

Instructions to the Authors

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General

There are no page charges for submissions to the journal however author is required to subscribe to the journal before his/her article is put under consideration for publication. Please check <http://www.njms.in/contributors.asp> for details.

All manuscripts must be submitted online at www.journalonweb.com/njms..

It is mandatory for all authors and co-authors of the article to subscribe to the journal atleast for one year as a prerequisite for their article to be considered for publication.

About Journal

National Journal of Maxillofacial Surgery (ISSN: Print - 0975-5950) is peer-reviewed journal. The Journal is Official Publication of Maxillofacial Society of India. The journal publishes articles on the subject of maxillofacial surgery, oral surgery, plastic surgery, radiology, pathology and related subjects. The Journal is published in January and July.

It is mandatory for all authors and co-authors of the article to subscribe to the journal atleast for one year as a prerequisite for their article to be considered for publication.

The Editorial Process

A manuscript will be reviewed for possible publication with the understanding that it is being submitted to National Journal of Maxillofacial Surgery (NJMS) alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors would authorize one of them to correspond with the Journal for all matters related to the manuscript. All manuscripts received are duly acknowledged. On submission, editor review all submitted manuscripts initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Manuscripts that are unlikely to be of interest to the National Journal of Maxillofacial Surgery (NJMS) readers are also liable to be rejected at this stage itself.

Manuscripts that are found suitable for publication in National Journal of Maxillofacial Surgery (NJMS) are sent to two or more expert reviewers. During submission, the contributor is requested to provide names of two or three qualified reviewers who have had experience in the subject of the submitted manuscript, but this is not mandatory. The reviewers should not be affiliated with the same institutes as the contributor/s. However, the selection of these reviewers is at the sole discretion of the editor. The journal follows a double-blind review process, wherein the reviewers and authors are unaware of each other's identity. Every manuscript is finally reviewed by the Editor of the journal, who based on the comments from the reviewers takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within three days. It may not be possible to incorporate corrections received after that period. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' immediately on acceptance.

Clinical trial registry

National Journal of Maxillofacial Surgery (NJMS) favors registration of clinical trials and is a signatory to the Statement on publishing clinical trials in Indian research journals. Registration in the following trial registers is acceptable: <http://www.ctri.in/>

The trials conducted outside India may be registered with any other clinical trial registry.

Authorship Criteria

Authorship credit should be based only on substantial contributions to each of the three components mentioned below:

Concept and design of study or acquisition of data or analysis and interpretation of data;

Drafting the article or revising it critically for important intellectual content; and

Final approval of the version to be published.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript. The order of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript. Once submitted the order cannot be changed without written consent of all the contributors. The journal prescribes a maximum number of six (06) authors for manuscripts depending upon the type of manuscript, its scope and number of institutions involved (vide infra). The authors should provide a justification, if the number of authors exceeds these limits.

Conflicts of Interest/ Competing Interests

All authors of submitting manuscript to the journal must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

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The submitted manuscripts that are not as per the "Instructions to Authors" would be returned to the authors for technical correction, before they undergo editorial/ peer-review. Generally, the manuscript should be submitted in the form of two separate files:

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👉 Preparation of Manuscripts

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (October 2006). The uniform requirements and specific requirement of National Journal of Maxillofacial Surgery (NJMS) are summarized below. Before submitting a manuscript, contributors are requested to check for the latest instructions available. Instructions are also available from the website of the journal <http://www.njms.in> and from the manuscript submission site (<http://www.journalonweb.com/njms>).

The manuscript should be typed, double-spaced on standard-sized-paper (8.5" x 11") with 1" margins on all sides. Times New Roman font 12 pt should be used. The fonts used in the text as well as graphics should be restricted to Times New Roman, Symbol and Zapf Dingbats.

Title: Should be in Title Case; the first character in each word in the title has to be capitalized.

