

INSTRUCTIONS FOR AUTHORS

1. EDITORIAL POLICY

JKCD is the official Journal of Khyber College of Dentistry. The journal is a peer-reviewed, dedicated to the dissemination of new knowledge / information on all sciences relevant to dentistry, oral cavity and associated structures in health and disease.

JKCD aims to be the leading publication in its field and provides a forum for the exchange of information about new and significant research in Dentistry in Pakistan and throughout the world. The Journal will publish peer-reviewed research articles, clinical developments, clinical opinions and treatments as well as other key issues of relevance to Dentistry.

It also aims to motivate the conduct and publication of original research in oral health sciences in Pakistan, to provide a source of continuing dental education, and to circulate such information in Pakistan and other parts of the world.

The Journal would appeal to a substantial international readership seeking to keep up-to-date with research and developments in oral health sciences, with an emphasis on new knowledge and innovations.

It would provide clinicians, scientists and students of dentistry with a comprehensive periodical published twice a year, publishing original research papers, reviews, evidence base clinical cases, short communications, letters to the editor and guest editorials.

2- MANUSCRIPT SUBMISSION

The Journal of Khyber College of Dentistry follows the uniform requirements for manuscripts submitted to Biomedical Journals as approved by the International Committee of Medical Journal Editors as updated in Oct. 2004 and available at www.icmje.org Only those manuscripts are accepted which have not been published previously or submitted elsewhere for publication.

Two hard copies and a soft copy (MS Word format) of manuscript, typed double spaced on one side of A-4 size paper with at least one inch margins all around and all pages numbered should be sent to "The Editor, JKCD, Khyber College of Dentistry,

University Campus, Peshawar, Khyber Pukhthunkhwa, Pakistan". Tables and illustrations should be typed and drawn on separate pages. A covering letter, containing the undertaking, certifying the originality of the work and that it is neither published nor submitted for publication elsewhere, duly signed by the principal author should accompany the manuscript. Authors from abroad can also submit their manuscript electronically to "jkcd.y2010@gmail.com". Such manuscripts along with tables and references must be sent as a MS word document but graphics have to be attached as jpeg files.

3- FORMAT REQUIREMENTS

All Manuscripts of original research should contain the following sections:

a. *Title page:*

Page 1 of the manuscript should include the title of the article and the name(s) of the authors with the sequence to appear in print, degrees, title/designation, name of the department and institutional affiliation of each author. The person responsible for future enquiry should be identified and his address for correspondence along with telephone number and E-mail address, given. Acknowledgements to be included should also be given on this page.

b. *Abstracts:*

Page 2 of the manuscripts should contain a maximum of 250 words as structured abstract i.e. Objective(s), Materials and Methods, Results and Conclusion. Abstract for evidence based clinical case and literature reviews need not be structured.

c. *Key words:*

A list of 3-6 key words should also be included at the bottom of the abstract page.

d. *Abbreviations:*

Standard abbreviations should be used only. Full word for each abbreviation should be given, the first time it is used in the text. Avoid abbreviations in the Title and Abstract.

d. Introduction:

Summarize the rationale and purpose of the study. It should neither review the subject extensively nor should it have data or conclusion. Give only pertinent references and clearly state the working hypothesis.

e. Materials and Method:

Precisely describe how the study was carried out so that the reader can easily comprehend the method used. Provide information about the sample (subjects, patients or materials being studied) design of study and how it was executed. If a drug or material is used, its generic name, dose and route of administration/applications must be explained. Indicate the statistical methods used and also specify any computer program used for analysis of the data.

f. Results:

Results should be presented clearly as text, tables and illustrations. All the data given in the tables and figures should not be repeated in the text. Only important observations should be mention in the text, while reference to the table or figure number can be given for less important findings.

g. Discussion

This should emphasize the present findings and its comparison with other relevant studies. Do not repeat in detail the data or other material given in the introduction or results. Point out the implication of the findings and the limitations of the study.

