INFORMATION FOR CONTRIBUTORS

The *Journal of Oral Implantology (JOI)* seeks to bring information of interest to scientists, clinicians, laboratory owners and technicians, manufacturers, and educators. This information includes, but is not limited to, scientific articles, basic and clinical research, research reviews, case letters and research letters, and book and article reviews. None of these necessarily represent the opinions or views of the American Academy of Implant Dentistry (AAID), the Editors or members of the Board, or the Institution with which the author(s) are affiliated. Articles are welcomed from all clinicians and scientists. Membership in the AAID is not a prerequisite for submission. This journal does not necessarily offer approval of products advertised within it.

MANUSCRIPT SUBMISSION

See below section entitled **MANUSCRIPT SUBMISSION INSTRUCTIONS** for how to submit manuscripts through the online peer review system. Submitted articles should be for exclusive publication in the *JOI*, with the understanding that they have not been published elsewhere in any form and will not be submitted elsewhere unless rejected. Authors should always retain a complete copy of their manuscripts.

General Publication Policies (applies to all manuscript types)
Manuscripts will be considered for publication only if they
- are focused;
- are based on a sound hypothesis and an adequate investigation method analyzing a statistically relevant series, leading to relevant results that back the conclusion;
- are well written in simple, scientific English grammar and style;
- are presented with a clear message and containing new information that is relevant for the readership of the journal;
- add new information to the existing body of knowledge or present new points of view on known treatments, pathologies, or implant related issues; and
- have contributions by all authors on the paper.

Manuscript Types
Please note the maximum length for each manuscript type. Manuscripts over the desired length will be returned to the author without review.

- **Editorials**
  To be commissioned by the Editor-in-Chief.
Clinical Research Papers & Dental Implant Science Research Papers

Clinical and Dental Implant Science Research papers should use no more than 1700 words, with 14 title words and 250 abstract words, and be formatted as follows:

- Title page
- Abstract & Key Words
- Text
  - Introduction
  - Materials and Methods
  - Results
  - Discussion
  - Conclusion
- Acknowledgments
- References
- Tables
- Figures: charts, illustrations, photos
- Captions to figures

Clinical Case Letters & Research Letters

Clinical Case Letters and Research Letters are intended to inform, entertain, and inspire the readers. These letters normally contain three parts: 1) Introduction, 2) a description of the case or method and its outcome or result, and 3) discussion. Like all letters, they do not have an abstract. In these letters, authors should use no more than 1200 words and 14 title words. Explanatory and graphic pictures (up to a maximum of 15) are highly recommended in this format.

- Clinical Case Letters should present in the introduction a diagnostic conundrum or a practical clinical problem, and introduce the authors’ therapeutic logic. The description of the case should contain the history, examination, investigations, management, and outcome of the case. The discussion should educate the reader and open the debate on the many therapeutic options, and the logic of their choices considering the risks and potential outcomes. Clinical Case Letters should enlighten readers about an interesting clinical situation or therapeutic option. They can also serve as the introduction of a new technique, new material or therapeutic approach, or as the first step before a clinical research protocol. Rarity and overspecialization are not necessary, but originality is highly recommended.
- Research Letters should present in the introduction an interesting basic science problem or concept to be examined and discussed, followed by a description of methods of investigation and results, and discussion of the data. This format is limited to simple protocols, which do not require a full research article. This kind of article must be particularly reader-friendly and didactic, even if it refers to a dense basic science topic. This format has to be considered as a pedagogic tool for research communication, and not as a format for the publication of large amounts of data. Research Letters can follow the classical 3-part format (introduction, method, discussion) or use a more open format for the purpose of illustrating a concept. The open format can be used as a discussion on a hot research topic or as an introduction to new research perspectives.

Review Papers

Review papers in JOI are normally submitted by invitation, but we do consider unsolicited submissions. The purpose of a Review is to bring the reader up-to-date with research in a particular aspect of implant dentistry, highlighting areas of special interest and progress. Because the readership of JOI is wide-ranging it is essential that the Review is easily comprehensible to a nonspecialist in the discipline. However, the article should also aim to provide an authoritative in-depth discussion of current progress and problems and should not consist of a laborious report that includes every paper in the area.

The author should not be concerned with providing a comprehensive list of references; references of importance and particular interest are all that are required. The author should identify areas in the field where further developments are impending or of urgent need, and any areas (such as techniques) that may be of consequence to implant dentistry. Please note that Reviews in JOI should not contain any original research. Reviews should use no more than 2200 words, with 14 title words and 250 abstract words.
Mini-Review Papers

Mini-reviews are highlights or summaries of research in an evolving area in implant dentistry from the previous 2–3 years. Mini-reviews are not intended to be comprehensive overviews; rather, they are meant to highlight recent and important developments in a specific subject area. Mini-reviews should not include unpublished original research and should set the topic in the context of the relevant literature. A small amount of speculation of possible upcoming developments is appropriate in the Conclusions section of the paper. The recommended length of a Mini-Review is 1500 words, with 14 title words and 250 abstract words.

