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Journal of Kenya Dental Association (JKDA)

INFORMATION FOR CONTRIBUTORS

The *Journal of Kenya Dental Association* (JKDA) is a quarterly publication that provides a forum for publication of original scientific articles, reviews, clinical case reports and correspondence concerning the dental sciences and oral health care.

The JKDA editorial process: All the manuscripts submitted to the JKDA are peer reviewed, and every submission will be acknowledged by email where possible. The first stage of review examines the originality of the material presented, scientific relevance and statistical consistency. The manuscripts are then further reviewed by an external referee before discussion and possible approval at the editorial panel meetings. A final decision on publication should be communicated to the author(s) within 3 months of manuscript submission. However, use of international referees can cause a longer period and authors' understanding is requested in such circumstances. Proofs will be sent to authors of the manuscripts except in the case of letters and obituaries.

Manuscript submission: All materials submitted to be considered for publication should be submitted exclusively to the JKDA, with signed consent from all authors. For hospital based scientific articles and clinical case reports, written permission must be obtained from the Director or Superintendent of the hospital where the research was conducted or the case(s) were managed.

Articles should report data from original research that is relevant for the provision of oral health care in developing countries. Reviews must be comprehensive analyses of the subject matter, giving a current and balanced view of the issues discussed. Case reports must be authentic, appropriately illustrated and of critical significance to the practice of dentistry. Letters to the editor should not be more than 800 words and should contain only one illustration with less than 5 references. Priority shall be given to letters responding to articles published in the journal within four months.

Editorials are usually commissioned but unsolicited communications of up to 1 000 words are welcome. These will also be subjected to a peer review process. Obituaries which are of interest to the JKDA readership may also be submitted. The formal obituary should contain the following information: full names, date and place of birth, education history, degrees and qualification, year and place of qualification, recent appointments and achievements, family members and date and cause of death.

Format and Style: Manuscripts should be submitted in triplicate in English, typed in size 12 Times New Roman font with double-spacing on one side of numbered A4 pages with a left-hand margin of not less than 40mm. The AIMRADAR format should be used wherever applicable, that is, Abstract, Introduction, Materials and Methods, Results and Discussion, Acknowledgements and References. The title page should include the name(s) of the author(s), addresses and appointments or designations at the time of undertaking the study. The corresponding author should be clearly indicated and is requested to provide an email address.

Articles should be between two and four thousand words, with a maximum of eight figures. Case reports are limited to one thousand five hundred words, inclusive of a structured summary of not more than one hundred words. Obituary announcements should be not more than 400 words, accompanied by a good quality colour passport size photograph. Each manuscript should include a summary not exceeding 300 words. This must be in the form of a Structured Abstract to include (where relevant) the following headings: aim(s) or objective(s), study design, setting, participants, interventions/ methods, main outcome measures, results and conclusions. For reviews, the abstract should be structured according to objective(s), data sources, study selection data extraction and conclusions. Statistical methods should be defined and the level of significance used clearly stated.

If the manuscript is part of a series of publications or if essential components of the paper such as methodology have been published elsewhere, copies of related papers already published should also be submitted. Any non standard questionnaire should also be submitted for possible publication as indexes if considered necessary by the reviewers.

Submissions by email. Papers and articles for submission may be sent as Word file attachments by email. Figures may also be sent by appropriate file attachment but hard copy by post may also be requested. Files must be virus checked before sending but if discovered to be infected may be deleted without opening and the sender informed.

Products, Units Abbreviations and Symbols. Non scientific abbreviations such as etc., e.g. should not be used. Where possible all products (drugs, dental materials, instruments and equipment etc.) should be referred to by generic names. Otherwise product names must bear an initial capital letter and their manufacturer or supplier should be indicated in parentheses. Units used must conform to the Système International d'Unités (SI). Generally accepted abbreviations and symbols may be used provided that the terms appear in full together with the abbreviation when first used in the text e.g. fluoride (F), decayed, missing and filled surfaces (DMFS), and thereafter F, DMFS. The two digit tooth notation system of the FDI must be used (see *Int Dent J* 1971 **21**: 104). Bacteria must be described by their generic and species names – both in full on the first occasion, subsequently the generic name may be abbreviated.

Illustrations. Contributors are requested to send triplicate copies of all photographs, photomicrographs, line drawings and graphs to be included with the manuscript. The photos should be of high resolution. Drawings and graphs should be supplied as glossy photographic prints, high-resolution laser prints or electronic files. Submitted illustrations must be numbered consecutively on the reverse with Arabic numerals and their orientation indicated. Lettering and symbols should be of sufficient size to permit reproduction without loss of detail. A concise legend must be provided for each figure, typed in consecutive order on a separate sheet of paper. Tables should be typed on a separate sheet, numbered and accompanied by a brief, explanatory caption. Vertical and horizontal rules should not be used.

References. Only references which are clearly related to the authors work should be quoted. The JKDA allows up to twenty references for original articles, forty for reviews and ten or less for case reports. The Vancouver style should be used. References should be numbered in the order in which they appear in the text, and these numbers should be inserted as superscript each time the author is cited. At the end of the manuscript the full list of references should give the names and initials of all authors unless there are more than six, when only the first six should be given followed by *et al.* The authors' names are followed by the title of the article: the title of the journal abbreviated according to the style of the *Index Medicus* and *Index of Dental Literature*, the year of publication: the volume number: and the first and last page numbers in full. Titles of books should be followed by the place of publication, the publisher, and the year. Information from manuscripts not yet in press, papers reported at meetings and conferences, or personal communications may be cited only in the text and not as a formal reference. Internet references should quote the URL and date of access. The author is responsible for the accuracy of the reference list at the end of the manuscript and for permission to cite unpublished material.

Examples:

1. Schubert M M, Epstein J B, Petersen D E. Oral complications of cancer therapy. In: Pharmacology and Therapeutics for Dentistry, 4th Ed, Yagiela J A, Neidle E A, Dowd F J (Eds). The CV Mosby Company, St. Louis, 1998. pp 644 – 655.
2. World Health Organization. World Health Report (Online) 2005. URL: <http://www.who.int/whr/2005/r/>; accessed on 05.06.05.
3. Editorial. Miraa. *East Afr. Med. J.* 1988; 65:353 – 354.
4. Awange D O, Onyango J F. Oral Verrucous Carcinoma: Report of two cases and review of literature. *East Afr. Med. J.* 1993; 70: 316 – 318.

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Acceptance. Authors will be informed upon acceptance of a paper with an estimate of the issue of the JKDA in which it will be published. At this stage, authors will also be requested to provide their work on a computer disc, if possible, but this is not a requirement for publication.

Editorial Rights. It is a condition of acceptance of a manuscript for publication that the Editor shall have the right to edit the text to improve its clarity and style and to bring its length within the available space. Pre-publication editing will examine all aspects of the manuscript including the title.

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