

INSTRUCTIONS TO AUTHORS

1. GENERAL PRINCIPLES

The *Journal of Lins Dentistry School (FOL)* is a biannual publication of UNIMEP Publishing Company (Sao Paulo, Brazil) that aims to disseminate nationally and internationally, original research articles, abstracts and dissertations, reviews of relevant issues, case reports and reviews in the dental field. Articles are published in English or Portuguese. The analysis for publication of a paper shall observe the following criteria:

- * Adequacy to the scope of the Journal;
- * Scientific quality, certified by the Editorial Board and anonymous process of peer review (blind peer review);
- * Compliance with the standards for publication according to Vancouver style (<www.icmje.org>)
- * Quantity of authors consistent to the dimensions of the project;
- * Chronology of approval of the manuscripts.

2. GENERAL GUIDELINES

- 2.1. Entries must be submitted electronically to the *Journal of Lins Dentistry School* at the following address: [https://www.metodista.br/revistas/revistas-unimep/index, php / FOL](https://www.metodista.br/revistas/revistas-unimep/index.php/FOL)
- 2.2. Authors should retain a copy of the original article in Word format as well as the illustrations, if any.
- 2.3. The original file containing the paper should be submitted without the identification and affiliation of the authors. An additional file, containing the cover page with identification, affiliation and address of the authors, must be submitted separately. The Copyright Transfer term, is included in the process of electronic submission of the *paper*.
- 2.4. Figures, tables (Excel format) or graphs must be submitted in a separate file, and the authors should keep a copy thereof.
- 2.5. The *Journal of Lins Dentistry School* makes no commitment to publish the received articles. The originals are subjected to previous evaluation by the Scientific and Editorial Committee, for validation of scientific quality and compliance with the criteria, described in the basic general principles.
- 2.6. In case of papers containing more than one author, the main author should be indicated as responsible for contacting the *Journal of Lins Dentistry School*.
- 2.7. The content of the originals must be unpublished. It should not have been previously published, nor be simultaneously submitted to any other publications, whether national or international.
- 2.8. Once the documents are submitted, the *Journal of Lins Dentistry School* will hold the copyright of their contents.

3 - PRESENTATION OF MANUSCRIPTS

- 3.1. Manuscripts submitted for publication should be accompanied by the figure (s) founded by the necessity of direct reference (on the methodology or the results) or indirect (didactic nature) to its content. The Editorial Board of the Journal will establish the definition and the relevance of such supplements.

3.2. Categories of original constituents required, order of presentation and maximum extension text

a) *Original article* – title in Portuguese and English , abstract / key words, abstract in English / key words; introduction and / or literature review, objective, material and methods, results, discussion, conclusions and references.

Text: 20 pages (see specification page); four tables or figures, four graphs, up to 16 figures, at total.

b) Literature Review - Portuguese title, English title, abstract, key words, abstract in English, key words, introduction and / or objective, literature review, discussion, conclusions and references.

Text: 14 pages (see specification page); four tables or figures, four graphs, up to 16 figures, at total.



c) Case report - Portuguese title, English title, abstract in Portuguese/ key words; abstract in English / key words, introduction and objective, case report, discussion, conclusions and references.

Text: 10 pages of text (see specification page); two tables or figures, two graphs, up to 16 figures, at total.

d) Review - critical evaluation of books or academic papers, analyzing their content, their possible application into the academic environment, timeliness and scientific consistency, as well as the formal aspects of printed presentation.

Text: three pages of text (see specification page).

Note: The *Journal of Lins Dentistry School* disclaims any responsibility for material or equipment reported, whose terms of delivery and broadcast advertising are subjected, respectively, to the Consumer Protection Code and CONAR (National Council of Self-Regulation in Advertising).

3.3. Text

a) Title of manuscript should be in Portuguese and English and the specification of the category in which the original must be evaluated (see Categories of documents).

* For reasons of exemption in the work of the evaluation committee and the editorial board, the author identification should appear solely in the electronic registry.

b) In addition to the limits and specifications, already stipulated in the preceding items, the guidelines below should be observed:

c) The manuscript must be typed as follows: A4 page type, 1.5-spaced, size 11 Arial font, margins of 3- cm on each side, with pages numbered.

d) Title in Portuguese: maximum 90 characters, followed by the title in English.

e) Degree / Affiliation of the authors (as electronic records): the authors should cite only one title / link to the university or research, no abbreviations. Examples:

* Graduate Student, Dentistry School of Lins, Methodist University of Piracicaba.

** DDS.

*** Specialist in Periodontics.

**** MS student, Department of Stomatology, Araraquara Dentistry School, State University of São Paulo.

***** PhD in Periodontics, Dentistry School, Federal University of Rio de Janeiro.

***** Professor of Dentistry, Lins Dentistry School, Methodist University of Piracicaba.

f) Summary in Portuguese / Summary in English (abstract): 250 words.

g) Key words in Portuguese and key words in English: minimum three, and maximum five. It is mandatory to check DECS-Descriptors in Health Sciences (Lilacs: <<http://www.bireme.br/abd/P/lilacs.htm>>, <<http://decs.bvs.br>>).

4 – CITATION OF THE AUTHORS IN THE TEXTS

Citations must be in accordance to the detailed presentation here and should all be mentioned in the text.

4.1. The citations in the texts, as well as tables and figures, should be identified by Arabic numerals (superscript), and numbered consecutively in the order they are mentioned in the text. When citing two authors of the work referenced, their last names must be separated by “and”; in case of three or more, the first author is cited, followed by “et al.” Example:

* Cunha et al.⁸ talk about harmful sucking.

