

# **Foundation University Journal of Dentistry**

## **Policy Document**



**Foundation University College of Dentistry**  
**Foundation University School of Health Sciences**  
**Foundation University Islamabad**

## FOUNDATION UNIVERSITY JOURNAL OF DENTISTRY

The Chief Editor and the Editors of the Foundation University Journal of Dentistry (FUJD) are responsible for following the guidelines of publications mentioned in the policy document with true letter and spirit. ORIC and QEC, Foundation University Islamabad will ensure the application of policy guidelines and the University Head will take action against editors in case of violation of the mentioned guidelines:

### **1. AIMS AND SCOPE**

The Foundation University Journal of Dentistry (FUJD), published biannually, is the official and scientific publication of the Foundation University College of Dentistry & Hospital, Foundation University Islamabad. The FUJD is an open-access journal that provides a forum for the exchange of information about new and significant research in dentistry and is dedicated to the dissemination of new knowledge on all sciences of health, the oral cavity and associated structures in health and disease. It comprises peer-reviewed original research in all fields of health, dental, oral and craniofacial sciences.

FUJD follows the International Committee of Medical Journal Editors (ICMJE) Uniform Requirements for Manuscripts (URMs) submitted to biomedical journals. The target audience of the FUJD includes researchers, dental practitioners or clinicians, oral and dental policymakers, dental educators, hard-tissue scientists, dental students, and other healthcare professionals.

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A complete step-by-step guide on Manuscript Submission Process can be accessed on (<https://fui.edu.pk/fujd/files/Manuscript%20Submission%20Process%20Final.pdf>). Authors are strongly advised to read 'Guide for Authors' before submitting. (See Appendix-B for Guide for Authors).

## **5. FREQUENCY AND TIMELINE OF PUBLICATION OF VOLUME/ISSUE**

Foundation University Journal of Dentistry is a Bi-annual Journal i.e., it publishes a volume with two issues a year (January and July of every year). The 1<sup>st</sup> Issue of every volume is published by January 31<sup>st</sup> of every year whereas the 2<sup>nd</sup> issue is published by July 31<sup>st</sup> of every year.

## **6. MANUSCRIPT PROCESSING TIMELINE AND PROCESS**

For every new issue, a call for paper submission is announced in January and July of each year. Following paper submission, the initial editorial desk review will be initiated and completed by the Editor/ Associate / Assistant Editors within the one-week duration. Any discrepancies found in the initial review (i.e., manuscript not according to guide for authors, missing obligatory documents, plagiarism > 20%, reference style not followed) will be communicated to the authors which they have to respond in a week duration. After the corrected version is submitted/uploaded, the manuscript will be sent to two external reviewers for a double-blind peer-review process. Reviewers will be given four weeks' time duration with a grace period of two weeks to submit a review along with a detailed review report send to them. After the external peer review, if the manuscript needs minor correction, two weeks will be given to the authors to submit the revised version and for major corrections, a maximum of four weeks will be given. (See Appendix-C for a detailed flowchart of manuscript processing at FUJD)

## **7. AUTHORSHIP**

Foundation University Journal of Dentistry strongly encourages all authors to maintain clear transparency and accurate attribution of authorship. All authors must have been permitted to be listed on the submitted paper. For the said purpose, every author must read and sign the author declaration and conflict of interest statement form available on the Journal website. (See Appendix-D for Authorship and Declaration of Conflict-of-Interest Form)

All authors listed on a submission must have given prior approval to have their name attributed to the file(s) that are being submitted and agree to the publication. The corresponding author has the responsibility to ensure that all authors qualify for, and have agreed to, authorship of the submission. They are also responsible for informing all co-authors of relevant editorial information during the review process.

Our recommendations are based on the ICMJE Authorship Criteria. Authors must have:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

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### **8.1 Third-Party Submissions**

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Individuals who provided writing assistance, e.g., from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual’s name, company and level of input – and identify the entity that paid for this assistance.

It is not necessary to disclose the use of language polishing services.

Any acknowledgements should appear first at the end of your article before your Declaration of Conflicting Interests (if applicable), any notes and your References.

## 9. PEER REVIEW POLICY

All manuscripts submitted to FUJD initially undergo internal peer review. A manuscript not found suitable for publication as regards to the topic or poor writing is likely to be rejected on the internal peer review. After in-house peer review, the manuscript is sent for external peer reviews. This usually involves a review by two independent peer reviewers.

The journal follows a double-blind peer-review process where neither the author nor the reviewer gets to know the identity of each other. This is ensured by masking the separate front-page file to the reviewers having author details.

Where an editor is on the author list or has any other competing interest regarding a specific manuscript, another member of the Editorial Board will be assigned to assume responsibility for overseeing peer review. Submissions felt to be suitable for consideration will be sent for peer review by appropriate independent experts identified by the Editor. Editors will make a decision based on the reviewers' reports and authors are sent these reports along with the editorial decision on their manuscript. Authors should note that even in light of one positive report, concerns raised by another reviewer may fundamentally undermine the study and result in the manuscript being rejected.

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### **10.1 Ethical Approval**

Research involving human participants, human material, or human data, must have been performed following the Declaration of Helsinki and must have been approved by an appropriate ethics committee. A statement detailing this, including the name of the ethics committee and the reference number where appropriate, must appear in all manuscripts reporting such research. If a study has been granted an exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption). Further information and documentation to support this should be made available to the Editor upon request. Manuscripts may be rejected if the Editor considers that the research has not been carried out within an appropriate ethical framework. In rare cases, the Editor may contact the ethics committee for further information.

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If a study has not been granted ethics committee approval before commencing, retrospective ethics approval usually cannot be obtained, and it may not be possible to consider the manuscript for peer review. The decision on whether to proceed to peer review in such cases is at the Editor's discretion.

