

GUIDE FOR CONTRIBUTORS

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Submission of Manuscripts

JCO uses a double-blind peer-review system (reviewers and authors are not identified to one another). Keep this in mind when preparing your text file so that we can preserve your anonymity.

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

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Please prepare the following documents for uploading into the online system:

1. An author information page in Word format, including, for *every* author listed:

- Complete first and last names
- Degrees
- Postal address
- Current job title and institution, if applicable (or “in private practice of _____”)

2. A single text file in Word format, including title, text, references, and figure captions. Do not include any author information or Acknowledgments. Preferred text style is 12pt Arial type, 1.5-line spacing,

with minimal formatting. Do not copy the journal format or organize your text in columns.

3. One file containing numbered, medium-quality figures in Word, PDF, or PowerPoint format. (Do not upload individual image files for review.) **IMPORTANT:** Although we do not require print-quality images for review, figures must be large and clear enough for editors and reviewers to see details clearly on their computer monitors. After acceptance of an article, we will request separate high-resolution image files. Final acceptance of any article is conditional upon receipt of print-quality images. See information below on preparing print-quality figures.

4. Table files in Word (preferred) or Excel. Place each table on a separate page (Word) or separate workbook (Excel). Note: Tables should not be figures!

5. “Supplemental files,” including Acknowledgments (in a separate Word document), a cover letter (if desired), author photos, signed copyright forms, signed patient photo release forms, etc. This material will not be seen by reviewers.

After acceptance, we will request high-resolution digital files to be sent to our office (not to the submission site). For publication, send high-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 printed size or larger. (Do not attempt to add resolution by resampling.)
- Line drawings—EPS format with TIFF preview, 1200ppi if you are scanning a hard copy.
- Author photos—TIFF or JPG, 300ppi at a physical size of 2 inches wide. Do not crop closely!
- Do not flatten images if you are adding labels, arrows, circles, etc., or creating new images with multiple layers. Save them in PSD (Photoshop) format or in their native form. (Converting them to JPGs will automatically flatten the layers!)
- Do not crop photographs closely. A rough crop is acceptable; do not try to match JCO’s cropping.
- Orient mirror shots and radiographs correctly before sending.

Ideally, digital files for an accepted article should be sent to JCO in as close to their original form as possible, with no cropping, resizing, or resampling.

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 of 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, city, state, and website:

- *XYZ Orthodontic Co., Los Angeles, CA; www.xyz-ortho.com.

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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

(For additional guidance on high-quality case records, see the February 2004 Editor's Corner in the JCO Online Archive, www.jco-online.com.)

Special Considerations for Pearls

Pearls are simple clinical or management techniques that can easily be implemented by busy orthodontic practices. Specific guidelines include:

- The text should be no longer than about 300 words.
- The technique should be explained in clear, step-by-step language.
- The images should be keyed to the text using letters (A, B, C, etc.); no captions are used.
- The title should summarize the technique in as few words as possible.
- The number of authors should be kept to a minimum (one author is preferred).

All other guidelines for submission of manuscripts, including style, footnotes, and references, should be followed.

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