

SUBMITTING MANUSCRIPTS FOR PUBLICATION IN FLUORIDE

GUIDELINES FOR AUTHORS — REVISED FEBRUARY 2002

Fluoride is the official quarterly journal of the International Society for Fluoride Research (ISFR), which is published for the advancement of research and dissemination of knowledge pertaining to agricultural, analytical, biochemical, biological, chemical, clinical, dental, ecological, environmental, industrial, medical, metabolic, pharmacological, synergistic, and toxicological aspects of inorganic and organic fluorides or fluorine compounds.

In addition to reports of original research, timely reviews, short communications and discussion papers, letters to the editor, and guest editorials are also welcomed. Manuscripts intended for publication in *Fluoride* should be prepared on a word processor if possible according to the following guidelines. They should be written in clear, concise English with either American or British spelling and should be formatted with generous margins and double-space typing throughout.

Manuscripts may be submitted to the editor either by mail or courier as hard copy or by E-mail as an attachment in a Word document:

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Do not send a computer disk with your initial submission. Preliminary inquiries by letter, E-mail, or by fax (USA: 785-843-0736) are encouraged.

Research reports should be kept as short as possible, generally limited to about 4 to 8 manuscript pages, including figures and tables (but exclusive of references), although longer papers, especially of a review type, may also be acceptable. As far as possible, all manuscripts should be prepared according to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" as published in the *N Eng J Med* 1997;336:309-15, which authors are advised to consult.

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

After the appropriate revisions have been made, authors should submit the revised version either electronically as an attachment to an E-mail or by mail or courier as a hard copy in duplicate, together with a PC-formatted (not Macintosh) diskette that *includes* the *revised* text, references, tables, charts and figures (Word or WordPerfect is acceptable). Wherever possible, figures created on a computer should also be included on diskette in their native format (e.g., figure1.xls - Microsoft Excel; figure 2.cdr - CorelDraw; figure3.jpg, gif, tif, etc.- Adobe PhotoShop, Picture Publisher, etc).

The following guidelines should be followed closely to facilitate and expedite publication; they refer primarily to research reports and apply only in part to research reviews and other types of contributions. Revised papers that do not adhere to these guidelines will be returned for further revision.

Title and running title: Care should be taken to make the full title as clear and informative as possible. The running title or odd-numbered page header should express the main points of the full title and should be limited to about 60 characters, including spaces.

Author(s) and address(es): Immediately below the full title, list the author(s) by the full first name or initials, with the family or surname last, followed by the name of the city and country where the research was performed. Use a comma between names and a lowercase letter superscript following each comma to refer to the address footnote which should appear at the bottom of the first page. In 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 on line at: <http://www.fluoride-journal.com>)

Summary and Keywords: After the title and the author/location entries, give a concise, factual abstract-style summary of the research results and conclusions. Immediately following the Summary, provide an alphabetical list (first letter capitalized) of all important Keywords for indexing purposes (For examples, see recent issues of *Fluoride*).

Introduction: Begin the paper with a brief background of the study, generally less than one page in length. Be sure to cite pertinent prior work, especially any published in *Fluoride*. Give a clear statement of the reason for the new research and what it embraces.

Materials and Methods: Make this section as concise as possible, but provide all details of how the investigation was conducted, especially if new or different methodology was involved. When published procedures were used, they should only be cited unless substantial changes were made in them.

Results: Give a brief presentation of the principal findings and the direct conclusions of the research. Except for drawing attention to key items, data

in tables and figures should only be summarized and interpreted; they should not be repeated in the text.

Discussion: Concentrate on the broad conclusions and implications of the investigation, especially as they relate to other previously-published work. In short papers, the *Results and Discussion* sections may be combined.

Acknowledgments: Keep brief and give as appropriate 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. Be sure to cite all references accurately and completely, exactly according to the International Biomedical Journals style described below, which follows that of *Index Medicus* and *PubMed*, without italics for book or journal titles (in standard abbreviated form).

In the text of the paper, use superscripted numbers *after* commas or periods. When more than one reference is cited at a time, separate superscripted numbers without spaces by commas (e.g., ^{1,4,5,15}) or, when in sequence, by a hyphen (e.g., ^{4-7,15}).

Abbreviations and Acronyms: Except for standard international system (SI) units of measurement, all abbreviations and acronyms should be defined, preferably in parenthesis, where they first occur in the text or after the *Summary*. For unit-per-unit expressions, use a slash as in mg/L, µg/mL, or g/kg/day, etc.

Tables: Number tables consecutively with Arabic numerals and supply a brief title for each. Tables should be designed not to exceed the maximum usable page size (12.5 cm x 19.5 cm) of the journal. To accommodate our page size and retain consistency, text and numbers should be formatted in Arial 9-point font. (Arial-Narrow 9.5-point is also acceptable.)

Whenever possible, tables should be created in a computer program (like Word or Excel) with columns and rows, not as data separated by tabs, paragraph returns, commas, or hard spaces.