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Authors reporting the use of a new procedure or tool in a clinical setting, for example as a technical advance or case report, must give a clear justification in the manuscript for why the new procedure or tool was deemed more appropriate than usual clinical practice to meet the patient's clinical need. Such justification is not required if the new procedure is already approved for clinical use at the authors' institution. Authors will be expected to have obtained ethics committee approval and informed patient consent for any experimental use of a novel procedure or tool where a clear clinical advantage based on clinical need was not apparent before treatment.

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For all research involving human participants, informed consent to participate in the study should be obtained from participants (or their parent or legal guardian in the case of children under 16) and a statement to this effect should appear in the manuscript. For manuscripts reporting studies involving vulnerable groups (for example, unconscious patients) where there is the potential for coercion (for example prisoners) or where consent may not have been fully informed, manuscripts will be considered at the editor's discretion and may be referred to an internal editorial oversight group for further scrutiny. Consent must be obtained for all forms of personally identifiable data including biomedical, clinical, and biometric data. In the case of articles describing human transplantation studies, authors must include a statement declaring that no organs/tissues were obtained from prisoners and must also name the institution(s)/ clinic(s)/department(s) via which organs/tissues were obtained. Documentary evidence of consent must be supplied if requested.

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In cases where images are entirely unidentifiable and there are no details on individuals reported within the manuscript, consent for publication of images may not be required. The final decision on whether consent to publish is required lies with the Editor.



## 11. CLINICAL TRIAL REGISTRATION

For Randomized Controlled Trails, authors are strongly encouraged to follow ICMJE guidelines. FUJD will only consider the results of such trials which followed these guidelines.

The ICMJE uses the World Health Organization (WHO) definition of a clinical trial, which is *"any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes"*. This definition includes phase I to IV trials. The ICMJE defines health-related interventions as *"any intervention used to modify a biomedical or health-related outcome"* and health-related outcomes as *"any biomedical or health-related measures obtained in patients or participants"*. Authors who are unsure whether their trial needs registering should consult the [ICMJE FAQs](#) for further information.

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The trial number must be indicated in the abstract and methods section of the manuscript. Trials with retrospective registration or with registration in a database that is not publicly accessible cannot be considered.

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Foundation University Journal of Dentistry requires a declaration of conflicting interests from all authors about their work. All submitted manuscripts must include a 'Disclosure' and 'Conflict of Interests' section at the end of the manuscript after any acknowledgements and before the references. If no conflict exists, the statement should read "The author(s) declare(s) that there is no conflict of interest' For guidance on conflict of interest statements, please see the [ICMJE recommendations](#).

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Conflict of interests may be financial or non-financial. A conflict of interest exists when the authors' interpretation of data or presentation of information may be influenced by, or maybe perceived to be influenced by, their personal or financial relationship with other people or

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A competing interest has the potential to influence or bias someone's judgements or views. They arise when a personal judgement concerning a primary interest (such as patient welfare or research results) may be influenced by a secondary interest (such as financial gain). Misconduct occurs when an author, editor or reviewer does not declare relevant competing interests, which can be perceived to influence their opinion of or assessment of research or non-research article. Editors and reviewers should recuse themselves from any kind of involvement with submissions they have a competing interest against. FUJD will not consider manuscripts that are suspected of having an undisclosed competing interest.

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If the original data cannot be produced on request, acceptance of a manuscript or published paper may be declined or retracted.

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Where research fails to comply with the relevant and approved local, national, or international legislative and regulatory requirements or where researchers have not taken sufficient steps to protect the safety and privacy of human subjects or the welfare of animals used in the research.

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Sometimes after an article has been published it may be necessary to make a change to its final edited version. This will be done after careful consideration by the Editor who is also supported by FUJD staff to ensure any necessary changes are done per guidance from the COPE. Any necessary changes will be accompanied by a permanent post-publication notice which will be permanently linked to the original article.

Following guidelines from the COPE, Foundation University Journal of Dentistry handles different kinds of errors in the following ways:

- Amendment
- Correction article
- Retraction article
- Removal or Withdrawal

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- Editors should ensure that the author(s) has been allowed to sign off their final draft & metadata before the files are sent to typesetting. It should be made clear that future edits will not be possible
- Editors should also give the final draft & metadata a thorough read through before sending it to be typesetting to make sure that they are happy with the content
- All articles will have had their PDF proofs checked by the author or editor before publication. This is a final chance to catch layout errors and minor editorial issues such as typos. This is not an opportunity for wider content editing

Please contact the editorial office if you believe that an article needs correcting. We reserve the right to decide what constitutes a minor or major issue and whether an amendment or correction article is necessary.

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For very minor content or metadata issues, FUJD may directly amend the article (both PDF and HTML) if the error is reported very soon after publication (normally < 48h) and the publication has not yet been sent out for indexing.

In-line amendments are strictly limited to only obvious and small mistakes. Corrections relating to the scientific content or other major metadata issues (e.g., a change in authorship) will require a formal correction to be published. Should an in-line amendment be made then a note may also be added to the publication to alert readers to this fact.

To avoid multiple versions of the same publication being circulated, should a publication have already been sent out to indexing services then in-line edits will not be permitted.

## **15.2 Correction Article**

After an article has been published it will immediately be available to the public. Shortly after publication, we will also send the publication information and files to multiple indexes to aid this dissemination. Once this indexing process has begun (usually within a day or so of publication), all corrections must be released as a separate publication, linked to the original. This ensures that the integrity and transparency of the academic record are maintained.

A Correction notice will be issued when it is necessary to correct an error or omission which can impact the interpretation of the article, but where the scholarly integrity of the article remains intact. Examples include mislabelling of a figure, missing information on funding or competing interests of the authors. FUJD utilizes two types of correction notice; a Corrigendum will typically be issued for errors introduced by the authors, whereas an Erratum is typically issued for errors introduced by the publisher.

