Sulaimani Dental Journal

Guidelines for Authors

V2.9.1, November 2026

Authors are invited to submit original research aligned with the scope and aims of the Sulaimani Dental Journal. All submissions undergo an initial editorial screening for quality, originality, and relevance, followed by a peer-review process. Authors must adhere to the International Committee of Medical Journal Editors (**ICMJE**) recommendations on authorship. Submissions must include full author details: full name, institutional affiliation, contact email, and **ORCID**.

Authors are responsible for obtaining permission to reproduce any third-party content (e.g., images, tables, datasets) and must ensure that all listed authors agree to be identified as contributors. Where applicable, ethical clearance should be secured for studies involving human or animal participants. A Data Availability Statement is required for all research articles (see Research Data Sharing and Availability below).

To avoid desk rejection, ensure your manuscript is clearly structured, grammatically sound, and scientifically valid. A concise, informative title and a well-written abstract increase the chance of reviewer engagement. Complete Guideline for Authors and sample templates are available at the **Manuscript Template page.**

Originality Check and AI-Generated Content Declaration:

At Sulaimani Dental Journal, we are dedicated to upholding the highest standards of academic integrity and ethical publishing. To ensure the originality, transparency, and authenticity of all submissions, every manuscript undergoes a rigorous screening process prior to peer review.

We utilize Turnitin's advanced plagiarism detection software to assess each manuscript for text duplication, improper attribution, and potential misuse of AI-generated content. This software compares submissions against an extensive database of academic literature, web content, and proprietary sources. Authors bear full responsibility for the authenticity of their work. All sources must be properly cited, and manuscripts must not have been previously published or concurrently submitted to other journals. Any form of plagiarism, data fabrication, or duplication may lead to immediate rejection or further editorial action.

In addition, the use of artificial intelligence (AI) tools must be transparently disclosed. While the use of AI for English language proofreading is acceptable, any AI-assisted contributions—such as writing, data analysis, figure generation, or literature summarization—must be clearly stated in the manuscript. Undisclosed use of AI or detected AI-generated content that compromises ethical research standards will result in rejection without further

consideration. All ethical concerns—including plagiarism, AI misuse, and authorship disputes—will be addressed in accordance with the guidelines of the **Committee on Publication Ethics (COPE)**.

By submitting to Sulaimani Dental Journal, authors affirm that their work is original, ethically compliant, and free of any undisclosed AI involvement. Our commitment to academic integrity safeguards the credibility, reliability, and scholarly value of the research we publish.

For questions regarding this policy, please contact the Editorial Office.

Research Data Sharing and Availability

All research articles must include a Data Availability Statement in the manuscript, placed after the Funding statement and before the References. The statement must state one of the following:

- The data are in a public repository (give the DOI or link).
- The data are within the article or its supplementary files.
- The data are available on request, with the access conditions and the reason they cannot be deposited publicly.
- The data cannot be shared, with the specific legal, ethical, or contractual reason.

A bare "available on request" statement is not accepted, and submissions without a statement are returned before peer review. Authors are encouraged to deposit de-identified data, analysis code, and data collection instruments in a repository that issues a DOI (e.g., Zenodo, Figshare, Dryad, Mendeley Data, OSF) and to cite the dataset in the reference list. Human participant data must be fully de-identified and shared only within the limits of informed consent and ethics approval. Authors must provide raw data to editors and reviewers on request and keep the underlying data for at least 5 years after publication. See the journal's Bioethical Security page for the full policy.

Article processing charge

The Sulaimani Dental Journal promotes open-access research while maintaining high publication standards. To cover the costs of editorial processes, peer review, production, and online hosting, the journal applies Article Processing Charges (APCs) for accepted manuscripts.

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The submitting author(s) confirm that:

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- The journal may deposit the article in abstracting, indexing, and archival databases to promote broader dissemination.

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5. Ethical Compliance and Conflict of Interest

- The author(s) declare that all conflicts of interest have been disclosed.
- The manuscript adheres to ethical standards for research, including appropriate approval for studies involving human or animal subjects.
- The Sulaimani Dental Journal adheres to the principles of the **Committee on Publication Ethics (COPE)**. We are committed to maintaining the highest standards of integrity in research and publication. All cases of potential misconduct, including plagiarism, data fabrication, unethical research, or disputes in authorship, will be handled following COPE's core practices and flowcharts.

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Submission Checklist

All submissions must meet the following requirements.

- This submission meets the requirements outlined in the Author Guidelines.
- All author/s' details provided, including: full name, email contact, affiliation, and author ORCID. All authors details should be added to the system during submission.
- This submission has not been previously published, nor is it before another journal for consideration.
- All references have been checked for accuracy and completeness.
- All tables and figures have been numbered and labeled. All tables and figures should be added to the main manuscript at the end after the references section. Separate figure files of higher quality could be uploaded during submission, if necessary, as separate files.
- Permission has been obtained to publish all photos, datasets, and other material provided with this submission.
- The manuscript includes a Data Availability Statement. Shared data are de-identified and consistent with participants' consent and ethics approval.

