INSTRUCTION AUTHOR

CONTENT OF AUTHOR GUIDELINES:

1. General
2. Ethical Guidelines
3. Manuscript Submission Procedure
4. Manuscript Types Accepted
5. Manuscript Format and Structure
6. After Acceptance

The journal to which you are submitting your manuscript employs a plagiarism detection system. By submitting your manuscript to this journal you accept that your manuscript may be screened for plagiarism against previously published works.

1. GENERAL

Giornale Italiano di Endodonzia publishes original scientific articles, reviews, clinical articles and case reports in the field of Endodontology. Scientific contributions dealing with health, injuries to and diseases of the pulp and periadicular region, and their relationship with systemic well-being and health. Original scientific articles are published in the areas of biomedical science, applied materials science, bioengineering, and social science relevant to endodontic disease and its management, and to the restoration of root-treated teeth. In addition, review articles, reports of clinical cases, book reviews, summaries and abstracts of scientific meetings and news items are accepted.

Please read the instructions below carefully for details on the submission of manuscripts, the journal’s requirements and standards as well as information concerning the procedure after a manuscript has been accepted for publication in Giornale Italiano di Endodonzia. Authors are encouraged to visit GIE web site gi-endodonzia.com for further information on the preparation and submission of articles and figures.

2. ETHICAL GUIDELINES

Giornale Italiano di Endodonzia adheres to the below ethical guidelines for publication and research.

2.1. Authorship and Acknowledgements

Authors submitting a paper do so on the understanding that the manuscript has been read and approved by all authors and that all authors agree to the submission of the manuscript to the Giornale Italiano di Endodonzia. Giornale Italiano di Endodonzia adheres to the definition of authorship set up by The International Committee of Medical Journal Editors (ICMJE). According to the ICMJE, authorship criteria should be based on 1) substantial contributions to conception and design of, or acquisition of data or analysis and interpretation of data, 2) drafting the article or revising it critically for important intellectual content and 3) final approval of the version to be published. Authors should meet conditions 1, 2 and 3.

It is a requirement that all authors have been accredited as appropriate upon submission of the manuscript. Contributors who do not qualify as authors should be mentioned under Acknowledgements.

Acknowledgements: Under acknowledgements please specify contributors to the article other than the authors accredited. Please also include specifications of the source of funding for the study and any potential conflict of interests if appropriate.

2.2. Ethical Approvals

Experimentation involving human subjects will only be published if such research has been conducted in full accordance with ethical principles, including the World Medical Association Declaration of Helsinki (version 2008) and the additional requirements, if any, of the country where the research has been carried out.

Manuscripts must be accompanied by a statement that the experiments were undertaken with the understanding and written consent of each subject and according to the above mentioned principles. A statement regarding the fact that the study has been independently reviewed and approved by an ethical board should also be included.

Editors reserve the right to reject papers if there are doubts as to whether appropriate procedures have been used.

When experimental animals are used the methods section must clearly indicate that adequate measures were taken to minimize pain or discomfort. Experiments should be carried out in accordance with the Guidelines laid down by the National Institute of Health (NIH) in the USA regarding the care and use of animals for experimental procedures or with the European Communities Council Directive of 24 November 1986 (86/609/EEC) and in accordance with local laws and regulations.

All studies using human or animal subjects should include an explicit statement in the Material and Methods section identifying the review and ethics committee approval for each study, if applicable. Editors reserve the right to reject papers if there is doubt as to whether appropriate procedures have been used.

2.3 Clinical Trials

Clinical trials should be reported using the guidelines available at www.consort-statement.org. A CONSORT checklist and flow diagram (as a Figure) should also be included in the submission material.

The Giornale Italiano di Endodonzia encourages authors submitting manuscripts reporting from a clinical trial to register the trials in any of the following free, public clinical trials registries: www.clinicaltrials.gov, http://clinicaltrials.gov. The clinical trial registration number and name of the trial register will then be published with the paper.

2.4 Systematic Reviews

Systematic reviews should be reported using the PRISMA guidelines available at http://prisma-statement.org. A PRISMA checklist and flow diagram (as a Figure) should also be included in the submission material.

