

GUIDELINES FOR AUTHORS

Progress in Orthodontics is published to bring the advances in Mediterranean orthodontics to an international forum. It is published in May and in November, two issues per year. *Progress in Orthodontics* will consider for publication only meritorious and original contributions.

Ethical standard

Research on human subjects: Manuscripts reporting the results of research conducted on human subjects must include a statement in the *Materials and methods* section that the study protocol was approved by an appropriate institutional review board, that the study was carried out in accordance with the ethical standards set forth in the 1964 Declaration of Helsinki, and that informed consent was obtained from all participants prior to their enrollment in the study. All details that might reveal the identity of a patient (including patient initials and unnecessary reference to personal data like occupation or residency) must be omitted from the text and illustrative material.

Informed Consent: Patients must provide written informed consent to the publication (see <http://www.elsevier.com/authorethics> and <http://www.elsevier.com/ethicalguidelines> to download the Consent Form).

Experiments performed on animals: If experiments were performed on animals, the study practices must comply with National Institutes of Health guidelines for use of laboratory animals, and such compliance must be explicitly acknowledged in the manuscript.

For information on Ethics in publishing and Ethical guidelines for journal publication see <http://www.elsevier.com/authorethics> and <http://www.elsevier.com/ethicalguidelines>.

Conflicts of Interest: All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible (<http://www.elsevier.com/conflictsofinterest>) to download the Conflict of Interest Form).

SUBMISSION OF MANUSCRIPTS

Submission to this journal proceeds totally online. Use the following guidelines to prepare your article. Via the homepage of this journal (<http://ees.elsevier.com/pio/>) you will be guided stepwise through the creation and uploading of the various files. The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail and via the author's homepage, removing the need for a hard-copy paper trail.

- **Review procedures** - After you have entered your manuscript, you will be notified per e-mail by the system as the manuscript is processed. You may check the status of the manuscript via the web site and the credentials you created when your first registered. Your manuscript will be peer reviewed and the reviewers' comments will be sent to you as soon as possible.
- **Proofs** - All manuscripts will be carefully revised by the editor. Portable Document File (PDF) proofs will be sent out by e-mail. Alterations to text, other than corrections, may be charged to the author, or delay publication of the manuscript.
- **Statement of originality** - Manuscripts are accepted for consideration with the understanding that they do not contain previously published material, have not been published elsewhere except in abstract form, and are not concurrently under review elsewhere.
- **Copyright** - All submitted manuscripts must be accompanied by a completed **Copyright Form**, which will be provided by the Editorial Office. If the manuscript is accepted for publication in the Journal, the authors guarantee that it will not be published elsewhere *in any language* without the permission of the copyright holder.
- **Permission to reproduce material** - Authors whose manuscripts include illustrations, tables, and/or portions of text that have already been published elsewhere must request permission to reproduce the material from the copyright holder (http://www.elsevier.com/framework_support/permreq.doc to download the Permissions Form). This permission must be presented in written form during submission of the manuscript. In the absence of such permission, all material received will be regarded as the authors' own work.
- **Acceptance policy** - Manuscript decisions are based on peer review, and acceptance will depend on originality, relevance, and scientific content of the material. The authors may be requested to modify their text according to the reviewers' comments. Statements made in the article are under the responsibility of the author and not of the journal. Views expressed in the articles are those of the authors and may not reflect SIDO policy.

PREPARATION OF THE MANUSCRIPT

Manuscripts reporting the results of clinical or clinically relevant investigations are considered suitable for publication in *Progress in Orthodontics*. Case reports may also be considered if they convey a unique message. Proceedings of significant meetings may also be published at the discretion of the editor and SIDO. Also, material for announcements of important meetings or other suitable events may be submitted to the editor through the SIDO office.

- **Language** - Manuscripts should be written in acceptable English, British and American spelling conventions are both acceptable, but the usage should be consistent.
- **Text** - The electronic version of the text must be necessarily in Word format and typed double-spaced on one side of the sheet only on plain white paper, size ISO A4 (210 x 297 mm) or standard US letter size (8 1/2 x 11") with right and left margins of at least 21/2 cm or 1 inch. Normally, articles should not exceed 10 printed pages including illustrations and references.
- **Figures** - A detailed guide on electronic artwork is available on Elsevier's web-site <http://www.elsevier.com/artworkinstructions>. Regardless of the application used, when your electronic artwork is finalized, please save as or convert the images to one of the following formats: Each figures should be numbered consecutively (with Arabic numerals).
Images (black and white or colours) should be scanned at a minimum resolution of **300-400 dpi** and saved in JPEG format (or EPS format) in maximal quality. In particular cases indicate the corrected placement of the images (e.g., panel figures)
Drawings and graphics (black and white or colours) should be scanned at a minimum resolution of **600 dpi** and saved in JPEG format (or TIFF format) in maximal quality. Do not send figures Power Point programme
- **Tables** - Each table should be numbered consecutively (with Arabic numerals) and typed double-spaced on a separate page. For each table a short descriptive heading should appear (typed double-spaced) above the table. Pages for the tables should be of the same size as the pages for the text. Do not use larger size paper. If a table must be continued, use a second sheet and repeat all heads and stubs. Don't use Power point program to create tables.
- **Acronyms** - must be spelled out at first mention in the Abstract and again in the main body of the text and used consistently thereafter (e.g., facial mask, FM).