Letters to the Editor

JOI welcomes Letters to the Editor. To keep the letter timely and relevant the editorial staff will expedite submission of Letters to the Editor. Only letters of the highest quality will be published, and the following guidelines must be adhered to:

- Letters are meant to be focus pieces and, therefore, are limited to no more than 600 words. One reference should include a reference to the JOI article being addressed.
- It is recommended that you limit your letter to one or two important and critical points to which you wish to provide a clear and precise discussion regarding the previously published article.
- One should support all assertions by peer reviewed literature, which should be primary research or large clinical studies rather than a case report.
- Please include any financial disclosures at the end of the letter. This would include any potential conflicts of interest not just related to the specific content of your letter, but also the content of the JOI article and other related areas.
- Please recognize that letters that are essentially in agreement with the author's findings and offer no additional insights or provide little new information for publication. Likewise, letters that highlight the writer's own research or are otherwise self-promotional will receive a low publication priority.
- There may be a need for additional editing. Should editing be required, the letter will be sent back to the author for final approval of the edited version.
- It is important to use civil and professional discourse. It is not advisable that one adopts a tone that may be misconstrued to be in any way insulting.
- Letters that are anecdotal are not acceptable for publication. While personal experiences can have great value in patient care, it is generally not strong evidence to be placed in a Letter to the Editor.

Book Review

A review of a book should be no more than 400 words.

Article Review

A review of a journal article should be no more than 400 words.

Manuscript Preparation

General Comments

Papers should be submitted in journal style. Failure to do so will result in the paper being immediately returned to the author, and may lead to significant delays in publication. Spelling is that of American usage. Papers should be double-spaced with a margin of at least 1 in. (3 cm) all round.

Headings

Headings appropriate to the nature of the paper enhance readability. They should be kept to a minimum and may be removed by the Editors. Only two categories of headings should be used: 1st level headings should be typed in all capital letters; 2nd level headings should be typed in lower case with an initial capital letter.

Quantitative Analysis

If any statistical methods are used, the text should state the test or other analytical method applied, basic descriptive statistics, critical value obtained, degrees of freedom, and significance level (eg, ANOVA, F = 2.58; df = 4.58; P < .001). If a computer data analysis was involved, the software package and manufacturer should be mentioned. Descriptive statistics may be presented in the form of a table or included in the text.
Abbreviations, Symbols, and Nomenclature

Only standardized or generally accepted terms should be used. Abbreviations must be defined when initially used in the text. For further details concerning abbreviations, see Baron DN, ed. Units, Symbols, and Abbreviations: A Guide for Biological and Medical Editors and Authors. London: Royal Society of Medicine, 1988. The minus sign should be -. If a special designation for teeth is used, a note should explain the symbols. Scientific names of organisms should be binomials, the generic name only with a capital, and should be in italicized font. Microorganisms should be named according to Manual of Clinical Microbiology. 10th ed. Versalovic J, Carroll KC, Funke G, Jorgensen JH, Landry ML, Warnock DW, eds. Washington DC: American Society of Microbiology; 2011.

Drugs

Use only generic (nonproprietary) names in the text. Suppliers of drugs used may be named in the Acknowledgments section.

Gender References

Do not use “he”, “his”, “she”, or “her” when the sex of the person is unknown; use the term “the patient” or “patient” etc. Avoid alternatives such as “he/she”. Patients should not be automatically designated as “she”, and doctors as “he”.

Tooth Numbers

When authors wish to list tooth numbers, edentulous sites, or implant locations, JOI requires the use of the ADA’s Current Dental Terminology, 2011-2012. This system assigns #1 to the maxillary right 3rd molar and moves around the upper arch to #16, the maxillary left 3rd molar, then continues with the mandibular left 3rd molar as #17, and ends with the lower right 3rd molar as #32. See http://www.ada.org for more information.

Manuscript Files to Include in Submission

Cover Letter

The cover letter should contain information about why the paper is being submitted, and include the corresponding author’s complete contact information.

Title Page & Acknowledgments

JOI conducts double-blind reviews of all submitted articles. Each submission should include a document, separate from the manuscript, that contains the title, full name and department or institution of each author (in order), earned degrees for all authors, corresponding author and contact information (address, telephone and fax numbers, and e-mail address), sources of support in the form of grants, and any acknowledgments. If the title is longer than 40 characters (including spaces), a short title should be supplied for use in the running heads when paging the accepted article. Please note that the qualifications and professional titles of the authors will not be included in the published paper. The name of the institution where the research was performed also will not be included in the published paper.

Manuscript

Assemble the manuscript in the following order, with each item beginning a new page.

