

CONDITIONS FOR PUBLICATION IN THE JOURNAL “ČESKÁ STOMATOLOGIE A PRAKTICKÉ ZUBNÍ LÉKAŘSTVÍ” (“CZECH DENTAL JOURNAL”)

These conditions for publication in the journal “Česká stomatologie a praktické zubní lékařství” (hereinafter the “Conditions”) include in particular:

- instructions for authors of scientific articles and for authors of other papers published in the journal “Česká stomatologie a praktické zubní lékařství”
- license agreement between the author and publisher
- other conditions and rules for publication in the journal “Česká stomatologie a praktické zubní lékařství”.

The Conditions apply to all papers published in the journal “Česká stomatologie a praktické zubní lékařství” or papers which are being prepared for publication, unless the individual conditions, guidelines or rules imply that it only applies to the scientific report; such a condition, guideline or rule shall apply reasonably to papers that are not a scientific report.

CHARACTERISTICS OF THE JOURNAL

The journal “Česká stomatologie a Praktické zubní lékařství” (hereinafter the ČSPZL), ISSN 1213-0613 (Print) and ISSN 1805-4471 (Online), is a scientific journal aiming to publish basic and applied research at the level of clinical and experimental studies, as well as epidemiological studies and statistical evaluations of dental care, partial and final results of grant projects, reviews of scientific literature, scientific sessions, especially in the fields of physiology, pathology and prevention of oral health, including the maxillofacial area.

The scientific reports offered for publication are reviewed. The professional value and originality of the work are assessed by the editorial board and by two independent external reviewers.

The journal ČSPZL is indexed in:

- List of peer-reviewed non-impacted journals published in the Czech Republic (Science, Research and Innovation Council of the Office of the Government of the Czech Republic)
- Bibliographia medica Českoslovaca
- EBSCO Academic Search Complete

STATEMENTS AND LEGAL AND ETHICAL ASPECTS

• **USE OF THE WORK AS COPYRIGHT.** By sending the manuscript to the editor, the author gives to the publisher a license to use his work by reproducing, distributing and communicating to the public. Communication to the public means especially making the work available through the press, the inter-

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By sending the manuscript to the editors, the author agrees that the creation of the paper did not and its proper use by the publisher will not affect or jeopardize the right of any person or violate legal regulations or good morals.

• **ORIGINALITY OF SCIENTIFIC ARTICLE.** Only original papers that have not been published anywhere or offered elsewhere for publication and which have been approved for publication in ČSPZL by all authors are accepted for publication. **Authors are obliged to prove these facts by written declaration signed by the lead author.** Translation of a foreign language text published in another periodical is not considered as original paper.

• **PROTECTING THE RIGHTS OF PERSONS AND ANIMALS.** If the work is based on experiments conducted on humans or laboratory animals, it must be stated in the text and in a separate statement that the clinical study was ethically correct (approval of the ethics committee with stated reference number) and in accordance with the Helsinki Declaration (as amended).

• **KEEPING ANONYMITY OF PERSONS.** Patients' names, initials or registration numbers or other possible identifying features must not be mentioned in the paper. If authors use pictorial documentation of a person in their publication, **they must ensure that he/she cannot be identified or obtain his/her written consent for publication.**

• **CONFLICT OF INTERESTS.** If the work evaluates specific products/materials or discusses their use, there may arise doubts about the author's independence and results. It is necessary for each of the authors (co-authors) to notice in a statement that they either have no conflict of interest, i.e. they are not related to persons involved in the production or distribution of the mentioned products/materials, or state what relationships they have with them.

CHARACTERISTICS OF SCIENTIFIC PAPERS

The following types of work are considered as scientific papers:

- Original article
- Review article
- Case report
- Brief communication, Preliminary report
- Opinion piece
- Professional article
- Letter to the editor

ORIGINAL ARTICLE is a paper dealing with a particular topic; it is usually described as a study: clinical, experimental, retrospective, prospective, epidemiological, statistical, analytical, educational, etc. The paper is divided into sections "Introduction and aim", "Material and methods", "Results", "Discussion", "Conclusion" and "References", it always contains "Summary" and "Key words" in Czech and English language.

Extent: up to 15 standard pages of text incl. "References" (+ title page + figures with legends).

REVIEW ARTICLE is a paper summarizing current knowledge about a specific scientific issue. **Own knowledge can be stated only in the form of citations of own articles (self-citations), listed in the references.** It always contains the section "Introduction and Aim of the Review", "Conclusion" and can be further divided individually. It is finished by the section "References", always contains "Summary" and "Key words" in Czech and English language.

Extent: up to 18 standard pages of text incl. "References" (+ title page + figures with legends).

