

Author Guidelines for Submission to the Orthodontic Journal of Nepal (OJN)

Introduction

Orthodontic Journal of Nepal (OJN) is a biannual peer-reviewed, open-access, international orthodontic journal [ISSN: 2091-1327 (Print) and 2091-1335 (Online)]. OJN is an official journal of the Orthodontic and Dentofacial Orthopedic Association of Nepal (ODOAN).

Types of articles

In each issue, we publish articles under certain types/sections. The types of articles we publish are as follows:

- Original article (Clinical Research, Systematic Review)
- Case reports
- Review articles
- Clinical Innovation
- Interviews
- Letters to the editor
- Book Reviews

Besides the regular types of articles, we also sometimes publish articles under Proceedings/ Declaration of Conferences/Congress, Updates, Supplements, etc.

Authorship criteria

To qualify for authorship, the author must have contributed substantially to the intellectual content of the manuscript, such as concept design, data collection, analysis and interpretation of data, manuscript drafting, statistical analysis, and supervision as suggested by [ICMJE](#). Besides, the authors have to fill the [Contributors' Form/Copyright Form](#).

Article processing charge (APC):

Authors who publish in the Orthodontic Journal of Nepal (OJN) are not required to pay an article processing charge (APC). It is being covered by the Orthodontic and Dentofacial Orthopedic Association of Nepal (ODOAN).

Manuscript submission

Authors must submit manuscripts via the [Online portal](#). If any queries regarding the manuscript, authors contact the journal through this email address- odoanjournl@gmail.com

Images (photographs, drawings)

If images (photographs/ line drawings) are to be included, clearly scanned images free from technical artefacts should be submitted. Magnifications, areas of key interest should be indicated by an arrow, symbol, or

abbreviation, the details of which should be explained at the bottom of the figures. The figure must be submitted as a separate file. Please ensure each figure is cited in order within the text, e.g. (Fig 2).

Image file format: jpeg or tiff
Resolution: 300 dpi (dots per inch)

Patient identifying information should be avoided, such as name in the radiograph.

Tables

Tables should supplement, not duplicate the text. Tables should be as few as possible and should present only essential data. Each must be typed on a separate page with a title or caption and clearly numbered. Please ensure each table is cited within the text, e.g. (Table 3).

Reporting Guidelines

All types of manuscripts should be reported as per the guidelines mentioned in the [Equator Network](#).

The guidelines for some study designs are:

- Randomized controlled trial: [CONSORT](#)
- Systematic Review: [PRISMA](#)
- Observational Studies: [STROBE](#)
- Case report: [CARE](#)

Permissions

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Writing style

In order to make the journal uniform and standard we request that all matters submitted for publication should follow "[Uniform requirements for manuscripts submitted to biomedical journals](#)" as published by International Committee of Medical Journal Editors (ICMJE).

Units and abbreviations

Avoid abbreviations in the title and abstract. All unusual abbreviations should be fully explained at their first occurrence in the text. All measurements should be expressed in SI units.

Drug names

Generic drug names should be used.

Contractions

Author should not write in contraction. For example, can't, don't, &, and so on. Only proper use of language serves the purpose of effective communication.

References

Authors are strictly instructed to follow Vancouver system for citing scientific literature.

Authors can get a comprehensive explanation of the system with practical examples in the following link:

<https://library.viu.ca/citing/vancouver>

Title page

All types of manuscripts must contain a separate title page that includes the name, affiliation/institution, and email address of all authors. An author should be assigned as corresponding author.

Guidelines on manuscript file**Original article**

All kinds of research articles, (i.e. descriptive or experimental) and systematic reviews are considered as original articles. It should contain:

- Title
- Abstract (Introduction, Materials and methods, Results, Conclusion), within 300 words.
- Key words: 3-6 (arranged in alphabetical order, preferably the MeSH terms)
- Registration: All clinical trials must have a prospective registration in open access clinical trial registry. All systematic reviews should be registered in Prospero.
- Manuscript organised into: Introduction, Materials and methods, Results, Discussion and Conclusion.
- References (Within 40)
- Word count (less than 4000, excluding abstract, tables, figures and references)

Case reports

The cases submitted should be unique and interesting. It should contain:

- Title
- Unstructured abstract within 150 words.
- Key words: 3-6 (arranged in alphabetical order, preferably the MeSH terms)
- Manuscript organised into: Introduction, Case Report, Discussion and Conclusion.

