

AUSTRALASIAN JOURNAL OF ORAL AND MAXILLOFACIAL SURGERY
(AJOMS)

Author guidelines

The *Australasian Journal of Oral and Maxillofacial Surgery (AJOMS)* is an online peer-reviewed scientific journal published twice yearly (May and November) and is open access to Australian, New Zealand, Oceanic Region and all members of the International Association of Oral and Maxillofacial Surgeons.

These author guidelines include the following sections:

- Publication process
- Permissions
- Types of articles
- Parts of the manuscript
- *AJOMS* style
- Checklist for the authors

If further help is needed, please contact Professor Alastair Goss (editorajoms@anzaoms.org).

Publication process

The author should submit a copy of the original manuscript via JotForm

(<https://form.jotform.com/223446605630856>) (electronic platform) in a recent version of Microsoft

Word without tracked changes and/or comments. On receipt, manuscripts will be reviewed by the

Editor and receipt acknowledged by email back to the Corresponding Author. For papers by advanced trainees in Oral and Maxillofacial Surgery, these should be first checked by the trainees' Director of Research. All manuscripts will be crosschecked using software to detect instances of overlapping or similar text from other publications. If the manuscript does not conform to the author guidelines, it will be returned to the Corresponding Author indicating those matters that need to be addressed. If found to be conforming to the Guidelines, the manuscript will be forwarded to two reviewers not associated with the authors' institution or location. The Editor will provide a detailed critique with a numbered list of suggestions or questions to the Corresponding Author with a decision of revision or rejection. Revised manuscript files with changes highlighted/tracked are to be resubmitted via JotForm. Reviewers and authors are required to complete their reviews/checks within 14 days. Authors should provide an itemised response to all questions and comments from the Editor. Completed manuscripts will be submitted to the Production Editor for preparation of publication.

Authors will receive an electronic copy of the pre-press draft for perusal prior to typesetting, and a copy of the final proofs prior to publication. No major changes in text are permissible at the final proof stage.

The Journal will provide the Corresponding Author with a pdf of the article once published.

Permissions

Material is accepted for publication on the understanding that it has not been submitted or published elsewhere, in any format. Neither the Australian and New Zealand Association of Oral and Maxillofacial Surgeons, nor the Editor, nor the publishers accept responsibility for the views or statements of the

authors or the advertisers.

For studies involving human subjects or tissue specimens, consent must be obtained. On submission, provide a brief statement that the subjects' rights have been protected and that informed consent was obtained. When laboratory animals have been used, the appropriate animal use/ethics committee should be acknowledged. These may be provided in a covering letter, together with the permissions to name people in acknowledgements and personal communications and to adapt or reproduce images or tables from other sources. The author should ensure that the manuscript contains a statement that all procedures were performed in accordance with relevant laws and institutional guidelines, and that all procedures have been approved by the appropriate institutional committee(s). The statement should contain the date and reference number of the relevant ethics committee.

AJOMS follows the International Committee of Medical Journal Editors (ICMJE) policy on data sharing. All research manuscripts must include a data sharing statement. See example statements below:

- The data underlying this article are available for sharing upon reasonable request to the corresponding author.
- The data underlying this article cannot be shared because of limitations imposed by the ethics approval for the study.
- This study did not generate any original data that can be shared.

We expect authors to be aware of the FAIR principles and the CARE principles for Indigenous

research data (please refer to <https://www.nature.com/articles/s41597-021-00892-0>).

- The authors must provide a signed copyright release form or letter including all co-authors.
- Conflict of interest/Exclusivity statement
- Patient consent for full face pictures without eyes blocked.

Types of articles

- Scientific articles
- Review articles
- Meta analyses
- Case reports
- Technical innovation articles
- Perspectives
- Letters to the Editor

Scientific articles

Scientific articles present the author's original research findings.

- Word limit: 6,000 words maximum, including references, tables and figures
- Abstract: structured: Purpose, Methods, Results, Conclusions; 200 words maximum
- Text structure:
 - Introduction
 - Methods
 - Results
 - Discussion
 - References

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- Figures and tables.

Review articles

Review articles are usually requested by the Editor and relate primarily to invited lecturers at conferences. Unsolicited review articles should be discussed with the Editor prior to preparation.

- Word limit: 6,000 words maximum, including references, tables and figures
- Unstructured abstract: 200 words
- Text structure:
 - Introduction
 - Body
 - References
 - Figures and tables (limit to those essential to the article).

Meta analyses

A systematic review with statistical analysis that quantitatively aggregates data contained within multiple studies to measure an outcome.

- Word limit: 6,000 words maximum, including references, tables and figures
- Structured abstract: Purpose, Methods, Results, Conclusions; 200 word maximum
- Text structure:
 - Introduction
 - Methods
 - Results
 - Discussion

- References
- Figures and tables (tables should rate the quality of the evidence and be limited to those essential to the article).

Case reports

Presents unique cases or unexpected adverse outcomes with recommendations for identification, prevention and management.