## **15.3 Retraction Article**

Retractions are used to remove a published paper from the scientific record. Following the COPE guidance, retractions are used when:

- Editors have clear evidence that the article's findings are unreliable, either because of misconduct (e.g., data fabrication) or honest error (e.g., miscalculation or experimental error)
- The findings have previously been published elsewhere without proper cross-referencing, permission or justification (i.e., cases of redundant/duplicate publication)

- Article publication constitutes plagiarism
- The article reports unethical research

Retraction articles will be drafted and posted in the same way as correction articles and with the editors' approval. The original article is watermarked as retracted, and the title is amended with the prefix "Retracted article:"

FUJD recognizes the purpose of a retraction is to correct the literature and ensure the integrity of the publication record. They are not intended as a means of punishment for authors.

Retractions will not normally be issued to resolve authorship disputes. The preferred option in this situation is to issue a corrigendum. This is provided with the authors can justify the change in authorship, and this usually requires the support of their respective institutions.

#### **15.4 Removal or Withdrawal**

A Removal notice will be issued in very rare circumstances where the problems cannot be addressed by a Retraction or Correction notice. Examples include where the content in the article is defamatory or infringes on other legal rights or is subject to a court order. In the rare case of an article being removed from FUJD Online, a removal notice will be issued in its place.

#### **15.5 Exceptions**

In some cases, legal or privacy issues may lead to exceptions to the above processes. Such examples will be dealt with on a case-by-case basis, with standard processes followed as much as possible.


### **16. COMPLAINTS AND APPEAL**

FUJD follows the guidelines published by the Committee on Publication Ethics for Complaints and Appeal (<https://publicationethics.org/appeals>). If any reader, author, or reviewer has any complaints against the journal, its staff, editorial board or publisher, the authors can raise complaints by sending an email to: [info.fujd@fui.edu.pk](mailto:info.fujd@fui.edu.pk).

The journal must be provided with sufficient, specific information about the matter to demonstrate that a potential ethics violation may have occurred. Complaints may be submitted regarding issues related to inappropriate authorship, gift, and ghost authorship; undeclared conflicts of interests, plagiarism, multiple, duplicate, or concurrent publication/Simultaneous submission; unethical research, fabrication/falsification of results, research standards violations, reviewer bias/competitive harmful acts by reviewers or any contribution to FUJD that infringes the copyright or other intellectual property rights. Complaints may also be submitted about scientific content, e.g., an appeal against rejection where the Editor-in-Chief will consider the authors' argument, the reviewer reports and decides whether the decision to reject should stand; another independent opinion may be sorted.

Once a complaint is lodged, an acknowledgement email will be sent to the complainant. The investigation process will be initiated by the journal team according to the directions of the Editor-in-Chief within three working days excluding the complaint receiving date. After the investigation is conducted, a complete inquiry report on the complaint will be prepared and forwarded to the concerned author through his submitted email ID.

All received complaints are welcomed in an unbiased, and timely manner with certainty. When needed, the journal can contact other journals or concerning institutions and seek independent and legal advice. FUJD welcomes highlighting any error or mistake to be corrected.



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**Maj Gen Nasir Dilawar Shah, HI (M), (Retd)**  
**Rector**  
**Foundation University Islamabad**

Maj Gen Nasir Dilawar Shah (Retd)  
Rector  
Foundation University Islamabad

## APPENDIX-A: MANUSCRIPT SUBMISSION PROCESS

### Manuscript Submission Process at Foundation University Journal of Dentistry

**Step 1:** Before making a submission, corresponding author needs to 'Register' first with the FUJD. If the author is already registered, then simply 'Login' via username and password. Authors are strongly advised to go through the 'Submission Preparation Checklist' before making a submission.

HOME / Submissions

[Login](#) or [Register](#) to make a submission.

**Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

**MAKE A SUBMISSION**

**INFORMATION**

- For Readers
- For Authors
- For Librarians

**Step 2: Acknowledge the Copyright Statement by checking the box, Select category of article, Check all boxes in the Submission Requirements, Write any Comments for the Editor, Save and Continue to the next step**

**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Acknowledge the copyright statement**

All copyrights © are reserved with the author(s) under (CC BY-NC 4.0). Foundation University Journal of Dentistry (FUJD) is an open-access peer-reviewed journal that allows free access to its published articles, in addition, to copying and use for research and academic purposes; provided the article is correctly cited. FUJD does not allow commercial use of any article published in FUJD. All articles published represent the view of the authors and do not reflect the official policy of FUJD.

I agree to abide by the terms of the copyright statement.

**Section \***


*Articles must be submitted to one of the journal's sections. \**

**Submission Requirements**

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- Authors agree to Transfer all copyrights and any other necessary material required to journal upon acceptance of manuscript.
- Ensure that the following obligatory documents are present: cover letter, ethical approval of research, authorship & conflicts of interest statement.
- The complete details of the Title Page including authors' full name, degrees, department, affiliation, and e-mail addresses have been provided.
- The e-mail address and full postal address of the corresponding author have been provided.
- The manuscript has been 'spell checked' and 'grammar checked'.
- A conflict of interests statement is provided, even if the authors have no competing interests to declare.
- Ensure all figure and table citations in the text match the files provided.
- All references must be cited sequentially in the Vancouver Style.
- Permission has been obtained for use of copyrighted material from other sources (including the Internet) or include a photograph of a patient.