2.5 Conflict of Interest and Source of Funding

Giornale Italiano di Endodonzia requires that all sources of institutional, private and corporate financial support for the work within the manuscript must be fully acknowledged, and any potential conflicts of interest noted. Grant or contribution numbers may be acknowledged, and principal grant holders should be listed. Please include the information under Acknowledgements.

2.6 Appeal of Decision

The decision on a paper is final and cannot be appealed.

2.7 Permissions

If all or parts of previously published illustrations and tables are used, permission must be obtained from the copyright holder concerned. It is the author’s responsibility to obtain these in writing and provide copies to the Publishers.

2.8 Copyright Assignment

If your paper is accepted, the author identified as the formal corresponding author for the paper will receive an email by editor’s address. Please include the infor- mation under Acknowledgements.

3. MANUSCRIPT SUBMISSION PROCEDURE

Manuscripts should be submitted electronically by e-mail: editor.giornale@endodonzia.it

3.1. Manuscript Files Accepted

Manuscripts should be uploaded as Word (.doc) or Rich Text Format (.rtf) files (not write-protected) plus separate figure files. GIF, JPEG, PICT or Bitmap files are acceptable for submission, but only high-resolution TIF or EPS files are suitable for printing.

The text file must contain the abstract, main text, references, tables, and figure legends, but no embedded figures or Title page. The Title page should be provided as a separate file. In the main text, please reference figures as for instance ‘Figure 1’, ‘Figure 2’ etc to match the tag name you choose for the individual figure files uploaded. Manuscripts should be formatted as described in the Author Guidelines below.

3.2. Blinded Review

Manuscript that do not conform to the general aims and scope of the journal will be returned immediately without review.

All other manuscripts will be reviewed by experts in the field (generally two referees). Giornale Italiano di Endodonzia aims to forward referees’ comments and to inform the corresponding author of the result of the review process.
Manuscripts will be considered for fast-track publication under special circumstances after consultation with the Editor.

Giornale Italiano di Endodontia uses double blinded review. The names of the reviewers will thus not be disclosed to the au-

tor submitting a paper and the name(s) of the author(s) will not be disclosed to the reviewers.

To allow double blinded review, please submit your main man-

uscript and title page as separate files.

3.3. E-mail Confirmation of Submission

After submission you will receive an e-mail to confirm receipt of your manuscript. If you do not receive the confirmation e-mail after 24 hours, please send an e-mail once again to editor.giornale@endodon-

zia.it or contact segreteria.sie@me.com.

3.4. Submission of Revised Manuscripts

All the revised manuscripts will be sent to the Editor. If a re-

vised manuscript, please re-contact the e-mail address of the journal:
editor.giornale@endodontizia.it.

4. MANUSCRIPT TYPES ACCEPTED

Original Scientific Articles: must describe significant and original experimental observations and provide sufficient detail so that the observations can be critically evalu-

ated and, if necessary, repeated. Original Scientific Articles must con-

form to the highest internatio-

nal standards in the field.

Review Articles: are accepted for their broad general interest; all are refereed by experts in the field who are asked to comment on is-

sues in the same time as to submit a re-

vised manuscript, please re-contact the e-mail address of the journal: editor.giornale@endodontizia.it.

5. MANUSCRIPT FORMAT AND STRUCTURE

5.1. Format

Language: The language of pu-

blication is English. It is preferred that manuscript is professionally edited. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preferen-

cence for publication

Presentation: Authors should pay special attention to the presenta-

tion of their research findings in clinical reports so that they may be com-

municated clearly. Technical jargon should be avoided as much as possible and carefully explained where its use is unavoidable. Ab-

breviations should also be kept to a minimum, particularly those that are not standard. The background and hypotheses underly-

ing the study, as well as its main conclusions, should be clearly explained. Titles and abstracts should be written in language that will be rea-

dily intelligible to any scientist.

Abbreviations: Giornale Italiano di Endodontia adheres to the con-

ventions outlined in Units, Symbols and Abbreviations: A Guide for Me-


dical and Scientific Editors and Au-

thors. When non-standard terms appear appearing 3 or more times in the manuscript are to be abbreviated, they should be written out comple-

tely in the text when first used with the abbreviation in parenthesis.

