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The JISP also serves as a forum to communicate the activities of the Indian Society of Periodontology to its members and as a bulletin of information from the Head Office to its members. The journal does not charge for submission, processing or publication of an article.

A manuscript will be reviewed for possible publication with the understanding that it is being submitted to Journal of Indian Society of Periodontology (JISP) alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors would authorize one of them to correspond with the Journal for all matters related to the manuscript. All manuscripts received are duly acknowledged. On submission, editors review all submitted manuscripts initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Manuscripts that are unlikely to be of interest to the Journal of Indian Society of Periodontology (JISP) readers are also liable to be rejected at this stage itself.

Manuscripts that are found suitable for publication in Journal of Indian Society of Periodontology (JISP) are sent to one or more expert reviewers. During submission, the contributor is requested to provide names of two or three qualified reviewers who have had experience in the subject of the submitted manuscript, but this is not mandatory. The reviewers should not be affiliated with the same institutes as the contributor/s. However, the selection of these reviewers is at the sole discretion of the editor. The journal follows a double-blind peer review process, wherein the reviewers and authors are unaware of each other's identity. Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within three days. It may not be possible to incorporate corrections received after that period. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' immediately on acceptance.

✓ **MANUSCRIPT SUBMISSION, PREPARATION, AND FORMAT**



All manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journal" developed by International Committee of Medical Journal Editors (October 2001). The uniform requirements and specific requirement of The Journal of the Indian Society of Periodontology are summarised below. Before sending a manuscript contributors are requested to check for the latest instructions available online at www.jisponline.com

Authorship

Individuals identified as authors must meet the following criteria established by the International Committee of Medical Journal Editors: 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published.

The order of authorship on the byline should be a joint decision of the co-authors. Authors should be prepared to explain the order in which authors are listed. Once submitted the order cannot be changed without written consent of all the authors.

For a study carried out in a single institute, the number of authors should not exceed six. For a case-report and for a review article, the number of authors should not exceed four. For short communication, the number of authors should not be more than three. A justification should be included, if the number of authors exceeds these limits.

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The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere.

The Editors review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific flaws, or absence of relevance or importance to the philosophy, science and practice of periodontology are rejected. The journal will not return the unaccepted manuscripts.

The manuscripts thus filtered are sent to two or more expert reviewers without revealing the identity of the authors to the reviewers. Within a period of eight to ten weeks, the contributors will be informed about the reviewers' comments and acceptance/rejection of manuscript. Articles accepted would be copy edited for grammar, punctuation, print style, and format. Page proofs will be sent to the first author, which has to be returned within five days. Correction received after that period may not be included. All manuscripts received are duly acknowledged through email and the status can be verified at any time by logging on to www.journalonweb.com/jisp

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Original research articles

Randomised controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate. Up to 2500 words excluding references and abstract.

Short Communication

Up to 1000 words excluding references and abstract and up to 5 references.

Case reports

New / interesting / very rare cases can be reported. Cases with clinical significance or implications will be given priority, whereas, mere reporting of a rare case may not be considered. Up to 2000 words excluding references and abstract and up to 10 references.

Review articles

Systemic critical assessments of literature and data sources. Up to 3500 words excluding references and abstract.

Letter to the Editor

Should be short, decisive observation. They should not be preliminary observations that need a later paper for validation. Up to 400 words and 4 references.

Announcements of conferences, meetings, courses, awards, and other items likely to be of interest to the readers should be submitted with the name and address of the person from whom additional information can be obtained. Up to 100 words.

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Articles should be submitted online from www.journalonweb.com/jisp. New authors will have to register as author, which is a simple two step procedure.

1. **First Page File:** Prepare the title page, covering letter, acknowledgement, etc., using a word processor program. All information which can reveal your identity should be here. Do not zip the files. Limit the file size to 1 MB.
2. **Article file:** The main text of the article, beginning from Abstract till References (including tables) should be in this file. Do not include any information such as acknowledgement, your names in page headers, etc., in this file. Do not zip the files. Limit the file size to 1 MB. Do not incorporate images in the file. If the file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file.
3. **Images:** Submit good quality color images. Each image should be less than 4 MB in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1024x760 pixels or 5 inches). All common image formats (jpeg, gif, bmp, png) are acceptable; jpeg is most suitable. Do not zip the files
4. **Legends:** Legends for the figures/images should be included at the end of the article file.

The authors' form and copyright transfer form has to be submitted with the signatures of all the authors within two weeks of online submission on www.journalonweb.com/jisp

Manuscripts must be submitted in Microsoft Word. Margins should be at least 1” on both sides and top and bottom. Materials should appear in the following order:

Title Page

Abstract (or Introduction) and Key Words

Text

Footnotes

Acknowledgments

References

Figure Legends

Tables

Figures should not be embedded in the manuscript. Authors should retain a copy of their manuscript for their own records.

Readymade templates for writing original research articles, case reports, and review articles are available at www.jisp.com. These can be utilised for writing the articles as per the instructions. The templates can be downloaded from the link provided on the top of this page.

The text of observational and experimental articles should be divided into sections with the headings: Introduction, Methods, Results, Discussion, References, Tables, Figures, Figure legends, and Acknowledgment. Do not make subheadings in these sections.