**Comments for the Editor**



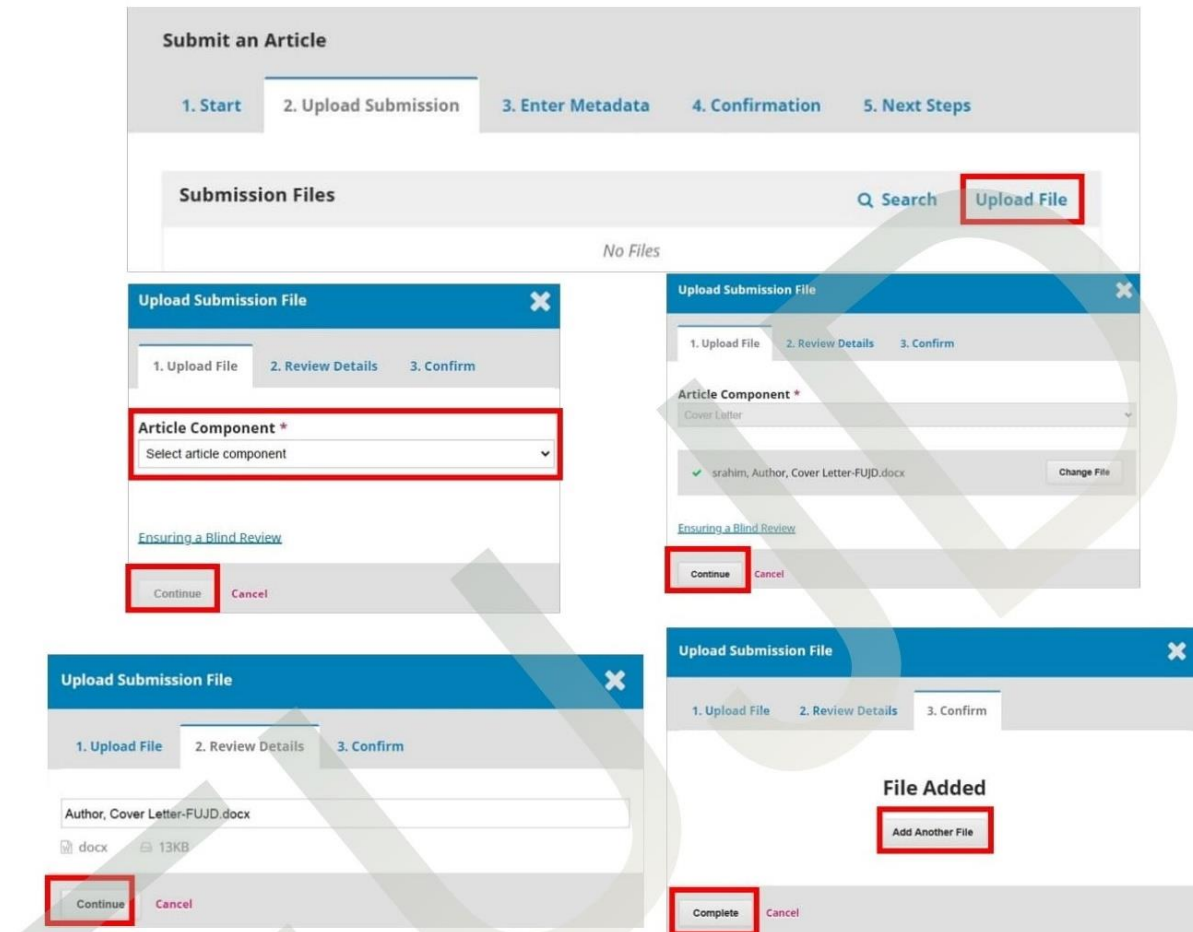
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**Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.



**Step 3:** Click on Upload File and start uploading the Article Components (Cover Letter, Ethical/IRB Approval, Authorship and Conflict of Interest Form, Plagiarism Report, Title Page, Main Text, and Others) from the drop-down menu. Click on Continue to review the details of the uploaded file then Continue again to Complete the upload submission process.



**Step 4:** After the necessary files are uploaded, it will appear on the Submission Files list. Once this step is completed, Click Save and Continue to move on the Next Step in the submission.

The screenshot displays the 'Submit an Article' interface. At the top, a progress bar shows five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation (highlighted), and 5. Next Steps. Below this is the 'Submission Files' section, which includes a search bar and an 'Upload File' button. A file entry is shown with a document icon, the ID '1494-1', the filename 'Author, Cover Letter-FUJD.docx', and the label 'Cover Letter'. At the bottom, there are two buttons: 'Save and continue' (highlighted with a red border) and 'Cancel'.

**Step 5: Enter your Article Metadata; Leave the Prefix Box Blank, Write Title of your Manuscript, Leave the Subtitle Box Blank, Add Abstract of your Article (Structured Abstract for Original Article). Add all the Contributors (Authors) by clicking on the Add Contributor and mark Corresponding Author as Primary Contact. You will be able to change the order of authorship once all authors/contributors have been added. Add MeSH Keywords (mandatory) and Click Save and Continue to the next step.**

**Submit an Article**

1. Start   2. Upload Submission   **3. Enter Metadata**   4. Confirmation   5. Next Steps

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**Prefix**  
 Leave this Blank  
*Examples: A. The*

**Title \***  
 Write Title of your Manuscript

**Subtitle**  
 Leave this Blank  
*The optional subtitle will appear after a colon (:), following the main title.*

**Abstract \***

Write Structured Abstract for Original Article

Powered by TinyMCE

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**List of Contributors** **Add Contributor**

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Editor FUJD	info.fujd@fui.edu.pk	Author	✔	✔

**Submission Metadata**  
 These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

**Rights**  
 If you wish, you may enter a brief statement about the access rights held in or over this submission.

**Additional Refinements**  
**Keywords**  
 Write MeSH Keywords x

**Save and continue**   [Cancel](#)

**Step 6: Click Finish Submission and Submit your Article to the FUJD.**

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

**Step 7: Congratulations! Your online submission is complete and will be confirmed to you (a) this on-screen message, and (b) submission acknowledgement on your registered email address with a link to your dashboard for further correspondence. You may now (a) review the submission, and/or (b) create a new submission, and/or proceed to your dashboard.**

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

**Submission complete**

Thank you for your interest in publishing with Foundation University Journal of Dentistry.

