work closely related to the subject matter of the article should be cited. Exhaustive reference lists should be avoided.

References should follow the Vancouver format and should be cited in sequence in the text.

References should be cited using numbers in square brackets on the line, e.g., Ames et al. [1] reported...or ...have been published previously [1, 6].

All references cited should appear in a reference list at the end of the article. The list, double-spaced, should be in numerical order corresponding to the order of citation in the text. For six or fewer authors, all authors should be listed. For seven or more authors, the first six should be listed, followed by et al. Abbreviations for titles of medical periodicals should conform to those used in the latest edition of Index Medicus. The first and last page numbers for each reference should be provided. Abstracts and letters must be identified as such. Articles in press may be included in the list of references. Manuscripts submitted for publication and papers presented at meetings should not be included as references, nor should abstracts of papers presented at meetings not in the public domain. These should be cited parenthetically as personal communications in the text.

Examples of References

Journal article:

1. Chen SK, Chien HH, Lin L. Management of oral and maxillofacial radiology clinics in Taiwan's dental schools. *Dentomaxillofac Radiol.* 2001;30:336-41.

Journal article in press:

2. Thomas G, Pandey M, Mathew A, Abraham EK, Francis A, Somanathan T, et al. Primary intraosseous carcinoma of the jaw: pooled analysis of world literature and report of two new cases. *Int J Oral Maxillofac Surg.* In press 2004.

Journal article by DOI:

3. Uchiyama Y, Murakami S, Kishino M, Furukawa S. Ameloblastic fibro-odontoma arising in the mandible: three case reports. *Oral Radiol.* 2009. doi: 10.1007/s11282-009-0008-y

Entire book:

4. Shafer WG, Hine MK, Levy BM. A textbook of oral pathology. 4th ed. Philadelphia: WB Saunders; 1983.

Chapter in a book:

5. Lovas J. Infection/inflammation. In: Miles DA, Kaugars BS, Van Dis Margot, Lovas JGL, editors. Oral and maxillofacial

radiology: radiologic/pathologic correlations. Philadelphia: WB Saunders; 1991. p. 7–20.

Abstract:

6. Mileman PA, Espelid I. Radiographic treatment decisions — a comparison between Dutch and Norwegian practitioners [abstract]. *J Dent Res.* 1986;65:609.

Conference proceedings:

7. Fuchihata H, Uemura S, Kishi K, Fujishita M, Tanimoto K, editors. *Oral and Maxillofacial Radiology Today. Proceedings of the 12th International Congress of Dentomaxillofacial Radiology*; 1999 June 26–July 1; Osaka, Japan. Amsterdam: Elsevier; 2000.

Conference paper:

8. Sasaki T. Recent reappraisal on the effect of radiation in the low dose domain. In: Fuchihata H, Uemura S, Kishi K, Fujishita M, Tanimoto K, editors. *Oral and Maxillofacial Radiology Today. Proceedings of the 12th International Congress of Dentomaxillofacial Radiology*; 1999 June 26–July 1; Osaka, Japan. Amsterdam: Elsevier; 2000. p. 3–8.

Letter to the editor:

9. Taguchi A, Kobayashi J, Sui Y, Ohtsuka M, Tanimoto K, Sanada M, et al. Relationship between estrogen receptor genotype and tooth loss in postmenopausal women (letter). *JAMA.* 2001;286:2234–5.

Additional examples are available on the web site for the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (www.icmje.org).

Tables

All tables are to be numbered using Arabic numerals. Tables should always be cited in the text in consecutive numerical order.

For each table, please supply a table title. The table title should explain clearly and concisely the components of the table.

Use the table functions of your word-processing program, not spreadsheets, to create tables.

Identify any previously published material by giving the original source in the form of a reference at the end of the table title.

Footnotes to tables should be indicated by superscript lowercase letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Figures

All figures are to be numbered using Arabic numerals.

Figure parts should be denoted by lowercase letters. If illustrations are supplied with uppercase labeling, lowercase letters will still be used in the figure legends and citations. Figures should always be cited in the text in consecutive numerical order.

For each figure, please supply a figure legend. Legends should be appended to the text on a separate page. Make sure to identify all elements found in the figure in the legend. Identify any previously published material by giving the original source in the form of a reference at the end of the legend. For more information about preparing illustrations, please refer to the artwork guidelines available at the end of these instructions.

The publisher reserves the right to reduce or enlarge figures.

Electronic Supplementary Material

If electronic supplementary material (ESM) is submitted, it will be published, as received from the author, in the online version only. ESM may consist of

- information that cannot be printed: animations, video clips, sound recordings, etc.
- information that is more convenient in electronic form: sequences, spectral data, etc.
- large amounts of original data, additional tables, illustrations, etc.

