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Mission:

Operative Dentistry, Inc. is committed to providing current, relevant, peer reviewed articles and other educational opportunities that advance the practice of restorative dentistry to practicing general and restorative dentists.

The scope of our offerings to the dental community is based on a scientific foundation and includes:

- disease prevention;
- conservation of tooth structure;
- biomaterials and their application in the restoration of teeth;
- interdisciplinary interactions;
- dental education;
- and the social, political, and economic aspects of dental practice.

Claims:

Missing issue claims will not be accepted when the shipping address is an (air) forwarding service address.⁽¹⁾ Missing issue claims are accepted only when the shipping address is the customer's end user address.⁽²⁾

We will honor claims postmarked **between**⁽³⁾ the following dates:

	North America	Rest of World
Issue one	15 Jan. – 15 Feb.	30 Jan. – 30 Mar.
Issue two	15 Mar. – 15 Apr.	30 Mar. – 30 May
Issue three	15 May – 15 Jun.	30 May – 30 Jul.
Issue four	15 Jul. – 15 Aug.	30 Jul. – 30 Sep.
Issue five	15 Sep. – 15 Oct.	30 Sep. – 30 Nov.
Issue six	15 Nov. – 15 Dec.	30 Nov. – 30 Jan ^(following year)
Supplements ⁽⁴⁾	15 - 45 days after mailing	30 – 90 days after mailing

Outside of this claim time, claims will be denied and issues will be available for purchase at the normal issue price of 40.00 USD, which includes postage.

Issues, when running on a normal print schedule, should mail from our press four days before the first day of the publication month. Replacement issues are mailed from our offices on the 1st and 3rd Fridays of each month.

Operative Dentistry, Inc. (OpDent) will fulfill one (1) free claimed issue per subscription period, so long as the claim is postmarked within the claim period⁽³⁾. A valid end-user email address must accompany any claim in order for us to send e-mail confirmation of postage or status. If more than one issue is claimed, we will replace the most recent issue in accordance with the above policies. OpDent

reserves the right to provide reprinted replacement issues once the original press run stock is depleted.

Free replacement copies will not be sent to replace issues undelivered due to a subscriber's failure to notify the publisher of a change of address. Any replacements of this type will be charged as a back issue. OpDent must have address changes at least 4 weeks prior to an issue print date for uninterrupted service as that is when our mailing list is forwarded to our press for production and postage.

For the purposes of claim validation, a subscriber's name on our Allen Press submitted mailing list will act as a confirmation of mailing, with the exception of countries in which there is a designated OpDent distributor. Countries with distributors are listed below with their specific policy exceptions.

INDIA. All journals will be delivered via courier and will require a signature upon delivery. All questions regarding subscriptions, payment, orders or claims from any individual or institutional subscriber based in India should be addressed to International Subscription Agency (ISA) at intl@bsnl.in. Notice from our exclusive distributor, ISA at backvolumes@gmail.com of receipt details will act as proof of delivery. A confirmation from ISA of proof of delivery will invalidate any claim for that issue. ISA uses an air forwarding service; this service is exempt from the forwarding policy listed above.

⁽¹⁾ For the purposes of a claim, any organization that forwards items without regard to the subscriber's customer ID number on the address label will be considered an (air) forwarding service.

⁽²⁾ For the purposes of a claim, post boxes in the end user's home city will be considered an end user address and not a forwarding service.

⁽³⁾ Extensions to these dates will be made should the issue mail later than its normal schedule. The extension will be equal to the number of days the issue was delayed. If no postmark appears, the date of receipt will be used in the calculation.

⁽⁴⁾ Supplements are not issued every year. Only 7 have been issued from 1975 to 2018.

Postage:

The office staff will determine the best method of postage for all journal material. All postage from the journal offices will be at least 1st class mail from the US postal service. USPS Priority Mail, and in limited cases, Federal Express may also be utilized. Postage for Journal subscriptions will be determined by our Press Vendor, Allen Press.

Postal Damage:

We take great care and expense to choose the best shipping method and packaging for our journals. We hope you understand that OpDent cannot accept responsibility for postal system practices. However, if you would like to use your allotted free replacement issue we will honor the damage claim.

