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The Journal of the Korean Academy of Pediatric Dentistry

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SCOPE AND TYPES OF ARTICLES

The Journal of the Korean Academy of Pediatric Dentistry, the official journal of the Korean Academy of Pediatric Dentistry, publishes original contributions valuable to the advancement of clinic and academy of pediatric dentistry. Published quarterly in February, May, August, and November each year, the journal reports clinical and other investigations related to Pediatric Dentistry and its allied sciences, publishing full-length Original Articles, Reviews, and Case Reports. Of these, Reviews are generally published as a commissioned paper at the request of the editor(s) and Editorials are mostly written by the editor(s). We will undertake the evaluation of your manuscript with the understanding that the study followed the journal's policies and guidelines explained hereinafter. Authors will be asked to confirm their compliance with the journal's policies and guidelines during manuscript submission on the web page; and each author will be asked to submit a signed "Authorship Responsibility, Conflicts of Interest, and Copyright Transfer/Publishing Agreement" (available at Instructions & Forms at <http://submit.kapd.org>).

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GUIDELINES FOR MANUSCRIPT FORMATTING

1. General Guidelines

- The manuscript must be written in Korean or English. For dental or medical terms such as proper nouns, generic names of medicines, and units of measurement, use the original term.

Abbreviation should be minimized. The use of acronyms and abbreviations is discouraged and should be kept to a minimum. When used, they are to be defined where first used, followed by the acronym or abbreviation in parentheses.

- The accepted manuscript should be organized in the following order: full title page (including all the author details, acknowledgements, and statements on conflicts of interest); but submitted manuscript have to be a blinded main document in a single file, which starts with blinded title page (title only) and

contains every component.

- All text files should be in Microsoft Word format (.doc or .docx) or HANCOM INC. .hwp format and all figures needs to be in .jpg/jpeg for photos or .wmf/.png formats for schematic draw and graph.
- The manuscript should use 12-point font size and be double spaced or 200% on 21.0 cm by 29.7 cm (A4) paper, with an approximate 3-cm margins.
- Authors should not number the pages. The page numbers will automatically be generated.
- The Journal of the Korean Academy of Pediatric Dentistry performs double-blinded review of the submitted manuscripts. Authors' names, their affiliations, or any other remarks that may identify the authors should not appear in the blinded main document, figures, appendix, and supplementary materials for review for a blinded review. In case those are found, the editorial office will ask the authors to re-upload the files after hiding them.
- The names and locations (city and state or country) of manufacturers of equipment and non-generic drugs should be given.
- Please also refer to most recent articles published in the Journal of the Korean Academy of Pediatric Dentistry for style.

2. Full Title Page

- Include the following items on the unblinded full title page:
 - Title
 - Names, affiliations, and addresses of the authors
 - Contact information of the corresponding author
 - Acknowledgments
- Full author name, not initials, must be provided in the order of first name, middle name (if exists), and last name for all participating authors, e.g. Jung-Eun (first name) Oh (last name).
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- The contact information of the corresponding author should include mailing address, phone number, fax number, and e-mail address.
- Those who contributed to the work, but who did not fulfill the requirements for authorship, should be included in acknowledgments.

- All funding, other financial support, and material support for this work, if it exists, should be clearly identified in the conflict of interest statement. If no conflicts of interest exist for any of the authors, please describe as such.

3. Main Document

- A main document is a blinded document for review and contain the following components (see 3.1 to 3.6) in a single HANCOM INC. HWP file or Microsoft Word file, each component starting on a separate page: blinded title page, abstract (when required), main body, references, tables, and figure legends.
- Do not embed images in the main document.
- Do not mix tables with the text. Tables should be placed collectively after references on separate pages.

3.1. Blinded Title Page

On the blinded title page, write only the title of the manuscript. Do not include the authors' names, or other details.

3.2. Abstract

- The word limit is 200 words or 500 letters in Korean for Original Article and Case Report.
- Do not use reference citations. Abbreviations should be minimized and, if used, must be defined within the abstract by full terminology followed by abbreviation in parenthesis.
- Abstract for an Original Article must be structured including Objective, Materials and Methods, Results, and Conclusion as follows:
 - Objective: In one or two sentences, indicate the specific purpose of the article, and indicate why it is worthy of attention. The purpose stated here should 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 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 here, 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

should relate directly to the purpose of the papers, as defined in the first paragraph of the abstract.

- Unlike Original Article, Case Report consists of single paragraph without separate sections. Please refer to the most recently published articles for style.
- At the bottom of the abstract, write 3-6 keywords (index terms).

3.3. Main Body

3.3.1. Original Article

3.3.1.1. Introduction

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

3.3.1.2. Materials and Methods

- The first paragraph should address whether the study was conducted under an approval by the Institutional Review Board (with or without patient informed consent) and Animal Care Committee of the institution where the study took place for any investigation involving humans and animals, respectively.
- Describe the research plan, the materials (or subjects), and the methods used, in that order.
- Explain in detail how the disease was confirmed and how subjectivity in observations was controlled.
- 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.
- If the study includes reuse/overlap of materials previously published or under consideration for publication elsewhere, clearly state the reuse/overlap of study materials.

3.3.1.3. Results

- Present the study data in a clear, logical sequence.
- Because 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.

3.3.1.4. 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 findings 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 results and their meaning.

3.3.2. Review

- A review is generally published as a commissioned paper at the request of the editor(s). We do evaluate unsolicited submissions, but many of them are in fact turned away to the authors after a review by the editor(s).
- A review article is a comprehensive scholarly review on a specific topic, but is not an exhibit of series of cases.
- Neither new information nor personal opinion is to be included.
- An introduction which explains the scope of the paper is required, and headings should be used appropriately to separate and organize the text.
- Please also refer to most recent Review articles published in the Journal of the Korean Academy of Pediatric Dentistry for further details on formatting.