Use horizontal lines to separate the main heading and subheadings from the table entries, but do not use lines within the table itself. Give each column a short or abbreviated heading. Except for very short clarifications, place explanatory matter in footnotes below the table, but *not* within table headings. Explanatory matter should be identified by superscripted lower-case letters.

For footnotes to *data* within the table, use the following symbols (superscripted) in this sequence: *, †, ‡, §, ||, **, ††, ‡‡, §§, ||.

Explain all non-standard abbreviations used in tables in lettered footnotes, and identify statistical measures of variation such as standard deviation and standard error of the mean.

Figures: As with Tables, number figures consecutively with Arabic numerals. Charts or drawings should be professionally-designed in a computer program such as Microsoft Excel, PowerPoint, CorelDraw, Picture Publisher, etc. They should be appropriately sized so that the figure, together with caption, legends, axis, etc., does not exceed 12.5 cm x 19.5 cm. To conform to our page size and ensure consistency, text and numbers *within* figures should be formatted in Arial 9-point font. (Arial-Narrow 9.5-point is also acceptable.)

Appropriately-sized photographic prints (*do not trim photos with scissors*) should, if possible, be submitted in black and white, not color. Each photo should have a small label taped (not glued) on its back indicating the figure number and its orientation. Do not write on the front or back of figures, or scratch or mar photos by using paper clips or staples. Do *not* tape or glue photos onto cardboard or any other paper. Brief descriptive captions for photos should be included at the end of the paper.

Style guide for references: Take careful note of the following examples of *Index Medicus* punctuation and spacing for references (elimination of italics and periods in name abbreviations; no spaces between year, volume, issue, and page numbers for journal articles, etc).

Articles in Journals (no italics)

Standard journal article (with issue number):

- 1 Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med* 1996 June 1;124(11):980-3. [Note: If a journal carries *continuous pagination* throughout a volume, as long as authors are consistent, month and issue number can be excluded]

Standard journal article, (more than six authors):

- 2 Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukemia in Europe after Chernobyl: 5 year follow-up. *Br J Cancer* 1996;73:1006-12.

Organization as author:

- 3 The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996;164:282-4.

Volume with supplement:

- 4 Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994;102 Suppl 1:275-82.

Issue with supplement:

- 5 Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol* 1996;23(1 Suppl 2):89-97.

Issue with part:

- 6 Poole GH, Mills SM. One hundred consecutive cases of flap lacerations of the leg in ageing patients. *N Z Med J* 1994;107(986 Pt 1):377-8.

Issue with no volume:

- 7 Turan I, Wredmark T, Fellander-Tsai L. Arthroscopic ankle arthrodesis in rheumatoid arthritis. *Clin Orthop* 1995;(320):110-4.

Article not in English:

- 8 Ryder TE, Haukeland EA, Solhaug JH. Bilateral infrapatellar seneruptur hos tidligere frisk kvinne. *Tidsskr Nor Laegeforen* 1996;116:41-2. [Note: Please translate the title into English and enclose it in square brackets].

Article with published erratum:

- 9 Hamlin JA, Kahn AM. Herniography in symptomatic patients following inguinal hernia repair [published erratum: *West J Med* 1995;162:278]. *West J Med* 1995;162:28-31.

Books and other monographs

Personal author(s):

- 10 Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

Editor(s), compiler(s) as author:

- 11 Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1966.

Organization as author and publisher:

- 12 Institute of Medicine (US). Looking at the future of the Medicaid program. Washington (DC): The Institute; 1992.

Chapter in a book:

- 13 Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. p. 465-78.

Conference Proceedings:

- 14 Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

Conference paper:

- 15 Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.

Scientific or technical report

Issued by funding/sponsoring agency:

- 16 Smith P, Golladay K. Payment for durable medical equipment billed during

skilled nursing facility stays. Final report. Dallas (TX): Dept. of Health and Human Services (US), Office of Evaluation and Inspections; 1994 Oct. Report No.: HHSIGOE169200860.

Issued by performing agency:

- 17 Field MJ, Tranquada RE, Feasley JC, editors. Health services research: work force and educational issues. Washington: National Academy Press; 1995. Contract No.: AHCPR282942008. Sponsored by the Agency for Health Care Policy and Research.

Other Unpublished and Published Material

In Press:

- 18 SL Choubisa, Endemic fluorosis in southern Rajasthan, India. Fluoride. In press 2001;34.

Newspaper article:

- 19 Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. The Washington Post 1996 Jun 21;Sect. A:3 (col. 5).

Map:

- 20 North Carolina. Tuberculosis rates per 100,000 population, 1990 [demographic map]. Raleigh: North Carolina Dept. of Environment, Health, and Natural Resources, Div. Of Epidemiology; 1991.

Dictionary and similar references:

- 21 Stedman's medical dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p. 119-20.

Journal article in electronic format:

- 22 Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24 screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>.

OFFPRINTS

Five offprints will be sent free to the corresponding author. Additional offprints are available at a cost of US\$0.05 per page including postage, e.g. 50 offprints of a 5 page article would cost $50 \times 5 \times 0.05 = \text{US\$}12.50$. Orders should be placed with and payment made to the Treasurer when the proofs are corrected:

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