4.2. Citation of literal quotation, or a specific piece of work, containing (1) less than four lines long, should appear in quotes, not italicized, if (2) equal to, or longer than four lines, should be decreased by four cm margins of the text (without quotes) and highlighted in a specific paragraph, with reduced length, in relation to the rest of the text, with a line of space before, and one line after the transcript.

(1) ... It is clear therefore that “the professional should always be updated and improved, to provide better treatment to the patient and with proven innovative techniques.”, As stated by Pedroso.¹⁷



2) ... As Malerbi said, discussing the diabetic patient care in health centers of São Paulo: The care of diabetic patients is still depending on the personal initiative of professionals working in health units, in which, when they have interest, face difficulties related to criteria, medicines, materials, and auxiliary resources. The greatest difficulties lie, however, on the training and updating of the teams, and the system of reference and cross-reference, which is extremely complicated, bureaucratic and ineffective.⁸

4.3. No other supplement should be included in the text.

4.4. Explanatory Notes, if any, should be positioned at the bottom of the page, marked by an asterisk *, superscript in the text. If there is more than one per page, the number of asterisks corresponds to the amount of explanatory notes, necessary to display - ** this process restarts with each new page.

5. REFERENCES

- References are limited to 30, in the texts that correspond to the categories Original Articles, Literature Review and Case Reports. They must be organized in numerical sequence consecutively, according to the order in which they were first mentioned in the text, and organized according to the Vancouver style.
- The titles of journals should be referred in abbreviated form, according to the *Index Medicus* (<<http://bioinfo.ernet.in/~shubha/IndexMedicus/IndexMedicus-A.html>>).
- Personal communications or unpublished data should not be included in the references.
- It is not permitted to include abstracts / abstracts of monographs, dissertations and theses into the references.
- Publications including two authors to the limit of six – all the names are cited. For more than six authors - the first six are cited -followed by et al., according to the pattern below.

5.1. Articles in journals

1. Including two authors to the limit of six

- Drummond JL. Degradation, fatigue, and failure of dental resin composite materials. *J Dent Res* 2008 Aug; 87 (8):710-9.
- Mumcu E, Erdemir U, Topcu FT. Comparison of Bond Strengths micro pushout of two fiber posts luted using adhesive simplified approaches. *Dent Mater J*. May 2010, 29 (3):286-96.
- Radovic I, Monticelli F, C Goracci, AH Cury, Coniglio I, Vulicevic ZR, et al. The effect of sandblasting on adhesion of a dual-cured resin composite to methacrylic fiber posts: microtensile bond strength and SEM evaluation. *J Dent*. 2007 Jun, 35 (6):496-502.

2. Organized as authors

- The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996; 164: 282-4.

3. Without names of authors

- Cancer in South Africa [editorial]. *S Afr Med J* 1994; 84:15.

4. Volume or article with supplement

- Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994; 102 Suppl 1:275-82.
- Payne DK, Sullivan MD, Massie MJ. Women's Psychological Reactions to breast cancer. *Semin Oncol* 1996, 23 (Suppl 2):89-97.

5. Article without volume or number

- Turan I, Wredmark T-Tsai L. Fellander Arthroscopic ankle arthrodesis in rheumatoid arthritis. *Clin Orthop* 1995; (320):110-4.
- Browell DA, Lennard TW. Immunologic status of the cancer patient and the effects of blood transfusion on antitumor responses. *Curr Opin Gen Surg* 1993; 325-33.

6. Article in electronic format

- Hamza OJM. Kill MIN Simon ENM, Kikwilu And, Moshi MJ, MugUSA F et al. Oral manifestations of HIV infection in children and adults receiving highly active antiretroviral therapy [HAART] in Dar es Salaam, Tanzania. *BMC Oral Health* 2006, 6. [Cited 2006 Sep 29]. Available from: URL:<www.pubmedcentral.nih.gov>.



5.2. Books

- Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers, 1996.
- Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone, 1996.
- Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press, 1995. P. 465-78.
- Stedman's medical dictionary. 26th ed. Baltimore: Williams & Wilkins, 1995. Apraxia, P. 119-20.

5.3. Illustrations and Tables

- a) Any illustration (tables, graphs, drawings, photographs) should be limited to the number necessary to clarify the text, and sent in a separate file, numbered in Arabic numerals, as their sequence in the text.
- b) The authors should keep a copy of this file.
- c) The photographs must be in original colors and scanned format tif, jpg or gif formatted with 10 cm and a minimum of 300dpi. These illustrations should not be in the body of the text, Word edition. They should be in a supplementary electronic file, mentioning where they ought to be inserted.
- d) The legends corresponding to the figures or photographs should be objective, concise and clear, with a listing, in an electronic file extension. For tables and graphs, the legends must be numbered and placed at the top. The Legend of photographs should be numbered, and placed below the figure.
- e) Tables should be open on the sides. Graphics should be framed.

6. Ethical Principles

- 6.1. The *Journal of Lins Dentistry School* meets the ethical principles of the Declaration of Helsinki and Resolution 196/96 of the Ministry of Health, which states that all procedures involving human beings or animals be approved by the Ethics Committee of the institution where the authors are affiliated.
- 6.2. Every experiment or procedure used in humans or animals must have the approval reported in Material and Methods, including the number provided by the respective Ethics Committee.
- 6.3. The Managing Editor and Editorial Board reserve the right to reject articles that do not meet this standard.
- 6.4. A scanned copy of the approval by the Ethics Committee should be attached in the supplementary file, when submitted to the Editorial Board of the *Journal of Lins Dentistry School*.

