



Manuscript Preparation Checklist

The Manuscript

The manuscript document contains the following:

- Descriptive Title
- No author names
- Structured Abstract using headings appropriate for the type of article.
- Keywords (3 to 10)
- Body of the Manuscript using headings appropriate for the type of article.
- Reference list contains citations numbered in the order they first appear in the text and with all authors listed. (et al. not used)
- Reference list utilizes the correct ISSN abbreviation for any journal cited.
- Reference list utilizes the correct format for all citations as described in the guidelines.
- A list of figure legends for all images is included.
- Call outs are present in the body of the text for each image and table to be included in the manuscript.
- Data and other information tables are included in numerical order along with corresponding legends.
- The letter of assurance and copyright transfer is completed.

The Biosketch

The biosketch document contains the following information:

- A listing of all authors in the order they are to appear after the title of the manuscript.
- Full names of the authors are used with the last name capitalized.
- The academic degrees of all authors are present. (DDS, MS, MSC, PhD, etc.)
- The academic rank or title is included. (Full Professor, Associate Professor, Director, Lecturer, etc.)
- The institutional affiliation is present. (Name of Hospital, Dental School, University, private practice, etc.) The department of the institution is specified.
- Location of the institution. (City, State or Province and Country)
- Research interests of each author are listed.
- Major professional memberships of each author are listed.
- Contact information for each author is provided. (e-mail address, postal address, telephone number, and fax number.)
- The corresponding author is clearly identified.

The Images

Image files are prepared as follows:

- Image files are in the proper size and format (TIFF, JPEG, or PSD) and named according to the sequence in which they appear in the manuscript. (fig-01, fig-02, etc.)
- Image files of authors are of the proper size and format and named using the author's last name. (hunter.jpg, nanda.jpg, ozel.jpg, etc.)
- Essential labeling is present on the images.
- A statement, "Author photographs not to be included." Is present in the biosketch If an author photograph is not to be included.