The text must make specific mention of any ESM in a citation, similar to that for figures and tables (e.g., ‘. . . as shown in Animation 3.’).

For details on formats and other information, please follow the link (<http://www.springer.com/11282>) to the specific instructions for electronic supplementary material.

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Upon acceptance of your article you will receive a link to the special Author Query Application at Springer’s web page where you can sign the Copyright Transfer Statement online and indicate whether you wish to order Open Choice, or offprints. Once the Author Query Application has been

completed, your article will be processed and you will receive the proofs.

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Color for free

Publication of color illustrations is free of charge, both in print and online.

Proofreading

Authors are informed by e-mail that a temporary URL has been created from which they can obtain their proofs.

The purpose of the proof is to check for typesetting errors and the completeness and accuracy of the text, tables, and figures. Substantial changes in content, e.g., new results, corrected values, title, and authorship, are not allowed without the approval of the Editor.

Online First

Papers will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the article can also be cited by issue and page numbers. After online publication,

further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

Artwork Guidelines

Electronic figure submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format.
- MS Office files are also acceptable. Do not supply PowerPoint files as these may be problematic with respect to quality rendering.
- Use of double-byte characters should be avoided.
- Vector graphics containing fonts must have the fonts outlined or embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Line art

Definition: Black and white graphic with no shading.

- Do not use faint lines and/or lettering, and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- If provided as scanned images or bitmap images, line drawings should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts outlined or embedded in the files.

Halftone art

Definition: Photographs, drawings, or paintings with fine shading, etc.

- If any magnification is used in the photographs, indicate the magnification by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

Combination art

Definition: A combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.

- Combination artwork should have a minimum resolution of 600 dpi.

Color art

- Color art is free of charge for both print and online publication.
- If black and white is to be shown in the print version, make sure that the important information will remain visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a photocopy to see if the necessary distinctions between the different colors are still apparent.
- If the figures are to be printed in black and white, do not refer to color in the legends.
- Color illustrations should be submitted as RGB (8 bits per channel).

Figure lettering

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts). Use lowercase letters to denote figure parts.
- Keep lettering consistently sized throughout your final artwork, usually about 2–3 mm (8–12 pt).
- Variation in type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions in illustrations.

Figure placement and size

- When preparing figures, size figures to fit within the column width.
- Figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.

Ethical responsibilities of authors

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results which could damage the trust in the journal, the professionalism of scientific authorship, and ultimately the entire scientific endeavour. Maintaining integrity of the

research and its presentation can be achieved by following the rules of good scientific practice, which include:

- The manuscript has not been submitted to more than one journal for simultaneous consideration.
- The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work (please provide transparency on the re-use of material to avoid the hint of text-recycling (“self-plagiarism”)).
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- No data, text, or theories by others are presented as if they were the author’s own (“plagiarism”). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks are used for verbatim copying of material, and permissions are secured for material that is copyrighted.

Important note: the journal may use software to screen for plagiarism.

- Consent to submit has been received explicitly from all co-authors, as well as from the responsible authorities - tacitly or explicitly - at the institute/organization where the work has been carried out, before the work is submitted.
- Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.

In addition:

- Changes of authorship or in the order of authors are not accepted after acceptance of a manuscript.
- Requesting to add or delete authors at revision stage, proof stage, or after publication is a serious matter and may be considered when justifiably warranted. Justification for changes in authorship must be compelling and may be considered only after receipt of written approval from all authors and a convincing, detailed explanation about the role/deletion of the new/deleted author. In case of changes at revision stage, a letter must accompany the revised manuscript.

In case of changes after acceptance or publication, the request and documentation must be sent via the Publisher to the Editor-in-Chief. In all cases, further documentation may be required to support your request. The decision on accepting the change rests with the Editor-in-Chief of the journal and may be turned down. Therefore authors are strongly advised to ensure the correct author group, corresponding author, and order of authors at submission.

- Upon request authors should be prepared to send relevant documentation or data in order to verify the validity of the results. This could be in the form of raw data, samples, records, etc.

If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after

investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If misconduct has been established beyond reasonable doubt, this may result in the Editor-in-Chief's implementation of the following measures, including, but not limited to:

- If the article is still under consideration, it may be rejected and returned to the author.

- If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The reason must be given in the published erratum or retraction note.

- The author's institution may be informed.



<http://www.springer.com/journal/11282>

Oral Radiology

Editor-in-Chief: Asaumi, J.

ISSN: 0911-6028 (print version)

ISSN: 1613-9674 (electronic version)

Journal no. 11282