

Journal of Veterinary Dentistry **Instructions for Authors**

The ***JOURNAL OF VETERINARY DENTISTRY (JOVD)*** is the journal of record for eleven international organizations in its field, sponsored by the Foundation for Veterinary Dentistry (F4VD).

The *Journal* is designed to be of interest to veterinary dental specialists, veterinarians, veterinary technicians, dental hygienists, dentists, dental scientists and anyone involved in the science and practice of veterinary dentistry and oral surgery. The *Journal of Veterinary Dentistry* provides a continuing education forum that can serve as a reference in the veterinary office. The Journal of Veterinary Dentistry is interested in publishing articles that provide practical and scientifically sound information covering not only the medical and surgical aspects of veterinary dentistry but also specific categories including anatomy, oral pathophysiology, oral medicine, oral and maxillofacial surgery, endodontics, orthodontics, periodontics, restorative dentistry, prosthodontics, equine dentistry, laboratory animal dentistry, exotic and zoo animal dentistry, and dental and maxillofacial imaging. Articles in other topics, including human research, will be considered when relevant to veterinary dental science and practice.

JOVD is a member of the [Committee on Publication Ethics](#). The Editors recommend that authors follow the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#) formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the Journal's submission site, <https://mc.manuscriptcentral.com/jov>, to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned. Only manuscripts of sufficient quality that meet the aims and scope of the *JOVD* will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the *Journal* and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

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1. Article types

JOVD will consider submissions in the following categories:

- A. Original articles: Reports of original studies of topics relevant to veterinary dentistry and oral surgery. Original articles will normally include the following sections: Abstract, Key Words, Introduction, Materials and Methods, Results, Discussion, and References. The article abstract should reflect this structure and should be limited to 250 words.
- B. Clinical case reports/case series: These reports describe new or rare, oral or dental conditions, or new diagnostic or therapeutic modalities. The report will normally be of one or more clinical cases and will be supported by pertinent clinical slides or photographs, radiographs and laboratory and/or pathology data. Case reports describing innovative dental techniques or approaches to managing clinical dental or oral conditions and complications are encouraged. Appropriate follow-up will be required. The article abstract should be limited to 250 words.

Clinical case reports should conform to the following format: Abstract; Key Words; Introduction; Complete history and signalment; Clinical, laboratory, and radiographic findings; Diagnosis; Therapy; and Results. For multiple cases of a case series, each need not be individually described, but differences and similarities should be noted. Tables are encouraged where appropriate to compare findings among multiple cases. Follow-up evaluation after six to twelve months is recommended: lesser follow-up may be grounds for rejection. A discussion should follow the case report, highlighting the clinical and diagnostic data, therapeutic rationale, and descriptions of other similar diseases that have been reported.
- C. Review articles: These papers are well-documented reviews of current literature of topics relevant to veterinary dentistry, which may include conclusions and recommendations based on the review.
- D. Veterinary Dentist at Work: These are cases or techniques that may not have the follow-up necessary for a case report, but they still provide helpful information, largely in the form of visual material supported by an introductory description followed by clinical photographs, radiographs and histomicrographs and appropriate figure captions. The article should contain an abstract limited to 250 words and key words.
- E. Veterinary Technician at Work: Similar to above, but with the target audience of the veterinary dental technician/veterinary dental assistant. The article should contain an abstract limited to 250 words and key words.
- F. Foundations: Presentation of widely accepted techniques, principles and information that will build upon or solidify the knowledge base of veterinary dentistry. The article should contain an abstract limited to 250 words and key words.
- G. Step-by-Step: Visual material supported by introductory text and short figure legends will be considered for a primarily pictorial, step-by-step guide on how to perform dental and oral surgical procedures. The article should contain an abstract limited to 250 words and key words.
- H. Letters to the Editor: These should be brief and relevant to veterinary dentistry. Letters commenting on previously published papers will be sent to the author of the original paper for response prior to publication.
- I. News Items: News of people, programs or products relevant to veterinary dentistry. New product information will be included if space permits.

2. Editorial policies

2.1 Peer review policy

JOVD adheres to a rigorous double-blind reviewing policy in which the identity of both the reviewer and author are always concealed from both parties.

2.2 Authorship

Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper

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are acknowledged as contributing authors. The list of authors should include all those who can legitimately claim authorship. This includes all those who fit the following three criteria:

- (i) Made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
- (ii) Drafted the article or revised it critically for important intellectual content,
- (iii) Approved the version to be published.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the [International Committee of Medical Journal Editors \(ICMJE\) authorship guidelines](#) for more information on authorship.

2.3 Acknowledgements

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

Writing Assistance: Individuals who provided writing assistance, e.g., from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual's name, company and level of input – and identify the entity that paid for this assistance). It is not necessary to disclose use of language polishing services.

2.4 Funding

JOVD requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the [Funding Acknowledgements](#) page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

2.5 Declaration of conflicting interests

It is the policy of *JOVD* to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles. Please ensure that a 'Declaration of Conflicting Interests' statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest.' For guidance on conflict of interest statements, please see the ICMJE recommendations [here](#).