3.3.3. Case Report

- A case report should be organized into three sections including Introduction, Case Report, and Discussion as follows:
 - 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 clinical procedures.
 - Discussion: Focus on the specific area which the case emphasizes and avoid excessive literature summary or explanations about previously published materials.
- Please also refer to most recent Case Report articles published in the Journal of the Korean Academy of Pediatric Dentistry for further details on formatting.

3.4. References

- Start on a separate page, numbering the references consecutively in the order in which they appear in the text.
- All references must be cited in the text.
- Unpublished data should not be cited in the reference list.
- Journal names should be abbreviated according to the Index Medicus.
- All authors are to be listed when four or fewer; when there are five or more, the first, second and last should be given, followed by "et al."
- Inclusive page numbers (e.g., 15-26) are to be given.
- The style and punctuation for journal articles, books, or book chapters should follow the format illustrated in the following examples:

Journal article

Zero DT, Raubertas RF, Featherstone JD, *et al.* : Fluoride concentrations in plaque, whole saliva, and ductal saliva after application of home-use topical fluorides. *J Dent Res*, 71:1768-1775, 1992.

Book

Waterhouse P, Whitworth J, Camp J, Fuks A : Pathways of the Pulp, 10th ed. Mosby, St. Louis, 808-857, 2011.

- Web content can be cited and the following items should be listed: author(s) (if any); title of the page or content; name or owner of the Web site; URL; and publication, update, and access dates.

Web content

Assessments on the 2006 state of CT claims reported by the Korea Health Insurance Review and Assessment service. Available from URL: http://biz.hira.or.kr/ICSFiles/afieldfile/2008/01/2/2006_CT.pdf (Accessed on November 3, 2011).

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3.5. Tables

- Tables should be numbered using Arabic numerals. The title of the table should be clearly stated in the form of a sentence or a paragraph. The first

letters of nouns and adjectives should be capitalized.

- Tables should not be longer than one page and should 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 a footnote below each table.
- Tables should be self-explanatory and readily comprehensible.
- Tables from previously published works should not be used.
- The statistical significance of observed differences in the data should be indicated by the appropriate statistical analysis.

3.6. Figure Legends

- Legends should be numbered in the order in which they are cited, using Arabic numerals.
- Write a description using one complete sentence rather than a phrase or paragraph.
- In case of the use of previously published figures, the original source must be revealed in the figure legend.

4. Figures

- The title of the figure should be in English. The title of the figure start with Fig. and number. e.g. Fig. 1. Pulpotomy procedure performed with PRF.
- All figure parts related to one patient should have the same figure number and use English letters after the numerals to distinguish each figure part.
- Send all figure parts as separate images (do not combine). e.g. Fig_1A.png, Fig_2.wmf, etc.
- Labels/arrows should be of professional quality and touch the edge of the feature being labeled. Do not use equilateral triangles for arrowheads.
- Remove all names and all other identifiers of the patient, authors, and authors' institutions from the figures.
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- Please note that when uploading Figure files, each figure should be saved in a one zip file.
- The graphs or schematic draw should be a vector format such as WMF, AI (Adobe Illustrator) or PNG format with high resolution (at least 2048 pixel in width or height). JPEG are allowed for photographic type images or electronic photograph of radiographs, with high resolution (at least 2048 pixel in width

- or height).
- The use of JPEG format in graph is strongly discouraged. We recommend to use Origin program (Origin Lab.) for graph draw.
 - Color figures should be in RGB color mode and line drawings should be black on a white background.
 - A legend for each light microscopic photograph should include name of stain and magnification. Electron microscopic photograph should have an internal scale marker.
 - The name of the zip file should be use the first word of the article. e.g. Vital.zip.
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 - Written permission from the prior publisher should be obtained for the use of all previously published illustrations and copies of the permission letter should be submitted.
 - Authors may wish to make written suggestions about the arrangement of illustrations.

REVIEW PROCESS AND MANUSCRIPT DECISION

- Submitted manuscript will first be evaluated at the editorial office regarding the completeness and suitability to the Journal of the Korean Academy of Pediatric Dentistry of the submitted materials. Modifications/corrections may be requested to the authors at this stage before starting the peer review.
- Submitted manuscripts will generally be reviewed by three peer reviewers, who are experts in the submitted subject matter and make suggestions to the editor(s), as well as by the editor(s).
- The Journal of the Korean Academy of Pediatric Dentistry performs double-blinded peer review of the submitted manuscripts. Both the peer reviewers and the authors are not revealed to the other. Authors may suggest preferred and non-preferred reviewers during manuscript submission. However, the ultimate selection of the reviewers will be determined by the editor(s).
- Authors can monitor the progress of the manuscript throughout the review process at <http://submit.kapd.org>.
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- Accept: The manuscript is accepted for publication.
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- Submit manuscripts as .hwp, .doc or .docx files. Double space or 200% space all parts of manuscript.
- Complete full title page (See Guidelines for Manuscript Formatting).
- Main Document including blinded title page.
- Abstract, if required, within the word limit: 200 words or 500 letters in Korean for Original Article and Case Report.
- Include Institutional Review Board (IRB) approval, informed consent, and/or animal care committee approval for an Original Article.
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- A Major Revision and a Minor Revision should be submitted within 30 days and 15 days, respectively, of the decisions. Otherwise, the manuscript will be treated as a new submission.
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- Any changes in the authorship should be reported to the editor in the cover letter.

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