



**New Zealand
Oral Health
Association**

Nga Kaihaumanu Havora a-Niho, a Waha hoki

AUTHOR GUIDELINES FOR The Australian and New Zealand Journal of Dental and Oral Health Therapy (ANZJDOHT)

The Australian and New Zealand (ANZ) Journal of Dental and Oral Health Therapy is a peer-reviewed journal that aims to disseminate knowledge relevant to the oral health therapist. The editors will look for articles that are current, reflecting recent thinking and research and/or topical issues. Clinical case studies and research carried out by dental and oral health therapists or hygienists will be particularly welcomed, reports of oral health promotion programs and their evaluations, essays and literature reviews produced to satisfy under or post graduate study and papers given at conferences would all be suitable material for submission. The journal also encourages the submission of Letters to the Editor, reviews of research material published in other journals and book reviews and conference reports. The aim of the journal is to develop the body of knowledge and skills of the dental and oral health therapy profession.

The following information describes the Publication Guidelines and peer review process which have been developed for the journal. Peer review refers to the review of a submitted article by members of the dental and oral health therapy profession with an interest, expertise or experience in the topic covered, before its publication. The philosophy of the journal and its editorial committee is one of development of the profession and its members. The published material is intended to reflect current practice, thinking, research, issues and problems for dental and oral health therapy. It allows the ANZJDOHT to maintain a high standard of professionalism and currency and provides submitting authors the opportunity to benefit from an impartial critique.

This process should not dissuade members from submitting articles, but rather enhance and build on skill levels and knowledge in writing and reporting. Dental and oral health therapists who would like assistance in preparing material for publication should approach the Editorial Committee who will endeavour to provide such support themselves or recommend a local mentor who can be of assistance.

The Editorial Committee looks forward to the further development of the profession through the journal and its contributors and welcomes comments and suggestions from its readers.

Please read these Guidelines carefully as manuscripts submitted which do not comply with these standards will be returned to the author without consideration.

Submissions must be accompanied by a cover letter with contact details for the submitting author and signed transfer of copyright form (see last page of this document).

Submission: Articles should be submitted by email to: juliegs@unimelb.edu.au

Prof Julie Satur

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Objectives of the ANZJDOHT Journal

1. To provide a vehicle for communication between dental and oral health therapists around Australia and New Zealand
2. To develop dental and oral health therapists' skills in and access to self directed professional development
3. To provide a vehicle for the reporting of new learning and research in the field of dental and oral health therapy
4. To develop the body of knowledge around the discipline of dental and oral health therapy, for dental and oral health therapists and the wider health care field

Objectives of the Peer Review Process

1. To establish editorial and publication standards for the ANZJDOHT that reflect the demands of scientific/academic reporting and the current practice of dental and oral health therapy
2. To develop the journal to a standard which, in the longer term, will allow it to be indexed for academic utilization

The ANZJDOHT requires manuscript types to be submitted in the following styles:

Articles:

Articles should generally be no longer than 3000 words, excluding references and abstract, in 12 point font in a **Word for Windows**, PC compatible format, with numbered pages, submitted by email. The Editor reserves the right to accept or reject submissions outside this word limit. Submissions which do not comply with these requirements will be returned for revision prior to consideration by the Editor.

Guest Editorials

These submissions relate to an essay on a contemporary topic of relevance to the profession. These essays are generally invited by the Editor and are limited to 2500 words.

Critical Reviews of the Literature

These articles should summarise and critically analyse information, identify key concepts, with a focus on the relevance for oral health therapy. Critical reviews should be no longer than 3000 words, excluding references and abstract.

Book Review

A book review should be an analytic or critical review of a book or article that evaluates the work highlighting specific issues and theoretical concerns. (Guidelines are attached as Appendix 1)

Clinical Case Study

The case study should be an analysis of a real life situation that evaluates the scenario, identifies problems, and suggests management options supported by theory and evidence-based practice. (Guidelines are attached as Appendix 2)

Manuscript style

Titles

Title should indicate key topic information to allow readers to identify what the article is about. Titles should not include acronyms, abbreviations or punctuation and should not normally be longer than 15 words.

