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Dental Bites Journal of KMCT Dental College
Editorial policy

Name of the Policy/ Guidelines	Editorial policy and manuscript submission Guidelines
Short Description	Policy and guidelines for our researchers to publish research that is scientifically original, and of the highest ethical standards.
Scope	This policy is applicable to all faculty, students and research scholars of KMCT Dental College
Policy status	Original-First Revision
Approval Date of the policy	16/07/2021
Approval authority	Institution Head- KMCT Dental College



Introduction

Dental Bites is an official quarterly publication of KMCT Dental College and is effectively functioning from April 2014. This Journal has four issues per year and has so far released around 9 volumes. Dental bites publish all scientific papers related to dentistry and allied medical sciences and focuses on current and emerging topics in these fields.

The mission of Dental bites is to provide our researchers with a platform for innovative research and advancements in all fields of dentistry. We focus on interdisciplinary techniques and state-of-the-art research among various disciplines related to the different fields of dentistry.

Editorial and publishing policies

Our policies are developed to ensure that the responsibilities of our authors are well defined and that we publish research that is scientifically original, and of the highest ethical standards.

Authors liabilities

- 1.1 Authorship credit should be based on criteria established by the International Committee of Medical Journal Editors(ICMJE).
- 1.2 Authors should abide to the scientific and ethical content of the research.
- 1.3 Only individuals who significantly contributed to the conception, design, implementation, or interpretation of the reported study should be given the privilege of authorship.
- 1.4 Co-authors should be named for everyone who contributed significantly.
- 1.5 Other people who have contributed to the research should be recognised or identified as contributors when applicable.
- 1.6 Each author should have made the following contributions towards the completion of the manuscript:
 - Substantial contributions to conception and design, collection, analysis and interpretation of data
 - Drafting or revising the article critically to evaluate the intellectual content
 - Final approval prior to publishing



1.7 The corresponding (submitting) author is solely responsible for communicating with the dental bites editorial and also communicate with other co-authors. When the manuscript has been copyedited and returned to the author in the form of galley proofs, it has to be carefully checked for factual accuracy in the interest of both researcher and the readers.

2. Originality and Plagiarism

2.1 The authors should make sure that their writing is wholly unique and that, if they do utilise someone else's words or work, they have properly cited or quoted them and it has been properly referenced.

3. Citations

3.1 To substantiate the statements presented, research publications must cite pertinent and appropriate literature.

3.2 Inappropriate citation practises like excessive self-citation, coordinated efforts by several authors to self-cite collectively, unnecessary citation of works or any other type of citation manipulation should be avoided.

4. Acknowledgement of Sources

4.1 Always give due credit to other people's contributions.

4.2 Authors should cite publications that have been influential in determining the nature of the reported work.

5. Concurrent Publication

5.1 Submitting the same manuscript in various other journals is unethical publishing behaviour and is unacceptable. Manuscripts will be accepted with an understanding that they have not been submitted simultaneously to another journal.

5.2 The contents of the journal are copyright and cannot be reproduced without written permission of the editorial board.

6. Conflict of interest

6.1 Journal requires a conflict of interest statement or conflict of interest disclosure from the submitting or publishing author. Conflict of interest can be declared in the cover letter or on the manuscript submission form.

6.2 Conflict of interests can be either financial or non-financial in nature. Any associations that might be seen by others as having a conflict of interest must also be disclosed in order to maintain transparency. If no conflict exists, state that 'The Author(s) declare(s) that there is no conflict of interest'.



6.3 Conflicts of any kind involving the published content are arbitrated impartially by allowing both the author and whistle-blower to submit relevant evidence in support before a decision is made as to whether to accept the content or reject/retract it.

7. Patient consent

7.1 Individuals may consent to participate in a study, but object to having their data published in a journal article. Authors should make sure to also seek consent from individuals to publish their data prior to submitting their paper to a journal. This is in particular applicable to case studies.

7.2 Signed permission has to be obtained from every patient whose recognisable photograph will be used.

8. Funding

8.1 Funding if any has to be mentioned.

9. Statement of Ethics

9.1 Journal adheres to ethical standards described by COPE-(Committee on Publication Ethics) and the ICMJE- (International Committee of Medical Journal Editors). Authors are expected to adhere to these standards.

9.2 For manuscripts reporting data involving human and animal participants, obtain appropriate approval from the Institutional scientific review board and institutional ethics committee and it should be mentioned in the methodology.

9.3 Registration in the clinical trial registry of India should be done for clinical trial studies.



Guidelines for manuscript submission

For submission of manuscript in Dental Bites, please read the complete instructions given below. Kindly follow these instructions to avoid delay in publishing. Decision for approval or rejection is solely by the editorial board.

Articles should be submitted by email to the following email id
dentalbites@kmctdentalcollege.org

Submission checklist

Title Page	- Author information – Authors full name, affiliation, e-mail address - Corresponding author- mailing address, telephone number - Covering letter
Manuscript File	- Abstract and Keywords - Main document - References - Figures and Tables - Acknowledgement
Copyright form	Duly filled and signed by all authors

Guidelines for different manuscript

Manuscript should be written in a way that reader knows exactly what is done and can repeat the study if wanted.