- References (Within 25)
- Word count (less than 2000, excluding abstract, tables, figures and references)
- The authors must obtain valid written informed consent from the patient for publication of photographs, radiographs, and other information in the journal.

Review articles

Review article must incorporate various aspects of the topic chosen, and should also incorporate latest researches and findings. Acknowledge previous work conducted or reported in Nepal, where relevant. It should contain:

- Unstructured abstract within 250 words.
- Key words: 3-6 (arranged in alphabetical order, preferably the MeSH terms)
- Manuscript organised into relevant sections as per the topic selected.
- References (Within 40)
- Word count (less than 4000, excluding abstract, tables, figures and references)

Letters to the Editor

Letter to the Editor will be accepted or edited and published at the Editor's discretion. The author must give a full reference of the article published in OJN while writing the letter to which he is referring. While writing be succinct (less than 500 words) and address one or two major aspects of the article. Letters that, in the Editor's view, require a response from the authors of the article will be held pending notification of the authors, who will have fifteen days to respond. On receipt of an author's response, the letter and the author response will be published in the journal and will also be posted in the web. If we do not receive an author response within fifteen business days, the letter will be published with a note stating, "The author has been invited to respond and has not done so."

General instructions to authors

The decision of the editor will be final for modification or rejection. However, the author may withdraw his/her manuscript prior to publication when given a chance by the editor (e.g. after modification).

If the authorship of a paper is changed in any way after it has been reviewed, the Editor will require a letter, signed by all authors named on the original or on the revised submission, explicitly agreeing to the change.

Peer Review Process

The journal will process the received manuscript as follows:

Double blind procedure:

The received manuscript will be blinded to both the author and the reviewer during the reviewing process. The author will be anonymous to the reviewer, and the reviewer will be anonymous to the author as well.

Two stage review:

The manuscript will be sent back to the same reviewers after the initial review. However, in case of controversies, the decision of the editorial board will be final.

The submitted manuscripts will undergo national or international or both reviewing after blinding to 3 reviewers. The editors are responsible for directing the manuscript to reviewers depending on their expertise and knowledge. The manuscript will be accepted or declined depending on the reviewer's decisions. However, in case of controversies, the ultimate decision is reserved by the Editor in Chief and the editorial board. The peer reviewers are provided with the guidelines and peer review forms ([for original article](#), [for case report](#)) for the review of the manuscript.

Generally, the reviewing process takes about 6 to 8 weeks which includes 4 weeks for review and 2 weeks for processing. Nevertheless, sometimes, it may take some more time due some unseen circumstances.

After the review is completed, one of the following decisions will be made:

Accept Submission:

The manuscript is accepted without the need of any revisions

Revision Needed:

The manuscript needs minor changes and is accepted as per the comments received from the reviewer.

Re-submission for review:

The manuscript requires major changes and another review needed. The manuscript may be accepted after the review.

Decline Submission:

The manuscript will not be accepted

The journal will provide all the review comments to the authors regardless of any of the above decisions made by the reviewers.

OJN respects all the opinions, views, comments, and decisions made by the reviewers. However, the decision to accept or reject the manuscript is reserved by the Editor in Chief and the editorial board, on the basis of maintaining the integrity of the science, following the guidelines of ICJME, WAME, COPE, and CSE.

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- This license permits use, distribution and reproduction in any medium, provided the original work is properly cited.

Submission Preparation Checklist:

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines-

- Covering letter (Should address the Chief Editor of OJN)
- Completely filled OJN declaration of authorship form/ Copyright form (Available at: https://odoan.org.np/wp-content/uploads/2020/07/OJN20Copyright20form_1.doc)
- Ethical committee approval letter (for original article) and patient consent form (for case report if appropriate)
- Title Page (Type of article, Title, Author's details including email address of all the authors.)
- Manuscript page along with abstract including tables/figures
- Picture files (jpeg or tiff image format and with resolution of minimum 300 dpi) separately attached
- Word count (Abstract/Text)
- Supplementary files (like raw data), if necessary