Late Fees:

Subscription terms will be honored as requested upon receipt of payment in the OpDent office. If the subscription term requested is received after the 10th day of the month preceding the normal issue's mailing date, the subscription will be considered late. (For example, if a subscriber would like to have a calendar year subscription – Jan 2014 to Dec 2014, and the payment is received in the OpDent offices on 9 December 2013, all the issues will be distributed as usual, if the payment is received on 11 December 2013 the subscription will be considered late.)

The late fee is \$20.00USD for USA and \$25.00 for all others countries per issue, and cannot exceed 5 issues. A request for a 6 issue late fee will be billed as a back volume at the regular price of \$240.00USD in lieu of a subscription payment.

Backstarting your subscription by the payment of late fees is allowable at any time so long as the request falls within the 6 issue (1 subscription year) framework (for example, a subscriber may not request to backstart their subscription by 4 issues, if 3 issues have already mailed to the subscriber.)

Late Paper Only Subscription:

If your subscription is received late, your subscription term will be entered as requested on your order, you will gain temporary access to the online Journal (email address required) for the paper issues that have already been mailed, and an invoice will be sent to you for the late fee(s) due. Upon receipt of the late fee(s) your paper back-issue(s) will be mailed and your temporary internet access will be terminated. If you do not pay the late fee, your online access for those issues will remain active in perpetuity.

Late Online Only Subscription:

There is no late fee associated with online only subscriptions as they will run for the calendar year requested. An exception to this rule is for those who have an unexpired split year subscription upon receipt of subscription payment. In these situations, the online subscription will be extended for six issues from the current expiration date.

Late Online and Paper Subscription:

The paper subscription will take precedence and the online subscription will be tied to the term of the paper subscription and will follow the terms of the paper only subscription as outlined above.

Academy Members:

It is the Academy Member's responsibility to ensure that their dues are paid on-time. All Academy members are entered as a calendar year subscription. If a subscription is sent late to our offices, the member's subscription will begin with the next available issue. Back issues will be sent only upon specific request from the member to Operative Dentistry.

Subscription Fees:

Pricing for this journal is reflected in the most current edition of Operative Dentistry's Subscription Fact sheet – available at <https://www.jopdent.com/subscribe/subInfo.pdf>. Each new addition replaces the old and is effective immediately upon publication. The rates for USA and ALL OTHERS is based upon the ENDUSER address and not on the mailing address.

Agencies that process subscriptions for their clients are responsible to know the policies and procedures of this journal as outlined. Ignorance of policy is not a valid reason for placing a claim. Agencies who knowingly falsify subscription types or end-user addresses will become ineligible to do business with OpDent.

Refunds:

Refund requests will be honored, and will be prorated according to the issues left in the subscribers paid term.

An issue is no longer eligible for a refund once the official mailing list has been generated and sent to Allen Press, our printing partner, whether the issue has mailed or not.

Wire Transfers:

OpDent welcomes wire transfers, but charges a \$25.00USD fee on top of the requested subscription price to cover the fees charged by our bank.

The Subscriber is responsible for all wire transfer fees from their bank.

The form found at, <http://www.jopdent.org/subscribe/WireTransfer.pdf> contains all the pertinent wire transfer information and must be completed and sent to our offices for proper credit to be applied to your account.

*You can also use the PayPal.Me link. In a browser window, type "paypal.me/opdent" and it will guide you to making a PayPal payment to us outside of our normal shopping cart system. If

utilizing this service, please be clear what it is you are sending us money for in the comments box. Please include a valid email address.

Back Issues and Back Volumes:

All back issues of OpDent are available from our offices for \$42.00USD per issue or \$250.00USD per volume. OpDent reserves the right to substitute a full volume for a back issue(s) request at no additional charge. OpDent reserves the right to fill a back issue/volume request with a reprinted copy once the original press run is depleted.

All reprinted back issues and volumes are reprinted from a digitized master of the original press run, or from the original digital printing plates, and are printed on acid-free paper.

Back Volume orders are eligible for a \$10.00USD discount per volume for subscription agencies.

Online access is available for blocked volume years for an additional \$42.00USD with the purchase of that volume year's print back volume. For online only back volumes, the price is \$75.00USD per blocked volume. Volumes are open access after 36 months from publication, and are free to the public.