5.2. Structure

All manuscripts submitted to GiornaleItaliano di Endodontia should include Title Page, Abstract, Main Text, References and Acknowled-

gements, Tables, Figures and Fi-


gure Legends as appropriate

Title Page: The title page should bear: (i) Title, which should be

concise as well as descriptive; (ii) Initial(e)s and last (family) name of each author; (iii) Name and ad-

dress of department, hospital or institution to which work should be attributed; (iv) Running title (no more than 30 letters and spaces); (v) No more than six keywords (no more than 30 letters total); (vi) Name, full postal address, telephone, fax number and e-mail address of au-

thor responsible for corresponden-

cce.

Abstract for Original Scientific Articles should be no more than 250 words giving details of what was done using the following struc-

ture: • Aim: Give a clear statement of the main aim of the study and the main hypothesis tested, if any, • Methodology: Describe the me-

thods adopted including, as ap-

propriate, the design of the study, the setting, entry requirements for subjects, use of materials, outcome mea-

sures and statistical tests. • Results: Give the main results of the study, including the outcome of any statistical analysis. • Conclusions: State the primary conclusions of the study and their implications. Suggest areas for fur-

ther research, if appropriate.

Abstract for Review Articles should be non-structured of no more than 250 words giving details of the literature search strategy.

Abstract for Mini Review Arti-

cles should be non-structured of no more than 250 words, including the liter-

ature search strategy.

Abstract for Case Reports should be no more than 250 words using the following structure: • Aim: Give a clear statement of the main aim of the report and the clinical problem which is adressed. • Summary: Describe the methods adopted including, as appropriate, the design of the study, the setting, entry requirements for subjects, use of materials, outcome measu-

res and analysis if any. • Key learning points: Provide up to 5 short, bullet-pointed state-

ments to highlight the key messa-

ges of the report. All points must be fully justified by material presented in the report.

Abstract for Original Scientific Articles should be no more than 250 words using the following structure: • Aim: Give a clear statement of the main aim of the report and the clinical problem which is adressed. • Methodology: Describe the me-

thods adopted. • Results: Give the main results of the study.

• Conclusions: State the primary conclusions of the study.

Main Text of Original Scientific Article should include Introduc-

tion, Materials and Methods, Re-

sults, Discussion and Conclusion.

Introduction: should be focused, outlining the historical or logical origins of the study and gaps in knowledge. Exhaustive literatu-

re reviews are not appropriate. It should close with the explicit state-

tment of the specific aims of the investigation, or hypothesis to be tested.

Material and Methods: must con-

tain sufficient detail such that, in combination with the references cited, all clinical trials and experi-

ments reported can be fully repro-

duced.

(i) Clinical Trials should be re-

ported using the CONSORT gui-

delines. A CONSORT flow diagram should be included in the submission material.

(ii) Experimental Subjects: ex-

perimentation involving human subjects will only be published if such research has been conducted in full accordance with ethical prin-

ciples, including the World Medical Association Declaration of Helsinki (version 1985), the Guideline laid down by the European Union (24 November 1986 (86/609/EEC) and the Guidelines laid down by the National Institute of Health (NIH) in the USA regarding the care and use of animals for experimental procedures or with the European Communities Council Directive of 24 November 1986 (98/6/EEC) and in accordance with local laws and regulations. All studies using human or animal subjects should include an explicit statement in the Material and Me-

thods section identifying the review and ethics committee approval for each study, if applicable. Editors reserve the right to reject papers if there is doubt as to

When experimental animals are used the methods section must clearly indicate that adequate mea-

sures were taken to minimize pain or discomfort. Experiments should be carried out in accordance with the Guidelines laid down by the National Institute of Health (NIH) in the USA regarding the care and use of animals for experimental procedures or with the European Communities Council Directive of 24 November 1986 (98/6/EEC) and in accordance with local laws and regulations. All studies using human or animal subjects should include an explicit statement in the Material and Me-

thods section identifying the review and ethics committee approval for each study, if applicable. Editors reserve the right to reject papers if there is doubt as to
whether appropriate procedures have been used.

(iii) Suppliers: Suppliers of materials should be named and their location (Company, town/city, state, country) included.

Results: should present the observations with minimal reference to earlier literature or to possible interpretations. Data should not be duplicated in Tables and Figures.