Reporting guidelines for different study designs as endorsed by EQUATOR – (Enhancing the quality and transparency of health research).

Type of study	Guidelines
Randomised control trial	CONSORT
Systematic review	PRISMA
Observational studies	STROBE
Case reports	CARE
Qualitative research	COREQ



Manuscript Preparation

First page: Prepare title page, covering letter, acknowledgement

Title page should contain the following details

- Type of manuscript
- Title (concise and informative)
- Running title
- Name of authors and co-authors with academic degree and institutional affiliation and include department name.
- Corresponding author – Name, Address, Phone number and e-mail address.
- Financial support if any has to be mentioned.
- Disclosure of Interest: The authors should declare that they have no conflict of interest.

Types of manuscript

❖ Original Study

- **Article File:** Should include main text from Abstract to reference. Include tables and figures at the end.
- **Abstract page:** Should include full title of manuscript and contain summarised form of the subdivision headings (Background, Aims, Methods and Material, Statistical analysis used, Results and Conclusions). Below the abstract provide 3 to 5 keywords.
- **Manuscript should be submitted under the following divisions** Introduction, Materials and Methods, Results, Discussion, Acknowledgements (if any), and References with a total word limit of 3000-3500 words. Ethical approval should be mentioned in the manuscript.



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- **Informed Consent**
Study participants have the right to decide how the identifiable personal information gathered on them is used. It is essential that all participants (or guardians) give their written informed consent to participate in the study and its subsequent publication. Statement needed as Informed consent was obtained from each individual participant involved in this study.
- **Illustrations**
All diagrams, photographs, illustrations, and charts should be referred to in the text as figures, and they should be numbered consecutively with numerals.
- **Image:** Good quality images should be included in a separate file. Figures should be submitted as a separate file preferably **jpeg**. Photomicrographs specify original magnification and the stain used. Legends are required for all illustrations and should be in an editable text format at the end of the article file.
- **Tables**
Place tables at the end of the manuscript and should be logically organised. Tables should be typed in separate page with number, title and footnotes. Tables should be kept to the minimum essential for proper presentation of results and findings.
- If including previously published text, photographs or drawings, permission has to be included in the manuscript.

❖ Case Report

- Article File should include following sub headings

Introduction, Case history, Discussion, Reference and Acknowledgement

❖ Review Articles

- Article files should include Abstract, Keywords, Key messages, Introduction, References and Acknowledgement.

When submitting a review paper, authors should include a section outlining the techniques they used to find, select, extract, and synthesise the data. The abstract should include a summary of these techniques. The update should be concise, summarising the developments in the area since the article's publication, and should be sent as a letter to the editor whenever



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a significant advancement in the subject happens. Word limit for a review article should be 4000.

❖ **Brief report**

Similar to original research in that they follow the same format and guidelines, but are designed for small-scale research or research that is in early stages of development. Brief reports are much shorter than manuscripts associated with a more advanced, larger-scale research project. Manuscript should include Unstructured Abstract, Introduction, Methods, Results, Discussion, References, and Tables/Figures with a word limit of 1500.

❖ **Letter to the Editor (LTE):**

These should be short and decisive observations. Letters to the editor should comment on manuscripts published in the journal and those that make a brief observation or comment upon a topic within the scope of the journal. Tables and figures are allowed if relevant to the comments and a word limit of 500.

❖ **Editorial:** Editorials are solicited by the editorial board or Editor-in-Chief.

▪ **References**

All references those cited in the text should appear in the list of references. They should be numbered consecutively as they appear in the text of the paper. Use the style, which are based on the formats used by the NLM in Index Medicus- Vancouver system.

Examples:

○ Journals:

Sarradon-Eck A, Besle S, Troian J, Capodano G, Mancini J. Understanding the Barriers to Introducing Early Palliative Care for Patients with Advanced Cancer: A Qualitative Study. J Palliat Med. 2019 May;22(5):508-516.

○ Book and monograph references: should include author, title, city, publisher, year of publication, and page numbers, e.g.:Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. pp 465-478.

Procedure for submission

Follow the check list and submit the article electronically to the following email id **dentalbites@kmctdentalcollege.org** Review the article prior to submission.



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Review process

Journal follows double blind peer review process. The selection of the reviewer team is based on the members' individual publishing knowledge and experience in the field. The college review board comprises of senior and junior researcher members.

General Guidelines

- Submit a digital copy of your manuscript.
 - Keep the format of your manuscript simple and clear.
 - The manuscript, including the title page, abstract and keywords, text, references, figure captions, and tables should be typewritten, double-spaced in 12-point times new roman font with 1.5 spacing between the lines and 1-inch margins all around and saved as one file.
 - Keep abbreviations to a minimum and be sure they are used in the text.
 - The manuscripts should be written in British English.
 - The authors should use Système International (SI) measurements. For clarity, nonmetric equivalents may be included in parentheses following the SI measurements.
 - Use generic names for drugs.
 - Credit suppliers and manufacturers of equipment, drugs, and other brand-name material mentioned in the manuscript within parentheses, giving the company name and primary location.
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