CASE REPORT is a paper describing a clinical observation (one or more similar), with appropriate commentary. It is usually divided into "Introduction and Aim", "Case presentation", "Discussion", "Conclusion" (the sections "Discussion" and "Conclusion" can be combined), and "References". It always contains "Summary" and "Key words" in Czech and English language.

Extent: up to 12 standard pages of text incl. "References" (+ title page + figures with legends).

BRIEF COMMUNICATION AND PRELIMINARY REPORTS are papers about original research with a breakthrough finding that may be of interest to scientists from other disciplines. In a very brief, abbreviated form, they introduce the results (even preliminary) of investigations, research and clinical observations. They contain the same parts as the original article incl. "References", sections "Discussion" and "Conclusion" can be combined, and they always contain "Summary" and "Key words" in Czech and English language. If the character of a short report requires it, it is not necessary to follow the traditional structure of the text.

Extent: up to 9 standard pages of text incl. "References" (+ title page + figures with legends).

OPINION PIECE is a reflection on a specific topic with the aim of reaching a more general solution. The opinion piece is structured similarly to the review article incl. "References". Sections "Summary" and "Key words" in Czech and English language are recommended.

Extent: up to 9 standard pages of text incl. "References" (+ title page + figures with legends).

PROFESSIONAL ARTICLE is a report about knowledge and experience acquired in the diagnosis, prevention and therapy of specific diseases in the field of dentistry, focused on experience in working with new technologies, materials, tools and instruments, software related to the field. The sections "Introduction and Objective", "Conclusion" and "References" are required; it always contains also sections "Summary" and "Key words" in Czech and English language. Further text may or may not be divided according to the author(s).

In the case of naming specific brands of any products, the editorial board reserves the right to assess, if it is not a so-called hidden advertising of the product.

Extent: up to 9 standard pages of text incl. "References" (+ title page + figures with legends).

LETTER TO THE EDITOR is a commentary on a controversial publication previously published by the journal. The authors of the criticized article usually also comment on this commentary. The section "References" is recommended.

Extent: up to 3 standard pages of text incl. "References" (+ figures with legends).

The complete manuscript of the scientific paper contains:

- 1) title page**
- 2) the standard pages of the text in the relevant structure, including references and, where appropriate, an indication of the source of financial support and acknowledgments**
- 3) figures including their list with legends** (see the chapter below "Figures")
- 4) the signed declaration of the author(s) on the originality of the scientific report and other signed declarations** (see the chapter above "Statements and legal and ethical aspects")

Ad 1) Title page of the scientific paper:

- Title of the paper and characteristics** (in parentheses under the article), first in

Czech (Slovak) and then in English version.

- The surname and first letter of the first name of each author** without academic and educational degrees. For several authors from different workplaces, the index number of the workplaces is after the first name (e.g. Novák J.¹, Veselá M.^{1,2}).

- Affiliation - the name of the workplace,** or the name of the department of the institution where the author works, the place, eventually state. If there are more institutions, a numerical index is placed in front of them (e.g. ¹Dental Clinic... ²Academy of Sciences of the Czech Republic...).

- Summary and Key words and their English translation.** The summary must have a range of 350-400 words. For original papers, case studies, brief and preliminary reports, it is always divided into the sections "Introduction, aim", "Methods", "Results" with event. statistical analysis and "Conclusion (s)" which arises from the results. The key words are in the form of 3-10 entries or short phrases, separated by a comma, which allow documentation of the work in terms of its content.

- The full name, surname and titles of the (corresponding) author** who is responsible for proofreading, communication with other authors and the editor, as well as his **contact address, including e-mail and telephone.**

Ad 2) The standard pages of the text in the relevant structure

It is recommended to divide the text into chapters. If the mentioned issue is of a broader scope, then it is better to divide the article into two separate parts, which are subsequent in their content. There is used a pragmatical information procedure, scientific description and scientific reasoning without subjective and rhetorical coloration.

- Introduction.** It expresses the meaning of the article, summarizes the reasons for the study or observation, and should not include the results or conclusions of the work. **The goals of the work are stated at the end of the introduction.**

- Methodology, set (patients, probands), material.** Description of observed or experimental subjects (set of patients, probands, etc.) including controls, used methods, devices (manufacturer's name and identification in parentheses) and examination procedures (determined in details to allow other workers the reproduction). For known methods, including statistical methods, reference to the relevant literature is enough. For less

known but published, it is advisable to add a short description. New or substantially modified methods must be described in more detail. The drugs, chemicals and medical devices used must be accurately identified, including their generic name, dose and route of administration, as well as the manufacturer.

