

GUIDELINES TO PREPARATION AND PUBLICATION OF MANUSCRIPTS

General guidelines

The articles to be published at the REVISTA PERIODONTIA from SOBRAPE should not have been published before and should be written in Portuguese, English or Spanish. Original research articles will receive priority for consideration but, review articles, and report of cases or techniques in Periodontology, could also be included. The REVISTA PERIODONTIA reserves all the authorial rights from the published manuscript. The information contained in the originals and published in the journal will be the responsibility of the author(s), and do not necessarily reflect the Editorial Board's opinion or the position of SOBRAPE.

Submission

The material should be sent by e-mail to revistasobrape@unitau.br

The letter of submission should be signed by all the authors and sent in care of the Editor by email (JPEG or PDF format), or fax (012-36324968) or mail (Rua: Expedicionário Ernesto Pereira, n.º 110, Centro, Taubaté- SP, CEP:12020-330).

Letter of Submission:

Title: _____

We hereby state that the material which is being submitted to the REVISTA PERIODONTIA from SOBRAPE is original and has not been published elsewhere. We agree that the copyright ownership of the work belong to the REVISTA PERIODONTIA. We are responsible for all the ethical aspects and for all the information contained in the article.

Presentation of the material

The articles should be typed in Arial 12 on A4 paper using the Word processor from Windows. They should be double-spaced and the margins should be 3 cm on all sides. The pages should have an average of 1600 characters (26 lines). The maximum number of pages is 20, excluding the references, graphs, figures and tables.

The pictures should be presented in one of the following options:

1- Photographic prints should have a minimum size of 15 cm x 10 cm and should be identified and numbered on the back;

2- Digitalized images in JPG file with 300 DPIs resolution and minimum size of 15 cm x 10cm should be sent separated from the body of the text and properly identified. Ex. (If the picture's name that appears in the text is FIG.01, than the file's name should be FIG.01.JPG);

3- Digitalized images in TIFF file with 300 DPIs resolution and minimum size of 15 cm x 10cm should be sent separated from the body of the text and properly identified. Ex. (If the picture's name that appears in the text is FIG.01, than the file's name should be FIG.01.TIFF);

The digital images that do not attend to these specifications should be sent for technical analysis regarding the viability to be published.

4- The legends should appear in a separated page, indicating the correct sequence.

5- The images will be published in black-and-white. There is a charge to the authors for publication of Color illustrations

Selection of the articles

The selection of the articles sent to the REVISTA PERIODONTIA will be performed by the Editorial Board, which has the authority to decide about their approval. In the review and approval process, which is going to be performed by a pair of reviewers, it is going to be evaluated: originality, methodological relevance, and adequacy to the publication guidelines.

Ethical considerations

Studies involving human subjects must be in accordance with the Helsinki Declaration of 1975, as revised in 1983, and must have been approved by the author's institutional ethical committee. The same considerations are valid for studies involving animals. The committee's certificate of approval should be sent by mail or fax, and the protocol number should be present in the body of the text.

Manuscript format

The manuscripts should be divided according to the following sections:

1- Title page (Portuguese, English, Spanish): should contain the manuscript's title written in bold, the name of each author numbered according to their affiliation (institution, city, country), the highest academic degree of each author, and the address of the author responsible for correspondence. The following pages should be presented in a continuous text form.

Ex: **Association of PDGF and IGF in Periodontal Regeneration – a review of the literature**

Fernando Hayashi¹, Fernando Peixoto¹, Christiane Watanabe Yorioka¹, Francisco Emílio Pustiglioni²,
¹MSc students in Periodontology, FOU SP

²PhD in Periodontology, FOU SP

2- Abstract: should give a concise and objective view of the work, including objectives, methods, results and conclusions. It should consist of no more than 1300 characters including dots, commas, etc...

3- Key words: they are the words or short phrases that identify the text's content. For your choice, you should consult the MeSH documentation. Number of key words: maximum of 6.

4- Resumo e unitermos: precise and adequate copy of the abstract and key words in Portuguese.

5- Introduction: it is a concise summary of the objectives of the study, and should cite the most relevant previous work. It should also present the hypothesis and the justification of the study.

6- Methods: should be presented in sufficient details so that it allows the confirmation of the findings, indicating the statistical analysis applied, when it is necessary.

7- Results: the relevant information of the work should be emphasized and presented in a logical sequence through the body of the text, figures, and tables, always making reference of the statistical tests that were used. The tables and figures should be numbered by Arabic numbers in the order of their appearance in the body of the text. Each table should contain its respective legend, which should be cited in the upper part of the table and prepared double-spaced on a separate page, after the references section. The figures should also be localized in a separate page, at the end of the text; however, their legends should be cited above them.

8- Discussion: the results should be compared to previous work in the literature. Final considerations about the work should also be given in this section.

9- Conclusion: it should objectively answer the proposed questionings.

10- Acknowledgements: financial support, technical assistance, laboratories, companies, and participants

11- References: should be numbered in alphabetical order by the author's last name and should be written according to MEDLINE's style (Vancouver). The references in the text should be identified by the author's name and should be written in bold followed by the year of publication, without numbering (ex: LASCALA, 1989)

In the cases where there are only two authors, the names should be separated by & (LANGER & LANGER, 1985). If there are more than two authors, it should be used the expression *et al* (SALLUM *et al*, 1998)

Examples of references:

Journals: 1.Blomlof JP, Blomlof LB, Lindskog SF. Smear removal and collagen exposure after non-surgical root planing followed by etching with an EDTA gel preparation. J Periodontol 1996; 67:841-845

Books: 2. Shafer WG, Hine MK, Levy BM. Tratado de Patologia Bucal.4th ed. Rio de Janeiro: Editora Guanabara,1987.

Chapter in a book: 3. Wton RE, Rotstein I. Bleaching discolored teeth: internal and external. In: Principles and Practice of Endodontics. Walton RE. Ed. Vil 2. Philadelphia: WB Saunders: 1996.p385-400

Dissertation or thesis: 4. Hyde DG. Physical properties of root canal sealers containing calcium hydroxide. [Mestrado]. Michigan: University of Michigan; 1986. 80 p.