- Abstract & Key Words
  - 250 words or fewer
  - Do not use subheadings or abbreviations
  - Should be one continuous paragraph
  - Must contain all relevant information, including results and conclusion
  - Should contain 6 or fewer key words

- Text. Please ensure that the text of your paper conforms to the following structure: Introduction, Materials and Methods, Results, Discussion, and Conclusion.
  - Introduction
    - Present the type and extent of the problem studied.
    - Review briefly the relevant literature.
State the rationale for the study.
- Explain the purpose in writing the paper.
- State the method of investigation and the reasons for the choice of a particular method.
- Write in the present tense.

- **Materials and Methods**
  - Give the full details but limit references.
  - Write in the past tense.
  - Include exact technical specifications, quantities and generic names.
  - Limit the number of subheadings, and use the same subheadings in the results section.
  - State the statistical analysis used.
  - Do not mention the investigators’ qualifications or the institution where the work was performed.

- **Results**
  - Do not describe methods.
  - Present results in the past tense.
  - Present representative data rather than endlessly repetitive data.
  - Use tables where appropriate, and do not repeat information that can be found in the text.

- **Discussion**
  - Discuss - do not reiterate the data found in the results section.
  - Point out exceptions and lack of correlations in the data. Do not try to disguise or “spin” data.
  - Show how results concur and/or contrast with previous work.
  - Discuss the implications of the study’s findings.

- **Conclusion**
  - State your conclusions clearly.
  - Conclusion must be supported by and limited to the results of the study.

- **Abbreviations**
  - Include a list of all abbreviations used in the paper with definitions for each abbreviation.

- **References.** Do not use endnotes; instead, type in all references as text. References strictly follow The American Medical Association Manual of Style, 10th edition. In-text citations to references should be indicated using superscripted numbers in numerical order. The references should then be listed at the end of the article in the order they are mentioned in the text. Unpublished observations, personal communications, submitted papers not yet accepted, and abstracts may not appear in the reference section. Refer to written, not oral, communications parenthetically in the text. Also refer to web sites parenthetically in the text. Include among the references papers accepted but not yet published, and label them as “in press.” Sample references are below:

  - **Article from a journal**

  - **Chapter from a book**

  - **Book**

  - **Paper**

  - **Web**
• **Tables.** Tables should be numbered consecutively and titled. Use the table function within Microsoft Word to create tables. Table columns should have explanatory headings. Each table should appear on a separate page. Tables must provide information that cannot be adequately dealt with in the text and should not duplicate (or be a rewording of) information presented in the text. Tables will be formatted and paged in JOI style by the Publisher.

• **Captions to figures.** Please supply complete captions for all figures on a separate page at the end of the manuscript. Authors should not use symbols in figure captions; instead, a key should be included as part of the figure. Submit each part of a multi-part figure in separate files. Use letters in the caption for the corresponding figure.

**Figures**
For electronic figures, the Publisher will accept .eps, .tif, .pdf, and .jpg formats. Images must be at least 4.0 in. (10.2 cm) in width with a resolution of at least 200 dpi. Figure quality may be checked using the complimentary Allen Press VeriFig service available at [http://verifig.allenpress.com/login](http://verifig.allenpress.com/login). Do not embed figures within the Microsoft Word document containing the manuscript. It is the author’s responsibility to obtain written permission to use figures that have appeared in another publication. Proof of permission to use previously published figures must be presented at the time of submission, and credit to the original source must be given in the figure caption.

**Reprints**
Authors will receive a complimentary PDF reprint of their article 3–4 weeks after publication. Paper reprints are available for purchase at the time of publication. The corresponding author will be sent an informational email when it is time to place orders for paper reprints.

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**MANUSCRIPT SUBMISSION INSTRUCTIONS**

**Registration & Login**
To register yourself in the peer review system, go to [http://www.editorialmanager.com/aaid-joj](http://www.editorialmanager.com/aaid-joj). Click on Register Now and follow the instructions. You will receive an email notifying you of your registration, Login ID, and password.

**Main Menu**
Once you have registered and signed in, you will be directed to the Main Menu. In your Main Menu will be three boxes: New Submissions, Revisions, and Completed. From these boxes you can perform the following tasks:

**New Submissions**
- Submit manuscripts
- Check submission status
- Check status of submissions

**Revisions**
- Submit revised manuscripts
- Submit revisions
- Check status of revisions

**Completed**
- Check for decisions

**Submitting a Manuscript**
As a submitting Author, your role in the review process begins when you submit (or are requested to submit) a manuscript. Either click on the link in the email you received when you registered, or navigate to the system
URL and login manually, and select Submit New Manuscript from the New Submissions box. This will take you to your New Submission page.

Title/Short Title
Select an article type and click “Next” to move to the Submission Title page. Enter a Full Title and a Short Title (being mindful of word limits) in the boxes provided.