Acknowledgements and conflicts of interest

Authors are required to report research support, grant funding or contributions from organisations. Conflicts of interest need to be identified in the acknowledgements section. Acknowledgement of technical, research, clerical and editing assistance etc. should also be included.

Authorship

Authors should be listed in order of the proportion of contribution they have made to the work (ie. The author who made the greatest contribution to the work is listed first) and should include details of their qualifications, work role and contact details (eg. work or home postal address) for publication. Authors should have made sufficient contribution to the work to take public responsibility for its content and should give final approval to its content prior to its submission for publication.

Authors should have had a direct role in at least two of the following three activities:

- 1) data collection – specifically for data included in the manuscript;
- 2) data analysis or interpretation - specifically for data included in the manuscript; or
- 3) preparation of the manuscript.

In addition, all authors will be expected to have read and approved the final manuscript before submission.

Author(s) last name(s) initials and affiliated institutions should be included. Example:

XY Lastname₁, AB Lastname, DF Lastname₁, PQ Lastname₂,
₁University of XXX, State; ₂Dental Service of ZZZ, State , Qualifications

Title of article

The title of the article should not exceed 25 words

Cover Letter

Authors should include a covering letter indicating names and contact details of the authors and giving consent for publication. It should also nominate the most appropriate point of contact for the editor, eg. postal, phone, fax, email addresses for correspondence.

Authors are required to assign copyright for the manuscript to the ANZJDOHT. The Transfer of Copyright Statement (attached at the end of these guidelines) should also accompany the manuscript at the original submission.

Abstract

An abstract or precis of the article should be included and would normally be up to 10% of the length of the article. For example, an abstract of around 100 words would be appropriate for a 1000 word article.

Style of writing

Articles should be written in a style appropriate for a professional Journal. Style guides for academic essays and reports suitable for Journal submissions can be obtained if necessary from the Editorial Committee, or can be found in University libraries or bookshops. A book such as Robert Day's 'How to Write and Publish a Scientific Paper,' 3rd ed. Cambridge University Press, 1989, may be beneficial or reference to University websites containing referencing advice. Referencing guidelines for the journal are attached as Appendix 3.

Abbreviations should be avoided and acronyms should be made explicit with their first usage followed by the bracketed initials.

Graphics

Any photographs must be supplied at 300dpi at the size required. Any windows compatible format should be ok, ie, jpg, tif, eps, psd, pdf.

Photographs should be originals and permission to publish them in the journal must be acquired from any person identifiable in the image. It is usual to "black out" or pixelate the eyes of people to protect their privacy. Where photographs or images are not original, permission must be sought from the owners as described below.

Use of material subject to existing copyright

Authors who use material (e.g., graphics, tables, clinical photographs) from another author or copyright holder must obtain written permission to do so. This includes any figures redrawn but basically unaltered or with only slight modifications.

A copy of permission granted to use this type of material in your manuscript should accompany the submitted material and cover letter.

References

Claims of scientific fact should be supported by references to published material or other authoritative and accessible sources. References require the names of the author, the title of the work, its publisher or journal, the date and place of publication. Conference papers should acknowledge the name, date and location of the conference and its organisers or institutional affiliation.

Guidelines for Referencing are included as Appendix 3.

All papers should be referenced using the **Harvard** (author/date) style (see Appendix 3).

The Harvard style is an author-date referencing system with two key components:

- Citations in the text - usually the author's name and year of publication.
- A reference list at the end of the paper with references arranged alphabetically by author.

As the purpose of referencing is to acknowledge the source and to enable the reader to trace the sources, reference data must be accurate.

The peer review process will be as follows:

The peer review process is double blinded and designed to improve the quality of the submitted manuscript and is intended to be a supportive process.

