

Primary Dental Journal **Information for Authors**

General information

Primary Dental Journal is the themed quarterly journal from the Faculty of General Dental Practice (UK). The journal aims to provide practical and clinically relevant guidance and updates to the entire primary care dental team. Our strapline is 'Supporting the team, benefiting patients.' It is not necessary for authors to be members of the FGDP(UK) to submit an article, but they should share our vision and commitment to advancing dental care.

Editorial process

Upon submission, your paper will be sent to a minimum of two peer reviewers. The outcome of this process will determine whether your paper is accepted, accepted subject to revisions, or rejected. You will be informed of the decision via email, along with a deadline for the resubmission of your paper if necessary. Once the paper is finalised by the authors, it will be edited for language and style, and will be subject to internal review. If there are any queries during this process, we will contact you. Otherwise, you should ordinarily expect to receive a proof via email within 2–4 weeks of resubmission. We use a platform called ScholarOne (scholarone.com) to circulate 'live' proofs, which enables you to comment and approve your paper along with the Editors. You will be able to see each other's comments and respond accordingly.

Submission guidelines

Abstract

Papers should include a structured abstract of no more than 250 words. The abstract should briefly summarise the content of the article and describe its scope and purpose.

Learning aims & objectives

To help readers achieve eCPD from the journal in line with GDC requirements, authors are asked to define the learning aims and objectives of the content of their article (ideally one aim and 3–5 objectives). More information on eCPD can be found [here](#).

Keywords

Beneath the abstract, provide 3–10 keywords or short phrases that will assist indexers in cross-indexing the article, and may be published with the abstract. Use terms from the medical subject headings (MeSH) list of Index Medicus where possible.

Word count

Unless advised otherwise, papers should be **1,500–3,500 words** in length, and should include subheadings to create logical sections the text. Scientific research papers should include the headings 'Introduction', 'Methods', 'Results', 'Discussion', 'References' and 'Acknowledgements'.

References

References must be in **Vancouver style** (numbered in the text and then listed numerically at the end of the manuscript). You may find it useful to use a tool such as citethisforme.com to check that your references are complete and formatted correctly in the Vancouver style. There is no limit to the number of references, but as a minimum we would suggest at least one reference for each 100 words of text.

Statistics

If statistical analysis is required, describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the results. All data should be carefully checked before submission.

Authors

Please also include the **full names, postnominals and professional position** of each author bylined on the paper. We also require contact details for any authors that wish to receive peer review feedback and proofs.

Images and figures

The term 'figure' applies to all photographs, graphs, figures, diagrams or illustrations accompanying your manuscript. Please ensure that any graphs or tables are also accompanied by the raw data. The use of figures is encouraged, particularly when these are clinically-relevant photographs or illustrations, but as a general rule please limit inclusion to one figure per 500 words of text.

- All images should be available as separate files (NOT embedded in the manuscript, or supplied as a PowerPoint presentation, separate word document or within any other file).
- Images must have a minimum resolution of **300 dpi**.
- Images should be saved as JPEG, TIF, or PDF files.
- Please ensure that you supply the highest image quality possible. Low resolution images may be unusable. Photographs should be relevant to the subject matter.
- Tables and graphs should not duplicate the text and should be given after the reference list. The figure must be indicated in the main text, eg. ('see Table 3'). These should be numbered consecutively according to their order of appearance in the text. If the material can be presented clearly in written form, a table may not be necessary. Manuscripts that use tables excessively may be returned for revision.

General points for consideration

- All authors listed on the paper must have reviewed and approved the manuscript in its current form and be aware that it has been submitted to the *Primary Dental Journal*.
- The submission should not have been previously published, nor should it be with another journal for consideration.
- The editorial team reserves the right to edit all papers in the interest of the journal's standards of style. Copies of the FGDP(UK) style guide are available from the editorial office – please contact the Managing Editor, Lily Atkins, on latkins@rcseng.ac.uk

- Submissions will be sent for peer review to two or more referees. The corresponding author will then receive an email from the relevant Editor informing them whether their manuscript is accepted, rejected or needs revision. The FGDP(UK) will retain copyright of all published material and reserves the right to reuse any such material in any print and/or electronic format.
- If your submission contains any previously published material, statements of permission from the original authors/publishers must be included with your submission. Where authors quote directly from copyright material or use copyright protected illustrations, written permission from the copyright owners (and authors, if necessary) must be submitted. All uses must be acknowledged.
- A consent form must be signed by the patient or their guardian if the patient is identifiable from the text or any images used in the manuscript.
- Where applicable, research papers submitted to the *Primary Dental Journal* should include a statement regarding ethical approval. Statements should either give details of the names of the ethics committee(s) from which ethical approval was sought and given, or provide a full justification as to why this action was not taken. Authors should also state what research governance procedures, if any, were followed.
- Any conflict of interest and/or financial support received must be declared upon submission. Conflict of interest exists when an author (or the author's institution) has financial or personal relationships with other persons or organisations that inappropriately influence their actions. Financial relationships such as employment, consultancies, stock ownership, honoraria, paid expert testimony and patents are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal and the authors.
- Manuscripts should be typed in 1.5 spacing using Arial size 11 font.
- When citing electronic material please include the month in which you accessed the website. Where available, URLs for references should be provided.
- Manuscripts should be submitted by email in DOC, DOCX or PDF format. Manuscripts and associated images should be submitted directly to the Managing Editor, Lily Atkins, at latkins@rcseng.ac.uk.
- Written correspondence should be sent to: Managing Editor, *Primary Dental Journal*, Faculty of General Dental Practice (UK), The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London WC2A 3PE.