Discussion: may usefully start with a brief summary of the major findings, but repetition of parts of the abstract or of the results section should be avoided. The Discussion section should progress with a review of the methodology before discussing the results in light of previous work in the field. The Discussion should end with a brief conclusion and a comment on the potential clinical relevance of the findings. The Discussion and interpretation of the data should be appropriately supported by original references.

Conclusion: should contain a summary of the findings.

Main Text of Review Articles should be divided into Introduction, Review and Conclusions. The Introduction section should be focused to place the subject matter in context and to justify the need for the review. The Review section should be divided into logical sub-sections in order to improve readability and enhance understanding. Search strategies must be described and the use of state-of-the-art evidence-based systematic approaches is expected. The use of tabulated and illustrative material is encouraged. The Conclusion section should reach clear conclusions and/or recommendations on the basis of the evidence presented.

Main Text of Mini Review Articles should be divided into Introduction, Review and Conclusions. The Introduction section should briefly introduce the subject matter and justify the need and timeliness of the literature review. The Review section should be divided into logical subsections to enhance readability. Search strategies may be supported by up to 5 tables and figures. Search strategies must be described and the use of state-of-the-art evidence-based systematic approaches is expected. The Conclusions section should present clear conclusions and/or recommendations and suggestions for further work. The manuscript, including references and figure legends should not normally exceed 4000 words.

Main Text of Clinical Reports and Clinical Articles should be divided into Introduction, Report, Discussion and Conclusion. They should be well illustrated with clinical images, radiographs, diagrams and, where appropriate, supporting tables and graphs. However, all illustrations must be of the highest quality.

Acknowledgements: Giornale Italiano di Endodonzia requires that all sources of institutional, private and corporate financial support for the work within the manuscript must be fully acknowledged, and any potential conflicts of interest noted. Grant or contribution numbers may be acknowledged, and principal grant holders should be listed. Acknowledgements should be brief and should not include thanks to anonymous referees and editors.

5.3. References
It is the policy of the Journal to encourage reference to the original papers rather than to literature reviews. Authors should therefore keep citations of reviews to the absolute minimum.

We recommend the use of a tool such as EndNote or Reference Manager for reference management and formatting. EndNote reference styles can be searched for here: www.endnote.com/support/endstyles.asp. Reference Manager reference styles can be searched for here: www.refman.com/support/refsstyles.asp

In the text: a number in order of citation is the reference inside the manuscript; example (1)

Reference list: All references should be brought together at the end of the paper in numerical order and should be in the following form.

- Names and initials of up to six authors. When there are seven or more, list the first three and add et al.
- Full title of paper followed by a full stop (.)
- Title of journal abbreviated (es. Journal of Endodontics : J Endod)
- Year of publication followed by :
- Volume number
- Issue number in parenthesis (es. (5)) followed by :
- First and last pages

Examples of correct forms of reference follow:

Standard journal article

Corporate author

Journal supplement

Books and other monographs
Personal author(s)

Chapter in a book

Published proceedings paper

Agency publication
Ranofsky AL Surgical Operations in Short-Stay Hospitals: United States-1975 (1978), DHEW publication no. (PHS) 78-1785 (Vital and Health Statistics; Series 13; no. 34.) Hyattsville, MD, USA: National Centre for Health Statistics.8

Dissertation or thesis

URLs
Full reference details must be given along with the URL, i.e. authorship, year, title of document/report and URL. If this information is not available, the reference should be removed and only the web address cited in the text.


5.4. Tables, Figures and Figure Legends
Tables: Tables should be double-spaced with no vertical rulings, with a single bold ruling beneath the column titles. Units of measurement must be included in the column title.

Figures: All figures should be planned to fit within either 1 column width (8.0 cm), 1.5 column widths (13.0 cm) or 2 column widths (17.0 cm). The figures should be black and white and should be submitted as scalable for photocopy reproduction from the printed version of the manuscript. Lettering on figures should be in a clear, sans serif typeface (e.g. Helvetica), if possible, the same typeface should be used for all figures in a paper. After reduction for publication, upper-case text and numbers should be at least 1.5-2.0 mm high (10 point Helvetica). After reduction, symbols should be at least 0.3-0.5 mm high (10 point). All half-tone photographs should be submitted at final reproduction size. In general, multi-part figures should be arranged as they would appear in the final version. Reduction to the scale that will be used on the page is not necessary, but any special requirements (such as the separation distance of stereo pairs) should be clearly specified.