2.6 Research ethics and patient consent

Medical research involving human subjects must be conducted according to the [World Medical Association Declaration of Helsinki](#). Submitted manuscripts should conform to the [ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted. *JOVD* has adopted the [Consensus Author Guidelines on Animal Ethics and Welfare for Veterinary Journals](#) published by the International Association of Veterinary Editors.

2.7 Reporting guidelines

The relevant [EQUATOR Network](#) reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a

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completed [Consolidated Standards of Reporting Trials \(CONSORT\)](#) flow chart as a cited figure, and a completed CONSORT checklist as a supplementary file. Other resources can be found at [NLM's Research Reporting Guidelines and Initiatives](#)

3. Publishing Policies

3.1 Publication ethics

The Foundation for Veterinary Dentistry and SAGE Publishing are committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' [International Standards for Authors](#) and view the Publication Ethics page on the [SAGE Author Gateway](#).

Plagiarism: *JOVD* and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the Journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

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3.3 Open access and author archiving

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4. Preparing your manuscript

4.1 Word processing formats

Preferred formats for the text and tables of your manuscript are Word DOC, RTF, XLS. LaTeX files are also accepted. The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be Arial, 12 point. Word and LaTeX templates are available on the [Manuscript Submission Guidelines](#) page of the SAGE Author Gateway.

4.2 Artwork, figures and other graphics

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's [Manuscript Submission Guidelines](#).

4.3 Supplementary material

This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images, etc.) alongside the full-text of the article. These will be subjected to peer-review alongside the article. For more information please refer to our guidelines on submitting supplementary files, which can be found within our [Manuscript Submission Guidelines](#) page.

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4.4 Reference style

JOVD adheres to the AMA reference style:

Entire Book:

Modlin J, Jenkins P. *Decision Analysis in Planning for a Polio Outbreak in the United States*. San Francisco, CA: Paediatric Academic Societies; 2004.

Book Chapter:

Saraswathy G, Gopalakrishna G, Das B, Viswanathan V. Recent advances in diabetic foot care: the role of footwear and orthosis. In: George, A, Augustine, R, Sebastian, M, eds. *Diabetes Mellitus and Human Health Care: A Holistic Approach to Diagnosis and Treatment*. Boca Raton, FL: CRC Press; 2014:315.

Solensky R. Drug allergy: desensitization and treatment of reactions to antibiotics and aspirin. In: Lockey P, ed. *Allergens and Allergen Immunotherapy*. 3rd ed. New York, NY: Marcel Dekker; 2004:585-606.

Journal article (list all authors if six or less, otherwise list first three followed by "et al."):

Baldo G, Mayer FQ, Martinelli BZ, et al. Enzyme replacement therapy started at birth improves outcome in difficult-to-treat organs in mucopolysaccharidosis I mice. *Mol Genet Metab*. 2013;109(1):33-40.

Journal article – online (if there is no DOI, provide the URL for the specific article):

Pai V. Os Subfibulare: a case report of painful fibular accessory ossicle. *Foot Ankle Online J*. 2010;3(8):3. doi:10.3827/faoj.2010.0308.0003.

Proceedings notes:

Durbin D, Kallan M, Elliott M, Arbogast K, Cornejo R, Winston F. Risk of injury to restrained children from passenger air bags. Paper presented at: 46th Annual Meeting of the Association for the Advancement for Automotive Medicine; September 20, 2002; Tempe, AZ.

Khuri FR, Lee JJ, Lippman SM, et al. Isotretinoin effects on head and neck cancer recurrence and second primary tumors. In: Proceedings from the American Society of Clinical Oncology; May 31-June 3, 2003. Chicago, IL. Abstract 359.

Article published online ahead of print

Van der Hoek L, Pyrc K, Jebbink MF, et al. Identification of a new human coronavirus [published online ahead of print March 21, 2004]. *Nat Med*. doi:10.1038.nm1024.

4.6 English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal's specifications should consider using SAGE Language Services. Visit [SAGE Language Services](#) on our Journal Author Gateway for further information. Use of this or any other language service in itself does not guarantee acceptance of the article by JOVD.

5. Submitting your manuscript

5.1 How to submit your manuscript

JOVD is hosted on SAGE track, a web-based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit <https://mc.manuscriptcentral.com/jov> to login and submit your article online. NB: If you have reviewed or authored since the JOVD has been hosted on SAGE track, it is possible that you created an account and it already exists.

5.2 Title, keywords and abstracts

Please supply a title, short title, a structured abstract of approximately 250 words and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article

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online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on [How to Help Readers Find Your Article Online](#)

5.3 Corresponding author contact details

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

6. On acceptance and publication

6.1 SAGE Production

Your SAGE Production Editor will keep you informed as to your article's progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly.

6.2 Access to your published article

SAGE provides authors with online access to their final article.

6.3 Online First publication

Online First allows final revision articles (completed articles in queue for assignment to an upcoming issue) to be published online prior to their inclusion in a final journal issue which significantly reduces the lead time between submission and publication. For more information please visit our [Online First Fact Sheet](#).

7. Further information

Any correspondence, queries or additional requests for information regarding the manuscript submission process should be sent to the *JOVD* editorial office as follows:

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