

The *Revista Odonto Ciência (Journal of Dental Science)* is a peer-reviewed journal published four times per year, in print (ISSN 0102-9460) and online (ISSN 1980-6523) format, supported by the Pontifical Catholic University of Rio Grande do Sul – Dental School since 1986. Its abbreviation is *Rev. odonto ciênc.*, which should be used in references, bibliographic legends, and footnotes.

## MISSION STATEMENT

The *Revista Odonto Ciência (Journal of Dental Science)* is an international scientific journal dedicated to provide a forum for academics, researchers, and practitioners to communicate relevant basic, clinical, education, and epidemiological studies in Dentistry and related fields.

One priority is to publish scientific studies on different populations from Latin America and other developing regions as part of the global initiative to record multi-ethnic diversity in oral health and foster health equity worldwide. The Journal also seeks to publish articles on new conceptual models, innovative technology, alternative procedures or treatment to reduce disease burden in the general population or specific groups, thus contributing to translating science into practice and social development.

Contributions falling into the following categories will be considered for publication:

- 1) original research reports of basic and applied oral sciences, epidemiological, and education studies;
- 2) review article; and
- 3) case report.

The *Revista Odonto Ciência (Journal of Dental Science)* welcomes manuscripts written in English or Portuguese languages. Accepted manuscripts written in Portuguese should be translated into English for publication. Manuscripts submitted to this journal should not have been published before nor have publication pending elsewhere.

## Peer Review Process

The *Revista Odonto Ciência (Journal of Dental Science)* adopts a blind expert peer review process. Contributions are sent to reviewers if they rigorously abide by the journal guidelines. All submission and review process use an Open Journal System version. The reviewers receive an e-mail with the abstract and login to the online system, where they access the journal guidelines and steps to send the review and recommendation to the editor. Authors and reviewers are blind to each other. The submission version for review is a modified PDF file of the original word file with removal or masking of all content that could jeopardize the blind review process. The editorial board decides whether or not to accept the article, taking into consideration originality, significance and scientific contribution to the area.

**Expedient review** may be requested in the cover letter to the editor and will be considered in selected cases, e.g., submissions related to patents.

## General instructions

1. The manuscript should be written in English (USA) or Portuguese (Brazil) language, in a clear, concise and objective form.
2. The text should be provided as a Word for Windows file (doc or rtf), using a size 12 Arial font, A4 page size, double-spacing and margins of 3 cm. The length of the manuscript is limited to 15 pages, excluding references, tables, and figures.
3. The number of tables and figures should not exceed a total of six items (e.g., two tables and four figures).
4. Units of measure should follow the International System of Measurements.
5. All the abbreviations should be defined when first mentioned, thus the word written out fully.
6. In the first mention of commercial brands, the name of the manufacturer and its location should be given in parentheses (city, state, country).

## Structure of the manuscript

### 1. Title page

- 1.1 Title: written in English and Portuguese.
- 1.2 Author(s): Complete name, title, main activity (Assistant Professor, Associate Professor, or Professor; Graduate Student; Research Fellow), affiliation (institution or private clinic, department or graduate course/specialty training, city, state, and country), and e-mail.

The number of authors should be limited to six, except in cases of a multicenter or similar study.

1.3 Author for correspondence: name, postal and electronic (e-mail) addresses and telephone.

1.4 In case of any relationship between the authors and public or private entity that could result in a conflict of interest, this possibility should be disclosed.

**Observation:** The title page will be removed from the file before building the PDF file to be sent for peer-review.

### 2. Structured abstract and key words (in English and Portuguese)

2.1 Abstract: A maximum of 200 words, in English and Portuguese.

The abstract should be structured with the following divisions:

- Original Article: Purpose, Methods, Results, and Conclusion.
- Case Report: Purpose, Case description, and Conclusion.
- Literature Review: the structured form for an original article can be followed but is not mandatory.

2.2 Key words: A maximum of six key words, preferably from the list of Medical Subject Headings of the U.S. National Library of Medicine or the list of Health Sciences Descriptors (DeCS) in BIREME.

## 3. Text

3.1 The original research article should be divided into the following sections: Introduction, Methods (or Casuistics), Results, Discussion, and Conclusions.

– Introduction: This section should be objective and present the research problem and background to justify the work and provide available data on the subject of the study. The objective(s) and/or hypothesis of the study should be stated in the last paragraph.

