**Author Guidelines of the Sri Lanka Journal of Oral Sciences (SLJOS)**

The Sri Lanka Journal of Oral Sciences (SLJOS) is the official publication of the Faculty of Dental Sciences, University of Peradeniya, Sri Lanka.

The Sri Lanka Journal of Oral Sciences publishes the following types of articles: editorials; original research articles, review articles including narrative, scoping, systematic reviews and meta- analyses; clinical updates, case reports, case series; clinical audits picture stories; brief reports; correspondence/letters to the editors; and innovations in relation to all fields of dental and oral sciences

**Preparation of manuscripts for SLJOS and submission to the Journal:**

**(A) Manuscript types accepted in the journal**

1. Editorials
These give a balanced overview of the current state of development of an emerging area,usually should not exceed 1,500 words, devoid of any tables and illustrations, however,and might have references. These may be solicited by the editors or from the experts in a given field as an invited editorial. The SLJOS does not accept unsolicited manuscripts under this category.

2. Original articles
The SLJOS entertains the following categories of original articles: original research articles; systematic reviews; meta-analyses. Original research articles are based on original research studies. Original articles must adhere to the reporting guidelines relevant to the respective study design. These reporting guidelines help authors todescribe the study in adequate detail for it to be evaluated by editors, reviewers, readers, and other researchers. The authors are encouraged to visit US National Library ofMedicine comprehensive list of reporting guidelines and other material to help improve reporting.The word count shall be 4000 words maximum.

3. Case reports and Case series
The SLJOS will only publish rare cases or cases with significant clinical importance.The word count shall be1,500 for a case report and that for a case series is 2,000. These should not contain more than two tables/illustrations and ten references. It could contain up to a maximum of six pictures. Obtaining the patient’s written consent is mandatory for case reports/ series.

4. Clinical audits- Clinical audits are not considered as original research by the SLJOS and will be published under a separate category. It has to be well executed providing a meaningful message for the quality improvement. The word count is 1,500 – 2,500.

6. Picture stories
This is an unstructured narrative consisting of less than 300 words based on a picture that is powerful enough to create an understanding among the readership towards an issue that is important yet not sufficiently addressed. The stories should also briefly discuss what is portrayed in the picture and should also highlight the challenges in the management. The picture could be an image or an illustration.

7. Brief reports
Brief reports could be based on original research, novel public health and patient management interventions, hospital management practices, etc. Public health innovations and best practices that have yielded evidence-based results are also considered. Brief reports should be limited to 2,000 words, three tables/illustrations and ten references, and may have an unstructured abstract of fewer than 300 words. Articles that are based on ongoing projects without evidence-based results will not be accepted.

14. Correspondence/Letters to the editor
Correspondences are the readers’ reactions to technical and other material published in theSLJOS. These are made as a reply to a previously published article in SLJOS. These could range from methods to implications. These should be submitted within four weeks of the online publication of a manuscript. The original authors will have to frame appropriate responses to such correspondence. Correspondence submissions are not usually peer-reviewed and will be edited appropriately without altering the original meaning to suit the publication. These have to be less than 300 words and need to have a maximum of two authors.

**(B) Submission of the Manuscript**

1. The manuscript has not been published elsewhere nor submitted to another journal for consideration for publication at the same time.
2. The manuscript will not be submitted to another journal for review until the final decision is reached by the editorial board of SLJOS. If the authors decide to withdraw a manuscript from review, it could be immediately notified.
3. If the manuscript is accepted for publication, the authors grant the journal/ faculty of Dental Sciences, University of Peradeniya license to publish the article and to identify itself as the original publisher. Authors are expected to sign a Copyright Transfer agreement.
4. The submission file needs to be in Microsoft Word or RTF file format.
5. The text is double-spaced; uses 12-point Times New Roman font; all page numbers and line numbers are inserted; and all illustrations, figures, and tables are placed after the reference list.
6. All authors have read the manuscript and approved its submission.
7. A duly filled Cover Letter and the Author Declaration form should be separately submitted. Corresponding author can place her/his signatures on behalf of all authors.
8. The authors declare that the article is free from any conflicts of interest and ethical issues. Details of the ethical clearance and statement of conflict of interest declaration should be included in the manuscript.

