

Author Guidelines

1. GENERAL

Molecular Oral Microbiology publishes high quality research papers and reviews on fundamental or applied molecular studies of microorganisms of the oral cavity and respiratory tract, host-microbe interactions, cellular microbiology, molecular ecology, and immunological studies of oral and respiratory tract infections.

Please read the instructions below carefully for details on the submission of manuscripts, the journal's requirements and standards as well as information concerning the procedure after a manuscript has been accepted for publication in *Molecular Oral Microbiology*. Authors are encouraged to visit [Blackwell Publishing Author Services](#) for further information on the preparation and submission of articles and figures.

[Submission Template](#)

2. ETHICAL GUIDELINES

Molecular Oral Microbiology adheres to the below ethical guidelines for publication and research.

2.1. Authorship and Acknowledgements

Authors submitting a paper do so on the understanding that the manuscript have 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.

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2.2. Ethical Approvals

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

2.3 DNA Sequences and Crystallographic Structure Determinations

Papers reporting protein or DNA sequences and crystallographic structure determinations will not be accepted without a Genbank or Brookhaven accession number, respectively. Other supporting data sets e.g. microarrays must be made available on the publication date from a public deposit site.

2.4 Conflict of Interest

Authors are required to disclose any possible conflict of interest and all sources of funding for the research. These include financial conflicts of interest (for example patent, ownership, stock ownership, consultancies, speaker's fee). The information should be disclosed under acknowledgements.

2.5 Appeal of Decision

The decision on a paper is final and cannot be appealed.

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3. MANUSCRIPT SUBMISSION PROCEDURE

Manuscripts should be submitted electronically via the online submission site <http://mc.manuscriptcentral.com/mom> .The use of an online submission and peer review site enables immediate distribution of manuscripts and consequentially speeds up the review process. It also allows authors to track the status of their own manuscripts. Complete instructions for submitting a paper are available online and below.

3.1. Getting Started

Launch your web browser (supported browsers include Internet Explorer 5.5 or higher, Safari 1.2.4, or Firefox 1.0.4 and higher) and go to the journal's online Submission Site: <http://mc.manuscriptcentral.com/mom>

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 - Enter your institution and address information as appropriate, and then click 'Next.'
 - Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID), and then select your areas of expertise. Click 'Finish'.
- If you are registered as a user, but have forgotten your log in details, enter your e-mail address under 'Password Help'. The system will send you an automatic user ID and a new temporary password.
- Log-in and select 'Author Center'

3.2. Submitting Your Manuscript

- After you have logged into your 'Author Center', submit your manuscript by clicking the submission link under 'Author Resources'.
- 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.
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 - Click on the 'Browse' button and locate the file on your computer.
 - Select the designation of each file in the drop down 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 completing your submission by sending it to the Journal. Click the 'Submit' button when you are finished reviewing.

3.3. Manuscript Files Accepted

Manuscripts should be uploaded as Word (.doc) or Rich Text Format (.rft) 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, summary, text, references, tables, and figure legends, but no embedded figures. In the text file, please reference figures as for instance 'Figure 1', 'Figure 2' etc to match the tag name you choose for the individual figure files uploaded. Manuscripts should be formatted as described in the Author Guidelines below. Please note that any manuscripts uploaded as Word 2007 (.docx) will be unassigned. Please save any .docx file as .doc before uploading.

3.4. Blinded Review

All manuscripts submitted to *Molecular Oral Microbiology* will be reviewed by at least two experts in the field. The names of the reviewers will not be disclosed to the author submitting a paper.

3.5. Suggest a Reviewer

Molecular Oral Microbiology attempts to keep the review process as short as possible to enable rapid publication. In order to facilitate this process, please suggest the names and current e-mail addresses of three potential international reviewer whom you consider capable of reviewing your manuscript. In addition please suggest one of the Associate Editors to review your manuscript.

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

You may suspend a submission at any phase stage 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.

3.7. 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 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.

3.8. Manuscript Status

You can access ScholarOne Manuscripts (formerly known as Manuscript Central) any time to check your 'Author Centre' for the status of your manuscript. The Journal will inform you by e-mail once a decision has been made.

3.9. 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 uploaded when you upload your revised manuscript. Please also upload graphics. Please do not upload PDF files.

4. MANUSCRIPT TYPES ACCEPTED

Original Articles: dealing with fundamental and applied aspects of oral cavity, respiratory tract infections, host-microbe interactions, cellular microbiology, molecular ecology and immunological studies.

Mini review articles: within in scope of *Molecular Oral Microbiology*

5. MANUSCRIPT FORMAT AND STRUCTURE

5.1. Format

Language: The language of publication is English. It is preferred that the manuscript is professionally edited. A list of independent suppliers of editing services can be found at www.blackwellpublishing.com/bauthor/english_language.asp. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication.

Abbreviations, Symbols and Nomenclature: This journal follows the recommendations of:

- 1) Council of Biology Editors Style Manual, 5th ed., Council of Biology Inc., Bethesda, MD, 1983: and
- 2) Instructions to Authors *molecular microbiology* (January issue of each year)

Scientific Names: Scientific names of bacteria should be binomials, only the generic name with an initial capital, and should be italicized (or underlined) in the typescript. A name should be given in full upon first mention in a paper; the generic name may be abbreviated thereafter, but the abbreviation must be unambiguous. With regard to drugs, generic names should be used instead of proprietary names. If proprietary names are used, they should be attached when the term is first used, and should be followed by a superscript ®.

5.2. Structure

All manuscripts submitted to *Molecular Oral Microbiology* should include Title Page, Summary, Main Text, Acknowledgements, References, Tables, Figure Legends and Figures as appropriate. You are encouraged to view a recent paper published to resolve any formatting issues or use the [Submission Template](#)

Title Page: should contain the following information in the order given: 1) the article title; 2) authors' full names (without degrees or titles); 3) authors' institutional affiliations including city and country; 4) a running title, not exceeding 40 letters and spaces; 5) 4-6 keywords; 6) name, address, telephone, fax and e-mail address of the author responsible for correspondence.

Summary: A separate summary (not abstract) should not exceed 250 words.

The Main Text of Original Research Article should include Introduction, Methods, Results, Discussion and References.

Introduction: Clearly state the purpose of the article. Summarize the rationale for the study or observation. Give only strictly pertinent references, and do not review the subject extensively.

Methods: The objective of writing the Methods is that there is sufficient information presented for a reader to be able to repeat the work. As the author, you will be very familiar with what has been done, but the challenge is to present information clearly for others.

Results: Present your results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables, illustrations, or both: emphasize or summarize only important observations.

Discussion: Emphasize the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data given in the Results section. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies.

The Main Text of Mini Review Articles should be structured with appropriate headings. The summary should not exceed 250 words. Please do not go over the same ground as previous reviews on the topic. Your review should be fair and balanced and avoid too much emphasis on your own work. Inform the reader what the main questions are and why they are important, and where new technologies are likely to have a major impact in the future. Careful attention should be paid to both factual content and presentation. The article should be no longer than 10-15 pages double spaced text, have a maximum of 3 Figures or Tables (or combination of), and carry no more than 50 references.

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. Please also include specifications of the source of funding for the study and any potential conflict of interests if appropriate. Suppliers of materials should be named and their location (town, state/county, country) included.

5.3. References

These should be kept to the pertinent minimum, and arranged in alphabetical order by first author. Identify references in text, tables and legends by: Jones (2000), Jones et al. (2000), Jones & Michel (2000), or (Jones et al., 2000) etc. Do not use abstracts as references. Include manuscripts accepted but not published; designate the abbreviated title of the journal followed by (in press). Information from manuscripts not yet accepted should be cited in the text as (unpublished). The references must be verified by the author(s) against the original documents. Titles should be abbreviated in accordance with the style used in Index Medicus.

Journals

Savitt, E.D., and Socransky, S.S. (1984) Distribution of certain subgingival microbial species in selected periodontal conditions. *J Periodont Res* **19**: 111-123.

Chapter in a book

Taubman, M.A., Ebersole, J.L., and Smith, D.J. (1982) Association between systemic and local antibody and periodontal diseases In *Host-Parasite Interactions in Periodontal Diseases*. Genco, R.J, and Mergenhagen, S.E. (eds). Washington, DC: American Society for Microbiology, pp. 283-298.

Personal author(s)

Touchstone, J.C., and Dobbins, M.F. (1983) *Practice of Thin Layer Chromatography*, 2nd edn. New York: Wiley.

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5.4. Tables, Figures and Figure Legends

Tables: Tables should be numbered consecutively with Arabic numerals.

Figures: All figures (abbreviated to Fig(s).) should clarify the text and their number be kept to a minimum. Details must be large enough to retain their clarity after reduction in size. Illustrations should preferably fill single column width (54 mm) after reduction, although in some cases 113 mm (double column) and 171 mm (full page) widths will be accepted. Micrographs should be designed to be reproduced without reduction, and a linear size scale incorporated. Line drawings should be professionally drawn; half-tones should exhibit high contrast.

Figure Legends: should be numbered and listed after the Tables.

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The availability of Supporting Material should be indicated in the main manuscript by a paragraph, to appear after the References, headed 'Supporting Material' and providing titles of figures, tables, etc. In order to protect reviewer anonymity, material posted on the authors Web site cannot be reviewed. The Supporting Material is an integral part of the article and will be reviewed accordingly.

6. AFTER ACCEPTANCE

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