1. Article is submitted to the Editor, Australian and New Zealand Journal of Dental and Oral Health Therapy,
2. The Editorial Board will assess the material for suitability for inclusion in the journal and retains the right to reject unsuitable material. Authors will be notified of the Board's decision to either progress the manuscript to Peer Review or to reject at this point.
3. Two or three Reviewers with appropriate expertise are selected from the Peer Review panel and approached to review the article and appraise its quality, accuracy and academic integrity for publication with the journal. The article (minus author's name and identifying features) is sent by electronic mail for review and comment. Reviewers will remain confidential. The list of people on the Peer Review Panel will be published annually in the journal.
4. Reviewers appraise the article and either
Accept the article as it stands for publication
Invite re-submission after adjustments by the original author
Reject the article giving reasons for rejection
5. Reviewers are required to respond to the editor within three weeks with their assessment of the article (the request for review will have a due date for reply listed) with written comments where adjustments are required.
6. Where reviews indicate that the author should consider adjustments to the manuscript, reviewer comments will be returned to the authors for consideration.

Where manuscripts are re-submitted following consideration of changes, the article should be accompanied by a new cover letter indicating how each reviewer comment has been addressed.

- Changes should be included as tracked changes in the document and described for the information for the editor for example, in a table

Reveiwer comment	Adjustment made or comment justifying a decision to not make the recommended change	Line reference or paragraph/page number reference

7. The Editor then notifies author of acceptance/adjustment or rejection of the submitted article and potential publication date. Authors will be advised of reviewers advice within 5-6 weeks
8. Accepted article goes to press

Appendix 1 Guidelines for Book Reviews

An analytic or critical review of a book or article is not primarily a summary; rather, it **comments on** and **evaluates** the work highlighting specific issues and theoretical concerns. The review will be an evaluation of how convincing the author's presentation of his/her topic was, and a commentary on the book's contribution. The writer can then define his or her own position. A full book review may concern only one book or monograph or several works. Its length is about 750-1000 words. It should give readers an engaging, informative, and critical discussion of the work.

Combines balanced opinion and concrete example, a critical assessment based on an explicitly stated rationale or argument or analysis, and a recommendation to a potential audience. The reader gets a sense of what the book's author intended to demonstrate. The review offers criteria, opinions, and support with which the reader can agree or disagree. Inform the reader about what is happening in the area of academic activity the book addresses; what the state of knowledge is in the subject; and how this new book adds, changes, or breaks new ground in our knowledge of this subject.

The most important point in developing a book review is to address the Journal's readership: international and interdisciplinary. The review should consider:

- The intended audience for the book and who would find it useful;
- The background of the author;
- The main ideas and major objectives of the book and how effectively these are accomplished;
- The soundness of methods and information sources used;
- The context or impetus for the book - - political controversy, review research or policy, etc.;
- A comparison with other works on this subject;
- Constructive comments about the strength and weaknesses of the book;
- For edited books: dominant themes with reference to specific chapters as appropriate; and implications of the book for research, policy, practice, or theory.

The header of your review should include:

- Author(s) or editor(s) first and last name(s) (please indicate if it is an edited book)
- Title of book
- Year of publication
- Place of publication
- Publisher
- Number of pages
- Price (please indicate paperback or hard cover) if available
- ISBN

Style Guidelines

1. All references should be made **in-text**, rather than as footnotes or endnotes.
2. Short essay style writing in professional and technical contexts regarding format, style, referencing and other characteristics.
3. Use an informative form, or descriptive form and connected writing
4. Impersonal or objective tone

Appendix 2 Guidelines for Patient Case Report

The case study should provide an overview of the scenario and describe the issues, findings and relevant contextual factors.

Findings

Identify the key information in the case however it is also important to identify potential underlying problems. This section is often divided into sub-sections.

