

Instructions for Authors by China Journal of Oral and Maxillofacial Surgery

China Journal of Oral and Maxillofacial Surgery (CJOMS)(ISSN 1672-3244), founded in November 8 2002, is an official journal of Chinese Society of Oral and Maxillofacial Surgery, being designed to present the latest basic scientific and clinical findings of Oral and Maxillofacial Surgery in China. It is published quarterly currently by Editorial Board of China Journal of Oral and Maxillofacial Surgery.

All manuscripts are peer reviewed by two or three independent expert reviewers. This journal has been included in CA,CAJ-CD and SWIC currently.

To ensure the quality of articles and standardization of editing, please read these instructions carefully and abide by them strictly before writing and submitting manuscripts. All manuscripts that do not adhere to the requirements detailed in these instructions will be returned to the corresponding author(s) for revision.

1 Scope of contributions

The editorial office will acknowledge receipt of all manuscripts. The following contributions will be accepted for publication: articles, review articles, clinical reports, case reports, the specific topic lectures for continuing education, short communications, current controversies, news and information, etc. In addition to manuscripts in Chinese, innovative English contributions are also considered for publication.

All manuscripts should be submitted totally online. Please go to the website <http://www.cjoms.org> to upload the required files following the guidelines of the online submission system.

2 Preparation of Manuscripts

Before submitting, authors should confirm that no similar article has been published in this journal. Once accepted for review, the manuscript must not be submitted elsewhere, otherwise, the author will be responsible for any problems arising.

Every manuscript must be approved by the authors' departments or institutions by formal recommendation, which declares the authenticity of the manuscript, no secrecy, no dispute about signatures, no breaking of copyrights, and no submission to other journals. A 100 Yuan RMB fee should be mailed to the editorial office with each manuscript.

All manuscripts should report work, which is scientifically sound, authentic, logical, practical and innovative. Not only outstanding emphases, sharp-cut contentions, clear arrangements, reliable data, sufficient evidence are expected, but also concise words, flowing sentences, correct punctuations and normal usage of words are strictly required. Do not include the same information in the text, figures and tables. The manuscripts should be double-spaced and typewritten on one side of A4 paper in Word format, 400 words on one sheet (20×20). Simplified characters must conform to Xinhua Dictionary and Modern Chinese Dictionary; avoid coined characters. Do not confuse the Chinese characters in Japanese with those of the Chinese language.

Title page of the manuscript should include: Chinese title of the article, authors' names, affiliations, postal codes, corresponding author and postal address (including E-mail). The title of the article should be as concise and definite as possible, not exceeding 20 words; limit the use of code names, abbreviations and subtitles. Studies funded by national and municipal grants will be published as a priority. The grants titles and numbers should be provided.

The authors should sign in sequence according to their responsibilities and contributions in the study. Generally, no more than 6 authors may sign an article, and the others who have substantial contributions to the article may be acknowledged at the end of the article. If the article is the result of cooperation by different departments, please mark 1, 2 or 3 on top right corner of the authors' names and indicate the affiliation of each author. Authors who are furthering studies should identify their original affiliations.

The first author is required to offer his brief bibliography, including his name, gender, birth date, professional title and final degrees. The address of the author responsible for correspondence must be as elaborate as possible, including his postalcode, telephone number, fax number, E-mail and other details.

For articles on clinical and basic scientific research, clinical reports and technical innovations, Chinese and English abstracts and keywords are required to be placed on the second page, and usage of the third person and the generic names of drugs are strongly required. The abstracts (approximately 400 words) are structured into 4 sections with the following headings: PURPOSE, METHODS, RESULTS and CONCLUSIONS.

Generally, keywords should be closely related to the main ideas of the study or discussion with 3 to 8 words, not fewer than 3 words, usually extracting from title, abstract and text. Ensure keywords to be accordant with MeSH, and separated by ";".

