

Submission checklist (Updated February 2016)

The Author Guidelines and the Editorial Policies of the *Journal of Dental Research, Dental Clinics, Dental Prospects (JODDD)* are available online and can be accessed on the journal website using the following links:

The Authors Guidelines: <http://dentistry.tbzmed.ac.ir/joddd/index.php/joddd/about/submissions>

The Editorial Policies: <http://dentistry.tbzmed.ac.ir/joddd/index.php/joddd/about/editorialPolicies>

The conditions of submission

- Signed cover letter is uploaded separately in Step 4 (online submission).
- Exclusive License Form is signed by all co-authors and uploaded separately in Step 4 (online submission).
- The designated author as the “principal contact for editorial correspondence” in Step 3 of online submission (the corresponding author) is the one who undertakes the online submission (the submitter).

The submission

- The manuscript is uploaded as the Submission File in Step 2 (online submission).
- Submission information, including the author information and contributions, acknowledgments, funding, competing interests, and the statement regarding ethics approval of the study/consent to publish, is removed from the manuscript, ensuring a double-blind review.
- The selected section and type of the submission in Step 1 (online submission) is appropriate for the submitted work.
- The title of the submission is provided in the manuscript according to Author Guidelines.
- The title of the submission is also entered in Step 3 (online submission) identical to that provided in the manuscript.
- Appropriate abstract is provided for the submission (Structured for original article/short communication; Unstructured for case report/review).
- Abstract word limit is observed (not more than 150 words for reviews/case reports and 250 words for original articles/short communications).
- Abstract is also entered in the designated box in Step 3 (online submission) identical to that provided in the manuscript.
- Three to ten key words are included from the list of Medical Subject Headings (MeSH) available at <https://www.nlm.nih.gov/mesh/MBrowser.html> after the abstract in the manuscript.
- Key words are provided in alphabetical order, and are all lowercase (comma separated).
- Key words are also entered in the designated area in Step 3 (online submission) identical to those provided in the manuscript (semicolon separated).
- Appropriate subheadings are present according to the section and article type.
- Not all words are capitalized in subheadings; only the first word and the proper nouns are capitalized.
- Limit for the manuscript word count according to the section and article type is observed.
- Text of the submission is written uniformly in American English.
- Scientific writing guidelines are observed in writing of the manuscript.
- No any sentence is copied from other sources and every part of the manuscript is original (not plagiarized).
- Abbreviations are spelt out in full in the first appearance in the text of the abstract, the manuscript, and the table and figure captions.
- Numerals from 1 to 10 are spelt out.
- Numerals at the beginning of the sentence are spelt out.
- References are cited in the manuscript according to “Author Guidelines: Citing references in the text.”

- References list is formatted according to “Author Guidelines: Formatting the references list.”
- No repetition of data is present in tables/figures and in text.
- Limit for number of Tables and Figures is observed according to the section and article type.
- Table and figure numbers are in Arabic letters (not Roman).
- Figure legends list is provided at the end of the manuscript.
- Tables are prepared according to Author Guidelines and included at the end of the manuscript.
- Figures are prepared according to Author Guidelines in appropriate format and with sufficient quality.
- Figures are uploaded separately as a supplementary file in Step 4 (online submission).
- Figures are also embedded at the end of the manuscript to expedite peer review process (each on a separate page).
- Patients’ privacy is observed in figures and patient’s consent to publish is stated in the cover letter.
- Appropriate credit is given for previously published figures/tables provided.

The required information

- Complete names (not initials) as well as working e-mail addresses are provided for each author in Step 3 (online submission).
 - Affiliations are appropriately provided for each author in Step 3 (online submission).
 - The Submission Information Form is uploaded as a supplementary file in Step 4 (online submission).
 - The authors’ contributions are appropriately explained in the Submission Information Form.
 - The acknowledgments section is provided appropriately in the Submission Information Form.
 - The sources of funding are disclosed appropriately in the Submission Information Form. If this section is not applicable to the submitted work, the text reads “Not applicable.”
 - Any competing interests are disclosed appropriately in the Submission Information Form according to the Editorial Policies of the journal. If no competing interests exist, the text reads “The authors declare no competing interests with regards to the authorship and/or publication of this article.”
 - If the submission involves the use of any animals or human data or tissues, the ethics approval statement is appropriately stated in the Submission Information Form. If the submitted work does not report on or involve the use of any animals or human data or tissues, and thus, an ethics approval was not required, the text reads “Not applicable.” If the need for ethics approval in the submitted work was waived, a statement is to indicate this.
 - If the submission contains any individual person’s data in any form (such as submitting a case report), a statement is present in the Submission Information Form indicating that consent to publish has been obtained from the individual.
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