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**(D) Privacy statement**
The personal information which appears in SLJOSwill be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

**(E) Editorial procedure**Each manuscript submitted to the SLJOS is evaluated by the editor in chief. The manuscripts that do not fall within the scope of the journal will be rejected without considering its content for review. The manuscripts which have been submitted following the Author Guidelines and within the scope of the journal will be further processed.

**(F) Peer-review process**The SLJOS follows a double-blind peer review process, which means that both reviewer and author remain unknown to each other. Each article will be allocated to a sectional editor and is reviewed by two independent reviewers and a statistical expert if required.

Reviewer reports will be reviewed by the sectional editor and the recommendation of the sectional editor based on the reviewers’ comments as well as the assessment of the sectional editor will be submitted to the editorial board for final decision.

The decisions for any manuscript will be as follows:

* ‘Accepted’–Manuscript is accepted for publishing without further revisions to the manuscript.
* ‘Revisions required’–The author needs to resubmit the manuscript with suggested minor or major changes to the article for review by SLJOS again; and
* ‘Rejected’–The author is not entitled to resubmit the same manuscript to SLJOSagain.

**(G) Comments of readers and authors**
Readers and authors are also welcome to submit comments to the published articles. Authors of the criticized article have the opportunity for responding to such comments. All such written material should be submitted as any other manuscript through the online submission system.

**(H) Organization of the manuscript for original research for the SLJOS**

**General comments**

* The SLJOS entertains the following categories of original articles: original research articles; systematic reviews; meta-analyses. Original research articles are based on original research studies where there is primary data collection.
* All original articles will have to adhere to the reporting guidelines relevant to the respective study design as specified in the Author Guidelines.
* All parts of the manuscript, including tables and figures, legends, references must be of double spacing. The computer language is English (UK).
* Keep abbreviations to a minimum, particularly when they are not standard. If it is necessary to use an abbreviation, make sure it is spelt out fully in the text or a legend the first time it appears.
* The word count for the manuscript, excluding the abstract, references, figures and tables and supplementary material is 4,000 maximum.
* The manuscript should accompany a ‘Title Page’, which contains general information about the article and its authors. This usually includes the manuscript title, author information, any disclaimers, sources of support, word count, and sometimes the number of tables and figures.

**Title of the manuscript**

* The title should be clear and concise, reflecting the essence of the study.
* It may specify the study population and the study setting and may contain important keywords.
* A full stop is not needed at the end of the title and it cannot contain the phrases such as “a study on”/“an investigation into”.

**Authors**

* The list of authors should be in the order of which the names should appear at the time of publication.
* The full name and the institutional affiliation of all authors, and the email address of the corresponding author need to be stated. The ORCiD of the first/ corresponding author needs to be included. All authors are encouraged to provide their ORCiD number.

**The main text: General comments**

* The manuscript has to be arranged according to the following sections: abstract; background; objectives; methods; results; discussion; conclusions and recommendations; information under author declaration with author contribution, conflicts of interest, ethics approval, acknowledgement and funding; references; and tables and figures.
* In each section, the sentences have to be clear and short. Each sentence should start with a word and not with a number or an acronym. Each paragraph usually conveys a single idea and may consist of several sentences. It is better to shift to the next paragraph when a new idea is generated.

**Title Page**

* The Title Page should contain the manuscript title, names of authors and their affiliations, Details of the corresponding authors including the contact number and email address, any disclaimers, sources of support, word count, and sometimes the number of tables and figures.

**Blind manuscript**

Following details should be included in the manuscript but details of the author/s should not be included.

Abstract

* The abstract should be structured under the following headings: background, objectives (to include the general objective only), methods (a concise version of study design, study setting, study duration, study population, sampling technique, sample size, study instruments, data collection, statistical analysis and any other relevant information), results (on the specific objectives in a concise form), conclusions (according to the specific objectives) and recommendations, and keywords (derived from the title, usually 3–5).
* The maximum word count is 300.

Background/ Introduction

* The Background starts by defining the research problem (central concept of the study or the dependent variable).
* An analysis of the major factors that may influence the problem (probable causes) and the unknown factors, and a discussion of why certain factors need more investigation if the problem is to be fully understood.
* A description of any solutions to the problem that have been tried in the past, how well they have worked, and why further research is needed (justification for your study).
* A description of socio-economic and cultural characteristics and an overview of health status and the healthcare system in the country/district, as far as these are relevant to the problem.
* Justification for the study should be based on the identified gaps–theoretical gaps, methodological gaps, empirical gaps and contextual gaps. Potential benefits of the study findings (how the knowledge generated will be useful and generally applicable to solve the identified research problem) should be mentioned here. The justification has to be done convincingly.