Renewal Notices:

OpDent will generally send renewal notices to those subscribers whose term expires within 2 issues, and to those whose subscription expired 5 issues prior to the preplanned renewal notice date. Notices are generally sent in September of each year.

It is the subscriber's responsibility to be aware of their term expiration and to keep their subscription up-to-date.

On the aforementioned renewal notice date, those who have been expired from 6 to 12 issues will be sent an invitation to subscribe.

Academy Members:

Operative Dentistry is the official journal for the following Dental Academies:

- Academy of Operative Dentistry (AOD)
- Academy of R V Tucker Study Clubs (ARVTSC)
- & American Academy of Gold Foil Operators (AAGFO)

It is the position of Operative Dentistry, Inc. that each academy is unique and offers its members exclusive benefits, and, as such, each academy is served equally regardless of member numbers or length of time as parent academies to the journal.

Subscription monies paid by the academy to the journal are paid as a benefit to the Academy member by the Academy. The money that is collected by the academy then is, by definition, a part of the academy dues, and not an “add on”, or selectable option of membership.

Members that belong to more than one of our parent academies are required to pay their full dues to each academy for which they desire membership. As a benefit to these individuals, although not stated in any by-laws or policies, money received from these individuals will be handled in the following manner and order:

- The additional credited money can go toward a gift subscription to an individual of the subscriber’s choosing, or
- The additional funds can be donated to the general funds of the journal to help keep all member costs low, or
- If no direction is given, then the additional money will be returned to the member (upon receipt of the second set of funds).

Members of the listed academies receive their subscriptions for less than the cost of publication. A discount on various OpDent offerings may be offered during the AOD, ARVTSC or AAGFO Annual Meetings. These discounts are valid only at the meetings.

For purposes of subscription, OpDent considers the date that OpDent received the subscription monies from the academy as the date of subscription, and not the date when the dues were sent to the academy. This means that members who did not get their annual dues into their academy by the official date set by the individual academy run the risk of subscription monies being sent to the journal offices late, thereby missing the mailing date of a particular issue.

Members who feel a pressing need to dispute a policy matter should first query the OpDent offices for clarification of the policy, and then, if not satisfied, may take the issue to the secretary of their Academy for resolution. An agreement between the Executive Board of the Academy and the OpDent Editor will be considered a binding and final resolution.

As the Publication and Education arm of the Academies, we are willing and able to assist the academies and their official clubs with any endeavor pertaining to these areas. Fees, if any, will be negotiated with the requesting unit.

Continuing Dental Education

Goals

1. To recognize and encourage dental professionals who give of their time and talents to provide the dental community with current and relevant dental literature.
 - a. Provide appropriate CE units to authors of peer-reviewed manuscripts accepted by the Editorial Staff of Operative Dentistry.
 - i. Author CE awards will end as of 30 June 2017. We apologize for any inconvenience this may cause. Any manuscripts accepted for publication after 30 June 2017 will not be eligible for author ADA CERP credit.

- b. Provide 3 units of CE Credit to the reviewers of manuscripts which are within the scope, and are deemed to have relevance by the Editor, of Operative Dentistry.
- c. Provide feedback to both authors and reviewers of reviewed manuscripts
 - i. Authors
 1. Authors receive the comments of two different reviewers
 2. Authors receive the comments of the Associate editor assigned the paper.
 3. Authors receive the comments (if any) of the Editor
 4. Authors receive the comments of the Copy Editor.
 - ii. Reviewers
 1. Reviewers receive the comments of each other relating to the manuscript
 2. Reviewers receive the comments of the Associate Editor and Editor (if any)
 3. Reviewers receive the comments and justifications from the authors regarding the review comments made, upon receipt of a revised manuscript (if revisions have been requested by the Editor)
2. To support the Parent Academies of Operative Dentistry in their pursuit of dental education by providing an administrative infrastructure that allows each Academy to focus on the practice of dentistry.
 - a. Provide CDE administrative support by maintaining ADA CERP recognition.
 - i. Offer Joint Sponsorship opportunities to the Academies for their annual meetings.
 - ii. Offer Joint Sponsorship opportunities to the Study Clubs affiliated with the Academies for their monthly study/clinical meetings.