**What Happens Next?**

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

## **APPENDIX-B: GUIDE FOR AUTHORS**

### **1. Manuscript Submission**

Manuscript Submission at Foundation University Journal of Dentistry (FUJD) is online via the **OJS** only. We do not accept submissions via email, nor hard copies by hand or post. All manuscripts must be submitted by the corresponding author. The instruction for using OJS can be found at <https://docs.pkp.sfu.ca/learning-ojs/en/authoring>.

If you have trouble uploading and submitting the manuscript, email us at [info.fujd@fui.edu.pk](mailto:info.fujd@fui.edu.pk) for guidance. The office contact details are given below:

#### **Editorial Office**

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All manuscripts submitted for publication must be accompanied by a cover letter certifying the originality of the work, freedom from conflict of interest, and conduct of research per ethical guidelines established for human subjects and animal welfare. Please note that **no article will be processed without a Cover Letter, Ethical Approval, and Authorship & Conflict of Interest Statement Form**. Upon initial submission, the team confirms if all the valid documents are present and complete. If the submission is incomplete, the article is returned to the author for completion. The authors will have two weeks to complete the submission. Failure to do so within the time limit will result in the automatic deletion of the article from the online submission system without prior notice. There is **no publication fee to submit or publish content in FUJD**.

### **2. Manuscript Preparation and Format**

The main document with the manuscript text and tables should be prepared with MS Word in proper and clear British English. This journal adheres to a double-blinded peer-review policy. The title page should **NOT** be included in the main document. The manuscript text should be typewritten in double-spaced, 12-point font, Alignment justified throughout, Continuous line numbers, Times New Roman on A4 sized paper with 2.5 cm margins on the top, bottom, right, and left. Page numbers should be added at the bottom right corner.

The arrangement of the sections is as follows: Title Page, Abstract and Keywords, Introduction, Materials and Methods, Results, Discussion, Conclusion, Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors' contributions, References, Tables, and Figures with Legend for Figures. Make sure to

start each section on a new page. Tables and figures should be included at the end of the manuscript and not in the middle of the text. Additional material, which is not pivotal, but supporting in nature to the theme of the manuscript, can be submitted as “Supplementary Material” and will be published only online (not in print).

Authors should be limited the use of abbreviations to a minimum. Abbreviations are not to be used in titles. Abstracts may contain abbreviations for terms mentioned many times in the Abstract, but each abbreviation must be defined the first time it is used. Do not start a sentence with a number. Drug and chemical names should be stated in standard chemical or generic nomenclature. Units of measure should be presented according to the International System (SI) of Units. All units must be preceded by one space except percentage (%) and temperature (°C). Descriptions of genes or related structures in a manuscript should include the names and official symbols provided by the US National Centre for Biotechnology Information (NCBI) or the HUGO Gene Nomenclature Committee. For generic and brand names of medicine, use generic names. If a brand name should be used, insert it in parentheses after the generic name. Failure to do so may result in delays or manuscript unsubmission.

### 3. Manuscript Types

The types of manuscript accepted for publication in FUJD includes;

- A. Original Article:** These include randomized controlled trials, intervention studies, studies of screening and diagnostic tests, outcome studies, cost-effectiveness analyses, case-control series, and surveys with high response rates.
- Structured abstract: 250 words (Structured format: Objectives, Materials and Methods, Results, Conclusions) with 3 to 6 MeSH keywords.
  - Maximum word count of text: 3500 words
  - Maximum of 25 references with at least half from the previous five years.
  - Maximum 4 allowed tables and figures
  - Use the following section headings in the main text: Introduction, Materials and Methods, Results, Discussion, and Conclusion. This is followed by Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors’ contributions, References, Tables, and Figures with legends for Figures. Do not use any other sub-headings.
  - State clearly when and where the study was conducted.
  - Quote the ethical approval and informed consent, if applicable.
  - A clinical trial number should be included for all randomized controlled trials
- B. Narrative Review:** A narrative or traditional literature review is a comprehensive, critical, and objective analysis of the current knowledge on a topic. It is expected that these articles would be written preferably by individuals who have done substantial work on the subject or are considered experts in the field.
- Unstructured abstract (i.e., no subheadings): 250 words with 3 to 6 MeSH keywords.
  - Maximum word count of text 4500 words
  - Maximum of 75 references with at least half from the previous five years.
  - Maximum 3 allowed tables or figures

- Follow a logical sequence and use sub-headings as required
- FUJD does not accept narrative review articles written by undergraduate students
- Make sure to state any acknowledgements, disclaimer, conflicts of interest, and funding disclosure.

**C. Systematic Reviews:** A systematic review attempts to identify, appraise and synthesize all the empirical evidence that meets pre-specified eligibility criteria to answer a specific research question. Researchers conducting systematic reviews use explicit, systematic methods that are selected with a view aimed at minimizing bias, to produce more reliable findings to inform decision making.

- Structured abstract: 250 words (Structured format: same as the original article) with 3 to 6 MeSH keywords.
- Maximum word count of text 4500 words
- Maximum of 75 references
- Maximum 4 allowed tables or figures
- Section headings of the main text should be the same as the original article.
- The manuscript should be written following PRISMA guidelines.

**D. Meta-Analysis:** Meta-analysis is a systematic review of a focused topic in the literature that provides a quantitative estimate of the effect of a treatment intervention or exposure. It includes the use of statistical methods to summarize the results of independent studies. By combining information from all relevant studies, meta-analysis can provide more precise estimates of the effects of health care than those derived from the individual studies included within a review. Not all systematic reviews contain meta-analysis.