Objective/s

Objective/s should be clearly phrased in operational terms using action verbs. The general objective, and when indicated, specific objectives have to be included. Inclusion of the study setting, study population and the study period within the statement of the objective is not essential unless the inclusion of these clearly explains the objective/s furthermore.

Methods

This section has to contain the following whenever appropriate in a single paragraph without subheadings: study design; study setting; study period; study population/s with inclusion and exclusion criteria; sampling method and sample size; study instruments; study implementation with relevant details such as data collectors and training of them; data analysis; administrative requirements; ethical issues; and definitions of relevant variables/ operationalisation of the variables.

Results

* Results have to be written in the past tense.
* The sample size and the response rate need to be clearly stated.
* Description of the sample in terms of relevant socio- demographic characteristics is necessary where relevant.
* The author may organize the results into different paragraphs for the different objectives.
* Detailed results should be presented in tabulated form (tables) whenever appropriate. Figures/charts may be used sparingly according to the need. Tables and figures should be numbered according to the order in which it appears in the text.
* The percentages described in the text should always be supported by the relevant raw data (frequencies) in parenthesis and vice versa. eg: 78.5% (n=252)
* Relevant descriptive and inferential statistics should be presented in detail with an interpretation of the findings in the text.

Discussion

This section must include the results in contrast to the findings of other studies along with the public health relevance of the findings, suggestions for future research and ethical issues. Limitations of the study, if any, need to be included here.

Conclusions and Recommendations

* Conclusions should be the answers to the objective/s written in summary form with minimal statistical information.
* Recommendations should be relevant and arising out of the study. Those should be practical and clearly stated in terms of implementation.

References

* The Vancouver style needs to be followed.

Tables and Figures

* The row heading and text inside each cell should be left-aligned and the numerical values should be right- aligned.
* Important values need to be in bold.
* The font size of the content in each cell should be adjusted to fit the size of the cell.
* No space should be kept between parenthesis and the value included in the parenthesis. eg: 78.5% (n=252)
* When there are two or more categories in respect of a single variable, make sure that every value in the range belongs to either category.

Author declaration

* Author contributions – The respective roles performed by individual authors from conception to the dissemination of the research should be mentioned.
* Acknowledgements (optional) – this has to be confined to those who do not qualify to be an author, but still who have extended support in carrying out the research.
* Funding and conflicts of interest – All financial and non-financial conflicts of interest need to be declared. Sources of funding are also to be mentioned.
* Ethics approval and consent to participate – If your study involves human subjects and/or animals, you need to provide the name of the Ethics Review Committee. If the study was exempted from the review process by an Ethics Review Committee, this too needs to be stated. If verbal informed consent was obtained, the reason/s for not obtaining the written consent must be provided.

**(H) Author Declaration Form and Copyright Notice**

Authors have to submit dully signed Author Declaration Form and Copyright Notice together with the manuscript. These documents can be downloaded from the journal website.

**(I) Submission Preparation Checklist**

Authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not follow these guidelines.

1. The submission has not been previously published, in part or in whole, nor is it submitted to another journal for consideration
2. There are no third party owned materials in the manuscript or they have been identified appropriately, and permission has been obtained from the copyright holder for all formats of the journal.
3. All authors qualify as authors, as defined in the [authorship guidelines](https://sljhr.sljol.info/pages/view/authorship), and have approve the final version of the manuscript and given permission to be listed on the submitted manuscript.
4. The text adheres to the stylistic and bibliographic requirements of the journal.
5. Tables are all cited in the main text and are included within the text document.
6. Figures are all cited in the main text and are uploaded as supplementary files. Figures/images have a resolution of at least 150dpi (300dpi or above preferred). The files are in one of the following formats: JPG, TIFF, GIF, PNG, EPS
7. All patients included within case reports or other article types in which an individual or a group of individuals can be identified have signed informed consent forms,
8. Research has been approved by an appropriate ethics committee, with the name of the committee and reference number of approval included within the submitted file.
9. The corresponding author is submitting an [ORCID](https://orcid.org/) identifier in their author data and co-authors have been recommended to also provide an ORCID.