- Word limit: 2,000 words maximum, including references, tables and figures
- Unstructured abstract: 150 words
- Text structure:
 - Introduction
 - Case description
 - Discussion
 - References
 - Maximum of 3 figures or tables.

Technical innovation articles

Description of innovative or modified surgical techniques or instrumentation.

- Word limit: 2,000 words
- Unstructured abstract: 150 words maximum, including references, tables and figures
- Text structure:
 - Introduction
 - Technique description
 - Discussion
 - References

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- Maximum of 3 figures or tables.

Perspectives

Opinion pieces on current issues of interest to Oral and Maxillofacial Surgery. Authors should discuss with the Editor prior to preparation of the manuscript.

- Word limit: 6,000 words maximum, including references, tables and figures
- Unstructured abstract: 200 words
- Text structure:
 - Introduction
 - Body
 - References
 - Figures and tables: limited to those essential to the article.

Letters to the Editor

Letters to the Editor should be brief and confined topics from articles in the previous edition of *AJOMS*.

Parts of the manuscript

The manuscript should be submitted in separate files:

- Title page
- Main text file, with figure labels and tables at end
- Figure files.

Title page

The title page should contain:

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- Title (full informative title)
- Author names, initials, degrees
- Author institutional affiliations where the work was carried out
- Corresponding author, name, full postal address, phone and email address. The full address of the corresponding author accepting responsibility for proofreading should be clearly stated. The named corresponding author is responsible for keeping their co-authors informed of progress and any alterations/amendments to the original manuscript.
- Author contribution statement:

For each author, specify their contribution from the following list:

- conceptualisation
 - methodology
 - formal analysis
 - investigation
 - data curation
 - visualisation
 - writing – original draft
 - writing – reviewing and editing
 - consultation.
- Acknowledgements (if applicable and brief):
 - grants and financial support (the source of any funds or material for the research must be mentioned)
 - contribution of colleagues and institutions (only persons contributing significantly to the research or preparation of the article should be acknowledged. The author(s)

should obtain agreement from any person(s) acknowledged to include their name(s).

- conflict of interest statement (mandatory requirement). This statement has no bearing on the decision to publish or not to publish.
- All authors need to include a full statement of any real or perceived conflicts: state if artificial intelligence (eg, ChatGPT) was used in the writing of the paper; this should include extent of use and subsequent personal curation.

Main text file

The main text file should contain:

- title, short title (no more than 20 characters), abstract and key words (five in alphabetical order)
- all elements listed in the 'Types of articles' section.

The **Introduction** should briefly, and clearly, describe the background and rationale for the hypothesis to be tested or objective to be studied. The introduction should inform the reader why you started the study (beginning of the introduction), and state what you are going to do (end of the introduction). Only the most relevant earlier studies should be cited, and exhaustive reviews avoided.

The **Methods** should provide sufficient information for the experiments to be repeated. The design of the study or experiments, any specific procedures used, and statistical analyses must be described clearly and carefully. Previously published methods should be named and cited rather than described in full. New methods must be described fully, and the data used to validate them described

completely. A method used for only part of one experiment may be briefly described in the results section, in a footnote to a table, or a figure legend.

Results should introduce data in the form of text, tables and figures, and call attention to the significant findings, which may be negative. There should be no subjective comments, interpretation or reference to previous literature. The results should be reported concisely, using tables and figures to present important similarities or differences that cannot be otherwise presented or summarised in the text.

Tables should be double-spaced and should not contain any lines. Each table should be complete in itself with an appropriate title and accurate descriptors should head columns. Tables should be numbered in order of mention.

Please ensure that tables meet the following requirements:

- Supply tables as an editable Word text (not images or pdfs).
- Use a maximum width of 19 cm — authors can determine the width of their table by inserting a temporary row at the top of the table, merging all cells in this row, then reading the width from “Cell size” in the Table Layout section of the Word ribbon.
- Use 8 pt Arial font.
- Do not merge cells below the header rows; all rows must span the table from left to right, all data columns must span the table from below the header rows to the bottom of the table.
- Do not use the space bar or tab key to indent text.
- Do not include numbers (ie, $n = \dots$) in the header rows; they should be moved to separate,

labelled data rows.

- In Table layout, select “None” for Text wrapping.

Generally, up to four tables will be accepted per article. Arrangements should be made with the Editor when a paper contains a large number of tables. The statistical test(s) used may be given in a footnote to a table. Bars and arrows may be used to indicate significant findings between the groups tested. Asterisks may be used to mark any values equal to/exceeding stated levels of significance. Symbols, acronyms or abbreviations should be used sparingly. Explanatory footnotes should be used whenever possible rather than long titles. The number of significant digits used should be appropriate to the sensitivity and discrimination of the measure, and the differences to be illustrated.

Images should be kept to a reasonable number. The author(s) must keep master copies of all images, to be supplied to the Journal upon notification of acceptance of publication. All files/images must be clearly labelled. PowerPoint images or images embedded in the document are not acceptable. Images are to be submitted as individual high resolution files (300 dpi or higher), in TIFF format (LZW compression) or JPEGs. If in doubt, please email Professor Alastair Goss (editorajoms@anzaoms.org) for help.