Unnecessary figures and parts (panels) of figures should be avoided: data presented in small tables or histograms, for instance, can generally be stated briefly in the text instead. Figures should not contain more than one panel unless the parts are logically connected; each panel of a multipanel figure should be sized so that the whole figure can be reduced by the same amount and reproduced on the printed page at the smallest size at which essential details are visible.

Figures should be on a white background, and should avoid excessive boxing, unnecessary colour, shading and/or decorative effects (e.g. 3-dimensional skyscraper histograms) and highly pixelated computer drawings. The vertical axis of histograms should not be truncated to exaggerate small differences. The line spacing should be wide enough to remain clear on reduction to the minimum acceptable printed size.

Figures divided into parts should be labelled with a lower-case, boldface, roman letter, a, b, and so on, in the same typesize as used elsewhere in the figure. Lettering in figures should be in lower-case type, with the first letter capitalized. Units should have a single space between the number and the unit, and follow SI nomenclature or the nomenclature common to a particular field. Thousands should be separated by a thin space (1 000). Unusual units or abbreviations should be spelled out or defined in the legend. Scale bars should be used rather than magnification factors, with the length of the bar defined in the legend rather than on the bar itself. In general, visual cues (on the figures themselves) are preferred to verbal explanations in the legend (e.g. broken line, open red triangles etc.).
Figure legends: Figure legends should begin with a brief title for the whole figure and continue with a short description of each panel and the symbols used; they should not contain any details of methods.

Permissions: If all or part of previously published illustrations are to be used, permission must be obtained from the copyright holder concerned. This is the responsibility of the authors before submission.

Preparation of Electronic Figures for Publication: Although low quality images are adequate for review purposes, print publication requires high quality images to prevent the final product being blurred or fuzzy. Submit EPS (lineart) or TIFF (half-tones including gel photographs): >300 dpi; figures containing both halftone and line images: >600 dpi.

6. AFTER ACCEPTANCE

Upon acceptance of a paper for publication, the manuscript will be forwarded to the Production Editor who is responsible for the production of the journal.

6.1. Figures

Hard copies of all figures and tables are required when the manuscript is ready for publication. These will be requested by the Editor when required. Each Figure copy should be marked on the reverse with the figure number and the corresponding author’s name.

6.2 Proof Corrections

The corresponding author will receive an email alert containing a link to a web site. A working email address must therefore be provided for the corresponding author. The proof can be downloaded as a PDF (portable document format) file from this site. Acrobat Reader will be required in order to read this file. This software can be downloaded (free of charge) from the following Web site: www.adobe.com/products/acrobat/readstep2.html. This will enable the file to be opened, read on screen, and printed out in order for any corrections to be added.

Further instructions will be sent with the proof. Hard copy proofs will be posted if no e-mail address is available; in your absence, please arrange for a colleague to access your e-mail to retrieve the proofs. Proofs must be returned to the Production Editor within five days of receipt, even if there are no corrections. Elsevier may proceed with publication of the article if no response is received. Proofs may be reviewed by the author in the proofs, excluding typesetting errors. Excessive changes made by the author in the proofs, excluding typesetting errors, will be charged separately. Other than in exceptional circumstances, all illustrations are retained by the publisher. Please note that the author is responsible for all statements made in his work, including changes made by the copy editor.

ISTRUZIONI AGLI AUTORI

Il Giornale Italiano di Endodonzia è una pubblicazione esclusivamente disponibile in formato elettronico e rappresenta l’organo ufficiale della Società Italiana di Endodonzia.

Si appoggia, per la sua diffusione ad Elsevier e gli articoli in esso pubblicati sono reperibili su Scopus.

La cadenza di pubblicazione è semestrale: Maggio/Giugno-Novembre/Dicembre.

Per quanto attiene le norme editoriali per la pubblicazione di articoli aventi come tema l’Endodonzia in senso lato si pregano gli autori di riferirsi al documento reperibile sul sito www.gi-endodonzia.com.

Articoli in lingua italiana saranno pubblicabili, ma si darà preferenza a contributi in lingua inglese che potrebbero avere una risonanza internazionale ben più ampia.

La Società Italiana di Endodonzia si farà carico di rivedere la forma dei contributi in lingua inglese attraverso un sistema di controllo specifico.