A research paper typically should include the following in the order given below:

- Abstract
- Keywords
- Introduction
- Materials and Methods
- Results including Tables and/or Figures
- Discussion
- Conclusion
- Acknowledgements (if any)
- References

Appendixes (if necessary)

Abbreviations used (if necessary)

Abstract

Should be structured and limited to 250 Words. A brief summary of the research should be given under the subheadings Introduction, Methods, Results, and Conclusions.

Key words

No more than six keywords are needed. Words appearing in the title should not be given as keywords. It is desirable to include the alternative words, if any under keywords e.g. the word 'famotidine'. They should be written left aligned, arranged alphabetically in 12pt Times Roman, and the line must begin with the words Keywords boldfaced. A 12pt space should separate the keywords from the affiliations.

Introduction

Description of the research area, pertinent background information, and the hypotheses tested in the study should be included under this section. The introduction should provide sufficient background information such that a scientifically literate reader can understand and appreciate the work to be described. A detailed review of literature is not at all required under this section. The specific aims of the project should be identified along with rationale for the specific experiments and other work performed. The introduction MUST include in-text citations including a few references pertinent to the background and justification for the study.

Materials and Methods

Materials and/or subjects utilized in the study as well as the procedures undertaken to complete the work. The methods should be described in sufficient detail such that they could be repeated by a competent researcher. The sources of all major instruments and reagents used (kits, drugs, etc) must be given with parentheses. Illustrations and/or tables may be helpful in describing complex equipment or elaborate procedures. The statistical tool used to analyze the data should be mentioned. All procedures involving experimental animals or human subjects must accompany a statement on ethical approval from appropriate ethics committee.

Results

Data acquired from the research with appropriate statistical analysis described in the methods section should be included in this section. The results section should highlight the important results obtained. Data should be organized into figures and tables. Qualitative as well as quantitative results should be included if applicable.

Discussion/Conclusion

This section should relate the results section to current understanding of the scientific problems being investigated in the field. Description of relevant references to other work/s in the field should be included here. This section also allows the author to discuss the significance of the results - i.e. does the data support the hypotheses you set out to test? This section should end with new answers/questions that arise as a result of the author's work.

Tables and Figures

Tables

Tables should be numbered with Roman numerals according to their sequence in the text, and have a short self-explanatory heading. Use SI units. Tables should include vertical rules, but horizontal rules should separate column headings from the content. Authors should keep in mind the page layout of the journal when designing tables. Tables that fit onto one printed page are preferred. Detailed explanations of symbols, units, and abbreviations should be given below the table.

General Guidelines for units and symbols - The use of the international System of Units (SI) is recommended. Should be structured and limited to 250 Words. A brief summary of the research should be given under the subheadings Introduction, Methods, Results, and Conclusions.

Physical quantity	Base unit	SI Symbol
Length	meter	m
Mass	gram	g
	kilogram	kg
	microgram	µg
Time	second	s

	minute	min
	hour	h
	day	d
	week	w
	month	mo
	year	y
Amount of substance	mole	mol
Area	square meter	m ²
Volume	cubic meter	m ³
	liter	l
	milliliter	ml
	microliter	μl

Specification	Example	Correct style
Use lowercase for symbols or abbreviations,	Kilogram	kg
Symbols are not followed by a period, exception end of sentence	meter	m
Do not pluralize symbols	kilograms	kg
When numbers are printed symbols are preferred	100 meters	100 m
Space between number and symbol	2mol 10mg	2 mol 10 mg
Place a zero before a decimal		0.01
Decimal numbers are preferable to fractions		0.75
Space used to separate long number exception four-digit numbers		1 500 000 1000

Chemical terminology - The chemical nomenclature used must be in accordance with that used in the Chemical Abstracts.

Symbols and abbreviations - *In vitro*, *in vivo*, *in situ*, *ex vivo*, *ad libitum*, *et al.* and so on are two words each and should be written in italics. None of the above is a hyphenated word. All foreign language (other than English) names and words shall be in italics as a general rule. Words such as carrageenan-induced inflammation, paracetamol-induced hepatotoxicity, isoproterenol-induced myocardial necrosis, dose-dependent manner are all hyphenated.