- Structured abstract: 250 words (Structured format: Same as the original article) with 3 to 6 MeSH keywords.
- Maximum word count of text 4500 words
- Maximum of 75 references
- Maximum 3 allowed tables or figures
- Section headings of the main text should be the same as the original article.
- The manuscript should be written following PRISMA guidelines.

**E. Case Report:** These are short discussions of a case or case series with unique features not previously described that make an important teaching point or scientific observation. They may describe novel techniques or use of equipment, or new information on diseases of importance.

- Unstructured abstract (i.e., no subheadings): 150 words with 3 to 6 MeSH keywords.
- Maximum word count of text 1250 words
- Maximum of 20 references
- Maximum 2 allowed tables or figures
- Section headings of the main text should be Introduction, Case Report (state clearly when the case was seen, describe the follow-up of the patient), Discussion, Conclusion, Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors' contribution, References, Tables, and Figures with Legend for Figures. Do not use any other sub-headings.
- Ensure that a statement is present within the text of your manuscript which declares that the consent of the patient/guardian was taken before the writing of the manuscript. FUJD

does not require a signed patient consent form; however, keep it with you in case the journal asks for it in the future to verify this.

**F. Short Communication:** These reports should be concise presentations of preliminary experimental results, instrumentation and analytical techniques, or aspects of clinical or experimental practice that are not fully investigated, verified, or perfected but which may be of widespread interest or application. The Editors reserve the right to decide what constitutes Short Communication.

- Unstructured abstract: 150 words with 3 to 6 MeSH keywords.
- Maximum word count of text 1500 words
- Maximum of 10 references
- Maximum 2 allowed tables or figures
- Use the following three headings in the main text: Introduction, Patients/Materials and Methods, Results, and Conclusion. This is followed by Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors' contributions, References, Tables, and Figures with legends for Figures. Do not use any other sub-headings.

**G. Letter to the Editor:** These should be short and decisive observations or a short comment on a previously published article within the journal. A letter to the Editor is a brief report that is within the journal's scope and of particular interest to the community, but is not suitable as a standard research article. They should not be preliminary observations that need a later paper for validation.

- Abstract and keywords: Not required.
- Maximum word count of text: 500 words
- Maximum of 5 recent references
- Maximum 1 allowed table or figure
- Should not be signed by more than 3 authors
- No section heading is required in the main text however, state Acknowledgement (if any), Disclaimer, Conflict of Interest, Ethical Statement, Funding Disclosure and Authors Contribution before the References.
- Letters to the Editor may be edited for clarity or length and may be subject to peer review at the Editors' discretion.

#### 4. Reporting Guidelines

Authors are strongly encouraged to refer to the scientific reporting guidelines for health research, hosted by the EQUATOR Network (Enhancing the Quality and Transparency of Health Research).

Authors should adhere to these scientific reporting guidelines when drafting their manuscripts. Separate guidelines are available for each study design and topic under study. Although FUJD has not submitted these checklists mandatory, doing so will aid in the processing of the manuscripts. The most used study design methods are STROBE (Observational Studies in Epidemiology e.g., cohort, case-control, and cross-sectional studies), CONSORT (Randomized Control Trials), TREND (Non-Randomized Controlled Trials), PRISMA (Systematic Reviews and Meta-Analyses), MOOSE (Meta-Analysis of Observational Studies), CARE (Case Reports), ORION



(Infection Control Intervention Studies), STARD (Diagnostic Accuracy Studies), and SPIRIT (Study Protocols). If you are not sure which guideline to use, use the new tool developed by EQUATOR Network and Penelope Research to guide the authors.

## 5. General Guidelines

### A. Title Page

The title page should contain the following information (in order, from the top to bottom of the page): Article category, article title, names (spelt out in full) of all authors\*, and the institutions with which they are affiliated; indicate all affiliations with a superscripted Arabic numeral after the author's name and in front of the matching affiliation, email addresses of all the authors and corresponding author details in the last (name, e-mail, mailing address, telephone, and fax numbers).

\*The name of each author should be written with the family name last, e.g., Hamida Jamil, and authorship is restricted only to direct participants who have contributed significantly to the work; each author may list a maximum of 3 affiliations only.

### B. Abstract and Keywords

An abstract (no longer than 250 words) and 3-6 relevant keywords (in alphabetical order) are required for the following article categories: Original Articles, Narrative Reviews, Systematic Reviews and Meta-analysis. For Case Reports and Short Communications, an abstract should be no longer than 150 words and 3-6 relevant keywords.

Abstracts for Narrative Reviews, Case Reports, and Short Communications should be unstructured (in one single paragraph with no section headings) and include information on the background/purpose of the report, methods, results (or case report), and conclusions.

Abstracts for Original Articles, Systematic Reviews and meta-analyses should be structured into the following sections:

**Objective:** Briefly explain the importance of the study topic and state a precise study question/purpose/objective.

**Materials and methods:** Briefly introduce the methods used to perform the study; include information on the study design, setting, subjects, interventions, outcome measures, and analyses as appropriate.

**Results:** Briefly present the significant results, with data and statistical details such as *p*-values where appropriate; be sure that information in the abstract matches that in the main text.

**Conclusion:** State the meaning of your findings, be careful to address the study question directly, and confine your conclusions to aspects covered in the abstract; give equal emphasis to positive and negative findings.

Keywords should be taken from the [Medical Subject Headings \(MeSH\) list of Index Medicus](#)

No abstract or keywords are required for Correspondence and Letters to the Editor.

