

INSTRUCTIONS TO AUTHORS

“STOMATOLOGIJA”, **Baltic Dental and Maxillofacial Journal** is an international periodical journal. Articles published in it are recognized towards scientific degrees. It publishes original scientific articles, literature reviews, clinical case analyses and information for dentists, oral pathologists and maxillofacial surgeons, other specialists of medicine and public health as well as for researchers. In order for article to be published, all co-authors sign a covering letter stating that all copyrights are transferred to the publisher in case article is published. Authors' signatures guarantee that their article is original, does not interfere with copyright regulations and is not previously published, handed or planned for handing to other journals, except in form of thesis or presentation.

Presentation of manuscripts. Manuscripts should be submitted in three copies (original and two copies), type-written in double-spaced interval with 2.5 cm margins. Use of abbreviations should be limited to minimum; full terms should be presented together with the first abbreviation. There should not be abbreviations in title of the article.

Authorship. Number of authors is not limited and their order is determined by the authors themselves. Every author carries responsibility for the contents of the article. The authorship is conferred taking into consideration the contribution of the author to the conception of the article, planning or data analysis during the preparation, correction and admission of the final version of the article.

Receipt of subsidies, collection of data or group leading is not sufficient for authorship. At least one of the authors should carry responsibility for conclusions. In case of a wider group of authors, several principal authors should be pointed out while other authors contributed to the article may be specified in the “Acknowledgements” section. Editors have a right to claim for the substantiation of authorship.

General requirements. The article should not exceed 4000 words including tables. Articles of 2000 words (approximately 6 to 8 pages) are most welcome. Articles must be printed on A4 format paper sheets in one-side double-spaced manner. Three copies of the printed article and a floppy disk or CD with the article (*see Technical requirements*) are presented to the editorial staff. Authors must keep a full copy of the presented material.

Each part of the article has a page break. Only scientific articles ought to contain following sections placed in exact order: title page, front page, summary and keywords, introduction, material and methods, results, discussion, conclusions, references, and acknowledgements (optional).

Scientific articles must be prepared according to the rules of scientific style. Terms must be written in English language (Latin language may be used in case there is no equivalent in English). Authors carry full responsibility for the terms used in the article and the text written in English language. Only widely accepted scientific terms may be used, with abbreviations available. The work should not contain misprints.

The photographs of authors must be provided together with the article. Either photos themselves or scanned versions may be presented.

Parts of submitted article:

1. Title page. It should contain full title, short title (not exceeding 70 characters, including spaces), authors' full names, names of institutions as well as name, surname, address, e-mail and telephone or fax numbers of corresponding author. There should be a clear statement how many pages of text the article contains and how many tables and illustration were used. Professional CVs (not more than 50 words) of authors should be provided in the title page.

2. Front page. Front page should contain only full title (authors' surnames and name of institution should not be repeated). Abstract of article containing no more than 250 words but no less than 600 characters should indicate the objective, material and methods, results and conclusion. New and important aspects of study should be emphasized. Grant numbers should also be indicated. Not more than five key-words should follow the abstract text. The terms are used according to the list of names of medical disciplines (*MeSH*), available in the journal “*Index Medicus*”.

3. Text of Scientific Article of scientific articles is subdivided into several sections: introduction, methods, results, discussion, conclusions (results and discussion may be joined into one section). Review articles, leading articles and case reports are written in free style.

A. Introduction should indicate relevance, originality and objectives of the article.

B. Material and Methods should extensively describe material and methods. Previously published methods should be summarized and corresponding references should be indicated. Statistical methods should be described in detail. Research involving human subjects must be performed in accordance to the principles of Helsinki Declaration of 1975 (revised in 1983), and experiments with animals should comply with laws that regulate handling of laboratory animals and their utilization.

C. Results should be described without repeating **Methods** section. Data in text should not duplicate data presented in tables and illustrations.

D. Discussion should be specific and associated with results of research. New and important aspects of scientific work as are emphasized. Data presented in introduction and **Results** section should not be repeated in detail. The importance and deficit of results related to other similar works can be discussed.

E. Conclusions should summarize results of research. They should be set on the grounds of acquired data. New hypotheses need substantiation.