Biological nomenclature - Names of plants, animals and bacteria should be in italics.

Enzyme nomenclature - The trivial names recommended by the IUPAC-IUB Commission should be used. When the enzyme is the main subject of a paper, its code number and systematic name should be stated at its first citation in the paper.

Spelling - These should be as in the Concise Oxford Dictionary of Current English.

Illustrations (Figures)

1. Upload the images in JPEG format. The file size should be within 4 Mb in size while uploading. Send sharp, glossy, un-mounted, color photographic prints, with height of 4 inches and width of 6 inches at the time of submitting the revised manuscript.
2. Figures should be numbered consecutively according to the order in which they have been first cited in the text.

3. Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction to fit the width of a printed column.
4. Symbols, arrows, or letters used in photomicrographs should contrast with the background and should mark neatly with transfer type or by tissue overlay and not by pen.
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12. The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

Table and Figure captions

Figure captions/legends should include a statement at the end of each caption/legend about reproduction size (e.g. at full page width, at column width). They should be double spaced and typed in the journal format. Explanations should be brief and authors should keep in mind that captions/legends will be placed below figures.

Acknowledgements

Those who have helped the authors carry out the study and/or prepare the manuscript but have not made significant intellectual contribution to deserve authorship must be acknowledged. Mention all applicable grants and other funding that supported the work.

Review Articles:

It is expected that these articles would be written by individuals who have done substantial work on the subject or are considered experts in the field. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript.

The prescribed word count is up to 3000 words excluding tables, references and abstract. The manuscript may have about 90 references. The manuscript should have an unstructured Abstract (250 words) representing an accurate summary of the article. The section titles would depend upon the topic reviewed. Authors submitting review article should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract.

The journal expects the contributors to give post-publication updates on the subject of review. The update should be brief, covering the advances in the field after the publication of the article and should be sent as a letter to editor, as and when major development occurs in the field.

Case reports:

New, interesting and rare cases can be reported. They should be unique, describing a great diagnostic or therapeutic challenge and providing a learning point for the readers. Cases with clinical significance or implications will be given priority. These communications could be of up to 1000 words (excluding Abstract and references) and should have the following headings: Abstract (unstructured), Key-words, Introduction, Case report, Discussion, Reference, and Tables and Legends in that order.

The manuscript could be of up to 1000 words (excluding references and abstract) and could be supported with up to 10 references. Case Reports could be authored by up to four authors.

Letter to the Editor:

These should be short and decisive observations. They should preferably be related to articles previously published in the Journal or views expressed in the journal. They should not be preliminary observations that need a later paper for validation. The letter could have up to 500 words and 5 references. It could be generally authored by not more than four authors.

Clinicopathologic Conference (CPC):

Manuscripts that present interesting, challenging, or unusual cases. The presentation should simulate clinical work-up, including the formulation of a detailed and well thought out differential diagnosis. The complete diagnostic evaluation, management, and follow-up must be included. CPC articles must be organized into six parts:

1. Title: Provide a descriptive clinical title that does not reveal the final diagnosis.
2. Clinical presentation: Describe the clinical and imaging characteristics of the lesion. Use clinical photographs and radiographs as appropriate.
3. Differential diagnosis: List and discuss lesions to be considered as reasonable diagnostic possibilities. The authors are reminded that the most important part of the CPC manuscript is the clinical differential diagnosis, where the authors guide the readership through their own diagnostic thought process. This will require the formulation of a list of the most probable diagnostic possibilities (ideally at least 5-6 entities) based on the clinical presentation, medical history, and/or radiographic studies.
4. Diagnosis: Histopathologic findings illustrated with appropriate photomicrographs.
5. Management: Describe the treatment of the patient and response to treatment.
6. Discussion: Concentrate on the most interesting aspect(s) of the case. No abstract is needed for CPC manuscripts.