### **C. Main Text**

The main text for Original Articles, Systematic Reviews, Meta-analysis and Short Communications should be organized into the following sections: Introduction, Materials and Methods, Results, Discussion, and Conclusion. This is followed by Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors' contributions, References, Tables, and Figures with legends for Figures. Sub-headings are not allowed however, for Systematic Reviews and Meta-analysis, following PRISMA guidelines, the author can use sub-headings for clarification and ease of reading.

Sections for Case Reports are Introduction, Case Report (state clearly when the case was seen, describe the follow-up of the patient), Discussion, Conclusion, Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors' contribution, References, Tables, and Figures with Legend for Figures. Do not use any other sub-headings. For all article categories, each section should begin on a new page.

### **D. Abbreviations**

Where a term/definition will be continually referred to, it must be written in full when it first appears in the text, followed by the subsequent abbreviation in parentheses. Thereafter, the abbreviation may be used. An abbreviation should not be first defined in any section heading; if an abbreviation has previously been defined in the text, then the abbreviation may be used in a subsequent section heading. Restrict the number of abbreviations to those that are necessary and ensure consistency of abbreviations throughout the article. Ensure that an abbreviation so defined does appear later in the text (excluding in figures/tables), otherwise, it should be deleted.

### **E. Numbers**

Numbers that begin a sentence or those that are less than 10 should be spelt out using letters. Centuries and decades should be spelt out, e.g., the Eighties or nineteenth century. Laboratory parameters, time, temperature, length, area, mass, and volume should be expressed using digits.

### **F. Units**

Système International (SI) units must be used, except for blood pressure values which are to be reported in mmHg. Please use the metric system for the expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

### **G. Names of Drugs, Devices and Other Products**

Use the Recommended International Nonproprietary Name (rINN) for medicinal substances, unless the specific trade name of a drug is directly relevant to the discussion. Generic drug names should appear in lowercase letters in the text. If a specific proprietary drug needs to be identified,

the brand name may appear only once in the manuscript in parentheses following the generic name the first time the drug is mentioned in the text.

For devices and other products, the specific brand or trade name, the manufacturer, and their location (city, state, country) should be provided the first time the device or product is mentioned in the text, for example, "SPSS version 21 was used (SPSS Inc., Chicago, IL, USA)". Thereafter, the generic term (if appropriate) should be used.

## H. Gene nomenclature

Current standard international nomenclature for genes should be adhered to. For human genes, use genetic notation and symbols approved by the [HUGO Gene Nomenclature Committee](#). Besides, you can also access [The Human Genome Variation Society](#) which guides naming mutations. In your manuscript, genes should be typed in italic font and include the accession number.

## I. Statistical requirements

Statistical analysis is essential for all research papers except Narrative Reviews and Case Reports. Use correct nomenclature of statistical methods (e.g., two-sample t-test, not unpaired t-test). Descriptive statistics should follow the scales used in the data description. Inferential statistics are important for interpreting results and should be described in detail. All  $p$ -values should be presented to the third decimal place for accuracy. The smallest  $p$ -value that should be expressed is  $p < 0.001$  since additional zeros do not convey useful information; the largest  $p$ -value that should be expressed is  $p > 0.99$ .

## J. Personal communications and unpublished data

These sources cannot be included in the references list but may be described in the text. The author(s) must give the full name and highest academic degree of the person, the date of the communication, and indicate whether it was in oral or written (letter, fax, e-mail) form. A signed statement of permission should be included from each person identified as a source of information in a personal communication or as a source for unpublished data.

## K. Tables

Tables should supplement, not duplicate, the text. They should have a concise table heading, be self-explanatory, and be numbered consecutively in the order of their citation in the text. Items requiring explanatory footnotes should be denoted using superscripted lowercase letters (a, b, c, etc.), with the footnotes arranged under the table in alphabetical order. Asterisks (\*, \*\*) are used only to indicate the probability level of tests of significance. Abbreviations used in the table must be defined and placed after the footnotes in alphabetical order. If you include a block of data or table from another source, whether published or unpublished, you must acknowledge the original source by adding a credit line as the first footnote beneath each table. This credit line should be a complete bibliographical listing of the source publication (as a reference), or other credit lines as supplied by the copyright holder. For example, "Reprinted with permission from Calfee DR,

Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.” (“Data from . . .” or “Adapted from . . .” may also be used, as appropriate.)

Do not intersperse tables in the text. Tables should appear before the figure legends. Insert a page break between the end of the table and the start of the figure legends. If a table contains artwork, supply the artwork separately as a digital file.

## **L. Figures**

### ***General guidelines***

The number of figures should be restricted to the minimum necessary to support the textual material. Figures should have an informative figure legend and be numbered in the order of their citation in the text. All symbols and abbreviations should be defined in the figure legend in alphabetical order. Items requiring explanatory footnotes should follow the same style as that for tables as described in Section "Tables". It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels. Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.

Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details (such as their name, date of the birth, hospital or social security numbers, or other personal or identifying information) of the patient must be removed. If their face is shown, use a black bar to cover their eyes so that they cannot be identified.

All lettering should be done professionally and should be in proportion to the drawing, graph, or photograph. Photomicrographs must include an internal scale marker, and the legend should state the type of specimen, original magnification, and stain.

Figures must be submitted as separate picture files at the correct resolution. The files should be named according to the figure number, e.g., “Fig1.tif”, “Fig2.jpg”.

Images of patients or research subjects should not be used unless the information is essential for scientific purposes and explicit permission has been given as part of the consent. Even where consent has been given, identifying details should be omitted if they are not essential.

If identifying characteristics are altered to protect anonymity, authors should provide assurances that such alterations do not distort scientific meaning.

### ***Formats***

Regardless of the application used, when your electronic artwork is finalized, please “save as” or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS: Vector drawings. Embed the font or save the text as “graphics”.