- b. Maintain high standards of planning and feedback to the Academies relating to their annual meetings.
 - i. Provide a continuous dialog relating to the needs, requirements and guidelines of the ADA CERP recognition program as it relates to the planning, publicity and execution of each academy's annual meeting agenda.
 - ii. Provide anonymous aggregated feedback to the Academy Executive Board, and to each presenter/instructor involved in the joint-sponsored meetings, of the responses of the participants in each activity for the purpose of gauging interest for future presentations/activities as well as for consideration by the presenters/instructors of the effectiveness of their presentation/activity.

ADA CERP (American Dental Association Continuing Education Recognized Provider)

Operative Dentistry, Inc. is an ADA CERP Recognized Provider. ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.

In publicity materials for activities that are sponsored, or jointly sponsored by Operative Dentistry, Inc. we will always publish the number of CDE credit units that will be offered.

Concerns or complaints about OpDent as a CE provider may be directed to the OpDent Offices at editor@jopdent.org or to the Commission for Continuing Education Provider Recognition at ADA.org/cerp.

Joint Sponsorship Opportunities

OpDent is willing to act as joint sponsor to those organizations who would like to offer quality Continuing Dental Education, but do not have the means to become accredited themselves. The rules and regulations for this joint

sponsorship, as well as any fees for the service can be found at www.jopdent.org/CDE. We especially welcome our parent academies to make use of this accreditation. We are willing to provide special assistance to the Academy Affiliated Study Clubs via an umbrella contract with the parent Academy.

Learning Objectives for Authors and Reviewers

Authors:

At the conclusion of a successful manuscript submission process, the authors will be able to:

- a. Describe, via a thorough listing of applicable literature, the history and current status of the topic of their investigation or clinical application;
- b. Articulate the results of their research into a specific hypothesis or clinical application; and
- c. Effectively describe, in written form, the methods and materials used in said research.

Reviewers:

At the end of this paper's review, a reviewer will be able to:

- a. evaluate how a researcher's hypothesis is articulated and evaluated in a manuscript as evidenced by the reviewer's comments,
- b. Identify the benefits and detriments of the manuscript's supporting literature as evidenced by reviewer's comments,
- c. determine whether a researcher's methodology, or modalities are appropriate for the stated objective(s) as demonstrated by reviewer comments, and
- d. describe the process an author could take, using the provided comments, to improve a manuscript so that it both reflects the

model of evidence based dentistry, and is accessible (in language usage) to all practicing dentists.

Upon receipt of the final decision of the reviewed manuscript, the reviewer will receive the verification of participation information (CE Credit) via email.

Sound Scientific Content

Operative Dentistry, Inc. is committed to providing only sound scientific content to its readers and CE participants. Manuscript content will only be considered for peer-review if the Editor observes that the following content is available: Studies involving human tissue have been reviewed and either exempted from oversight, or reviewed and accepted for oversight, by an independent human study oversight committee; that clinical trials have been registered with a public clinical trial website; that all testing protocols conform to the standards of the International Committee of Medical Journal Editors (ICMJE); that the manuscript is free of plagiarism; that the manuscript is free of any author conflicts; and that the required references in the manuscript are current and relevant. Additionally, the reviewers of a paper are tasked with providing the Editor with their evaluation of the science, testing methods, and review of the references.

In joint sponsorship activities, Operative Dentistry requires instructors to provide a current curriculum vitae as well as acceptance of the instructors and their topic by at least 2 committees – the scientific committee (or similar) of the academy in question, as well as the Council of Editors for OpDent. Only upon the receipt of acceptance by these committees, receipt of cv, and upon acceptance of the learning objectives of each presentation will a CDE activity be approved for use by the public. Furthermore, all content will be reviewed/examined during the presentation(s) by the

Administrative Authority to verify that all CERP guidelines were met as expected.

Copyright

OpDent requires authors of submitted manuscripts to release their claim of copyright to Operative Dentistry, Inc. OpDent provides published authors with access to their final pdf format article. The acceptance letter sent to the author licenses the author to make unlimited prints of the article, but prohibits them from sharing the electronic file.

OpDent allows authors to place a copy of the electronic version of their article on their own professional website so long as copyright statement #2 is included prominently on the page. Posting to an institutional repository is also permitted if such posting is required by institutional policy or by funding contracts/stipulations. Repository posting requires that the author inform OpDent of the postings and provide a working URL to the article (see “author rights”).