h. Conclusion(s)

Include a numeric listing of evidence based conclusions and should relate directly to the aims and objectives of the study.

i. Tables:

Each of the tables should be on a separate page, must have a brief title, be on a double space and should have an accompanying legend. Duplication of results given in tables and in figures must be avoided.

j. Illustrations:

All graphics, drawings and photographs are labeled as figures and should be consecutively numbered. Each illustration must be on a separate page and must have a caption. In case of photographs,

write the figure number and caption at the back of each photograph.

k. References:

The references must be written in Vancouver style, double-spaced and numbered as they appear in the text. The total number of references must not exceed 40 for original article and 100 for review article. Provide complete information for each reference, including names and initials of all authors when they are six or less. If there are more than six authors, list the first six followed by "et al". The authors name(s) and initials are followed by the title of the article, the name of the journal abbreviated according to the style followed in Index Medicus, year of publication, journal volume and number of the first and last pages e.g. Bashir U, Hassan A, Arshad N. Cleidocranial Dysplasia. J Pak Dent Assoc, 2005; 14(3): 177-80.

Reference for a chapter or part of a book should have author name(s) and initials, full title of the chapter or part, name of the editor(s), complete title of the book, city address, publisher, year of publication and number of the first and last pages e.g. Shafer WG, Hine MK, Levy BM. Dental caries. A text book of oral pathology. 4th Ed. India: Saunders 1997; 406-11.

l. Ethics

When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the standards of institutional ethical committee on human experimentation and with the Helsinki Declaration of 1975, as revised in 1983. Do not use patient's names, initials, or hospital numbers especially in illustrative material.

m. Units of Measurements:

Systems International (SI) units to be preferred where possible. Conventional units can be given in parenthesis.

n. Drugs Names:

Generic names of drugs are preferred. Where essential, the brand names can be given in parenthesis.

o. Permission:

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4. REVIEW PROCEDURE

JKCD is a peer reviewed journal. All articles on receipt for publication are reviewed for originality, relevance, statistical methods, significance, adequacy of documentation, reader interest and composition. Manuscripts not submitted according to the instructions will be returned to the author for correction prior to beginning the peer review process. All manuscripts considered suitable for review are evaluated by a minimum of two members of editorial board. The manuscript is then sent to two or more than two reviewers who may take few weeks to review the manuscript. Necessary comments of reviewers are conveyed back to the authors. After necessary revision by the authors, the manuscripts are presented to the editorial board for final decision about its publication. The ultimate authority to accept or reject the manuscript rests with the Editor. Revised manuscripts are judged on the adequacy of responses to suggestions and criticisms made during the initial review. All accepted manuscripts are subject to editing for scientific accuracy and clarity by the office of the Editor. When the manuscripts is deemed fit for publication, letter of acceptance is issued to the author. No article is rejected unless similar comments are received from at least two reviewers. Rejected articles are returned back to authors.

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AUTHOR AGREEMENT

Journal _____
 Article Title _____

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I certify that

- A) None of the material in the manuscript has been published previously/currently under consideration for publication elsewhere.
- B) The article has not been accepted for publication elsewhere
- C) I have not signed any right or interest in the article to any third party
- D) I am willing to produce the data on which this article is based, should the Editorial Board of the Journal of Khyber College of Dentistry request such data.
- E) Animal Care Committee/Institutional Review Board approval was granted for this study.
 I (including spouse and children), disclose financial interest at the level
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Note: Author agreement form must be signed by each author (one page for each) and submitted with the article.

Author's Checklist:

- i)** Eliminate nonstandard abbreviation in the titles
- ii)** Supply full author names (including institutional affiliation and contact informations)
- iii)** Abstract: 250 words, Article: 2000 words (excluding references).
- iv)** Supply references in Vancouver style, accurately cited in the text in numerical order
- v)** Cite tables in the text in numerical order
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