– Methods (or Casuistics): This section should describe in a logical order the population/sample or specimens, the variables and the procedures of the study with sufficient detail so that it can be duplicated. Methods already published and established in the literature should be briefly described, and the original reference should be cited. Methods used for statistical analysis should be briefly described at the end of the section.

### IMPORTANT:

All research work that involves the *study of human subjects* should state at the beginning of this section that the research was approved by the institutional review board or ethics committee in accordance with national and international guidelines and regulations, e.g., the Declaration of Helsinki. The registration number of the research project in SISNEP/Brazilian Ministry of Health or the document of approval from an internationally comparable ethics committee should be sent as a supplementary file in online submission (mandatory). Similarly, *studies with other animals* should be approved by the appropriate institutional and/or licensing committee, and the document of approval should be sent as a supplementary file.

– Results: They should be written in the text in a direct manner, without subjective interpretation. The results presented in tables and figures should not be repeated in the text.

– Discussion: This should present an interpretation of the results and any contrast with the literature, a report of inconsistencies and limitations of the findings, suggestions for future studies, and the practical application and/or importance of the results. Inferences, deductions, and conclusions should be limited to the findings of the study (conservative generalization).

– Conclusions: They should be supported by the results and be consistent with the objectives of the study.

3.2 Case report: This type of manuscript should be divided into Introduction, Case description, and Discussion.

## 4. Acknowledgment

They should be brief and objective, to persons or institutions that contributed significantly to the study, but that did not meet the criteria for authorship. The financial support from the research-promoting funding organization and the grant number should be mentioned in

this section. Previous presentation in scientific events may be mentioned here.

## 5. References

The format of the references should follow the guidelines of the International Committee of Medical Journal Editors (Vancouver Group).

5.1 The references should be numbered in order of appearance in the text and cited between parentheses: (1), (3,5,8), (10-15).

In direct citations in the text, articles with two authors are cited using the two names. For example: "According to Santos and Silva (1)..." For articles with three or more authors, the first author is cited followed by "et al." For example: "Silva et al. (2) observed..."

5.2 Cite a maximum of 25 references for an original research article, 15 for a case report, and 50 for a literature review.

5.3 The list of references should be double-spaced, in numerical order. The reference must be complete, including the names of all authors (if seven or more authors, list up to six followed by "et al.").

5.4 The abbreviations of the names of the journals cited should be in accordance with PubMed or LILACS and BBO.

5.5 The style and punctuation of the references must follow the format indicate below.

### Articles in journals:

Wenzel A, Fejerskov O. Validity of diagnosis of questionable caries lesions in occlusal surfaces of extracted third molars. *Caries Res* 1992;26:188-93.

### Articles in online journals:

Baljoon M, Natto S, Bergstrom J. Long-term effect of smoking on vertical periodontal bone loss. *J Clin Periodontol* [serial on the Internet]. 2005 Jul [cited 2006 June 12];32:789-97. Available at: <http://www.blackwell-synergy.com/doi/abs/10.1111/j.1600-051X.2005.00765.x>

### Book:

Paiva JG, Antoniazzi JH. *Endodontia: bases para a pratica clinica*. 2.ed. São Paulo: Artes Medicas; 1988.

### Book chapter:

Basbaum AI, Jessel TM. The perception of pain. In: Kandel ER, Schwartz JH, Jessel TM. *Principles of neural science*. New York: McGraw Hill; 2000. p. 472-91.

### Dissertations and Theses:

Polido WD. The evaluation of bone alterations around dental implants during the osseointegration period by direct digital radiography [thesis]. Porto Alegre (RS): School of Dentistry, Pontifical Catholic University of Rio Grande do Sul; 1997.

### Online document:

Ueki N, Higashino K, Ortiz-Hidalgo CM. Histopathology [monograph online]. Houston: Addison Books; 1998. [Accessed on 2001 Jan 27]. Available at <http://www.list.com/dentistry>.

**Observations:** The authors are responsible for the accuracy of all citations and references.

Please do not include summaries/abstracts, personal communications or bibliographic materials without publication information in the list of references.