Other:

Editorial, Guest Editorial, and Commentary are solicited by the editorial board.

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Page size	Letter Portrait 8 ½ X 11
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Tables	To be incorporated at the end of Manuscript Correct “Table 1: Serum enzyme levels.....” Incorrect “Table No. 1: Serum enzyme levels.....”
Figures /Graphs	Figures may be embedded in your word document but they should be created with a program that allows you to save them as gif, jpg or tiff format. Figures, tables or other materials copied verbatim or adopted from previously published materials, the author must have written permission from the copyright holder of that material (publisher and/or authors) for reproduction in your article. A copy of the permission release must be submitted with the manuscript. It is the author's responsibility to obtain permission. To be incorporated at the end of the manuscript with proper labeling Correct “Figure 1: Serum enzyme levels.....” Incorrect “Figure No. 1: Serum enzyme levels.....”
Graphs	To be included from excel and it should be editable. Non–editable graphs will not be accepted.

All text should be fully justified. Please put all primary section titles in UPPER CASE letters and subheading in both Upper and Lower Case letters. Do not number your titles (for example, 1.0 Introduction; 2.0 Background). Do not use the tab key to indent blocks of text such as paragraphs of quotes or lists because the page layout program overrides the left margin with its

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References

In-text citation Correct / Acceptable Format

Respiratory tract infection is one of the most important infectious diseases worldwide. This infection is the leading cause of morbidity and mortality in critically ill patients in developing countries. [1-3] Respiratory tract infections (RTIs), which involve the upper or lower respiratory tract, frequently occurs after birth.[4] RTIs, such as sore throat, earache, laryngitis, common cold, otitis media, sinusitis, and mastoiditis, are the most frequently-occurred infections of all human diseases and have been frequently documented. [4, 5]

Incorrect / Not accepted

Respiratory tract infection is one of the most important infectious diseases worldwide. This infection is the leading cause of morbidity and mortality in critically ill patients in developing countries [1, 2, 3]. Respiratory tract infections (RTIs), which involve the upper or lower respiratory tract, frequently occurs after birth [4]. RTIs, such as sore throat, earache, laryngitis, common cold, otitis media, sinusitis, and mastoiditis, are the most frequently-occurred infections of all human diseases and have been frequently documented [4, 5].

Reference List: Author/Authors JOURNAL REFERENCES

Single/Multiple Authors

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More than six authors

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res*. 2002; 935(1-2): 40-6.

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Personal author(s)

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Editor(s), compiler(s) as author

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics*. 2nd ed. New York: McGraw-Hill; 2002.

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Breedlove GK, Schorfheide AM. *Adolescent pregnancy*. 2nd ed. Wiczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

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Royal Adelaide Hospital; University of Adelaide, Department of Clinical Nursing. *Compendium of nursing research and practice development, 1999-2000*. Adelaide (Australia): Adelaide University; 2001.

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Acknowledgements

All messages and reviews sent electronically will be acknowledged automatically upon receipt.

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Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives written informed consent for publication. Authors should remove patients' names from figures unless they have obtained written informed consent from the patients. When informed consent has been obtained, it should be indicated in the article and copy of the consent should be attached with the covering letter.

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The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. However, there is no need to submit the "First Page" or "Covering Letter" file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include, the 'referees' remarks along with point to point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or colored text in the article.

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Checklist

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Key words provided (three or more)

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Headings in title case (not ALL CAPITALS)

The references cited in the text should be before punctuation marks, with square bracket.

References according to the journal's instructions, punctuation marks checked

Send the article file without 'Track Changes'

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Uniformly American English

Write the full term for each abbreviation at its first use in the title, abstract, keywords and text separately unless it is a standard unit of measure. Numerals from 1 to 10 spelt out

Numerals at the beginning of the sentence spelt out

Check the manuscript for spelling, grammar and punctuation errors

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