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## GUIDELINES FOR AUTHORS

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### MANUSCRIPT SUBMISSION

Submit manuscripts in the online submission service:

<https://www.journalspir.com/instructions-for-authors.html>

All manuscripts submitted **must be** accompanied with the [submission form](#), signed by all the authors, stating that the paper has not been submitted or published in any other journal or publication. In the case of acceptance, it's also required a statement accepting the guidelines for publication and transferring the copyright of the paper to the journal.

Manuscripts should be uploaded as a Word (.xml) file with tables and figures. *No paper version is required.*

### Acceptable material

Original articles are considered for publication on the condition they have not been published or submitted for publication elsewhere (except at the discretion of the editors). Articles about oral surgery, periodontology or implant dentistry: clinical research, clinical applications, technology, proceedings of pertinent symposia or conferences, quality review papers, and matters of education related to these fields are invited, as well as letters to the editor.

### Review/editing of manuscripts

Manuscripts will be reviewed by the editor after being subjected to double blind review by the appropriate section editor, editorial staff consultants and reviewers with expertise in the field that the article encompasses. The publisher reserves the right to edit accepted manuscripts to fit the space available and to ensure conciseness, clarity, and stylistic consistency, subject to the author's final approval.

## **Adherence to guidelines**

Manuscripts that are not prepared in accordance with these guidelines will be returned to the author before review.

### **MANUSCRIPT PREPARATION**

**Manuscripts** should be written in English, Arial 12, 1.5 spaced with at least a one-inch margin all around. Number all pages. Do not include author names as headers or footers on each page.

#### **1) Cover page:**

Page 1 should include the title of the article and the name, degrees, title, professional affiliation, and full address of all authors. Phone and e-mail address must also be provided for the corresponding author, who will be assumed to be the first-listed author unless otherwise noted.

#### **2) Title:**

The title of the manuscript should clearly define the subject in question (maximum 20 words). Titles should not include numbers, acronyms, abbreviations or punctuation.

#### **3) Authors:**

Authors submitting a paper do so on the understanding that the manuscript have been read and approved by all authors and that all authors agree to the submission of the manuscript to the Journal. Authors should be limited to seven, a superior number of authors needs to be justified. Authors should be presented in the same order they will be published (first name, middle name, surname). Authors, by definition will be presented according to the "citing medicine, 2nd edition, the NML style guide for authors, editors and publishers". If they wish to be presented differently, the authors **MUST** wright their names accordingly. All named authors must have made an active contribution to the conception and design and/or analysis and interpretation of the data and/or the drafting of the paper and all must have critically reviewed its content and have approved the final version submitted for publication. Secondary contributors can be acknowledged at the end of the article, please specify contributors to the article other than the authors accredited. Please also include specifications of the source of funding for the study and any potential conflict of interests if appropriate.

#### **4) Abstract/key words:**

The abstract should include a maximum of 250 words. Abstracts for:

**a) Systematic Reviews, Reviews, Basic and Clinical Research Reports:** must be structured with the following sections: Purposes, Materials and Methods, Results, and Conclusions.

b) **Clinical cases:** must be structured with the following sections: Purposes, Case Report and Conclusions. Should summarize the problem and the treatment offered.

c) **Brief communications:** Introduction and description of the technic.

#### 5) **Keywords:**

3 to 10 Keywords must be provided according to the Mesh Index (Medical Subject Headings <http://www.ncbi.nlm.nih.gov/mesh>)

#### 6) **Article text:**

The article must be structured with the following sections, according to the type of work:

a) **Systematic Reviews, Reviews, Basic and Clinical Research Reports:** Introduction, material and methods, results, discussion and conclusions. Manuscripts submitted have a limit of 5000 words (excluding abstracts, acknowledgments, figure legends and references)

b) **Clinical cases:** Introduction, case report, discussion and conclusions. Manuscripts submitted have a limit of 3000 words (excluding abstracts, acknowledgments, figure legends and references)

c) **Brief communications:** Introduction and description of the technic. Manuscripts submitted have a limit of 3000 words.

d) **Letter to the editor:** Letters may comment on articles published in the Journal and should offer constructive criticism. If a letter comments on a published article, the author(s) will be provided 30 days to respond to the observations. Letters are limited to 1000 words.

#### 7) **Figures and Tables:**

All figures and tables must be mentioned in the text, numbered consecutively and positioned on a separate page at the end of the manuscript. Figure and table titles and footnotes should be typed on the same page as the table. Detailed legends are encouraged. For photomicrographs, specify original magnification and stain.

In addition, the images to be send must be at least 300 dpi when the image is 3 inches wide, TIFF format is preferred, but JPG or EPS files are acceptable. Line art (graphs, charts, drawings) should be provided as vector art (AI or EPS files). These items must also be sent in individual files.

**8) Abbreviations:**

Abbreviations may be used in the article text, but the full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement. Trade names and Generic terms are preferred, but trade names and manufacturer name should be included parenthetically at first mention.

**9) Numbers:**

Per SI convention, authors are requested to use decimal points rather than commas for fractional numbers.

**10) Acknowledgment:**

Persons who have made substantive contributions to the study can be acknowledged at the end of the article. Also specify grant or other financial support, citing the name of the supporting organization and grant number (also consult ethical guidelines above).

**11) References:**

All references cited in the text must be numbered in order of appearance and appear the end of the manuscript. The **Journal of Surgery, Periodontology and Implant Research** (JSPIR) follows the the NLM Style Guide for Authors, Editors, and Publishers: Citing Medicine. Submitted manuscripts must be formatted according to this style guide:

<https://www.ncbi.nlm.nih.gov/books/NBK7256/>

**Sample Citation - Journal Article**

Authors  
Tavares C, Pires C. Article Title  
Rehabilitation of atrophic maxilla with tilted implants - Case report. JSPIR. 2019 Jan; 1(1): 12-17.  
Journal   Date of   Volume   Issue   Pagination  
Publication

## **ETHICAL GUIDELINES**

### **Ethical Approvals**

All manuscripts reporting the use of human subjects must include a statement that the protocol was approved by the author's institutional review committee for human subjects. Papers not in agreement with the [guidelines of the latest revision of Helsinki Declaration](#) will not be accepted for publication.

Participation of patients in scientific studies must be voluntary and consented by signed informed consent. Do not use any designation in tables, figures, or photographs that would identify a patient, unless written consent from the patient is submitted. For research involving the use of animals, it is necessary to indicate that the protocol was approved by the author's institutional experimentation committee.

When experimental animals are used the methods section must clearly indicate that adequate measures were taken to minimize pain or discomfort. Experiments should be carried out in accordance with the Guidelines the European Communities Council Directive of 24 November 1986 (86/609/EEC) and in accordance with local laws and regulations.

### **Conflict of Interest and Source of Funding**

Authors are required to disclose all sources of funding for their research and any possible conflict of interest. These include financial conflict of interests (for example patent, ownership, stock ownership, consultancies, speaker's fee). The information should be disclosed under Acknowledgements Editor reserve the right to reject papers if there are doubts as to whether appropriate procedures have been used.

## **ACCEPTED ARTICLES**

A mandatory submission form must be signed by all authors and mailed to the submission email address.

Permissions must be obtained for the use of material under copyright. Waivers must be obtained for photographs showing persons and faces have to be masked to prevent identification. Permissions and waivers must be sent to the submission email address.