

Author Guidelines for Endodontic Topics

1. Submission of Manuscripts

Manuscripts should be submitted electronically via the online submission site <http://mc.manuscriptcentral.com/endodontictopics>. Complete instructions for submitting a paper is available online and below. Further assistance can be obtained from Mrs. Ingrid Ellis at ijellis@telus.net.

1.1. Getting Started

- Launch your web browser (supported browsers include Internet Explorer 6 or higher, Netscape 7.0, 7.1, or 7.2, Safari 1.2.4, or Firefox 1.0.4) and go to the journal's online Submission Site: <http://mc.manuscriptcentral.com/endodontictopics>.
- Log-in using the ID and password sent to you by the Journal Admin in connection with your formal invitation to contribute to Endodontic Topics.
- If you cannot locate your ID and password, enter your e-mail address under "password help". This will generate a new temporary password which will be sent to your e-mail address. Otherwise contact Mrs. Ingrid Ellis.
- Update your account if necessary including address and areas of expertise.
- Log-in and select "Author Centre".

1.2. Submitting Your Manuscript

- After you have logged in, locate your manuscript under "Invited Manuscripts".
- Click on "Continue Submission".
- Enter data and answer questions as appropriate. You may copy and paste directly from your manuscript and you may upload your pre-prepared covering letter.
- Click the "Next" button on each screen to save your work and advance to the next screen.
- You are required to upload your files.
 - Click on the "Browse" button and locate the file on your computer.
 - Select the designation of each file from the drop-down menu next to the Browse button.
 - When you have selected all files you wish to upload, click the "Upload Files" button.
- Review your submission (in HTML and PDF format) before sending to the Journal. Click the "Submit" button when you are finished reviewing.

1.3. Manuscript Files Accepted

Manuscripts should be uploaded as Word (.doc) or Rich Text Format (.rtf) files (not write-protected) plus separate figure files. GIF, JPEG, PICT or Bitmap files are acceptable for submission, but only high-resolution TIF or EPS files are suitable for printing. The files will be automatically converted to HTML and PDF on upload and will be used for the review process. The text file must contain the entire manuscript including title page, abstract, text, references, tables, and figure legends, but *no* embedded figures. Figure tags should be included in the file. Manuscripts should be formatted as described below. Please note that the online system does not accept manuscripts uploaded as Word 2007 (.docx). Please save any .docx file as .doc before uploading.

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1.4. Review Process

All manuscripts will be reviewed by two experts in the field. Please suggest suitable reviewers upon submission of your paper.

1.5. Suspension of Submission Mid-way in the Submission Process

You may suspend a submission at any phase before clicking the "Submit" button and save it to submit later. The manuscript can then be located under "Unsubmitted Manuscripts" and you can click on "Continue Submission" to continue your submission when you choose to.

1.6. E-mail Confirmation of Submission

After submission you will receive an e-mail to confirm receipt of your manuscript. If you do not receive the confirmation e-mail after 24 hours, please check your e-mail address carefully in the system. If the e-mail address is correct please contact your IT department. The error may be caused by some sort of spam filtering on your e-mail server. Also, the e-mails should be received if the IT department adds our e-mail server (uranus.scholarone.com) to their whitelist.

1.7. Manuscript Status

You can access Manuscript Central any time to check your "Author Center" for the status of your manuscript. The Journal will inform you by e-mail once a decision has been made.

1.8. Submission of Revised Manuscripts

To submit a revised manuscript, locate your manuscript under "Manuscripts with Decisions" and click on "Submit a Revision". Please remember to delete any old files when you upload your revised manuscript.

2. Manuscript Structure

All manuscripts should contain: Title page, abstract page, main text, references and tables, figures and figure legends as appropriate.

Title Page: should contain the following information in the order given: 1) Full title of manuscript. 2) Authors' full names. 3) A running title, not exceeding 50 characters and spaces.

Abstract Page: A separate abstract page should contain the following: 1) Authors' surnames and initials. 2) Title of manuscript. 3) Title of Journal, abbreviated as in reference list. 4) The word Abstract followed by a summary of the complete manuscript.

References: Number references consecutively in the order in which they are first mentioned in the text. Identify references in texts, tables, and legends by Arabic numerals (in parentheses). Use the style of the examples below, which are based on the

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format used by the US National Library of Medicine in Index Medicus (www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng). For abbreviations of journals, consult the "List of the Journals Indexed" printed annually in the January issue of Index Medicus.