- This submission complies with the ethical standards of the journal and COPE guidelines.
- By submitting, authors agree their article will be published under Creative Commons Attribution-NonCommercial-ShareAlike 4.0 (CC BY-NC-SA 4.0 license).

Authors are strongly encouraged to follow relevant reporting guidelines when preparing and submitting manuscripts, and to upload the checklists during submission of guarantee that their methodology and findings are fully transparent, verifiable, and reproducible. Examples are: CONSORT for randomized controlled trials; TREND for non-randomized trials; PRISMA for systematic reviews and meta-analyses; STROBE for observational studies; SRQR for qualitative studies; STREGA for genetic association studies; STARD for diagnostic accuracy studies, and ARRIVE for animal experiments. Authors of systematic reviews and clinical trials are encouraged to share extracted data, search strategies, and protocols.

Submission of Revised Manuscript

Authors invited to revise their manuscript should submit the revised version within **21 days** of the editorial decision. Revised manuscripts submitted after the deadline may be considered withdrawn unless an extension has been approved in advance by the Editorial Office.

A revised submission must include:

- A clean version of the revised manuscript.
- A version showing all revisions using Track Changes.
- A detailed point-by-point response to every reviewer and editor comment, indicating the page and line numbers where changes have been made.

Authors who are unable to meet the revision deadline should submit a request for an extension to the Editorial Office before the deadline expires. Extension requests will be considered at the discretion of the Editor.
Failure to submit a revised manuscript within the specified timeframe, without prior approval for an extension, may result in the manuscript being considered withdrawn from the review process. Any resubmission after withdrawal may be treated as a new submission and undergo a new editorial assessment.

Required Submission Files

Please submit the following as separate documents (sample templates can be found **here**):

1. **Cover Letter** – Includes manuscript title, originality confirmation, reuse permission (if applicable), and author contribution statement.

2. **Title Page** – Lists the title (in title case), short title, authors' names and affiliations, and complete details of the corresponding author (email, phone number, ORCID).
3. **Main Manuscript (Blinded)** – Contains:
   - Title
   - Structured Abstract (Objectives, Methods, Results, Conclusions; max 300 words)
   - Keywords (4 minimum)
   - Main text (numbered pages, 12 pt font, 30 mm margins)
   - Acknowledgements – Contributions not qualifying for authorship.
   - Clinical Relevance – Max 100 words highlighting rationale, findings, and clinical implications.
   - Conflict of Interest and Funding Sources – Institutional, private, or material support.
   - References in Vancouver superscript style
   - Tables and figures (can also be uploaded separately if necessary)
4. **Ethical and/or Registration Approval** – For applicable clinical or experimental studies.
5. **Other files**: Any accessory files can be uploaded during the submission process (Supplementary datasets, code, or data dictionaries, where applicable (or the repository link in the Data Availability Statement))

Citation and Referencing Style

The journal uses the **Vancouver referencing style (superscript numbering)**, updated as of **January 2025**. A CSL style file is available for download in the *Templates* section.

➢ In-text citation

Citations should appear in the text as superscript numbers, placed before punctuation:

Example: The present study revealed a relatively low prevalence of dental trauma [1]; however, this still represents a large number of children [1,2].

➢ Reference List Format

References should be listed in numerical order, corresponding to their first appearance in the text.

Examples for common reference types are provided below:

1. Journal Articles

a) Print Journal Article (1–6 authors):

Author AA, Author BB, Author CC. Title of the article. *Abbreviated Journal Title*. Year;Volume(Issue):Page range.

Example:

Gaare D, Rolla G, Aryadi FJ, Ouderaa F. Improvement of gingival health by tooth brushing in individuals with large amounts of calculus. *J Clin Periodontol*. 1990;17(1):38–41.

b) Print Journal Article (More than 6 authors):

List the first six authors followed by *et al.*

Example:

Chandra J, Mukherjee PK, Leidich SD, Faddoul FF, Hoyer LL, Douglas LJ, et al. Antifungal resistance of candidal biofilms formed on denture acrylic in vitro. *J Dent Res*. 2001;80(3):903–8.

c) Electronic Journal Article:

Author AA, Author BB. Title of the article. *Abbreviated Journal Title* [Internet]. Year;Volume(Issue):Page range. Available from: URL

Example:

Stockhausen L, Turale S. An explorative study of Australian nursing scholars and contemporary scholarship. *J Nurs Scholarsh* [Internet]. 2011;43(1):89–96. Available from: http://search.proquest.com

d) Electronic Article with DOI:

Author AA, Author BB, Author CC, et al. Title of the article. *Abbreviated Journal Title* [Internet]. Year;Volume(Issue):Page range. Available from: URL. DOI:xxxxx

Example:

Kanneganti P, Harris JD, Brophy RH, et al. The effect of smoking on ligament and cartilage surgery in the knee: a systematic review. *Am J Sports Med* [Internet]. 2012;40(12):2872–8. Available from: http://ajs.sagepub.com/content/40/12/2872. DOI:10.1177/0363546512458223

2. Books

a) Print Book:

Author AA. *Title of Book*. # ed. Place of Publication: Publisher; Year. Pagination.

