

## ***Instructions for Authors***

### ***General Information:***

*Journal of Digital Dentistry (JDD)*, the official journal of the Japan Academy of Digital Dentistry (JADD), is a peer-reviewed publication under the supervision of the Editorial Board of JADD, which selects all materials submitted for publication. No responsibility is accepted by the Editorial Board for the opinions expressed by the contributors. Membership in JADD is not a prerequisite for submitting material for publication. JDD welcomes original articles, review articles, case reports, technical reports, rapid communications, and letters to the editor not previously published or being considered for publication elsewhere. When an article is accepted for publication, the author agrees that the copyright of the article is transferred to JADD. The work shall not be published elsewhere in any language without the written consent of the copyright owners.

The editors reserve the right to reject manuscripts that do not comply with the below-mentioned requirements. The author will be held responsible for false statements or failure to fulfill the below-mentioned requirements.

### ***Submission:***

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

### ***Editorial procedure:***

This journal follows a double-blind reviewing procedure. This means that the author will remain anonymous to the reviewers throughout peer review. It is the responsibility of the author to anonymize the manuscript and any associated materials.

- Author names, affiliations and any other potentially identifying information should be removed from the manuscript text and any accompanying files (such as figures of supplementary material);
- A separate Title Page should be submitted, containing title, author names, affiliations, and the contact information of the corresponding author. Any acknowledgements, disclosures, or funding information should also be included on this page;
- Authors should avoid citing their own work in a way that could reveal their identity.

### ***Types of Papers:***

1. Original articles, technical reports, and case reports. These will be organized into six parts: (1) Abstract; (2) Introduction; (3) Materials and Methods; (4) Results; (5) Discussion; (6) References.

2. Review article. Manuscripts that review the current status of a given topic, diagnosis, or treatment. These manuscripts should not be an exhaustive review of the literature but rather should be a review of contemporary thought with respect to the topic.

3. Rapid communications. It should not normally exceed 1500 words.

4. Letters to the editor. It should be on a topic of current interest or should comment on material published in the same issue or a previous issue of the journal. Letters should be limited to 500 words.

### ***Essential Title Page Information:***

The title page of the manuscript should include the title of the article, the full name of the author(s), academic degrees, positions, and institutional affiliations. The corresponding author's address, business and home telephone numbers, fax number, and e-mail address should be given. Declarations must appear on the title page.

- Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

- Author names, academic degrees, positions, and institutional affiliations. Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

- Corresponding author. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that phone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. Contact details must be kept up to date by the corresponding author.

- Present/permanent address. If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

- Declarations

The title page must contain the following sections under the heading 'Declarations'. If any of the sections are not relevant to your manuscript, please include the heading and write 'Not applicable' for that section.

-Funding (information that explains whether and by whom the research was supported)

-Conflicts of interest/Competing interests (include appropriate disclosures)

-Ethics approval (include appropriate approvals or waivers)

-Informed consent (include appropriate statements)

-Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

#### **Abstract:**

A structured abstract, limited to 250 words, must be used for data-based research articles. The structured abstract is to contain the following major headings: Purpose(s); Materials and Methods; Results; and Conclusion(s). The Objective(s) reflects the purpose of the study, that is, the hypothesis that is being tested. The Study Design should include the setting for the study, the subjects (number and type), the treatment or intervention, and the type of statistical analysis. The Results include the outcome of the study and statistical significance if appropriate. The Conclusion(s) states the significance of the results.

#### **Keywords:**

Please provide 3 to 6 keywords which can be used for indexing purposes.

#### **Introduction:**

State the problem being investigated, summarize the existing knowledge to place the problem in context, and describe the hypothesis and general experimental design. Avoid a detailed literature survey or a summary of the results.

#### **Materials and Methods:**

As relevant, the Materials and Methods section should describe in adequate detail the experimental subjects, their important characteristics, and the methods, apparatus, and procedures used so that other researchers can reproduce the experiment. When the manuscript submitted reports on research in which humans are involved as experimental subjects directly or indirectly, the Materials and Methods section must indicate that the protocol was reviewed by the appropriate institutional review board (IRB), is in compliance with the Helsinki Declaration, and that each subject in the project signed a detailed informed consent form. Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference; only relevant modifications should be described.

Animals. Please indicate that protocols were reviewed by the appropriate institutional committee with respect to the

humane care and treatment of animals used in the study.

#### **Results:**

Results should be clear and concise and presented in a logical sequence. Tables and illustrations may be helpful in clarifying the findings and can reduce the length of the manuscript.

#### **Discussion:**

The Discussion states the significance of the results and limitations of the study. Authors should discuss their findings in the framework of previously published research. They should explain why their results support or contradict existing knowledge. If appropriate, the authors may suggest further research to follow up on their findings.

#### **Tables:**

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lowercase letters (or asterisks for significance values and other statistical data) and included beneath the table body.