The manuscripts should be typed in A4 size (212 × 297 mm) paper, with margins of 25 mm (1 inch) from all the four sides. Use 1.5 spacing throughout. Number pages consecutively, beginning with the title page. The language should be British English.

1. **Title Page: The title page should carry**

1. Type of manuscript
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3. Running title or short title not more than 50 characters;
4. Name of the authors (the way it should appear in the journal), with his or her highest academic degree(s) and institutional affiliation; The contribution of each author has to be justified by the corresponding author. The final decision to accept the justification provided by authors lies with the editor. In case a justification for inclusion of an author is not acceptable to the editor, the manuscript will not be considered any further. The authors can resubmit the manuscript after making the necessary changes in the authorship.
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If the manuscript was presented as part at a meeting, the organisation, place, and exact date on which it was read.

2. **Abstract (or Introduction) and Key Words.**

The second page should carry the full title of the manuscript and an abstract (of no more than 150 words for case reports, brief reports and 250 words for original articles). The structured abstract, should consist of no more than 250 words and the following four paragraphs:

- * Background: Describes the problem being addressed.
- * Methods: Describes how the study was performed.
- * Results: Describes the primary results.
- * Conclusions: Reports what authors have concluded from these results, and notes their clinical implications.

3. **Text.**

Introduction

The Introduction contains a concise review of the subject area and the rationale for the study. More detailed comparisons to previous work and conclusions of the study should appear in the Discussion section.

Materials and Methods

This section lists the methods used in the study in sufficient detail so that other investigators would be able to reproduce the research. When established methods are used, the author need only refer to previously published reports; however, the authors should provide brief descriptions of methods that are not well known or that have been modified. Identify all drugs and chemicals used, including both generic and, if necessary, proprietary names and doses. The populations for research involving humans should be clearly defined and enrollment dates provided.

Results

Results should be presented in a logical sequence with reference to tables, figures, and illustrations as appropriate.

Discussion

New and possible important findings of the study should be emphasized, as well as any conclusions that can be drawn. The Discussion should compare the present data to previous findings. Limitations of the experimental methods should be indicated, as should implications for future research. New hypotheses and clinical recommendations are appropriate and should be clearly identified. Recommendations, particularly clinical ones, may be included when appropriate.

4. ACKNOWLEDGMENTS AND CONFLICTS OF INTEREST

Acknowledgments

At the end of the Discussion, acknowledgments may be made to individuals who contributed to the research or the manuscript preparation at a level that did not qualify for authorship. This may include technical help or participation in a clinical study. Authors are responsible for obtaining written permission from persons listed by name. Acknowledgments must also include a statement that includes the source of any funding for the study, and defines the commercial relationships of each author.

Conflicts of interest

In the interest of transparency and to allow readers to form their own assessment of potential biases that may have influenced the results of research studies, the Journal of Indian Society of Periodontology requires that all authors declare potential competing interests relating to papers accepted for publication. Conflicts of interest are defined as those influences that may

potentially undermine the objectivity or integrity of the research, or create a perceived conflict of interest.

Authors are required to submit:

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Conflict of interest information will not be used as a basis for suitability of the manuscript for publication.

5. References:

References should be numbered consecutively in the order in which they appear in the text. A journal, magazine, or newspaper article should be given only one number; a book should be given a different number each time it is mentioned, if different page numbers are cited. All references are identified, whether they appear in the text, tables, or legends, by Arabic numbers in

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Tables should be numbered consecutively in Arabic numbers in the order of their appearance in the text. A brief descriptive title should be supplied for each. Explanations, including abbreviations, should be listed as footnotes, not in the heading. Every column should have a heading. Statistical measures of variations such as standard deviation or standard error of the mean should be included as appropriate in the footnotes. Do not use internal horizontal or

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Legends should be typed double-spaced with Arabic numbers corresponding to the figure. When arrows, symbols, numbers, or letters are used, explain each clearly in the legend; also explain internal scale, original magnification, and method of staining as appropriate. Panel labels should be in capital letters. Legends should not appear on the same page as the actual figures.

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Statistical methods should be described such that a knowledgeable reader with access to the original data could verify the results. Wherever possible, results should be quantified and appropriate indicators of measurement error or uncertainty given. Sole reliance on statistical hypothesis testing or normalization of data should be avoided. Data in as close to the original form as reasonable should be presented. Details about eligibility criteria for subjects, randomization, methods for blinding of observations, treatment complications, and numbers of observations should be included. Losses to observations, such as dropouts from a clinical trial, should be indicated. General-use computer programs should be listed. Statistical terms, abbreviations, and symbols should be defined. Detailed statistical, analytical procedures can be included as an appendix to the paper if appropriate.

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All manuscripts reporting the use of human subjects must include a statement that the protocol was approved by the author's institutional review committee for human subjects or that the study was conducted in accordance with the Helsinki Declaration of 1975, as revised in 2000. Do not use any designation in tables, figures, or photographs that would identify a patient, unless express written consent from the patient is submitted. For research involving the use of animals, it is necessary to indicate that the protocol was approved by the author's institutional experimentation committee.

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