For manuscripts submitted in English, the title (no more than 10 substantives), authors, affiliations, English abstract and keywords should match the Chinese ones exactly (all authors should be listed instead of et al.). English abstract (approximately 500 words) is required to be structured into purpose, methods, results and conclusions, narrated definitely in the third person and in the past tense. The initial letter of the substantives in the title and keywords must be in capital letters. Authors' names should be spelled in Chinese spelling as follows: LI Wei-qiang, OUYANG Jing-ping, separated by “,”.

Text should start on the third page, needing one blank between sequence numbers of all levels of subheadings and content rather than any punctuation. The format is as follows:

Preface (emptying two lines upward with two blanks prior to the text)

1 XXX (first level subheading in one line without blank)

1.1 XXX (second level subheading in one line without blank)

1.1.1 XXX (third level subheading without blank, followed by text)

The essentials of an article can't be used as subheadings.

Scientific and technical terms issued by the National Authorization Board for Scientific and Technical Terms, correct punctuations and legal units of measurement decreed by the State Department in 1984 should be utilized.

Weight should be termed as mass (m), specific weight as relative density (d or ρ , unit as “1” or kg/cm^3), molecular weight as relative molecule mass (M_r , unit as “1”) or molecule mass (m , unit as kg , but μ in common use, $1\mu = 1\text{D} \approx 1.6603655 \times 10^{-27}\text{kg}$). mol/m^3 is the unit of concentration, but mol/L , mmol/L and $\mu\text{mol}/\text{L}$ are in common use, Bq is the unit of radiation activity, Gy is the unit of radiation dosage, and ppm had been abandoned, replaced by 10^{-6} . Time should be presented in a (year), d (day), h (hour), min (minute) and s (second) as international symbols, while month and week have no uniform international units, which should be expressed in “month” and “week” or “月” and “周” in Chinese. Manuscripts are required strongly to apply legal units of measurement, standard international symbols and correct lowercases and capitals, for example, 50 毫克/(千克·天) should be $50\text{mg}/(\text{kg}\cdot\text{d})$. Unit symbols must be in italic letters (pH is excepted), while the symbols of vector and tensor should be in black italics.

Authors should be responsible for the accuracy of the data cited in the article. If necessary, statistical analysis should be carried out with SAS or SPSS software package. Statistical terms, symbols, number round-off, Chinese and English abbreviations should be standardized, for example, \bar{x} stands

for arithmetical average, s for standard deviation, $S\bar{x}$ for standard error, t means Student's t test, F means F test, χ^2 means chi-square test, r means correlation coefficient, ν means degree of freedom, P means probability. All symbols should be in italics.

All numbers should be separated every three digits by a blank of 1/4 Chinese word rather than any symbol, for example, 5 000 (not 5,000). Number ranges are expressed as follows: 4–6kg, 5.2%–11.3%, 4×10^9 – 10×10^9 , 36° – $42^\circ \pm 18'$, (25.2 ± 1.1) mm, $(27 \pm 2)\%$, 2cm \times 3cm \times 4cm. The round-off of number should abide by the principles that four is abnegated, six is added, five is fixed, odd number is added with carry and even number not. In general, retain two digits after a point. Multiplication of the numbers with units should be written as follows: 4cm \times 3cm \times 5cm, instead of $4 \times 3 \times 5$ cm³.

Figures should be as few and concise as possible. Reasonable, easily understandable and correctly designed figures only will be accepted. Do not use a figure if language alone is enough to explain. The table of three-lined (top line, column line and bottom line) is acceptable, but boundary lines can be drawn above bottom line if portrait sum is needed. The results of statistical data analysis, such as t or P , can be included in a table, with or without notes below the bottom line of the table. Line diagrams should be protracted with tracing paper and tracing pencils with professional design, smooth lines, and fulfill the following requirements: 5:7 ratio between height and width and suitable size of 12.5cm \times 8.5cm. The statistical figures should be presented according to the data, and transformations of logarithm, reciprocal or others are usually used to "linearize" the curves. Regression equation is a useful tool to protract straight lines. Type figures in additional sheets in Word format. One figure and one table should be identified as Figure 1 and Table 1, but as for multiple figures and multiple tables, they should be numbered in Arabic numerals in the order in which they are discussed.