Pseudo patient name

Date of birth

History

Oral Health (teeth & soft tissues)

Medical

Reason for visit

Social history

Examination

Extraoral

Intraoral (include charting and/or photos etc)

Special tests (e.g. saliva test, radiographs, plaque test)

Diagnosis (include aetiology)

Recommendations

Treatment plan

Propose treatment plan

Briefly justify your treatment plan explaining how it will solve the problem/s

Other options (alternative considerations for treatment provided/products used)

Long term management

Treatment carried out to date

Discussion

A referenced section detailing clinical & preventive treatments provided, implications of any medical, developmental stage, behavioural issues. In-depth description of patient's presenting oral disease, techniques used to minimise pain, maximise preventive strategies and expected immediate, and long term outcomes for preventive interventions. In addition, identify alternative solutions and briefly outline each alternative with evaluation of its advantages and disadvantages.

Conclusion

Sum up the main points from the findings and discussion

Appendix 3 : Guidelines for Referencing

Excerpt from:

<http://www.lib.unimelb.edu.au/recite/citations/harvard/generalNotesPopup.html>

Reference List

The reference list entry begins with the family name of the author and is followed by the year of publication. There is no comma or full-stop between the family name and the year. Commas are used to separate all other elements. The reference entry finishes with a full-stop.

No full stops, and no spaces, are used with people's initials.

An item with no author is cited by its title. In this case there is no comma or full-stop between the title and year.

There is no indentation of the references.

Each reference appears on a new line.

There is no numbering of the references.

The reference list should be ordered alphabetically by author family name. References with no author are ordered in the reference list alphabetically by the first significant word of the title.

Entries by the same single or multiple authors are arranged by year of publication, the earliest first.

Hong, BH & Yeung, KL 2001, etc

Brown, J, Gold, F, & Black, L 2007, etc

When a reference list entry begins with a name the initials follow the family name. This allows for correct alphabetical ordering of the reference list. If a name appears anywhere else the initials precede the family name.

Daniels, PJ 1993, 'Australia's foreign debt: searching for the benefits', in P Maxwell & S Hopkins (eds), *Macroeconomics: contemporary Australian readings*, Harper Educational, Pymble, N.S.W.

All sources that are cited in the text must have full details provided in the reference list.

In text citations

In text citations should be presented in a consistent style throughout a document.

In text citations within brackets should be placed at the end of a sentence before the concluding punctuation. If, however, the citation refers to only part of a sentence, it should be placed at the end of the clause or phrase to which it relates. When the author's name forms part of the sentence the citation is placed directly after the author's name.

Use the author's family name (no initials) and the year of publication for in text citations e.g. (Smith 2008). Initials are only used when two or more authors have the same family name. e.g. (Smith, JB 2008) and (Smith, MA 1999). If a work has no author the title and year of publication should be used in the citation.

Give specific page numbers for quotations in the text and include a complete reference in the reference list. e.g. "The results were confirmed during the trial" (Hong 2001, p.15)

If more than one reference is used at the same point in the text they are included in the same set of brackets, ordered alphabetically by author name and separated by a semi-colon (Coats 2005; Ng & Hong 2003).

Books

Book titles are italicized. Information about the book appears after the year of publication in the following order: Title of book, title of series, edition, editor (compiler, reviser or translator), volume number or number of volumes, publisher, place of publication, page number(s) if applicable.

Ettinger, SJ & Feldman, EC (eds) 2010, *Textbook of veterinary internal medicine: diseases of the dog and the cat*, 7th edn, 2 vols, Elsevier Saunders, St. Louis, Missouri.

Journals

Italicize the name of the journal/publication. Use maximal capitalization - capitalize the first and all major words of the journal name. Give the journal name in full e.g. *Journal of Immunology* **not** *J Immunol*. Article titles are contained within single quotation marks and are not italicized. Use minimal capitalization - capitalize only the first word of the article title and any proper nouns. Include both article title and subtitle regardless of length e.g. 'Still moving: between cinema and photography'.

The volume number, issue details and inclusive page numbers follow the journal title. If a journal does not use volume numbers, include the month, season or other designation after the title.

ANZJDOHT Journal

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