#### **Artwork:**

For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format. Your art will then be produced to the highest standards with the greatest accuracy to detail. The published work will directly reflect the quality of the artwork provided.

#### **Electronic Figure Submission**

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

#### **Line Art**

Definition: Black and white graphic with no shading.

- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.  
Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts embedded in the files.

### **Halftone Art**

Definition: Photographs, drawings, or paintings with fine shading, etc.

- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

### **Combination Art**

Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.

Combination artwork should have a minimum resolution of 600 dpi.

### **Color Art**

Color art is free of charge for print and online publication. Color illustrations should be submitted as RGB.

### **Figure Lettering**

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions within your illustrations.

### **Figure Numbering**

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices [Supplementary Information (SI)] should, however, be

numbered separately.

### **Figure Captions**

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

### **Figure Placement and Size**

- When preparing your figures, size figures to fit in the column width.
- For large-sized journals the figures should be 84 mm (for double-column text areas), or 174 mm (for single-column text areas) wide and not higher than 234 mm.
- For small-sized journals, the figures should be 119 mm wide and not higher than 195 mm.

### **References:**

References should be complete and reflect the current state of knowledge on the topic. Make sure all references have been verified and are cited consecutively in the text (not including tables) by superscript numbers. The reference list should be typed double-spaced on a separate page of the manuscript file and numbered in the same order as the reference citations appear in the text.

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not to be cited in the reference list but are to be cited in parentheses at the appropriate place in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication, and publication information must be updated if the manuscript is accepted.

### **Reference style**

Text: Indicate references by number(s) in superscript numbers in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

List: Number the references in the list in the order in

which they appear in the text.

### **Examples:**

#### **Reference to a journal publication:**

1. Hirahara N, Kaneda T, Muraoka H, et al. Quantitative assessment of the mandibular condyle in patients with rheumatoid arthritis using diffusion-weighted imaging. *J Oral Maxillofac Surg* 2021; 79: 546–50.

#### **Reference to a journal publication by DOI:**

2. Muraoka H, Kaneda T, Hirahara N, et al. Diagnostic Efficacy of Diffusion-weighted Imaging in Distinguishing Chronic Diffuse Sclerosing Osteomyelitis from Suppurative Osteomyelitis of the Mandible. *Magn Reson Med Sci* 2022; <https://doi.org/10.2463/mrms.mp.2021-0153>.

#### **Reference to a book:**

3. Som PM, Curtin HD. *Head and Neck imaging*. 5th ed. St. Louis, MO: Mosby; 2011.

#### **Reference to a chapter in an edited book:**

4. Kaneda T, Weber AL, Scrivani SJ, et al. Cyst, Tumor, and Nontumorous Lesions of the Jaw. In : Som PM, Curtin HD, editors. *Head and neck imaging*. 5th ed. St. Louis, MO: Mosby; 2011. p. 1496–546.

Note shortened form for last page number. e.g., 546–50, and that for more than 6 authors the first 3 should be listed followed by "et al."

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations.

### **After Acceptance:**

#### **Proof Reading**

The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor. After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

#### **Copyright Transfer**

Authors will be asked to transfer copyright of their articles to JADD. This will ensure the widest possible protection and dissemination of information under copyright laws.

#### **Offprints**

Offprints can be ordered by the corresponding author.

#### **Color Illustrations**

Publication of color illustrations is free of charge in only online.

### **AUTHOR SUBMISSION CHECKLIST:**

Authors should refer to the following checklist to ensure that manuscripts are formatted according to the "Instructions for Authors" before submission to *JDD*. Manuscripts formatted incorrectly will need to be sent back to authors for changes.

#### **Ensure that the following items are present:**

\_\_ Cover letter, to include disclosure of any previous publications or submissions with any overlapping information and assigning copyright to JADD.

\_\_ Title page

• Title of article

• Full names(s), academic degree(s), affiliation(s) and titles of author(s)

• Author to whom correspondence, proof, and reprint requests are to be sent, including address and business and home telephone numbers, fax number, and e-mail address

• Any conflict of interest statement(s), disclosure(s), and/or financial support information, including donations

• Key words (three to five)

\_\_ Structured abstract should be no more than 250 words (double-spaced as part of manuscript file)

• For original articles, the abstract should contain the subheadings Objectives, Methods, Results, Conclusions

• For other types of articles, subheadings in the abstract are optional

\_\_ Article proper (double-spaced)

\_\_ IRB statement or exemption and compliance with Helsinki Declaration (stated in Methods section of manuscript, as relevant)

\_\_ References (double-spaced on a separate page of the manuscript file)

• Cited in sequence in the text

• Cited using superscript number on the line

\_\_ Figure legends (double-spaced, on a separate page of the manuscript file)

\_\_ Tables (double-spaced, uploaded separately as word processing [eg, .doc] files)

\_\_ Illustrations, properly formatted (uploaded as separate files)

\_\_ Video/computer graphics, properly formatted (uploaded as separate files)