

# INSTRUCTIONS FOR AUTHORS

Korean Journal of Oral and Maxillofacial Radiology (Korean J Oral Maxillofac Radiol) is the official periodical academic journal of Korean Academy of Oral and Maxillofacial Radiology and it is published quarterly on the last day of March, June, September and December. The first three issues are published in Korean and the last issue in English.

Choongnam, Korea 336-716

Tel : 82 41 550 1922

Fax : 82 41 553 3707

E-mail : ekkim@dku.edu

## GUIDELINES FOR EACH TYPE OF MANUSCRIPT

### EDITORIAL POLICY

Korean Journal of Oral and Maxillofacial Radiology publishes original research papers, review articles, case reports, pictorial reviews, and letters to the editor, covering both the clinical and experimental aspects of oral and maxillofacial imaging, including informatics.

Except for the negotiated secondary publication, manuscript submitted to the Journal must be previously unpublished and not be under consideration for publication elsewhere.

Guidelines for the multiple publication are based on instructions described in the

Uniform Requirements for Manuscript Submitted to Biomedical Journals (Ann Intern Med 1997;126:36-47, <http://www.acponline.org/journals/annals/01jan97/unifreq.htm>).

Manuscript decisions are based on the results of peer review. To ensure that this is unbiased, reviewers receive manuscripts with blind title pages. Under any circumstances, the identities of the reviewers will not be revealed. The Editor reserves the right to make changes which may clarify or condense papers where this is considered desirable.

### SUBMISSION OF MANUSCRIPTS

Two copies of the manuscript and complete sets of figures are submitted to the editor-in-chief and a copy of the manuscript and figures should be retained by the corresponding author. The manuscript should be addressed to :

Eun-Kyung KIM, D.D.S.

Dept of Oral and Maxillofacial Radiology

School of Dentistry

Dankook University

San 7-1, Shinbu-Dong, Cheonan City

### Original Articles

#### 1) General guidelines

- The manuscript should be organized in the following order: the cover page, title page (title only), abstract, introduction, materials and methods, results, discussion, acknowledgements, references, tables, figure legends, and figures.
- The manuscript should be in electronic form as word process document and must be typed in double space on A4 size white paper, with a 3 cm margin of every side.
- All manuscript pages are to be numbered consecutively, beginning with the abstract as page 1. Neither the author's names nor their affiliations should appear on the manuscript pages.
- Any equipment and drugs mentioned should specify the manufacturer and their locations (city and the country) in the parentheses.
- Once accepted, the floppy diskette or CD-rom containing the manuscript that matches the final version of the article should be submitted for fast editing and printing process. (Label the diskette with the file name, the name of the first author, and the word processing package used )

#### 2) The cover and the title page

- This should contain the title of an article, full names of authors and institutional affiliation (s). If several authors, and institutions are listed, they should be clearly indicated with which department and institution each author is affiliated with superscripts as “\*”, “\*\*” ..., and etc., beginning at the second organization. In a separate paragraph, address for correspondence, including the name of corresponding author, address (institutional affiliation, city, zip-code and country), telephone and fax numbers, and e-mail address (if present), should be given. Information concerning sources of financial support should be placed as a footnote.

- On the title page only put the title of the article.

### 3) Abstract

- This should not exceed 250 words and should be provided on a separate sheet.
- This abstract should be constructed under the following subheadings: Purposes, Materials and Methods, Results, and Conclusion.
- Describe each item separately in the following order.

**Purpose:** In one or two sentences, indicate the specific purpose of the article, and indicate why it is worthy of attention. The purpose stated here must be identical to the one given in the title of the paper and the introduction.

**Materials and Methods:** Describe succinctly the methods used to achieve the purpose explained in the first paragraph, stating what was done and how, how bias was controlled, what data were collected, and how the data were analyzed.

**Results:** The findings of the methods described in the preceding paragraph are to be presented, with specific data. All results should flow logically from the methods described.

**Conclusion:** In one or two sentences, state the conclusion of the study. This must relate directly to the purpose of the papers, as defined in the first paragraph of the abstract.

- Do not use abbreviations or reference citations
- At the bottom of the abstract, select up to 4 key words from the current Medical Subject Headings (MeSH) in Index Medicus.  
Refer <http://www.nlm.nih.gov/mesh/MBrowser.html> in internet site.

### 4) Introduction

Briefly describe the purpose of the investigation, including relevant background information.

### 5) Materials and Methods

Describe the research plan, the materials (or subjects), and the methods used, in that order. When experimental methodology is the main issue of the paper, describe the process in detail so as to recreate the experiment as closely as possible.