Contributing Authors
Click “Next” to move to the Contributing Authors page. On this screen you may

- enter information on contributing authors (please note that email addresses for all authors are required);
- assign corresponding author by checking the box;
- or click “Next” to move on to the Abstract page

After you have entered the information for a contributing author, click “Add Author” to clear fields to add another author.

Abstract/Key Words
On the Abstract Page you can either type or cut and paste the abstract (be mindful of word limit) of your manuscript. Click “Next” at the bottom of the page to continue to the Keywords page. Enter keywords, separated by semicolons. Click “Next.”

Classifications
Classifications are used to aid in the selection of reviewers with the appropriate specialties for a submission. On the Classifications Page you may choose classifications for your manuscript by clicking “Select Classifications.” Click “Next.”

Additional Information
You will be taken to an Additional Information page. Questions requiring a response will indicate “Answer Required” in the left margin. Answer all required questions and give required information before clicking “Next” at the bottom of the page.

Comments
Next you will be taken to the Comments page. Any comments entered on this page will go to the editorial office and will NOT appear in your manuscript or be shown to reviewers. Enter your comments and click “Next.”

Suggest Reviewers
You will be taken to a page where you can enter the names and contact information for potential reviewers. Fill out the information and click “Add Reviewer” at the bottom of the page. If you do not have any suggestions go to the bottom of the page and click “Next.”

Building Your Manuscript
You are now ready to attach the files for your manuscript. Select the item for each attachment from the drop-down menu at the top of the screen. Type a name for each file in the “Description” window (default will be the item selected). You may either drag the file over to the submission form and drop it, or use the “Browse” button to locate and select the file. Click “Attach This File” to add the file to your manuscript. You can change the order of the files before you proceed by numbering them sequentially and clicking on “Update File Order.”

Once you have added all your files and placed them in the correct order, click “Next” to build your PDF. Make sure all of your files are accounted for in the table and click “Build PDF for my Approval.” Please Note: You are not yet finished with the submission process.

Approve Submission
Click on Submissions Waiting for Author’s Approval to ensure your PDF has been built. You will be taken to the Submissions Waiting for Approval by Author page. Until Action Links appears you cannot check and approve
your submission. If the Action column is blank, please wait until Action Links appears to continue. This may take several minutes depending on the size of the files you uploaded.

You may view, edit, approve and/or remove your submission using the Action Links drop-down menu. You must first view the submission. Select View Submission to open your PDF file, view it for accuracy and ensure it appears as you want it to.

If you wish to make changes, select Edit Submission to return to the New Submission screen. Select the area of your submission you would like to edit from the categories on the left. Clicking on Approve Submission in the Action Links will bring up a confirmation box. Click “OK” to go to the Author’s Confirmation page.

**Submitting Revisions for Major or Minor Revision Decisions**

You will receive an email if the Editor-in-Chief determines that your manuscript needs revisions before further consideration for publication. Either minor or major revisions will need to be made and the manuscript resubmitted to start the review process over.

Access the manuscript to make revisions either by using the link in the email or clicking Submissions Needing Revision in the “Revisions” box on your Main Menu.

Select Revise Submission from the Action Links on the Submissions Needing Revision page. This will bring up a confirmation pane. Click “OK” if you are ready to proceed. You will be directed to a Revised Submission screen where you will resubmit your manuscript with revisions. Tracking information and identification (such as the manuscript number) will be carried over from the initial submission.

During the process you will have the opportunity to include additional comments and/or Respond to Reviewers. These comments and responses will be seen by the Editorial Staff and Reviewers, and will be visible in the PDF of the accepted article that is posted online as a preprint directly after acceptance. The new manuscript file should have the track changes function in Word activated when the text is revised so that any changes made are readily visible to the Editorial Staff and Reviewers.

Original files can be included or excluded by using the check boxes at the bottom of the screen. New files are added in the same way as in the original submission, on the Attach Files screen. Select item type from the drop-down menu. Give a description or name to the file. Either drag and drop the file into the submission form, or browse for the file and attach it. Please be sure to include all files for your revised submission, not just those files that have changed (eg, include all figure files even though only a couple of figures were altered at the reviewers’ suggestion).

At the bottom of the Please Attach Files screen you will see an inventory. Rearrange files, if necessary, and click “Update File Order.” Click “Next” to proceed to the Summary page.

Make sure all of your files are included and click “Build PDF for my Approval.” Once the PDF is built, check and approve it. The process for Submission with Revisions will begin.

**Check Status & Revisions**

Once you have submitted your manuscript with revisions, it will appear in the Revisions box on your Main Menu under Revisions Being Processed.

The following Action Links are available: View Revision, View Invitation Letter, and Send E-mail. Click on Send E-mail to send a request for a deadline extension on a revision.