TIFF: Color or grayscale photographs (halftones) — always use a minimum of 300 dpi (dots per inch).

TIFF: Bitmapped line drawings — use a minimum of 1000 dpi.

TIFF: Combination of bitmapped line/halftone (colour or grayscale) — a minimum of 600 dpi.

Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. FUJD/OJS will only accept digital artwork. For best results, line art should be black on a white background. Lines and types should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality. All colour artworks should be saved in CMYK, not RGB.

Please do not: Supply files that do not meet the resolution requirements detailed above; Supply files that are optimized for screen use (such as GIF, BMP, PICT, WPG) as the resolution is too low; Submit graphics that are disproportionately large for the content.

Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for grayscale and colour artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process. Use 1-point (or thicker) rules and leader lines. Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels. Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text. Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.

## **M. Acknowledgments**

After the conclusion section, general acknowledgements for consultations and statistical analyses should be listed concisely, including the names of the individuals who were directly involved. Consent should be obtained from those individuals before their names are listed in this section. Those acknowledged should not include secretarial, clerical, or technical staff whose participation was limited to the performance of their normal duties.

## **N. Conflict of Interest**

It is required that a list of disclosures from every named author is submitted alongside the manuscript. In it, each author should identify any financial or non-financial conflicts relevant to the article. If no conflicts exist, please state so in this section.

## **O. Funding Disclosure**

All sources of grants received, and their spending should be disclosed. If there is no funding disclosure, authors should still include this heading and write “The author(s) received no financial support for the research, authorship, and/or publication of this article.”

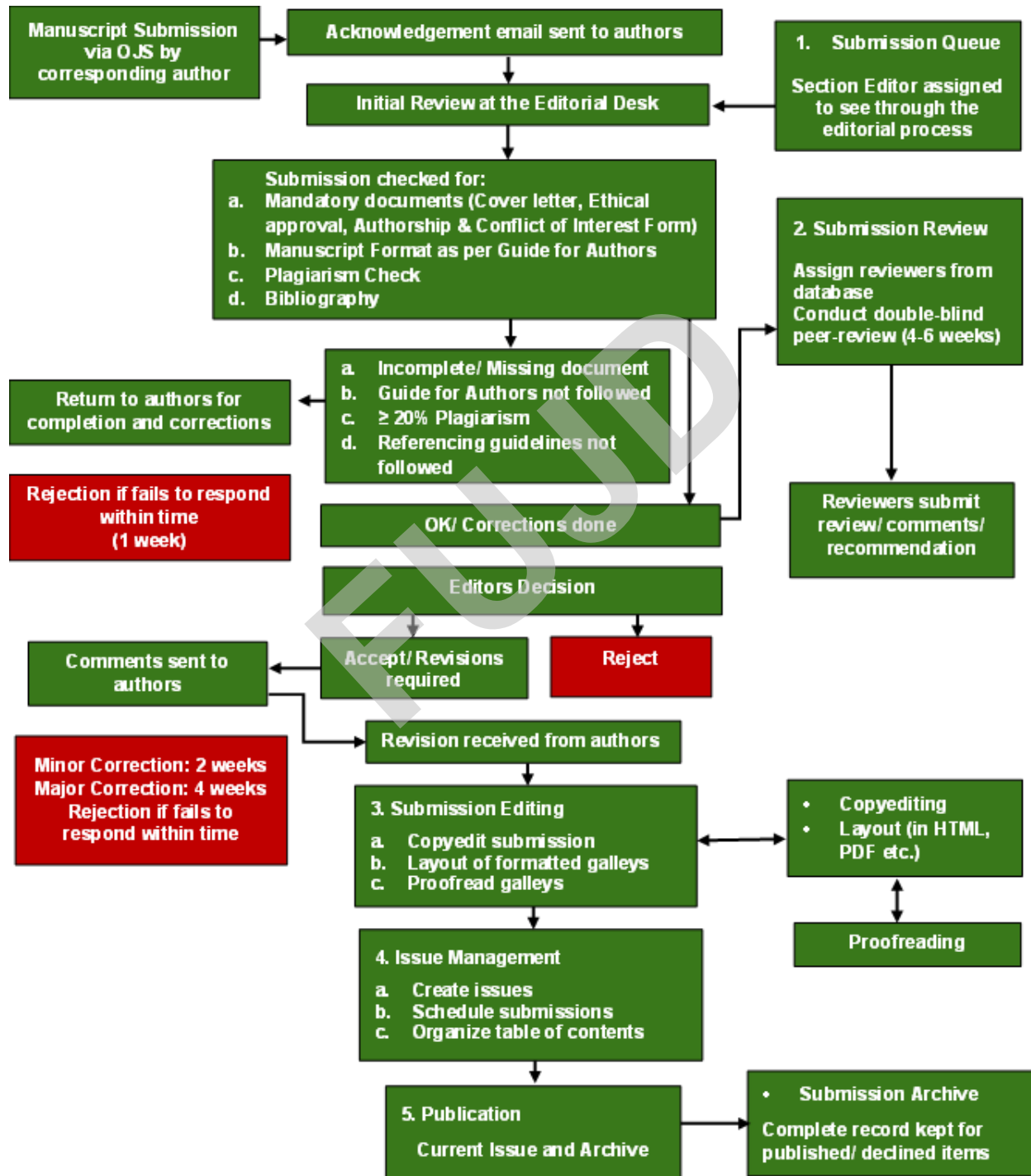
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**APPENDIX-C: MANUSCRIPT PROCESSING FLOW CHART**



**APPENDIX-D: AUTHORSHIP AND CONFLICT-OF-INTEREST FORM****FUJD****Foundation University Journal of Dentistry****AUTHORSHIP & CONFLICTS OF INTEREST STATEMENT**


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**APPENDIX-E: COVER LETTER TEMPLATE**

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