IJCD – Guidelines for authors

Manuscripts must be submitted via:
IJCD's online submission service:
www.manuscriptmanager.net/ijcd

Manuscripts should be uploaded as a PC Word (doc) file with tables and figures included at the end of the document. No paper version is required.

- Original articles are considered for publication on the condition that they have not been published or submitted for publication elsewhere.
- Manuscripts are reviewed and selected in a blinded process by editors and appropriate content experts. Therefore, it is important that submitted manuscripts and illustrations do not contain information that will identify the origin of the paper (except the title page, which will not be sent to the reviewers).
- Manuscripts that do not follow these outlined instructions will be rejected promptly.
- The publisher reserves the right to edit manuscripts to fit the space available and to ensure conciseness, clarity, and stylistic consistency, subject to the author's final approval.

Acceptable articles

IJCD accepts original experimental studies, review articles, case reports, and technique articles.

Manuscript requirements

Science

All manuscripts in this categorie should be submit in English.

Application, LabApplication, National Reports

All manuscripts in this categorie should be submit in English and German.

Manuscripts should be typed double-spaced with at least a one-inch margin all around. Number all pages. The manuscript length should be limited to roughly 12 pages of text, including a maximum of 24 illustrations (notes on the illustrations: see below). Independently of the type of article, each manuscript should have the following structure: title page, summary with keywords, further text, literature references, explanation of the illustrations, tables. Please number all pages continuously in this order, and heed the following instructions.

- **Title page**.
  - All authors (first name(s) and surname in full, title, workplace address(es)).
  - Short title with max. 60 characters (including blank spaces).
  - Correspondence address of the main author (including telephone and fax numbers as well as e-mail address).
  - Stamp by the departmental head if the author belongs to an institution, e.g. university clinic or similar.
  - Photo of the first author.
- **Abstract/Keywords**. Page 2 should include an abstract of 250 words (maximum) and should be structured as follows: Aim, materials and methods, result, conclusion. A list of 6 to 10 keywords should also be included.
- **Introduction and Discussion**. Both should be limited to a scope of ½ to 1 DIN-A4 page.
- **Acknowledgments**. Acknowledgments should be typed on a separate page. Grant or other financial support should be specified, citing the name of the supporting organization and grant number.
- **Abbreviations**. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.
- **Trade names**. Generic terms are to be used whenever possible, but trade names and manufacturer should be included parenthetically at first mention.

References

- All references given must be cited in the text, numbered in order of appearance.
- The reference list should be double-spaced at the end of the article in numeric sequence.
- Do not include unpublished data or personal communications in the reference list. Cite such references parenthetically in the text and include a date.
- Use the following style for literature references, keying the references to the text. Provide complete information for each reference, including names of all authors (up to six). If the reference is to part of a book, also include the title of the chapter (or part) and names of the book's editors. The method of citation should be as follows:

1. Ender A, Zimmermann M, Attin T, Mehl A. In vivo precision of conventional and digital methods for obtaining quadrant dental impressions. Clin Oral Investig 2016;20:1495–1504.
2. Urban I. Vertical and Horizontal Ridge Augmentation. New Perspectives. Berlin: Quintessenz, 2017.
3. Paul S. Nonmetal posts: How do they fare in daily dentistry? In: Sadan A (ed). Quintessence of Dental Technology 2008. Chicago: Quintessence, 2008:61–70.
4. The WHO Oral Health website. Available at: http://www.who.int/oral_health. Accessed 17 August 2013.

Illustrations and Tables

- All illustrations and tables should be numbered and cited in the text in order of appearance.

- All illustrations and tables should be grouped at the end of the text in the same PC word document.
- Title and footnotes should be included with the table.
- High-resolution images must be sent to the Production Manager upon article acceptance:
  - **by mail:**
    Quintessenz Verlags-GmbH
    Managing Editor: Dr. Kristin Ladetzki
    Ifenpfad 2–4
    12107 Berlin, Germany
    Email: ladetzki@quintessenz.de
  - **by Online File Exchange Tool:**
    This web tool allows you to upload large files (< 350.0 MB) to our server. Please archive your figures with a maximum size of 350 MB first. Then upload these archives with the following link: http://files.qvnet.de/ijcd/, password on request. Please name the archive with your name and "IJCD" so we can identify the figures. Original artwork or slides may still be required of the author after acceptance of the article.
- All original illustrations are returned after publication.

Drawings, figures, charts, and graphs should be professionally drawn and lettered in English.

Electronic graphs or images are requested as TIFF – stored with 300 dpi for half-tone images and 600 dpi for line art–plus laser prints. If the source cannot be recognized it should be indicated.

Copyright release

- The following statement, signed by all authors, must be submitted upon notification of article acceptance:

  In consideration of Quintessence Publishing Company taking action in reviewing and editing our submission, the authors undersigned hereby transfer, assign, or otherwise convey all copyright ownership to the publisher in the event such work is published in the International Journal of Computerized Dentistry. This assignment also applies to all translations of said article.
  The authors (do/do not) have a financial interest in the products, equipment, companies, etc, cited in the manuscript. [Explain if necessary.]
- Grant support or other direct or indirect involvement of a commercial interest must be disclosed in the copyright release, and should be acknowledged at the end of the article. Compliance with this disclosure request will be inferred at the time of submission of the article.
- All authors are required to attest to creative participation in the preparation of the submitted manuscript.

Permissions and waivers

- Permission of author and publisher must be obtained for the direct use of material (text, photos, drawings) under copyright that is not the property of the authors.
- Waivers must be obtained for photographs showing persons. When such waivers are not supplied, faces will be masked to prevent identification.
- Permissions and waivers should be faxed along with the copyright release to the Production Manager IJCD (+49–30–76180–693).

Checklist

After finishing the manuscript, it should be checked for completeness using the following checklist:

- Title
- Author(s), degrees, titles, addresses
- Key words and Abstract
- Text (with references on figures, tables and literature)
- References
- Figure legends
- Figures and tables
- Photo of the first author

File copies

The first author will receive an electronic version (a PDF document) of the published article free of charge as well as ten copies of the entire issue in which it appears. For copyright reasons, commercial use of the document is not allowed under any circumstances. Offprints can be purchased from the publisher upon request.

Quintessenz Verlags-GmbH
Ifenpfad 2–4
12107 Berlin
Germany

or

Quintessenz Verlags-GmbH
Postfach 42 04 52
12064 Berlin
Germany
Phone: +49-30-76180-5,
Fax: +49-30-76180-680,
Email: info@quintessenz.de