

SAAD Digest: Guidelines for Authors

SAAD Digest is the Journal of the Society for the Advancement of Anaesthesia in Dentistry and has been published regularly in London UK, since 1970. It has been produced in its current format since 2006. One edition is published each year in January. Copies of all editions produced since then are available online at <http://www.saad.org.uk/index.php/digest-newsletters> The Digest has become a unique and invaluable international forum for all interested in advancement of knowledge in pain and anxiety control for dentistry. The Editorial Board invites contributions from all active in the field. Since only one edition is produced each year, potential Authors should be aware of the following details and schedule to avoid excessive publication delay and disappointment.

Contribution formats

The Board welcomes Research articles, Reports of Randomised controlled trials, articles derived from Diploma Dissertations, Practice-related articles, Education, Professional Opinion, Case Reports and General articles. If in any doubt about the format or content of a proposed article please contact the Secretary before submission. It should be noted that articles are now only accepted in digital format and via email. It is a condition of acceptance of manuscripts that they are the work solely of the author or authors stated and that they have not been previously published elsewhere (either in print or electronic format) nor are they under consideration by any other periodical. Manuscripts should meet the following criteria: they should be original, clearly written, relevant to dentistry, reader-orientated (in other words written to appeal to the readership of any interested in pain and anxiety control in Dentistry) and designed to inform, add to discussion or debate, or entertain. Research papers should also have appropriate study methods, valid data and conclusions that are supported by the data.

Publication Schedule

The following annual publication schedule is provided for guidance only and assumes a Digest publication date of January Year 01.

August Year -1 > July 31st Year 00: Articles may be submitted for Jan 01 Edition

August 1st 00: Submission for Jan 01 edition closed. (Articles submitted after 31st July will be considered for Year 02 Edition)

Submission and review

Manuscripts may only be submitted by email to the Secretary at fiona@saad.org.uk. Manuscripts will generally be processed as they are received and it is expected that submission will be acknowledged by the Secretary soon after they are received, with a reference number allotted for future correspondence.

Authors should note that submitted papers not fully conforming to these 'Authors Guidelines', especially in terms of length and manuscript format, will be returned for correction without consideration or peer review, and in such cases publication might well be delayed or subsequently declined.

Peer review is carried out by at least two anonymous referees, and the Chairman of the Editorial Board. Additional statistical advice may be sought if required.

Authors will be advised as soon as possible, that either their Paper....

1. is suitable for publication without amendment,
2. is suitable for publication with some amendments,
3. may be suitable but requires major rewriting,
4. is rejected.

In any case, Authors will receive the anonymous structured feedback of the reviewers from the Secretary advising them of the decision level as above, and the action (if any) to be taken before resubmission. Delays in action on such advice may cause publication delay or even rejection if the publication deadlines are missed.

Once a manuscript is accepted for publication, authors will be advised whether their paper is to be published in the next issue or is, at the discretion of the Board, to be held for the following issue in order to obtain the appropriate balance for each edition. For similar reasons, in some cases the final decision on acceptance may be delayed. All decisions to publish are at the discretion of the Board alone whose decision is final.

The principal author of a manuscript accepted for publication will later be e- mailed a pdf version of their article for proofing. Any errors identified and requiring correction must be notified by email without delay, and at the latest within 1 week. No revision of the wording or other change, other than correction of proofing errors, will be allowed at this stage.

Manuscript Format

Manuscripts should be word-processed in Microsoft Word format and double-spaced with a margin of at least 4 cm on the left-hand side. The pages should be numbered consecutively with the numbers centred at the bottom of each page. The first page of the manuscript should give only the title of the article, and the author's/authors' name(s), qualifications and address(es) including email address(es).

Length of contributions

Contributions should be of no more than 3,000 words, to include tables and figures. Each table and figure will count as 100 words.

Case reports are welcomed, but should be of no more than 750 words in length. Case reports do not need to be scientific in nature. [Please refer to the template for writing case reports.](#)

Titles must be descriptive of the contents of the article, but yet concise. Papers should be introduced with a short abstract which should be able to stand alone. The abstract should not contain references or abbreviations, and should be no longer than 200 words. The abstract will not contribute to the 3000 word limit. Data or tables may be submitted in Microsoft Excel format or embedded in the text of the Word document.

Figures or images should be submitted as separately attached and clearly labelled files in JPEG format at a high resolution of 300 dpi. Colour illustrations are preferred where possible. If the illustration is of a subject's face, written consent for its publication must be obtained from the subject and attached with the article. Illustrations obtained from other sources such as books, or from colleagues, must again be accompanied by appropriate documentation indicating approval for their publication as part of the article from the copyright holder, or individual concerned.

Units used in the manuscript must conform to the *Système Internationale d'Unités* (SI).

References must be in the Vancouver style. They should be numbered in the order in which they appear in the text. The numbers should be inserted as superscripts each time the author is cited (Robb³⁻⁵ reported similar findings). Other references to the paper should be given in the same way after punctuation (Other studies have shown this to be true.^{4,5} Drummond-Jackson et al.⁶ demonstrated...) At the end of the article the full list of references should give the names and initials of all authors unless there are more than six, in which case only the first three should be given followed by *et al*. The authors' names must be followed by the title of the article; the title of the journal abbreviated according to Index Medicus and Index to Dental Literature style; year of publication; volume number; and the first and last page numbers in full. Titles of books should be followed by the place of publication, publisher, and the year. ***If this reference citation style is not followed exactly, especially in relation to punctuation and spacing, the manuscript will be returned without review.***

Examples of reference styles

Reference to an article

1. Molar L R, Fang-Jones Q, Jaw U. Are Teeth biting back?. Br Dent J 2006; 200: 144-146.

Reference to a book

2. Craig D C, Skelly A M. Practical Conscious Sedation. 1st ed. London: Quintessence, 2004

Reference to a book chapter

3. Robb N D. Conscious sedation in Dentistry. In Heasman PA (ed) Master Dentistry. Vol. 2; Restorative Dentistry, Paediatric Dentistry and Orthodontics. pp 149-168. Edinburgh: Churchill Livingstone, 2003.

Reference to a report

4. Re-accreditation and re-certification for the dental profession. London: General Dental Council, 1997.

Reference to a webpage

- 5.. General Dental Council. Scope of practice. 2009. Online information available at [www.gdc-uk.org/Newsandpublications/Publications/Publications/ScopeofpracticeApril20_09\[1\].pdf](http://www.gdc-uk.org/Newsandpublications/Publications/Publications/ScopeofpracticeApril20_09[1].pdf) (accessed April 2012).

The author/principal author is responsible for the accuracy of the reference list.

Acknowledgements should be grouped in a paragraph at the end of the text before the references. Permission and approval of the wording must be obtained from the person(s) thanked. Where any research project was supported by industry, this should be acknowledged in a covering letter to the Editor on submission of the manuscript.

Declaration of interests: Author(s) must ensure that they declare any possible conflicts of interest in their paper. This includes matters such as: direct funding from an organisation or company for the research; funding received (or payment in kind) for any related work carried out from an organisation or company that could be linked to the research; consultation or advisory positions held in an organisation or company involved in the research or an organisation involved in similar research; any other situation that could be construed as a conflict of interest.

Ethics

Articles reporting clinical research must include a statement indicating that appropriate Ethical Committee approval has been granted.

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