

## Instructions to authors

The BALKAN JOURNAL OF STOMATOLOGY provides contributors with an opportunity to publish review and original papers, preliminary (short) communications and case reports.

**Review papers (RP)** should present an analytic evaluation of certain problems in stomatology based on a critical approach to personal experience and to the published results of other authors.

**Original papers (OP)** should be related to the results of scientific, clinical and experimental research. They should investigate a certain stomatological problem using adequate scientific methods and comment the obtained results in accordance to the Previously published observations of other authors.

**Preliminary (short) communications (PC)** should concern the preliminary results of current research.

**Case reports (CR)** should be related to uncommon and rare clinical cases, interesting from diagnostic and therapeutic viewpoints. Case reports may be related to innovations of surgical techniques as well.

Contributors from Balkan countries should send their manuscripts to domestic National Editorial Boards (addresses are cited on the second page of the Journal) for reviewing. Contributors from non-Balkan countries should send their manuscripts to the Editor-in-Chief (Prof. Ljubomir Todorovia, Faculty of Stomatology, Clinic of Oral Surgery, Dr Subotiaa 4, 11000 Belgrade, Yugoslavia, fax: +381 11 685 361).

No fees are awarded for the submitted papers. Original copies of papers, as well as illustrations, will not be returned. Following acceptance of a manuscript for publication, the author will receive a page proof for checking. The proofs should be returned with the least possible delay, both by fax and the regular mail.

Offprints can be obtained on the author's request, the cost being paid by the author.

### Preparation of manuscripts

All manuscripts should be submitted in correct English, typed on one side of the standardized paper, in double spacing, with ample margins of not less than 4 cm, and the pages numbered.

Papers submitted for publication should be accompanied by a statement, signed by all authors, that they have not already been published, and are not under consideration by any other publication.

One copy of the manuscript with one set of figures and tables is required. Every article should also be submitted as a file on a DOS formatted, 3.5-inch floppy disk. The manuscript and the file on the disk must be identical, and the disk should contain no other file. The disk should be clearly labeled with the title of the article, the name(s) of the author(s) and the WP version (preferably Word for Windows).

The manuscripts should be set out as follows, with each section beginning on a separate sheet: title page, summary, text, acknowledgements if any, references, tables and captions of illustrations.

**Title page.** The title page should give the following information: 1) title of the paper, 2) initials, surname and the institution address of each author, 3) name, address, telephone and fax number of the author responsible for correspondence and to whom requests for offprints should be sent and 4) sources of support in the form of grants if any.

**Summary.** This should consist of not more than 200 words summarizing the contents of the paper. It should include the title of the paper, but without the names of authors and institutions. Key word should be included, according to Index Medicus.

**Text.** The complete title should precede the text (but without authors and institution names). Headings should be appropriate to the nature of the paper. Normally, only two categories of headings should be used: major ones should be typed in capital letters in the centre of the page and underlined; minor ones should be typed in lower case (with an initial capital letter) at the left hand margin and underlined.

All illustrations, labeled as figures (such as photographs, line drawings, charts or tracings) should be submitted as high-contrast prints, black and white, suitable for publications. They must be marked on the back with the title of the paper, numbered with arabic numerals in the same order as they are cited in the text, and the top edge indicated with an arrow. Photomicrographs should have the magnifications and details of staining techniques shown. Short explanatory captions of all illustrations should be typed on a separate sheet.

Tables should be typed on a separated sheet. Each table should have a short heading (title) above and any footnotes, suitably identified, below. Tables should be numbered consecutively with arabic numerals. Do not submit tables as photographs. Ensure that each table is cited in the text. Abbreviations are not desirable.

**References.** References in the text should use superscript numerals as they appear in the list of references, with or without the name(s) of the author(s). The list of references at the end of the paper should be typed in double spacing on a separate sheet, arranged alphabetically and numbered, and should include all references cited in the text. For review papers, references can be arranged consecutively and numbered (by arabic numerals) as they are cited. The accuracy of references is the responsibility of the author.

Titles of journals should be abbreviated as used by Index Medicus. The format for references should be: year-volume-first and last page. References to monographs should also include publisher and the page(s) referred to.

### Examples:

1. Brown JS, Browne RM. Factors influencing the patterns of invasion of the mandible by squamous cell carcinoma. *Int J Oral Maxillofac Surg*, 1995; 24:417-426.
2. Sternbach RA. Pain patients - traits and treatment. New York, London, Toronto, Sydney, San Francisco: Academic Press, 1974, pp 20-30.
3. Koulourides T, Feagin F, Pigman W. Experimental changes in enamel mineral density. In: Harris RS (ed). *Art and Science of Dental Caries Research*. New York: Academic Press, 1968, pp 355-378.