

Instructions for Authors

INTERNATIONAL JOURNAL OF ORAL BIOLOGY

Aims and Scope

The *International Journal of Oral Biology (Int J Oral Biol)* is an official journal of the Korean Academy of Oral Biology (www.kaob.or.kr). It was launched in 1977. The journal contains original article (research article) and is devoted to the advancement and dissemination of fundamental knowledge concerning every aspect of vertebrate orofacial and dental tissues and bone, from the standpoint of anatomy, biophysics, biochemistry, genetics, immunology, microbiology, pharmacology, or physiology. The *Int J Oral Biol* is published quarterly (March 31st, June 30th, September 30th, and December 31st). Full text is freely available from: <http://www.kijob.or.kr>. This Journal is indexed & abstracted in Korea Med, KoMCI, KCI, RISS, NDSL, Google scholar, Crossref, Wsetern Pacific Region Index Medicus, OCLC WorldCat, British Library, and World Wide Science.

The contents can be found at the end of each volume. The *Int J Oral Biol* is supported, in part, by the Korean Federation of Science and Technology Societies (KOSF) Grant funded by Korean Government.

Reviewing Process

All original papers are assessed initially by a Manuscript Editor. The manuscripts may be returned rapidly without external peer review, if it is considered not competitive or outside the scope of the journal (vertebrate orofacial and dental tissues and bone, from the standpoint of anatomy, biophysics, biochemistry, genetics, immunology, microbiology, pharmacology, or physiology). Manuscripts that have passed an initial screening by the Manuscript editor, the Associate Editors select the reviewers and an Editor-in-chief makes the final decision on the manuscript. If necessary, the Editor-in-chief can ask the opinion of the fourth external reviewer. Referees who review a manuscript remain unknown to the authors.

Submission of Manuscripts

Submit the manuscript, including all photographs and other illustration, to the onlie article & journal management system, IJOB-JAMS (<http://kijob.jams.or.kr>).

Submitted manuscripts must not have been previously published or be under consideration for publication elsewhere. If a manuscript is accepted for publication, it may not be published elsewhere in the same form without the written permission of the Editor-in- chief.

Author check list and copyright transfer can be found during the submission process via homepage. (<http://www.kijob.or.kr>)

Organization of Manuscripts

Manuscripts should be written in English with the body text in 11 point Times New Roman or Korean with the body text in 11 point Batang typescript and double spaced, with approximately one inch margins (The article title, abstract, tables, figures and references should be written in English only). Avoid using footnotes and do not use italics for emphasis. Latin names should be given for all species used in the investigation. Where abbreviations are used, the word or words should be spelled out in full on initial appearance in the text, followed by the abbreviation in parentheses. In general, manuscripts should be organized in the following manner:

Title page

Provide a full title of the article, a running title of no more 50 characters, and full names and affiliations of all authors. At the bottom of the title page, give the name, address, telephone number, fax number, e-mail address and ORCID of the corresponding author

Abstract and Key words

On a separate page, should not exceed 250 words and must be self-explanatory and clear to the non-specialist readers. Key words should be given at the end of the abstract in five or fewer words or phrases. The keywords should be standard medical subject headings (MeSH)-Medline terms (<http://www.nlm.nih.gov/mesh>).

Introduction

Summarize the rationale and purpose of investigation and a brief survey of the existing literature on the subject. Do not use subheadings.

Materials and Methods

Provide enough detail to ensure the readers could repeat the described procedures, including statistical testing.

Results

Present the data without interpretation or subjective comments.

Discussion

Explain and interpret the data, especially as it relates to previous investigations. Present the highlights and limitations of this current investigation. State the conclusions and how they are supported by the data.

Acknowledgments

State all sources of funding for this investigation.

Conflict of interest

Authors must agree to disclose all affiliations, funding sources, and financial or management relationships that could be perceived as potential sources of bias.

References

References should be numbered consecutively in the order in which they are first mentioned in the text. Authors should identify references in text, tables, and legends by Arabic numerals in bracket, e.g., MMPs are implicated in both differentiation and migration of cells and programmed cell death [1,2], and thus they have been regarded as key regulators in tissue development [1-3]. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. The titles of journals are abbreviated according to the style used in the list of Journals Indexed for MEDLINE, posted by the NLM on the Library's web site (<http://www.nlm.nih.gov>). Authors are fully responsible for the accuracy of the references. The DOI (Digital Object Identifier), if available and if no print reference is available, should be provided. Manuscripts accepted but not published may be cited in the reference list by placing "in press" after the title of the journal. Examples of correct forms of references are listed below:

Journal articles

1. Lee EJ, Hong YG, Yoo HI, Yang SY, Kang JH, Kim MS, Kim SH. CsA affects the rat submandibular glands via regulating the cypA expression. *Int J Oral Biol.* 2012;37:153-159. doi:<http://dx.doi.org/10.11620/IJOB.2012.37.4.153>.
2. Yeon KY, Sim MY, Choi SY, Lee SJ, Park K, Kim JS, Lee JH, Lee KM, Oh SB. Molecular mechanisms underlying calcium current modulation by nociceptin. *Neuroreport.* 2004;15:2205-2209.
3. Didier H, Marchetti C, Borromeo G, Tullo V, D'amico D, Bussone G, Santoro F. Chronic daily headache: suggestion for the neuromuscular oral therapy. *Neurol Sci.* 2011;32 Suppl 1:S161-S164. doi: 10.1007/s10072-011-0515-6.
4. Lee JY, Choo JE, Choi YS, Shim IK, Lee SJ, Seol YJ, Chung CP, Park YJ. Effect of immobilized cell-binding peptides on chitosan membranes for osteoblastic differentiation of mesenchymal stem cells. *Biotechnol Appl Biochem.* 2009;52(Pt 1):69-77. doi: 10.1042/BA20070169.
5. Lee DS, Yoon WJ, Cho ES, Kim HJ, Gronostajski RM, Cho MI, Park JC. Crosstalk between nuclear factor I-C and transforming growth factor- β 1 signaling regulates odontoblast differentiation and homeostasis. *PLoS One.* 2011;6:e29160. doi:10.1371/journal.pone.0029160.
6. Kim MJ, Kim CS, Kim BH, Ro SB, Lim YK, Park SN, Cho E, Ko JH, Kwon SS, Ko YM, Kook JK. Antimicrobial effect of Korean propolis against the mutans streptococci isolated from Korean. *J Microbiol.* 2011;49:161-164. doi:10.1007/s12275-011-1002-8. Erratum in: *J Microbiol.* 2011;49:327.

Books

7. Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology.* 4th ed. St. Louis: Mosby; 2002.
8. Advanced Life Support Group. *Acute medical emergencies: the practical approach.* London: BMJ Books; 2001.
9. Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer.* New York: McGraw-Hill; 2002. p. 93-113.

Dissertation

10. Lee CH. Mechanisms of fluoride in the prevention of dental caries and periodontitis [dissertation]. City: Daehanmin University; 2014.

Patent

11. Hong GD, inventor; Hankook University, assignee. The ideal orthodontic wiring device. Korea patent KR 20110000000. 2002 Aug 1.

In press or Forthcoming

12. Lee CH, Rho HH. Mechanisms of fluoride in the prevention of dental caries and periodontitis. Science. Forthcoming 2015.

Minireviews

Minireviews are expected to be focused discussions of defined topics relevant to the scope of the *Int J Oral Biol*. Minireviews are not expected to be comprehensive reviews of the literature but rather focused discussions of specific topics. A standard title page should be provided. This is followed by an abstract of 100 words or less and then the text of the Minireview, which should not exceed 12 double-spaced manuscript pages in length, exclusive of tables, figures, photographs, and references. Up to three tables, figures, or photographs, total, may be included. References should be limited to no more than 50. Minireviews will be reviewed by three IJOB editors, with the aim of expedited processing.

Erratum

The Erratum section includes correcting errors that occurred during typing, editing, or printing of a published articles. Send Erratum to the IJOB editorial offices by e-mail (ijob-kaob@hanmail.net).

Illustrations

All necessary illustrations should accompany the manuscript, but should not be inserted in the text. All photographs, graphs and diagrams should be numbered consecutively in Arabic numbers in the order to which they are referred in the text. Illustration files should be in TIFF, GIF, JPG, PDF, EPS, or Power-Point format and must be labeled on the title line as Figure 1, 2, etc. Figures are resized during publication of the final full text and PDF versions to conform to the *Int J Oral Biol* standard dimensions, which are detailed below.

- width of 600 pixels (standard), 1200 pixels (high resolution).
- width of 85 mm for half page width figure;
- width of 170 mm for full page width figure;
- maximum height of 225 mm for figure and legend;
- image resolution of approximately 300 dpi (dots per inch) at the final size.

Figure legends should give sufficient information to make the illustration comprehensible without reference to the text.

Tables

Each table should be prepared on a separate page. Tables should be numbered consecutively with Arabic numbers. Type each table on a separate sheet, with titles making them self-explanatory. Tables should be provided in Word or HWP format not as graphic files pasted into text.

Proofs

Page proofs must be returned to the journal promptly. Proofs not received by the deadline will be published without the authors' corrections. Manuscripts that are accepted for publication are considered final copy and should not undergo any substantial changes in proof. Authors may be charged for excessive changes in proof, especially if these revisions cause publication delays.

Publication costs

1. Page charges: Basic page charge is \$300, which includes the charge for 30 offprints for all published manuscripts.
2. Colour charges: Authors will be assessed a charge for each page with color figure(s). Color figures can generally be reproduced in acceptable quality in black and white if authors are unwilling or unable to pay for color charges. Authors are asked to contribute towards the cost of printing color figures.

Reprints

Reprints may be purchased using the reprint order form sent to authors with the page proofs. Copies of that journal issue - at a specially reduced rate - may also be ordered on this form.

