Ethical policies of Orthodontics & Craniofacial Research

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AUTHORSHIP

All authors must fulfil the following three criteria:

- Substantial contributions to research design, or the acquisition, analysis or interpretation of data,
- Drafting the paper or revising it critically, and
- Approval of the submitted and final versions

All authors must indicate their specific contributions to the work described in the manuscript. Some examples include

- X performed the research
- Y designed the research study
- Z contributed essential reagents or tools
- A analysed the data
- B wrote the paper

An author may list more than one contribution, and more than one author may have contributed to the same element of the work. E.g. ‘A performed the research, A and C analysed the data and wrote the paper, E contributed the knockout mice for the study and G designed the research study and wrote the paper’.
ETHICS APPROVAL FOR PAPERS SUBMITTED TO ORTHODONTICS & CRANIOFACIAL RESEARCH

The Editor aims to ensure that all articles published in Orthodontics & Craniofacial Research (hereafter called ‘the journal’) meet internationally accepted ethical standards. To achieve this, we evaluate the ethical aspects of submitted work that involves human or animal subjects. Upon request we require that authors submitting a paper provide the date, approval number or code and or name of the approving committee on all work submitted to the journal.

If ethical concerns are raised, we will require full disclosure of ethical aspects of a study (such as copies of the consent forms or animal care certification) and we may, at our discretion conduct a formal or informal ethical review of the study whether or not it meets acceptable standards for publication. Results of this review may be shared with the authors, and if concerns are identified they will be passed along to the authors’ institution(s).

Patient confidentiality and consent to publication

Orthodontics & Craniofacial Research recommends that authors use the BMJ guidelines on patient consent to publication: http://resources.bmj.com/bmj/about-bmj/advisory-panels/ethics-committee

Manuscripts concerned with human studies must contain statements indicating that informed, written consent has been obtained, that studies have been performed according to the Declaration of Helsinki, and that the procedures have been approved by a local ethics committee. If individuals might be identified from a publication (e.g. from images) authors must obtain explicit written consent from the individual.

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Ethnicity and culture are socially determined variables of limited use in biological research, though they are useful in health services research. All the variables are confounded by socioeconomic status. Try to use accurate descriptions of race, ethnicity and culture rather than catch all terms in common use. In the Methods section of research papers, describe the logic behind any ethnic groupings used. It is best to present a range of information including the following:

- Genetic differences
- Self assigned ethnicity, using nationally agreed guidelines
- Observer assigned ethnicity
- Country or area of birth (participant’s own, or parents’ or grandparents’, if applicable)
- Years in country of residence
- Religion
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Please ensure that you follow the guidelines by the European Medical Writers Association on the role of medical writers. The guidelines emphasise the importance of respecting widely recognised authorship criteria, and in particular of ensuring that all people listed as named authors have full control of the content of papers. The role of professional medical writers must be transparent. Please name any professional medical writer among the list of contributors to any article for Orthodontics & Craniofacial Research (not only original research papers), and specify in the acknowledgements and statement of competing interests for the article who paid the writer. Writers and authors must have access to relevant data while writing papers. Medical writers have professional responsibilities to ensure that the papers they write are scientifically valid and are written in accordance with generally accepted ethical standards.3

DISCLOSURE AND COMPETING INTERESTS STATEMENTS

Authors are required to disclose financial interests in any company or institution that might benefit from their publication. A competing interest exists when a primary interest (such as patients’ welfare or the validity of research) might be influenced by a secondary interest (such as financial gain or personal rivalry). It may arise for the authors of an Orthodontics & Craniofacial Research article when they have a financial interest that may influence their interpretation of their results or those of others. Financial interests are the easiest to define and they have the greatest potential to influence the objectivity, integrity or perceived value of a publication. They may include any or all, but are not limited to, the following:

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All sources of funding must be disclosed in the Acknowledgments section of the paper. List governmental, industrial, charitable, philanthropic and/or personal sources of funding used for the studies described in the manuscript. Attribution of these funding sources is preferred.
Examples:

- This work was supported by a grant from the National Institutes of Health, USA (DKxxxx to AB).
- This work was supported by the Crohn’s and Colitis Foundation of Canada (grant to AB and CD).
- This work was supported by a grant from Big Pharma Inc. (to AB) and equipment was donated by Small Pharma Inc. EF received a graduate studentship award from the University of xxxxx.

For papers where there are no competing interests, all authors must include the statement ‘Competing interests: the authors have no competing interests.’

We will also ask reviewers to provide a statement of competing interests.

**SERIOUS RESEARCH MISCONDUCT**

Very rarely, the Editor may have cause to suspect serious research misconduct, based on comments received or his/her own review of a paper. In this case, the article in question will be held in abeyance until this matter is resolved. The Editor will contact authors and any appropriate third party to ascertain whether the grounds for investigation are justified. If serious research misconduct is discovered, the Editor will contact the authors’ institutions after rejecting the paper.

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The Journal carefully scrutinises all papers for evidence of plagiarism and falsified data using specialised software. Plagiarism and/or falsification can comprise the following:

- multiple submission (i.e. to several journals at the same time)
- redundant publication (i.e. when the same data are published repeatedly, especially when articles contain an unacceptable degree of overlap but some original data, or in the case of the first time data are published (followed by subsequent redundant publications)
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The title of the Erratum will include the words 'Erratum'. They are published on a numbered page (print and electronic) and are listed in the Journal's table of contents. They will cite the original article and be linked to it, so that indexing and abstracting services are able to identify and link to both the erratum and the original paper. Reasons for retraction are clearly stated.

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The Editor of *Orthodontics & Craniofacial Research* treats all submitted manuscripts as confidential documents, which mean they will not divulge information about a manuscript to anyone without the authors’ permission. During the process of manuscript review, the following people may also have access to manuscripts:

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- Third parties (the only occasion when details about a manuscript might be passed to a third party without the authors’ permission if there is reason to suggest serious research misconduct—see above)
- Third parties invited to write an Editorial Commentary on a paper

REFERENCES

2. [http://resources.bmj.com/bmj/authors/editorial-policies](http://resources.bmj.com/bmj/authors/editorial-policies) (accessed on 29 June 2010).