Journal of Kantipur Dental College
Author Guideline

INTRODUCTION

The Journal of Kantipur Dental College (JKDC) is a peer reviewed, open access biannual biomedical journal. It is the official journal of Kantipur Dental College.

The JKDC works under the belief that knowledge gained through scientific research and advances should be shared and accessible. It publishes research-based articles within the field of biomedical sciences including basic sciences and clinical disciplines, public health, health care management, medical education, ethical and social issues pertaining to health care. Hence, it grants readers permission to read, download, copy, distribute, print, search and create links to the full text articles available online at www.kantipurdental.edu.np/journal without any charge. Thereby, it also aims to increase the visibility and ease of use of open access scientific and scholarly articles so as to promote their increased usage and impact. Authors do not have to pay for submission, processing or publication of articles in JKDC.

Articles are published under the following categories: Editorials/Guest editorial, Research/Original Article, Review Article, Case Report/Series, Short Communication, Book review, View point and Student KDC.

THE EDITORIAL PROCESS

The submitted manuscripts are duly acknowledged and initially reviewed for probable publication by the editors with the confirmation that they are being submitted only to the JKDC, have not been published, simultaneously submitted or accepted for publication elsewhere.

The manuscripts are then sent to expert peer reviewers blinded to the contributor's identity and vice versa for review and comments. The final decision on whether to accept or reject the article are taken by the Chief-editor based on the peer reviewer's comments. The authors are informed about the modification/acceptance/rejection of the manuscript with the peer reviewer's comments.

Revised articles have to be resubmitted after making the necessary changes or clarifying questions made during the peer review process. The author may withdraw his/her manuscript prior to publication with written applications.

The accepted articles are edited for grammatical, punctuation, print style and format errors and page proofs and are sent to the corresponding author who should return them within stipulated date. Non response may result in delay in publication or even rejection of the article.

INSTRUCTIONS TO AUTHORS

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (ICMJE) www.icmje.org. The uniform and specific requirements of JKDC are summarized below. Before sending a manuscript authors are requested to check for the instructions.

SPECIFICATION OF THE MANUSCRIPT

The language of the manuscript should be simple and legible, which must be written in British English or English (US) without grammatical, typographical and bibliographical errors. The manuscript must be proof-read before submission. Manuscript should use proper language that serves the purpose of effective communication. Manuscript should not be written in contraction. For example: can't, don't, etc.

Format: Microsoft Word (.doc or .docx) file format and all the illustrations, figures and tables should be placed within the text at the appropriate points.

Front Size/Style: 12/Times New Roman Spacing: 1.5 Border spacing: 1 inch (all sides)

Page number: Right hand bottom

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

All manuscripts must be type written and submitted to the Chief Editor, JKDC. The total number of authors including Principal author should not be more than 6(Six). Authors must submit manuscripts through email in the following address: jkdcjournal@gmail.com

TYPES OF MANUSCRIPT AND WORD LIMITS

RESEARCH ARTICLE

Research article should be divided into these sections:
Title
Title should be short not more than 15 words.

Authorship
It should contain name of the pertinent authors with their position and affiliated institution and e-mail address of corresponding author.

Abstract
It should not exceed 300 words and should be in a structured summary. All research articles should be

submitted with the following subheadings: Introduction, Objective, Materials and Method, Result and Conclusion.

Keywords: 3-7 keywords arranged alphabetically separated by semicolons.

Introduction
Introduction should clearly state the problem being investigated, the background and reasons for conducting the research. It should summarize relevant research to provide context and also state how the work differs from published work. It identifies the research questions/ hypothesis that has to be answered and also explains others' findings.

Materials and Method
This section should provide sufficient details about the procedure, research design, sample selection, so that readers can understand and replicate the study. It should explain inclusion and exclusion criteria. It should give details of new methodology or give citation for previously published work.

Result
This should provide answer to research question/ hypothesis. Findings can be shown in tables and figures, and explain what was found. Presentation of results shall not be duplicated in multiple formats.

Discussion
Discussion should describe what the present results mean and what is already known about the subject. It should indicate how the results relate to expectations and new scientific knowledge. It also identifies the gaps and ideas for further study.

Conclusion
A concise conclusion which should briefly explain the importance and usefulness of the work.

Acknowledgement
All contributors who do not meet the criteria for authorship can be listed.

References
References should be listed in a separate reference section immediately following the text in Vancouver superscript system. The total number of references should not exceed 30.

Word limit
Manuscript 2500 words including figures and tables (excluding abstract and references)

REVIEW ARTICLE
Review article must cover various aspects of the topic chosen, areas of interest and should also incorporate latest researches and findings. It should be systemic critical assessments of literature and data sources. It should include; Title up to 15 words, Abstract 300 words (structured/ unstructured), Manuscript up to 3000 words excluding references and References up to 50. There shall be no conclusion section, if needed summary section can be added.

CASE REPORT/SERIES
New/interesting/ rare cases with clinical significance or implications can be reported. Valid written expressed consent should be taken prior to involving any person in case report manuscript. The identity of the patient should not be revealed in text or figures. Confidentiality should be maintained. It should include; Title 15 words, Abstract 150 words (structured / unstructured) with key words 3-5 arranged alphabetically separated by semicolons.

Manuscript should be 1500 words (excluding abstract and references). The total number of references should not exceed 15.

VIEW POINT / SHORT COMMUNICATION / BOOK REVIEW
These articles are personal or professional views and allow the author to express their own point of view on any issues relevant to health. It should include; Title 15 words and total 1000-1500 words.

STUDENT KDC
Student KDC section is provisioned for dental students for submitting manuscript on research/survey, case report, essay and articles on career and web-searches. Total word count should be 1000-1500 words.

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 scanning resolution should be 300 dpi (dots per inch). Title or captions and clearly numbered for each image should be provided. Figure/s should be cited in orderwithin the text, e.g. (Figure 4).

Tables
Tables should be simple and legible. It should present only essential data with a title or caption and clearly numbered. Table/s should be cited within the text, e.g. (Table 3).

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

Drug names

Generic drug names should be used.

Conflict of Interest Notification

This should be notified (if any).

Ethical consideration

Manuscripts submitted for publication should be attached with ethical clearance letter from the respective institutional ethical committee or review board.

Informed consent

Informed consent of the patients must be taken before they are considered for participation in the study. Patient identifying information such as names, initials, hospital numbers or photographs should not be included in written descriptions. Patient consent should be obtained in written and archived with authors.

Protection of human subject in research

When conducting experiments on human subjects, appropriate approval should be obtained from the Ethical Committee. All the procedures on human experimentation must be performed in accordance with the ethical standards of the responsible ethical committee (both institutional and national) and the Helsinki Declaration of 1964 (as revised in 2008).

Permission

Authors must obtain written permission for the borrowed and previously published material and submit them with the manuscript. The borrowed material should be acknowledged.

Checklist for authors before submitting the manuscript

- Covering letter
- Completely filled JKDC declaration of authorship
- Ethical committee approval
- Informed consent (if appropriate)
- Abstract
- Manuscript files including tables/figures/ pictures
- References
- Word count (Abstract/Text)