Permission for any form of reproduction (except as noted for authors above) requires the written permission of Operative Dentistry, Inc. The following copyright statements are to be used in the noted circumstances:

#1 – to be used in all printed media

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#2 – to be used in all electronic media

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Manuscript Submission (Author Guidelines)

General Requirements

Operative Dentistry requires electronic submission of all manuscripts. All submissions must be sent to Operative Dentistry using the [Allen Track upload site](#). A mandatory and nonrefundable \$50.00 fee is required at submission. Your manuscript will only be considered officially submitted after it has been approved through our initial quality control check, and any quality problems have been resolved. You will have 6 days from when you start the process to submit and approve the manuscript. After the 6 day limit, if you have not finished the submission, your submission may be removed from the server. You are still able to submit the manuscript, but you must start from the beginning. Be prepared to submit the following manuscript files in your upload:

- A Laboratory or Clinical Research Manuscript file must include:
 - a title
 - a running (short) title
 - a clinical relevance statement
 - a concise summary (abstract)
 - introduction, methods & materials, results, discussion and conclusion
 - references (see Below)
- The manuscript body **MUST NOT** include any:
 - Author identifying information such as:
 - Authors names or titles
 - Acknowledgements
 - Correspondence information
 - Response to reviewer files should also NOT include any author identifying information, such as a signature at the end, etc.
 - Figures
 - Graphs
 - Tables
- An acknowledgement, disclaimer and/or recognition of support (if

applicable) must be uploaded as a separate file and uploaded as **miscellaneous material**.

- Appendix material that you would like us to publish electronically with your article, but not as part of your printed manuscript (such as indices, supplemental tables, etc.), should be submitted as **supplemental material**. It will not be typeset, and will appear exactly as you provide to Operative Dentistry. References submitted as part of supplemental material should appear in our preferred reference format. Supplemental material is viewable by the reviewers, and so SHOULD NOT contain any author identifiable information.
- All figures, illustrations, graphs and tables must also be provided as individual files. Figures should be submitted without figure letters or numbers within the image itself, these designations will be added by the journal staff as needed. All Figures should be high-resolution images, which are used by the editor in the actual typesetting of your manuscript. Please refer to the instructions below for acceptable formats and sizes.
- All other manuscript types use this template, with the appropriate changes as listed below.
- When figures of identifiable individuals are submitted, the author must verify that they have received releases from the individual or guardian to use said figure. Eye blocks are no longer sufficient to anonymize an individual. Eye blocks may still be used, but a release will still be required.
- ALL studies using human tissue must have an accompanying Institutional Review Board (IRB) statement – it must indicate that either the board has approved the study, or that the study is exempted from approval. There are no exceptions to this policy.
- All studies using animal tissue must have an accompanying approval from the appropriate ethics board.
- All manuscripts reporting on a Clinical Trial must indicate that the trial information was submitted to a public Clinical Trial Registry. A URL of where the trial appears in a registry is required to be submitted with the manuscript.

Complete the online form (which includes complete author information, copyright release and conflict of interest), and select the files you would like to send to Operative Dentistry. Manuscripts that do not meet our formatting and data requirements listed below will be sent back to the corresponding author for correction.

Important Information

- All materials submitted for publication must be submitted exclusively to Operative Dentistry.
- The editor reserves the right to make literary corrections.
- Currently, color will be provided at no cost to the author if the editor deems it essential to the manuscript. However, we reserve the right to convert to gray scale if color does not contribute significantly to the quality and/or information content of the paper.
- The author(s) retain(s) the right to formally withdraw the paper from consideration and/or publication for any reason up to the submission of the final paper to our press vendor for publication.
- International authors whose native language is not English must have their work reviewed by a native English speaker prior to submission.
 - Manuscripts that are rejected before peer-review for English correction should be entered as a new manuscript upon resubmission. In the manuscript comments box the comment, “this is a resubmission of manuscript number XX-XXX” should be noted.
 - Manuscripts that are rejected after peer-review are not eligible for resubmission.
 - Manuscripts that have major revisions requested (i.e. For English correction) are entered as a resubmission of the original article.
- Spelling must conform to the American Heritage Dictionary of the English Language, and SI units for scientific measurement are preferred.
- While we do not currently have limitations on the length of manuscripts, we expect papers to be concise; authors are also encouraged to be selective in their use of figures and tables, using only those that contribute significantly to the understanding of the research.
- Acknowledgement of receipt is sent automatically upon acceptance through

quality control. This may take up to 7 days. If you do not receive such an acknowledgement, please check your author homepage at <http://jopdent.allentrack.net> if the paper does not appear there please resend your paper.