- **Abbreviations and Symbols** (including scientific names) - Only standardized terms, which have been generally accepted, should be used. Units, Symbols and Abbreviations. 5th ed. London: The Royal Society of Medicine; 1994, will be the reference source for these. Unfamiliar abbreviations must be defined when first used. All Latin or foreign words must be italicized throughout the text.
- **Footnotes** to the text should be kept to a minimum. They should be indicated throughout the article with one or more asterisk. Type all text footnotes on a separate page. Please do not use the automatic footnotes of the Word program.

Submitted manuscripts have to be uploaded as WORD format and must be clearly sectioned as follows:

COVER PAGE

- **Title**
- **Author's names** (Indicate all the authors' name with first name in full and the middle name abbreviated)
- **Author's affiliations** (Provide all the authors' affiliations in English language; Don't use abbreviations like "Univ." for University, and "Dept." for Department. They should be written in full.)
- **Corresponding author** (The full postal address, telephone and fax numbers; completed of e-mail address, of the corresponding author should be provided.
- **Key words** (Indicate 5 key words)
- **Acknowledgments** should be listed on this page.

ABSTRACT - A "structured abstract" should be typed on the next page and should not exceed 250 words. It should be organized under the headings: *Objectives, Materials and methods, Results, Conclusion*. Abstracts for case reports, reviews, or opinion papers need not be structured.

MANUSCRIPT TEXT

Titles and subtitles of the different chapters should be numbered progressively.

Example:

1. Introduction
2. Methods
 - 2.1. Participants etc.

An original article text will contain the following in order:

- **Introduction** – The introduction should develop a working hypothesis by clearly stating what you want to study and why you want to study the topic. Pertinent literature should be cited.
- **Materials and methods** – This section should answer the questions: what did you do and how did you do it? If specific methodologies have been described previously in other studies, cite references. An error of measurement, if applicable, should be determined and statistical analyses should be clearly stated.
- **Results** – Should be presented clearly in a logical sequence. Graphs or representative illustrations should be included in this section. The author(s) should indicate where to place the illustrations in the text.
- **Discussion** – In this section, the results should be discussed, focusing on the meaning, significance and limitations of your data. In addition, your findings should be compared to those determined in other studies. As such, a brief, but not repetitive, review of specific results may be included. Some speculation may be offered, but it must be acknowledged clearly as speculation.
- **References** – Should be numbered consecutively in the order of citation. References should be identified in superscript numbers in the text. References should be in Vancouver style.

EXAMPLES:

Journals articles - List all authors up to 6; for 7 or more, list the first author and then add *et al.*

Lee R, MacFarlane T, O'Brien K. Consistency of orthodontic planning decisions. *Prog Orthod* 1999;2:179-84.

Books - Graber TM, Neumann B. Removable orthodontic appliances. 2nd ed. Philadelphia: WB Saunders;1984.

Book chapters - Ross RB, Johnston MC. Developmental anomalies and dysfunction. In: Zarb CA, Carlsson GE, Sessle BJ, Mohl ND, editors. Temporomandibular joint and masticatory muscle disorders. Copenhagen: Munksgaard; 1994 p. 221-54.

Thesis - Hughes D. Application of classical model of competitive business strategy to orthodontic practice [Masters thesis]. Philadelphia, Temple University; 1995.

Figure legends – All figures legends should be typed at the end of the paper. Don't attach them to the illustration.

PROOFS

One set of page proofs in PDF format will be sent by e-mail to the corresponding author. Elsevier sends PDF proofs which can be annotated; for this you will need to download Adobe Reader version 7 (or higher) available free from <http://www.adobe.com/products/acrobat/readstep2.html>. Instructions on how to annotate PDF files will accompany the proofs. The exact system requirements are given at the Adobe site: <http://www.adobe.com/products/acrobat/acrrsystemregs.html#70win>.

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query form) and return to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and return by fax number indicated in the Query Form. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. We will do everything possible to get your article published quickly and accurately. Therefore, it is important to ensure that all of your corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility. Note that Elsevier may proceed with the publication of your article if no response is received.

Submission checklist

Here below a useful short list checking the article before to send it to the journals Editor for review. Please consult Guide for Authors for further details of any item.

Ensure that the following items are present:

- One author designated as corresponding author:
- Corresponding author's e-mail address
- Corresponding author's full postal address
- Corresponding author's telephone and fax numbers
- Five key words
- Title and subtitles of the different chapters should be numbered progressively
- All the figures and tables attached to the articles are mentioned into the text

All necessary files have been uploaded

- Figures, Graphics and Tables
- Legends and footnotes to the figures, graphics or tables

Further considerations

- Manuscript has been spell-checked and grammar-checked
- References are listed following Vancouver style instruction and cited into the text in subscription numbers
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)

Progress in Orthodontics is also ONLINE at www.progressorthodontics.com

If you have any questions regarding the submission of your manuscript, please do not hesitate to contact the Editorial Office:
publishing@sido.it