### 6) Results

Present these in a clear, logical sequence. Since biometrics involves variations in exact measurements, follow the rule of using statistics when experimentation is described. If tables are used, do not duplicate tabular data in the text, but do describe important trends and points.

### 7) Discussion

Observations pertaining to the results of research and other

related materials should be interpreted for your readers. Emphasize new and important observations; do not merely repeat the contents of the results. Explain the meaning of the observed opinion along with its limits, and within the limits of the research results connect the conclusion to the purpose of the research. In a concluding paragraph, summarize the result and its meaning.

### 8) References

- Start on a separate page, numbering the references consecutively in the order in which they appear in the text.
- All references should be cited in the text, and in the text indicate the reference with superscription with arabic numerals. At the end of the sentence, superscript after the period (.).
- Journal names should be abbreviated according to the Index Medicus.
- All authors are to be listed when six or fewer; when there are seven or more, the first six should be given, followed by 'et al'.
- After writing the authors' last names first, the initial of their first and middle names should be capitalized.
- For all references, the starting page and the last page numbers are to be given.
- The formats are illustrated in the following examples.

#### Journal article :

Hayakawa Y, Eraso FE, Scarfe WC, Farman AG, Nishidawa K, Kuroyanagi K, et al. Modulation transfer function analysis of a newly revised rotational panoramic machine, *Dentomaxillofac Radiol* 1996; 25:32-6.

#### Complete book :

Goaz PW, White SC. Oral radiology; principles and interpretation. 3rd ed. St. Louis: Mosby-Year Book Inc; 1994. p. 624-7.

#### Chapter in the book :

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

**Others :** follow the form indicated in Uniform Requirements (1997)

### 9) Tables

- For tables, arabic numerals should be employed. The title of the table should be clearly stated in the form of a phrase or clause.
- Tables should not be longer than one page and must contain

at least four lines and two columns of data.

- Tables are to be numbered in the order in which they are cited in the text.
- Abbreviations should be defined in an explanatory note below each table.
- Use of the symbols, follow the sequence : \*, †, ‡, §, ?, ¶, \*\*, † †, ‡ ‡
- Tables should be self-explanatory and readily comprehensible.

#### 10) Figures

- Submit in a separate envelope.
- Figures should be in the form of glossy prints, all with a uniform size of 5 × 7 inches (13 × 18 cm).
- On the back of each print, write its number indicating proper directions (i.e.: top, bottom, etc.) in pencil. Never use ink or ballpoint pen.
- If there are two or more figures in one number, indicate with alphabet (i.e.: Fig. 1A, fig. 1B).
- All arrows and lettering should be applied directly to the figures using removable transfers.
- Line drawings should be black on a white background and submitted as a photographic print.
- Written permission should be obtained for the use of all previously published illustrations.
- Authors' names should not appear on the backs of figures.
- Authors may wish to make written suggestions about the arrangement of illustrations.

#### 11) Legends

- Numbering the figures consecutively in the order in which they appear in the text.
- On a separate sheet of paper, write a description using one complete sentence rather than a phrase or clause.
- Representations of microscopic images should include the magnifying power.

#### Reviews

A review article should focus on a specific topic in a scholarly manner and will be published as a commissioned paper at the request of the editorial board.

#### Case Reports

Abstract: The abstract should be limited to 150 words or less and consists of one paragraph without a separate introduction, materials and methods, results or conclusion.

Introduction: Without using the title as an introduction, describe briefly the general background and significance of the case study.

Case report: The clinical study should be restricted to matters directly related to image diagnosis.

Discussion: Focus on the specific area which the case emphasizes and avoid lengthy explanations of references.

#### Pictorial essay

This is a visual teaching material. Messages are delivered by figures and their legends. There are brief explanations, references, legends, instead of abstract, introduction, result, and discussion. And there shouldn't be an acknowledgment.

#### Letters to the Editor

Constructive criticism of a specific thesis published by the Korean Journal of Oral Maxillofacial Radiology is welcome. Letters dealing with subjects of general interest within the field of oral and maxillofacial radiology or personal opinions on a specific subject within the realm of scientific study may also be accepted.

## RIGHTS AND PERMISSIONS

Written permission should be obtained for the use of all previously published illustrations, and copies of permission letters are to be included. An appropriate credit line should be included in the accompanying legend.

## ELECTRONIC SUBMISSION

Upon acceptance, the final version is to be submitted on a 3.5 inch diskette, with one copy of the manuscript. The diskette should be labeled with the program used, manuscript number, name of the corresponding author and the file name.

## AUTHOR'S CHECKLIST

Complete the following checklists: two clean copies of the manuscript, two sets of matched figures, and copyright and certification agreement form with the signatures of all authors.