Ethics

Article 1 (Purpose)

The Regulations of Research Ethics are aimed to set forth the regulations in research ethics that the researchers should abide by and to prevent any possible violations of academic integrity in the review and publication process of the International Journal of Oral Biology (IJOB) published by the Korean Academy of Oral Biology.

Article 2 (Applicability)

The Regulations of Research Ethics apply to authors of IJOB and all individuals directly or indirectly related in the publication process of the IJOB.

Article 3 (Regulations)

1. The researcher shall in no way engage in research misconducts that are stated in the following Article 4. If a researcher is reported for violation of the regulations, he/she should cooperate with the investigation conducted by the Ethics Committee. In the case of non-cooperation, the behavior itself will be regarded as the violation of the Regulations.
2. The Editorial Board should request the review of submitted manuscripts to the referees who could fairly and accurately review the contents of the manuscripts.
3. The Editorial Board should not disclose the author, his/her institutional affiliation, and the contents of the manuscript until the decision of publication has been made and notified to the author of it.
4. The referees should impartially evaluate the manuscript requested for review by the Editorial Board based on the expertise in the relevant field and the submission guidelines of the Academy and notify the editor-in-chief of the evaluation results.
5. The referees should not disclose the information on manuscript requested for review. Also, he/she should not use the manuscript as a reference without the author's consent prior to publication.

Article 4 (The Scope of the Research Misconduct)

1. Forgery: Refers to the act of inventing non-existent data or findings.
2. Falsification: Refers to the act of distorting research contents or outcomes by altering, and tampering with the apparatus, procedure, and material of research, or deleting or adding the data willfully.
3. Plagiarism: Refers to the act of representing others' work as one's own without proper acknowledgement of the sources. Included are the cases of self-plagiarism of using identical ideas or data from previous publications.
4. Improper inclusion or exclusion of authors: Refers to not qualifying, without reasonable reason, a person who has contributed to the research contents or the results in scientific or technical terms for authorship, or to qualifying a person who has not contributed to them in scientific or technical terms for authorship.
5. Dual publications: Refers to publishing identical research contents in different academic journals twice or more.
6. Other behaviors that seriously deviate from the generally accepted norm in academic research.

Article 5 (Organization of Ethics Committee)

1. The Ethics Committee shall be comprised of the previous editor-in-chief as the chairperson of the Committee and the previous deputy editors-in-chief as its members.
2. If necessary, it is possible to temporarily appoint an individual, who assumes a higher status than the position of "associate professor" or equivalent in the relevant field, as a member of the Committee beside the editors.

Article 6 (Investigation Procedures and Measures)

1. The Ethics Committee shall report to the Editorial Board and begin the investigation on the relevant case when there is a case where the behavior of an individual reported for violations of the Regulations (hereafter, “the examinee”) is considered as research misconduct.
2. The Committee should give “the examinee” sufficient opportunity to defend oneself prior to making any decisions.
3. When “the informant” has made an intentional or significant mistake neglecting the fact and testimonies that stand against his/her statement and reported falsely, the Committee could recommend disciplinary measures against “the informant.”
4. The investigation results on the resources such as the proof of his/her research misconduct and the materials provided by “the examinee” alleged for research misconduct to defend oneself shall be reported to the Editorial Board.
5. The members of the Ethics Committee shall not disclose the identity of “the informant and “the examinee” and should take caution so that “the examinee’s” dignity and rights are not unjustly violated until the investigation of the Committee has completed and makes the final judgment on disciplinary measures.
6. Based on the investigation by the Ethics Committee, the Board of Directors shall decide whether to take further action or dismiss the case and the type of disciplinary measures. The following are further measures that the Board could take after the conclusion has been made:
 - (6.1) To notify “the examinee” and his/her institution of the Academy's final conclusion of the investigation and request appropriate measures for correction;
 - (6.2) To announce the final conclusion of the investigation in the subsequent issue of IJOB;
 - (6.3) To demand cancellation or modification for the article concerned;
 - (6.4) To notify the funding institutions of the research misconduct and the disciplinary measures;
 - (6.5) To temporarily suspend or deny the membership of the Academy for a given period;
 - (6.6) To prohibit contributing an article to IJOB for a specified period;
 - (6.7) To report to the legal authorities;
 - (6.8) Other measures judged to be necessary by the Academy.
7. Should “the examinee” or “the informant” wish to appeal against the judgment made, he/she may request re-investigation within 30 days of notice by submitting a statement indicating the reason for an appeal.
8. The relevant records of the investigation in the research misconduct shall be kept for five years after the termination of the investigation.
9. The amendment procedures for the Regulations of Research Ethics follow the amendment procedures of the IJOB Editorial Board regulations. In the case of an amendment, the members of IJOB will be considered complying with the new regulations without any additional procedures for acceptance.

Article 7 (Rules for Operation)

The issues not dealt with in this Regulation will be decided by the Academy’s Board of Directors with reference to the Research and Publication Ethics Manual provided by the Korean Council of Science Editors.