

# Forum Implantologicum: Guidelines for Authors

## GENERAL INFORMATION

The Forum Implantologicum is the official organ of the International Team for Implantology (ITI), an academic non-profit organization dedicated to the promotion of evidence-based education and research in the field of implant dentistry. It is a bi-annual print publication that offers scientifically based educational papers, in particular illustrated narrative review articles. The Forum Implantologicum aims to provide its readership with pertinent scientific information on topics of current relevance translated into the context of daily clinical practice. It also provides a regular overview of ITI activities, developments and events.

Generally, every issue is devoted to a main topic agreed upon by the Editorial Board. The Editorial Board meets twice a year to discuss potential topics for inclusion in upcoming issues and to assign authors. As a general rule, the articles in Forum Implantologicum are by invitation only. Nevertheless, individuals can submit articles for review and discussion by the Editorial Board to determine their appropriateness for publication in one of the upcoming issues.

## SUBMISSION INSTRUCTIONS

Only manuscripts in English will be accepted.

### **a. Articles commissioned by the Editorial Board**

Manuscripts should be submitted as a Microsoft Word file (.doc or .docx) via email to the editorial office at ITI Headquarters (matthias.joesch@iti.org). Images and illustrations should be attached as separate, high resolution files in a format that can be opened using Adobe Photoshop (tif, jpg, psd, eps). Further information on the technical requirements for images and illustrations are available below.

Articles commissioned by the Editorial Board need to be submitted by the deadline for the intended issue:  
Editorial deadline for Issue 1: November 30  
Editorial deadline for Issue 2: May 31

### **b. Unsolicited articles**

Manuscripts should be submitted as a Microsoft Word file (.doc or .docx) via email to the editorial office at ITI Headquarters (matthias.joesch@iti.org). Images and illustrations can be scaled down and embedded within the Word file. However, if the article is accepted, separate high resolution files in a format that can be opened using Adobe Photoshop (tif, jpg, psd, eps) are required.

Unsolicited articles can be submitted at any time during the year and will be reviewed by the Editorial Board at its next meeting in order to determine their appropriateness for publication in one of the up-coming issues. Authors will be notified of the Editorial Board's decision after the meeting. As a matter of policy, the Editorial Board does not provide any reasons for not accepting submissions for publication.

## MANUSCRIPT PREPARATION

A manuscript should consist of the following components: Title page, short bio sketch as well as a “head and shoulders” photo for every author, keywords, structured abstract, introduction, body of text, conclusions, acknowledgements (if applicable), references, illustrations (including legends) and tables as appropriate.

Case reports should consist of the following components: Title page, short bio sketch as well as a “head and shoulders” photo for every author, structured abstract, introduction, case presentation, discussion, and conclusion/recommendation.

All manuscripts must be written in English.

### Manuscript format

Text should be typed using 1.5 line spacing. The outline or hierarchy of headlines should reflect the internal logic of the article. Extensive formatting is not required. Automatic or manual end-of-line hyphenation, tabs, soft returns and manual page breaks should not be used as such formatting features have to be manually removed by the editorial office at ITI Headquarters.

The Editorial Board reserves the right to edit manuscripts for length and to ensure conciseness, clarity and stylistic consistency, subject to the author’s final approval.

### Title page

The first page should include the title of the article (descriptive but as concise as possible) and the names, degrees, titles, professional affiliations and full address (including email address) of all authors.

### Bio sketch

Each author should include a short bio sketch (running text) of 300–400 characters (including spaces).

### Keywords

3–5 keywords that capture the main topics of the article must be included.

### Abstract

A structured abstract with a maximum of 250 words must be included.

### Legends

Every illustration must be numbered and cited in the text in order of appearance in brackets using the following format: (Fig. 1) or (Figs 1–3). Every illustration should have a legend. Legends must be numbered and typed using 1.5 line spacing on a separate page and included in the manuscript.

### Tables

Each table should be logically organized, typed as a separate page in the manuscript, and numbered sequentially. The title and footnotes should be typed on the same page as the table.

### Trade names

Generic terms are to be used whenever possible, but when a trade name is used, the name of the manufacturer should be provided when it is first cited.

## References

In text, references should quote the last name(s) of the author(s) followed by the year, e.g. (Black & Miller 1988). For three or more authors, the name of the first author is quoted followed by ‘et al.’, e.g. (Fox et al. 1977).

A list of references should be given at the end of the article, organized alphabetically according to the first author’s last name.

**Journal references:** author(s), (year in brackets), title of paper, *FULL title of journal in italic*, **journal volume number in bold:** first–last page numbers.

Example:

Tonetti, M. S., Schmid, J., Hämmerle, C. H. & Lang, N.P. (1993) Intraepithelial antigen-presenting cells in the keratinized mucosa around teeth and osseo-integrated implants. *Clinical Oral Implants Research* **4**: 177–186.

Note: for two or more authors, the name of the last author is preceded by an ampersand (&) and no comma.

**Book references:** author(s), (year in brackets), title, volume, chapter/page number, edition if other than first, place of publication, publisher

Example:

Lave, J. (1988) *Cognition in Practice*, Cambridge: Cambridge University Press

### Abbreviations

The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement. Abbreviations in the title should be avoided.

## IMAGES AND ILLUSTRATIONS

Images and illustrations must be sent as stand-alone, high-resolution digital image files in a format that can be opened using Adobe Photoshop (tif, jpg, psd, eps). Images embedded in a Word or PowerPoint file cannot be accepted. In order to ensure good print quality, a minimum image resolution of 300 dpi at an image output size of at least 9×6 cm/3.5"×2.3" is required.

Clinical images should exhibit:

- good and consistent illumination/light conditions
- consistent camera angles
- good view of treatment area
- adjacent teeth and gingiva

They should not exhibit:

- retractors, fingers, dental mirrors etc.
- too much blood, plaque and/or inflammation (i.e. “non-clean” site)

## PERMISSION AND WAIVERS

Permission from the copyright holder must be obtained for the direct use of material (text, photos, drawings) under copyright that does not belong to the author. It is the author’s responsibility to obtain these in writing and provide copies to the editorial office at ITI Headquarters together with the manuscript. Legends and tables should contain proper credit lines (full citation of the source and the words “Reprinted with permission”).

Waivers must be obtained for photographs showing identifiable patients in a case report, illustrations or documents. When such waivers are not supplied, the author is responsible for masking faces to prevent identification of patients.

## COMPLIMENTARY COPIES

Every author is given three complimentary copies of the issue in which his or her article is published.

## AUTHOR RESPONSIBILITIES

Authors submitting a paper do so on the understanding that it has been read and approved by all the authors and that all the authors agree to the submission of the manuscript.

## CONFLICT OF INTEREST DISCLOSURE

It is necessary that information on potential conflicts of interest be part of the manuscript.

## EXPERIMENTAL PROCEDURES IN HUMANS AND ANIMALS

Experimentation involving human subjects and animals will be published only if such research has been conducted in full accordance with ethical principles, including the World Medical Association Declaration of Helsinki and any additional requirements of the country in which the research was conducted.