Journals

Saunders WP, Saunders EM. Assessment of leakage in the restored pulp chamber of endodontically treated multirouted teeth. *Int. Endod J* 1990; **23**: 28-33.

Chapter in a book

Bergenholtz G, Hasselgren G. Endodontics and Periodontics. In: Lindhe J., ed. *Clinical Periodontology and Implant Dentistry*, 4th edn. Blackwell Munksgaard, Copenhagen: 2003: 381-351.

Personal author(s)

Gutmann JL, Harrison JW. *Surgical Endodontics*. Boston, MA: Blackwell Scientific Publications, 1991, p. 49.

Try to avoid using abstracts of articles as references. "Unpublished observations", "personal communications", and unaccepted papers may not be used as references, although references to written, *not verbal*, communications may be inserted (in parentheses) in the text.

We recommend the use of a tool such as EndNote or Reference Manager for reference management and formatting. EndNote reference styles can be searched for here: www.endnote.com/support/enstyles.asp. Reference Manager reference styles can be searched for here: www.refman.com/support/rmstyles.asp.

Illustrations: All graphs, drawings and photographs are considered figures and should be numbered in sequence with Arabic numerals and abbreviated Fig(s). Each figure should have a legend and all legends should be typed together on a separate sheet and numbered correspondingly. Text on the figures should be in capitals. Figures should be planned to fit the proportions of the printed page. Author guidelines and information about electronic illustrations can be found on the website: www.blackwellpublishing.com/authors/illustration.asp.

Tables: These should only be used to clarify important points. Tables must, as far as possible, be self-explanatory. The tables should be numbered consecutively with Arabic numerals. Each table should be typed on a separate sheet, with due regard for the proportions of the printed page.

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3. Ethical Guidelines

Endodontic Topics adheres to the following ethical guidelines for publication and research.

3.1. Authorship and Acknowledgements

Authorship: Authors submitting a paper do so on the understanding that the manuscript has been read and approved by all authors and that all authors agree to the submission of the manuscript to the Journal.

It is a requirement that all authors have been accredited as appropriate upon submission of the manuscript. Contributors who do not qualify as authors should be mentioned under acknowledgements.

Acknowledgements: Under acknowledgements please specify contributors to the article other than the authors accredited. Acknowledge only persons who have made substantive contributions to the study.

3.2. Ethical Approvals

Papers not in agreement with the guidelines of the Helsinki Declaration as revised in 1975 will not be accepted for publication.

3.3. Conflict of Interest

Endodontic Topics requires that any potential conflicts of interest be noted. Please include this information under acknowledgements.

3.4. Permissions

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For questions concerning copyright, please visit Blackwell Publishing's Copyright FAQ at www.blackwellpublishing.com/authors/.

4. Publication

Upon acceptance of a paper for publication, the manuscript will be forwarded to the Production Editor who is responsible for the production of the journal.

4.1. Proof Corrections

The corresponding author will receive an e-mail alert containing a link to a web site. A working e-mail address must therefore be provided for the corresponding author. The proof can be downloaded as a PDF (portable document format) file from this site.

Acrobat Reader will be required in order to read this file. This software can be downloaded (free of charge) from the following website: www.adobe.com/products/acrobat/readstep2.html. This will enable the file to be opened, read on the screen, and printed out in order for any corrections to be added. Further instructions will be sent with the proof. Hard copy proofs will be posted if no e-mail address is available; in your absence, please arrange for a colleague to access your e-mail to retrieve the proofs. Proofs must be returned to the Production Editor within three days of receipt.

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4.2. Production Tracking

Online production tracking is available for your article through Blackwell's Author Services. Author Services enables authors to track their article - once it has been accepted - through the production process to publication online and in print. Authors can check the status of their articles online and choose to receive automated e-mails at key stages of production. The author will receive an e-mail with a unique link that enables them to register and have their article automatically added to the system. Please ensure that a complete e-mail address is provided when submitting the manuscript. Visit

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www.blackwellpublishing.com/authors/ for more details on online production tracking and for a wealth of resources including FAQs and tips on article preparation, submission and more.

4.3. Author Material Archive Policy

Please note that unless specifically requested, Blackwell Publishing will dispose of all hardcopy or electronic material submitted two months after publication. If you require the return of any material submitted, please inform the editorial office or production editor as soon as possible.

4.4. Offprints

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The corresponding author will be sent a complimentary copy of the journal in which the paper is published.

4.5. Author Services

For more substantial information on the services provided for authors, please see Blackwell Publishing Author Services at www.blackwellpublishing.com/authors/