- **Results.** The results are presented in a logical structure in the text, tables and illustrations. There is no need to repeat data from tables and illustrations in the text, only significant findings are highlighted or summarized.
- **Discussion and Conclusion.** It will highlight new and significant aspects of the study and the conclusions drawn from it. The results of the study will be compared with the results of other authors and with the goals set by the work. It is possible to put forward new hypotheses if they are justified, but it is necessary to draw attention to this aspect. Recommendations for further research, therapy and clinical practice may be included as well as negative research results.
- **Other parts of the text.** At the end of the article, there are **stated sources of financial support, event, acknowledgement, complete contact address of the corresponding author.**
- **List of literature** prepared according to the requirements given in the chapter "References" below.

OTHER PAPERS

These are all articles, including all their parts, and figures published in the ČSPZL journal, which are not included above in the chapter "Characteristics of Scientific Reports". The scope, form and method of structure of these papers is individual and is based primarily on the requirements of the ČSPZL journal common for the relevant rubric. These papers represent **history of the field**, including important personalities, **reports from professional events, abstracts, reviews of scientific publications, personals** (laudation, obituary), etc.

The publication of these papers is decided by the ČSPZL editorial board appointed by the publisher or by the publisher.

ACCEPTANCE OF MANUSCRIPTS AND THE REVIEW PROCESS

- **ČSPZL journal accepts manuscripts in Czech, Slovak and English language.** In the case of the English text, it is necessary to provide the title of the paper, a more detailed Summary and Key words in the Czech

(Slovak) translation. In case of a foreign author who does not speak Czech, the editors of the journal will ensure the professional translation of the relevant parts of the manuscript into Czech.

- **The manuscripts of all types are handed over to the editors in digital form (e-mail, CD, etc.) with all attachments.**
- **The manuscript sent to the editors must be in the final version.**
- **The editorial board of the ČSPZL appointed by the publisher decides on the acceptance of a scientific paper for publication, based on a peer review. The author of the work is informed about the outcome of the review process as soon as possible. The publication of another type of paper is decided by the editorial board appointed by the publisher or by the publisher.**
- **The review proceeds in a double-blind way**, i.e. the reviewers do not know the names of the authors and the authors do not know the names of the reviewers.
- **The publisher reserves the right to ask the author to modify the scientific article on the basis of the expert review opinion (s) and the recommendation of the editorial board, to make the necessary linguistic modifications of the text of the manuscript, as well as the possibility not to publish it.**
- **The author of the scientific report will visibly mark all the modifications made according to the recommendations of the reviewers and the editorial board in the new version of the manuscript** (e.g. in color, in the form of the function "Track changes", etc.). **At the same time, the author will elaborate his/her reaction to the recommendations of the reviewers and the editorial board (settlement of comments)**, where can be described any reasons why he/she did not accept some of the recommendations.
- The publisher decides on the inclusion of an approved scientific article and other paper for publication in the particular ČSPZL issue.
- The scientific article **should correspond in terms of content and form to these Conditions.** If the work does not meet these requirements, the editorial board will decide whether to deal with the scientific article anyway.
- **Proofreading.** The editors send the paper processed in the graphic studio for proofreading in PDF format to the author. If the author does not respond with his

corrections even after the reminder, it is considered approved by the author.

TEXT PROCESSING

- **The standard page of the manuscript (normed page) of all papers contains 1800 keystrokes including spaces** (i.e. 30 lines of 60 keystrokes including spaces).
- **The text** must be saved in a *.doc or *.docx file format. **Recommended formatting:** Times New Roman font, font size 12, paragraph: spaces before and after paragraph 0, double spacing of lines.
- **All pages of the text must be numbered.**
- The use of justification and hyphenation is **not allowed**; lines cannot be terminated by the "enter" key (this key is used only for paragraph termination).
- **It is necessary to strictly distinguish** the numbers 0 and 1 from the letters O and I.
- **It is advisable to limit the use of abbreviations** (an explanation should be added for the first use of the abbreviation). **Title and sections titles cannot include abbreviations.**

REFERENCES

- **References should not be older than ten years.** Older papers are cited if they have a historical relationship to the issue or have brought a developmental shift in partial research; their number should not exceed one third of all citations. **The number of self-citations** must not be more than one fifth of all the cited literature. **It is recommended to cite available articles of Czech authors.**
- The **National Library of Medicine style** (NLM style, also known as Vancouver style) is used to create bibliographic citations.
- The titles of cited journals are given in the form of their international abbreviation, if any exists (e.g. J Clin Periodontol).
- References list should be sorted by the **numerical reference method**, i.e. in the order in which they are cited for the first time in the text. Reference numbers are enclosed in square brackets. They are also listed chronologically by numbers in the list of references (i.e. not alphabetically).

Example of a reference in the text: The patients most often suffer from dental caries and periodontal diseases [1].

- Examples of recommended citation methods are given below. It is necessary to maintain uniformity of citing throughout the paper.

FIGURES

- Photographs, X-ray images and outputs of various imaging methods, tables,

graphs, drawings, schemes are **considered as figures**.

- **The figures must be processed electronically into digital data**, in exceptional cases it can be delivered as an original real artwork (e.g. unique historical photograph, original drawing, etc.).
- **Photos, X-rays, etc.** may not be sent as a text file (such as *.doc or *.docx) or in a presentation format (such as *.ppt), nor inserted into the standard page of the manuscript, i.e. into a text file. **They should always be created as a separate attachment in the appropriate .jpg or .tiff format in high resolution**; the size of the submitted image in cm at 300 dpi is also the maximum size of the expected printed image in the journal.
- **The charts/diagrams** must be processed in .xls or .xlsx format with attached original numeric data. Alternatively, the graphs can be transmitted in .pdf, .png, etc.
- **The tables** must be processed in .xls or .xlsx format. Simple tables can be processed in a text editor in the format .doc or .docx.
- **Insufficient quality** of figures may be a reason for rejecting the manuscript.
- **All figures must be referred to in the text**, e.g. (Fig. 1), (Graph 1), (Tab. 1), in the order in which they appear in the manuscript.
- **The author is obliged to prepare a separate list of figures on a separate sheet with titles of individual pictures and legend.**
- **Use of extraneous materials:** diagrams, images, graphs, etc. may only be published with the written consent of the copyright

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REFERENCES – EXAMPLES OF THE RECOMMENDED CITATION METHOD

according to National Library of Medicine style (NLM style, known also as Vancouver style)

Standard articles

(all authors are listed):

Names of author(s). Name of the article. Abbreviated title of the journal. Year; issue (number): page(s).

1. McGuigan MB, Louca C, Duncan HF. Endodontic instrument fracture: causes and prevention. Br Dent J. 2013; 214(7): 341-348.
2. Bořilová Linhartová P, Fassmann A, Linhartová J, Izakovičová Hollá L. Farmakoterapie recidivující aftózní stomatitidy u pacientů s geneticky podmíněnou sníženou schopností metabolizovat kyselinu listovou – pilotní studie. Čes. stomatol. Prakt. zubní lék. 2019; 119(1): 4-10.

Article in an online journal

(all authors are listed):

1. Parashos P, Phoon A, Sathorn C. Effect of ultrasonication on physical properties of mineral trioxide aggregate. Biomed Res Int. 2014; 2014(12): 191984. doi: 10.1155/2014/191984.

Books and other monographies

(if the whole book is cited the total number of pages is not stated):

Name of author(s). Title of the book. Issue number. Place of publication: name of publisher; year of issue, page(s).

1. Pazdera J. Základy ústní a čelistní chirurgie. 3th ed. Olomouc: Univerzita Palackého v Olomouci; 2013, 20-27.

Chapter from the book

(the chapter number is not stated):

Name of author(s). Title of the chapter. In: Name of the author of the book. Title of the book. Issue number. Place of publication: name of publisher; year of issue, page(s).

1. Vaněk J, Fassmann A. Osteologie. In: Šimůnek A et al. Dentální implantologie. 2nd ed. Hradec Králové: Nucleus HK; 2008, 42-43.

Conference booklets, etc.

Name of author(s). Title of the booklet.

Date of event; venue. Place of publication: name of publisher; year of issue, page(s).

1. Drástová H. Lidská práva a způsobilost k právním úkonům. Sborník referátů XXXI. soudně psychiatrické a psychologické konference; 2008 říjen 15-18; Valtice. Praha: Galén; 2009, 95-99.

Electronic materials

Name of the company which officially stands behind the material. Name of the material [cited date]. Available from: <http://www...>

1. American Association of Endodontist. AAE clinical consideration for a regenerative procedure. [cited 2019 Feb 25]. Available from: <https://www.aae.org/specialty/wp-content/uploads/sites/2/2017/06/currentregenerativeendodonticconsiderations.pdf>

holder, and it must be noted that the image, etc., is published with the permission of the author.

PRACTICAL NOTES

- Only the citations from the most commonly used types of sources are listed in the "Examples of the recommended citation method". If a citation from another type of source is used, the NLM style guide, which is freely available at: <https://www.ncbi.nlm.nih.gov/books/NBK7256/>, can be used for the correct entry.
- You can use citation managers to create your desired citation method, such as paid **EndNote** (<https://endnote.com>) or freely

accessible **Mendeley**

(<https://www.mendeley.com>).

- **Name of the author is written in the format:**

Surname and initials of first name(s) (without dots, the dot is after the name of the last author).

For example: McGuigan MB, Louca C, Duncan HF.

- International journal abbreviations can be found at MEDLINE/PubMed Resources: <http://www.ais.up.ac.za/health/lsiweb.pdf>

To create abbreviations you can use:

<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>