Example:

Carlson BM. *Human embryology and developmental biology*. 4th ed. St. Louis: Mosby; 2009. 541 p.

b) Electronic Book:

Author AA. *Title of Book* [Internet]. Place of Publication: Publisher; Year. Pagination. Available from: URL. DOI (if available).

Example:

Shreeve DF. *Reactive attachment disorder: a case-based approach* [Internet]. New York: Springer; 2012. 85 p. Available from: https://link.springer.com

3. Book Chapters

a) Chapter in a Printed Edited Book:

Author AA, Author BB. Title of chapter. In: Editor AA, Editor BB, editors. *Title of Book*. # ed. Place of Publication: Publisher; Year. p. xx–xx.

Example:

Blaxter PS, Farnsworth TP. Social health and class inequalities. In: Carter C, Peel JR, editors. *Equalities and inequalities in health*. 2nd ed. London: Academic Press; 1976. p. 165–78.

b) Chapter in an Edited Electronic Book:

Author AA, Author BB. Title of chapter. In: Editor AA, Editor BB, editors. *Title of Book* [Internet]. Place of Publication: Publisher; Year. Chapter #. Available from: URL. DOI (if available).

Example:

Halpen-Felsher BL, Morrell HE. Preventing and reducing tobacco use. In: Berlan ED, Bravender T, editors. *Adolescent medicine today: a guide to caring for the adolescent patient* [Internet]. Singapore: World Scientific Publishing Co.; 2012. Chapter 18. Available from: http://www.worldscientific.com/doi/pdf/10.1142/9789814324496_0018

Article Types Accepted

A. Original Research Articles

- Word count: Up to 4000
- Figures/Tables: Up to 7 (supplementary files allowed)
- References: Up to 40
- Abstract: Structured (max 300 words)
- Keywords: 4 required
- Sections: Introduction, Materials and Methods, Statistical Analysis, Results, Discussion, Conclusions

B. Systematic Reviews

- Word count: Up to 5000
- Figures/Tables: Up to 7
- References: Up to 60
- Abstract: Unstructured (max 300 words)
- Sections: Introduction, Methods, Results, Discussion

C. Case Reports / Case Series

- Word count: Up to 3500
- Figures/Tables: Up to 5
- Abstract: Unstructured (max 300 words)
- Keywords: 4
- Sections: Introduction, Case Presentation, Discussion and Conclusion

D. Letters to the Editor

- Word count: Up to 2500
- Figures/Tables: Up to 6

- Sections: Introduction, Body (with optional headings), Summary, Acknowledgements (conflict of interest disclosure required)

Preparing a Revised Manuscript:

To effectively revise your manuscript and respond to reviewer comments, follow these structured steps:

I- Preparing Your Response to Reviewers

1. **Structure Your Response Document:**
   - **Address the editor and reviewers:** Thank them for their time and constructive feedback.
   - **Provide an Overview:** Summarize the major changes made to the manuscript.
   - **Point-by-Point Responses:** Address each comment individually.
2. **Responding to Comments:**
   - **Quote Each Comment:** Clearly restate each reviewer comment before your response.
   - **Provide Detailed Responses:** Explain how you addressed the comment, specifying changes made.
   - **Indicate Manuscript Changes:** Mention the exact location (page and line number) where changes were made.
   - **Disagreeing Respectfully:** If you disagree with a comment, provide a polite and well-reasoned explanation.

   Example:

   Reviewer Comment: "The introduction lacks recent references."

   Response: "We appreciate this observation. We have added recent studies to the introduction on page 2, lines 15–20, to provide updated context."
3. **Maintain a Professional Tone:**
   - **Be Respectful:** Acknowledge the reviewers' efforts and avoid defensive language.
   - **Be Clear and Concise:** Ensure your responses are straightforward and free of jargon.

II- Preparing Your Revised Manuscript

1. **Create Two Versions:**
   - **Tracked Changes Version:** Highlight all modifications made in response to reviewer comments.
   - **Clean Version:** Incorporate all changes without any markup for final submission.
2. **File Naming Convention:**
   - Name your revised manuscript file with the suffix "-Revised" (e.g., "Manuscript-Revised.docx").
3. **Combine Revisions:**
   - Ensure that all revisions requested by reviewers and editors are addressed in a **single document**.

III- Submitting Your Revision

1. **Access Submission Dashboard:**
    - Log in to your submission dashboard using your username.
2. **Upload Documents:**
    - Navigate to the "Revisions" section.
    - Upload both the tracked changes and clean versions of your manuscript.
    - Upload your point-by-point response document.
3. **Resubmit:**
    - After uploading all necessary documents, resubmit your revision for further review.

Additional Resources

- **Response to Reviewers Template:** Downloadable from the Manuscript Templates section on the journal website.

By thoroughly addressing each reviewer comment and clearly documenting your revisions, you enhance the quality of your manuscript and facilitate a smoother review process. Should you have any questions or require further assistance, please contact the editorial office through the 'Discussion' section on your submission dashboard.