Figures and illustrations will become, along with the manuscript, the property of the Journal. Authors may be charged if the number of figures and tables exceeds the limit stipulated for each article type.

Illustrations of cephalometric radiographs, tracings and profile photographs should show patients' right sides.

Clinical photographs of faces that do not have the eyes blocked out must be accompanied by the patient's permission/agreement to use the illustration. Include form as part of original submission.

The **legend** for each image, which should be typed double-spaced, may be included at the end of the manuscript. The legend should enable the figure or image to be interpreted without reference to the text.

Graphs should be clearly labelled at the abscissa and ordinate, and units of measure included.

The **Discussion** should explain and interpret the results with a scientifically critical view of previously published work. It should inform the reader what you found (beginning) and what the findings mean (end). Advances made by the study should be highlighted, and the limitations of the study mentioned. The conclusions should be stated and explained why they are merited by the data. This is the only section for subjective comments.

References should be relevant to the study under consideration. References must follow the style of the Journal, be accurate, and listed in the order they are cited. The accuracy of references is the responsibility of the author(s). References should be cited consecutively throughout the text by superscripted numbers. The reference list, corresponding with these superscripted numbers, should be typed on separate sheets at the end of the paper following the Acknowledgements.

AJOMS style

A summary of *AJOMS* style points:

- Fluency in English is essential.
- Do not indent paragraphs.
- Number all pages.
- Photographs and digital images must conform to the instructions outlined on the submissions site; that is, Images should be submitted as individual high resolution files (300 dpi or higher), in TIFF format (LZW compression) or JPEGs.
- Do not incorporate the tables and figures in the text.
- Authors are encouraged to keep papers as short as possible and minimise the text, number of tables, figures and references. See above descriptions on the types of articles for word limits and guidance on numbers of tables, figures etc.
- Spelling and grammar: the spelling reference for non-dental/medical words for the Journal is: *Macquarie Dictionary, Third Edition*. The authority for dental/medical terms is Butterworths Medical Dictionary.
- Units: in general, the International System of Unit Measurement (SI units) should be used. In some cases, it is acceptable to include non-SI units in parenthesis following the SI values. Insert the leading zero in all numbers less than 1.0 in the text, in tables, and in figures. Leave a space between numbers and the accompanying units (for example, 10 mg). Always spell out the words 'per cent' in the text, although the symbol may be used in formula equations, in the tables and in the illustrations.
- Numbers: for numerical figures quoted in the text, if the number is less than ten, spell it out, except when indicating inanimate quantities (eg, 5 mL). If the number is 10 or greater, it may be written in figures or words. If a sentence begins with a number, spell it out (eg, Ten

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patients).

- Proprietary names: these should be included in the text. State the manufacturer of the product/device followed by the place of manufacture.
- Reading on matters of style:
 - *Uniform requirements for manuscripts submitted to biomedical journals*, (International Committee of Medical Journal Editors) British Medical Journal Vol. 284, 1988.
 - *Style manual for authors, editors and printers*, (6th Edition). Australian Government Publishing Service, Canberra, Australia, 2002. The manual is also freely available online at <https://www.stylemanual.gov.au/about-style-manual/how-use-style-manual>.

References

- References should conform to the Vancouver style.
- In-text references should use a superscript Arabic number in the order in which they appear.
- Cite the surname and initials with no full stops.
- If more than three authors, cite the first three, with the remainder as 'et al'.
- All references quoted in the text must be listed.
- Use journal abbreviations according to Index Medicus.
- Include the year of publication, volume number, first and last pages of the article.

Examples:

Journal

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Goss AN, Ito K. Cryoneurotomy in the management of intractable trigeminal neuralgia. *Brit J Oral Maxillofac Surg* 2019; 57; 341-344.

Book

Goss AN & Linn R. Extractions to Reconstruction. The development of Oral & Maxillofacial Surgery in Australia & New Zealand. Historical Consultants Pty Ltd Adelaide. 2015; 1-248.

Papers awaiting publication

These may be included provided they have been accepted and listed in the references as being “in press”.

Websites

When referring to a website, include the date accessed. If only the website is cited, then include in the text in parenthesis. If additional to a reference, include at the end of the reference.

CHECKLIST FOR AUTHORS

- Original manuscript in Microsoft Word format (double spacing, adequate margins, all pages numbered)
- Signed copyright release form or letter
- Conflict of interest/Exclusivity statement
- Author contribution statement
- Patient consent for full face pictures without eyes blocked
- Title page: Title of article
- Full name(s) and address(es) on title page only
- Co-author names, affiliations and degrees
- Structured/non-structured abstract, and a list of key words
- Article main text
- References (Vancouver style)
- Legends to illustrations and tables
- Tables
- Illustrations

- Permission to reproduce material previously published

- Data sharing statement