## 10. Tables

The tables should be constructed with the Table tool of Word for Windows, numbered consecutively with Arabic numerals in the order of mention in the text (for example: Table 1, Table 2, etc), and placed on separate pages after the list of references. The title should be explanatory and concise, double-spaced, and placed at the top of the table. All the explanations should be presented in footnotes, identified by the following symbols, in this sequence: \*, †, ‡, §, ||, \*\*, ††, ‡‡. Do not underline or draw lines inside the tables, nor use spaces to separate columns. Do not use a space on either side of the symbol ±.

## 11. Figures

Illustrations (photographs, graphs, charts, drawings, pictures, etc.) should be considered as figures. They should be limited to those absolutely necessary and numbered consecutively in Arabic numerals, following the order in which they are cited in the text (for example: Figure 1, Figure 2, etc). Figures should be included at the end of the manuscript, after the list of corresponding legends typed on a separate page. All explanations should be provided in the legends, including abbreviations occurring in the figure. Individual files (high resolution, tif ou jpeg format) should also be sent as supplementary files after the submission window of the main text.

11.1 Digital photographs and digitized images should be saved in tif or jpg format, with a minimal resolution of 300 dpi and 8 cm in width.

11.2 Letters and identification marks should be clear and defined. Critical areas of radiographs and microphotographs should be presented separately and/or outlined. Microphotographs should have internal scales and arrows that contrast with the background.

11.3 Separate parts of the same figure should be labeled A, B, C, etc. Single figure and groups of figures should not exceed 8cm and 16 cm in width, respectively.

11.4 Clinical photographs should not allow the identification of the patient. In case there is the possibility of identification, it is obligatory to send a written document providing signed informed consent for publication.

11.5 Figures reproduced from other sources already published should indicate this condition in the legend, and should be accompanied by a letter of permission from the copyright holder.

## Conflict of interest statement

Conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence (bias) his or her

actions (such relationships are also known as dual commitments, competing interests, or competing loyalties). When there is some relationship between the authors and some public or private entity that could give rise to some conflict of interest, this possibility should be made known on the title page of the manuscript and in the initial letter of submission. In case there is no conflict of interest, the author should state so (for example: "I declare that I do not have any commercial or associative interest that represents a conflict of interest in connection with the work submitted").

## Registration of clinical trials

The *Revista Odonto Ciencia (Journal of Dental Science)* supports the policies for the registration of clinical trials expressed by the World Health Organization (WHO) and of the International Committee of Medical Journal Editors (ICMJE), recognizing the importance of these initiatives for the registration and international dissemination of information on clinical studies, in open access. Therefore, articles of clinical trials should have received an identification number from one of the Register of Clinical Trials validated by the criteria established by the ICMJE and the WHO: ClinicalTrials.gov or WHO International Clinical Trials Registry Platform (ICTRP). The identification number should be cited at the end of the abstract.

## Statement of informed consent

Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. Authors should identify Individuals who provide writing assistance and disclose the funding source for this assistance.

Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note. When informed consent has been obtained it should be indicated in the published article.

FROM: International Committee of Medical Journal Editors ("Uniform Requirements for Manuscripts Submitted to Biomedical Journals") – February 2006.

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All manuscripts should be submitted through the [Online Submission](http://revistaseletronicas.pucrs.br/fo/ojs/index.php/fo) system in our website:

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In the case of extreme difficulties encountered when submitting online, manuscripts can be submitted as email attachments to the editorial office: [odontociencia@pucrs.br](mailto:odontociencia@pucrs.br)

**NEGLIGENT SUBMISSIONS WILL BE RETURNED BY THE EDITORIAL OFFICE**

## 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.

1. Letter of submission (cover letter): This should be signed by all the authors, taking responsibility for the original content of the work. It should contain a declaration of copyright transfer in case of acceptance of the work and the existence or not of a conflict of interest.
2. Manuscript is formatted in accordance with the Instructions to Authors, found in the section "About" the journal. The submissions that are not in accordance with the guidelines will be returned.
3. The text files of the manuscript are written in Microsoft Word.
4. Main document (manuscript): The text is double-spaced, in Arial 12, with tables, list of legends to figures and figures included at the end of the manuscript.
5. All URL addresses in the text (e.g., <http://pkp.ubc.ca>) are active.
6. Registration of the research protocol of studies in human subjects in SISNEP or equivalent document, when feasible, is sent as a supplementary file.
7. Individual files of the figures are in tif or jpeg format in high resolution and are sent individually as supplementary files.

Parceiros:

