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Use a clear and concise reporting style. JCO reserves the right to edit manuscripts to accommodate space and style requirements.

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Include the following materials in your submission:

- A digital version of the complete text (Word or WordPerfect), including tables, a list of figure captions, and references, in a single file. Use Arial 12pt type if available. **Do not embed images in your text file.**
- Each accompanying image as a separate file.
- The complete names, degrees, and current professional employment of each author, plus complete contact information for the corresponding author.

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Boulder, CO 80302 USA

E-mail to: info@jco-online.com

Special Considerations for Case Reports

Ideally, a case report should include records taken at:

- Pretreatment.
- Debonding.
- At least one-year post-treatment.

Interim records should be used to illustrate case progress and particular treatment effects if the article is being submitted to introduce a new appliance or approach. Interim records should always illustrate the concepts being presented in the article.

At every stage, records should be high-quality and in-focus and should include:

- Facial photos—right profile non-smiling and frontal non-smiling and smiling.
- Intraoral photos—upper and lower occlusal and right, frontal, and left buccal, taken in centric occlusion.
- Study cast photos, in three or five views, especially if necessary to show articulation or if intraoral photos are not available.
- Pre- and post-treatment lateral cephalograms, with cephalometric landmarks clearly visible and in focus.
- Tracings of pre- and post-treatment lateral cephalograms.
- Superimposition of pre- and post-treatment tracings, with regional superimpositions if needed to illustrate particular movements.
- Pre- and post-treatment panoramic radiographs.

Any other records submitted should meet the common-sense tests of both clarity of focus and clarity of purpose.

(For more guidance on taking high-quality case records, see Robert Keim’s Editor’s Corner, JCO, February 2004. This article is freely accessible in the JCO Online Archive, www.jco-online.com.)

Illustrations

Figure file names should be in the format “Fig. 01A, Fig. 01B, Fig. 02A”, etc., (not “L.G. pretreatment pano”), and must correspond to consecutive text references. Do not resize, resample, or closely crop your figures. JCO will prepare your figures appropriately for publication.

Digital Images

Send your best-quality digital images, in the most original form possible. Preferred formats are as follows:

- Photos, radiographs—TIFF or highest-quality JPG format, at least 300ppi, at a physical size of 5 inches wide (wider for panos). (Do not attempt to add resolution by resampling!)
- Line drawings—EPS format with TIFF preview, 1200ppi.
- Author photos—TIFF or JPG, 300ppi at a physical size of 2 inches wide.

If your original figures are in JPG format, do not change them to TIFF or EPS.

IMPORTANT: Do not embed images in your text file.

- Do not send your figures as PowerPoint or PDF files.
- Do not resize, resample, or closely crop your figures.
- Do not print out digital images for JCO to scan.
- DO make sure that “mirror shots” and radiographs are oriented properly.
- If you are creating drawings or other images that include text labels, it is preferable to leave the text layer unflattened.

In all cases, it is best to send the first generation of digital files before they have been altered in any way other than correcting the orientation.

Non-Digital Images

JCO can scan your original photos, slides, radiographs, or drawings for publication. Original slides, photographs, radiographs, and drawings are preferable to copies. Do not send glass slides, which are easily damaged in transit.

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Identify slides and radiographs similarly on the front.

Drawings and tracings should be neat and clearly printed. Send originals rather than photocopies.

Do not fold, scratch, or mar photographs or drawings. Do not use paper clips, staples, or fasteners of any kind.

Author photos

One color or black-and-white photograph of each author must be included, either as a print or in a high-resolution digital file. Screen-resolution images are not adequate for publication.

References and Footnotes

References should be selective and keyed in numerical order to the text. Authors are responsible for the accuracy of references. Journal references must include authors' names, article title, journal abbreviation, volume number, inclusive page numbers, and year:

1. Cusimano, C.; McLaughlin, R.P.; and Zernik, J.H.: Effects of four first bicuspid extractions on facial height in high-angle cases, *J. Clin. Orthod.* 27:594-598, 1993.

Book references must include authors' or editors' names, chapter title (if applicable), book title, edition number (if applicable), publisher, city or publication, year of publication, and page numbers (if applicable):

2. Petersen, L.J. and Topazian, R.G.: Psychologic evaluation of candidates for dentofacial surgery, in *Surgical Correction of Dentofacial Deformities*, 2nd ed., ed. W.H. Bell, W.R. Proffit, and R.P. White, W.B. Saunders Co., Philadelphia, 1980, pp. 92-97.

Any product mentioned in the article should be footnoted by company and complete address:

- *XYZ Orthodontic Co., 123 Main St., Los Angeles, CA 90000; www.xyz-ortho.com.

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