**General Guidance for Authors**

**Title of the project**

Should catch the readers’ attention and be accurate.

**Abstract**

Summary of the report should be able to stand alone and be no more than 150 words.

**Introduction**

Should include

a) Clear description of aims and objectives

b) Explanation of the background to the project

c) The relevance of the project to Special Care Dentistry

**The literature review**

1. The literature review is relevant to the study/ project /report and should be contemporaneous.

2. References should be key ones that relate to the study.

**Study design**

1. Choice of study design is adequately justified and should be appropriate to the overall subject.

2. Method of data collection should be identified and any forms/ questionnaires that have been used for data collection should be included. If these aren’t available electronically you must supply 5 copies.

3. Enough information should be given to convey that the research method, intervention or care is sound from an evidence-based viewpoint.

**Presentation of results**

1. Any statistical information should be valid and robust.

2. Results should be presented clearly and concisely.

3. Graphics should be simple and inform rather than confuse the reader. They should relate to the text and overall subject.

**Discussion and conclusions**

1. There should be clear conclusions which should relate to the aims.

2. The limitations of the project in terms of validity and reliability should be clearly identified.

3. Costs and benefits should be considered.

4. Implications and/or follow-up work should be identified.

**Presentation format**

1) The project report should be typed, double spaced, and printed on one side of A4 paper, leaving a margin of 4 cm on the left hand side. One paper copy is required. Pages should be numbered consecutively, and securely fastened at the top left hand corner.

2) Page 1 should give:

a) The title of the report, without the author’s name.

b) An abstract up to a maximum of 150 words.

c) A statement highlighting the clinical relevance of the case report/ project/ essay.

**Other general points**

1) Annotation of teeth should be clearly marked in the Palmer style (e.g. Lower left three, /3)

2) Use the generic name for any drugs mentioned with (if pertinent) the proprietary name in brackets immediately after.

3) There is no limit on the number of graphs, tables, photographs or radiographs that may be included. However, authors should note that: -

a) Photographs and radiographs should be of a high quality, with serial photographs being of the same magnification and same exposure. When taking intra oral photographs it is advisable to leave your operating light on, for maximum illumination.

b) There is **appropriate** consent for publication of any patient photograph and that no patient’s names should appear in the text.

c) The text, photographs, graphics and conclusions should be original and consistent.

4) Acknowledgements should appear at the end of the text, before the reference section.

5) References should be in the Vancouver style and checked carefully by the author. ***They must be cited in the text in numerical order*** ***of appearance***, and appear in numerical order at the end of the report.

6) Relevant paper documents included in the entry (e.g survey forms, questionnaires) should be included in the electronic version i.e. the paper and e-mail entries should be the same. However if it isn’t possible to scan or otherwise make such items available electronically **5 paper copies** of the relevant documents **must** be submitted.