F. List of references should be based on Vancouver system and on “Uniform requirements for manuscripts submitted to biomedical journals” (JAM 1997; 277:927-34). References should be listed on basis of citing succession in text. When reference is cited for the first time, its number should be indicated in parentheses, e.g. [1]. List of references for scientific article should be limited to 30 references; for literature review limited to 50 references. It is recommended that mostly last five-year publications would be referenced. References that are cited in tables or illustrations only are numbered in the order in which the tables or illustrations were earlier mentioned in the body text. Prepared but not yet published articles can also be included in the reference list, however, the journal must be mentioned with a note “*upcoming*”.

When journal article is referenced, up to six authors should be listed. If there are more than six authors, only first six should be listed followed by “et al.”.

1. Parkin DM, Clayton D, Black RJ, Masuyer E, Friendl HP, Ivanov E, et al. Childhood – leukaemia in Europe after Chernobyl: 5 years follow-up. *Br J Cancer* 1996;73:1006-12.

If the article is not in English, the title should be presented in original language and English translation should be given in parenthesis:

1. Malinauskienė V, Grašulevičienė R. Socialinio darbo veiksnio įtaka miokardo infarkto rizikai tarp 25-64 metų Kauno rajono vyrų (Social status and risk of myocardial infarction among 25-64 years old male population in Kaunas). *Medicina* 2000;36:217-25.

Chapter in book:

1. Philips SJ, Whisnant JP. Hypertension and stroke. In Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology,*

diagnosis, and management. 2nd ed. New York: Raven Press; 1995. p.465-78.

Monographs and books:

1. Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.
2. Norman LJ., Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

4. Tables should be submitted in the end of the article on separate pages and sequentially numbered. Each table should bear a title. Legend and abbreviations should be presented in footnote of the table. Too many tables should be avoided. Tables must be referenced in body text using parentheses (Table 1). All measurements should be presented according to SI measurement system.

5. Illustrations should be sequentially numbered and presented on separate pages. Reverse side of illustration should indicate number, author and title of article. List of titles of pictures should be presented on separate page. All pictures should be referenced in the text using parentheses (e.g. Picture 1, Graph 1). If the illustrations had been published before, a written permission of author is needed for the reproduction. Permission is not needed for public documents.

6. Acknowledgments should recognize only those persons and organizations who directly participated in the research and supported it. In this section all persons who provided their intellectual support, such as scientific consulting, data collecting, participation in clinical work, but were not conferred authorship should be mentioned. These persons should give written permission to be named in the article.

Liability. Authors are liable for presented estimations, opinions and recommendations. Nor editor, neither publisher is liable for the information presented.

Reviewing. Scientific articles are peer reviewed by no less than two reviewers holding scientific degrees. Authors have to modify articles in respect to suggestions presented in peer review or to provide motivated explanation why suggestion was not considered. After peer reviewing, corrected articles have to be presented in two copies.

Technical requirements: The article should be presented in a floppy disk or CD in *Microsoft Word for Windows 98* or newer using *Times New Roman* font (size – 12, double spaced). Body text should be saved in ‘.rtf’ format (Rich Text Format or newer), assigning a filename formed of first five letters of the surname of principal author. It is recommended that tables would be prepared 8,2 cm or 17,5 cm wide (same font, size – 9). Tables must be presented in separate files assigning filenames formed from first five letters of the surname of principal author, a letter ‘T’ and the number of the table (e.g., the 5th table of Jackson’s article should be saved as ‘jacksT5.rtf’).

Illustrations should be presented in TIFF CMYK format (300 dpi resolution), graphs – created with *Microsoft Excel for Windows 98/2000/NT*. Illustrations are presented in separate files not inserted into body text, assigning filenames formed from first five letters of the surname of the principal author, a letter ‘G’ and the number of illustration (e.g., the 3rd illustration of Jackson’s article should be saved as ‘jacksG3.xls’ if it is a graph or ‘jacksG3.tif’ if it is a photo or drawing). If a colour graph is created, a black-and-white version should be provided together. All illustrations must be of 8,2 cm in width. The list of titles of illustrations is presented in the end of the body text of the article, the titles and not presented inside illustrations. Either original photos of authors or scanned electronic versions (TIFF format CMYK, 300 dpi resolution, w3,5 x h4,7 cm) may be presented.

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