Photographs should be clear, high-contrast and high-resolution. Black-white or color pictures are accepted. In special instances, black-white or color positive films and negative films of radiographs, CT scans and slides are also adopted. For photographs of identifiable persons, written permission from the subjects must be supplied or the subject's eyes will be masked. The histological microphotographs are required to indicate original magnification, staining method and a scale marker, such as 1 μ m for electronic microscopic pictures.

The titles and legends of the tables and photographs should be clearly typed on separate papers consecutively in Chinese and English simultaneously. Photographs should have the suitable size of 12.5cm \times 17.8 cm around, identified with photograph number and arrows on the back to indicate the top edge of the figures.

The discussion should be focused on the new discoveries, conclusions and standpoints extracted from the study, closely surrounding the results from the study, rather than repeating the contents of the results. In the discussion, purposefully compare with and analyze the results cited in the previously published literature, rather than review the literature. The conclusions should be based on reliable evidences, not guesswork nor conjecture.

The references may be unlimited in number but must be recently published and read by authors. English references should be searched and selected from MEDLINE, EMBASE and Cochrane Library, and Chinese references should be searched and selected from CNKI, Wanfang database and Tianyuan database. The majority should be within the past 5 years. These original articles and literature cited by authors should be published formally rather than unpublished material, observations or personal correspondence, but the unpublished literature that has been accepted for publication can be listed as references with "in press" after the journal title. Consecutive citation from an article shouldn't exceed 300 words, unless written permissions from the original authors are available. The journal compiles references in sequential coding format in National Criteria GB7714 of China. References are to be cited in numeral order in the text and identified by Arabic numerals set in superscript type. In text and reference list, the sequence number should also be put in middle brackets.

The titles of journals should be abbreviated according to List of Journals Indexed in Index Medicus (1990) and the Abbreviation Manual of the World Medical Pharmacy and Chemical Journal titles (China Medicine and Science Press, 1998). Sample reference are given below (especially paying more attention to the use of dot):

[Journal] Authors(if more than 3, listing former 3, following by "等" in Chinese, "et al" in English, "他" in Japanese).Title. The Journal title, Year, Volume (Number): first and last page numbers.

Sample references are given below:

[1] 张志愿,邱蔚六,林国础,等.口腔颌面部动静脉畸形手术治疗的改进及其疗效的评价[J].上海口腔医学,1995,4(2):63-65.

[2] Tupper Jw, Crick Jc, Mattek CR, et al. Fascicular nerve repairs: a comparative study of epineural and fascicular techniques [J].Orthop Clin North Am,1989,9:57-59.

[Monograph] Author. Title of book. Edition of book (first edition can be omitted), the place of publishing: Publisher, the year of publishing: first and last page numbers.

For example: [1] 张震康,张熙恩,傅民魁,正颌外科学[M].北京:人民卫生出版社,1994:69-157.

[2] Thoma KH. Oral Pathology [M]. 4 Ed, London: Kimpton, 1954:88-90.

Reference list should be typed on a separate sheet in Word format.

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3 Requirements for other types of manuscripts

The requirements for clinical reports are the same as clinical and basic scientific articles;Chinese and English abstracts of 400 words or so and 3 to 8 keywords are required. Abstracts of review articles are descriptive rather than structured (called indicative abstract), not paragraphed, limited to about 200 words and 3 to 8 keywords. Ensure English title, all authors' names, affiliations, postal codes, abstract (not paragraphed, about 200 words) and keywords (3 to 8 words) to match with Chinese ones. Review articles are purely solicited submissions, requiring experts in relative fields to evaluate before submitting. Other requirements and writing formats are the same as articles.

Technical notes, short reports or case report should provide Chinese and English indicative abstract (summary, not paragraphed, around 200 words), Chinese and English keywords (3 to 8 words), English title, all authors' names, affiliations and postal codes.

All information and news are published without any charge, limited to no more than 1000 words and 1 to 2 pictures.

4 Processing of manuscripts

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