IMPORTANT: Please add our e-mail address to your address book on your server to prevent transmission problems from spam and other filters. Also make sure that your server will accept larger file sizes. This is particularly important since we send page-proofs for review and correction as .pdf and/or .doc(x) files.

Manuscript Type Requirements

All Manuscripts

CORRESPONDING AUTHOR must provide a WORKING / VALID e-mail address which will be used for all communication with the journal. ***NOTE:** Corresponding authors MUST update their profile if their e-mail or postal address changes. If we cannot contact authors within seven days, their manuscript will be removed from our publication queue.

AUTHOR INFORMATION must include:

- full name of all authors
- complete mailing address **for each author**
- **valid email address for each author**
- degrees (e.g. DDS, DMD, PhD)
- affiliation (e.g. Department of Dental Materials, School of Dentistry, University of Michigan)

MENTION OF COMMERCIAL PRODUCTS/EQUIPMENT must include:

- full name of product
- full name of manufacturer
- city, state and country of manufacturer

MANUSCRIPTS must be provided as Word for Windows files. Files with the .doc and .docx extensions are accepted.

TABLES may be submitted as either Word (.doc and .docx) or Excel (.xls and .xlsx) files. All tables must be legible, with fonts being no smaller than 7

points. Tables have the following size limitations: In profile view a table must be no larger than 7 x 9 inches; landscape tables should be no wider than 7 inches. It is the Editor's preference that tables not need to be rotated in order to be printed, as it interrupts the reader's flow.

ILLUSTRATIONS, GRAPHS AND FIGURES must be provided as **TIFF** or high resolution **JPEG** files with the following parameters:

- **line art** (and tables that are submitted as a graphic) must be sized with the short edge being no shorter than 5 inches. It should have a minimum resolution of 600 dpi and a maximum resolution of 1200 dpi. This means the shortest side should be no smaller than 3000 pixels.
- **gray scale/black & white figures** must be sized with the short edge being no shorter than 5 inches. It should have a minimum resolution of 300 dpi and a maximum of 400 dpi. This means the shortest side should be no smaller than 1500 pixels.
- **color figures and photographs** must be sized with the short edge being no shorter than 3.5 inches. It should have a minimum resolution of 300 dpi and a maximum of 400 dpi. This means that the shortest side should be no smaller than 1050 pixels.

Other Manuscript Type – Additional Requirements

CLINICAL TECHNIQUE/CASE STUDY MANUSCRIPTS must include as part of the narrative:

- a running (short) title
- purpose
- description of technique
- list of materials used
- potential problems
- summary of advantages and disadvantages
- references (see below)

LITERATURE AND BOOK REVIEW MANUSCRIPTS must include as part of the narrative:

- a running (short) title
- a clinical relevance statement based on the conclusions of the review
- conclusions based on the literature review...without this, the review is just an exercise and will not be published
- references (see below)

References

REFERENCES must be numbered (superscripted numbers) consecutively as they appear in the text and, where applicable, they should appear after punctuation.

The reference list should be arranged in numeric sequence at the end of the manuscript and should include:

1. Author(s) last name(s) and initial (ALL AUTHORS must be listed) followed by the date of publication in parentheses.
2. Full article title.
3. Full journal name in italics (**no** abbreviations), volume and issue numbers and first and last page numbers complete (i.e. 163-168 NOT attenuated 163-68).
4. Abstracts should be avoided when possible but, if used, must include the above plus the abstract number and page number.
5. Book chapters must include chapter title, book title in italics, editors' names (if appropriate), name of publisher and publishing address.
6. Websites may be used as references, but must include the date (day, month and year) accessed for the information.
7. Papers in the course of publication should only be entered in the references if they have been accepted for publication by a journal and then given in the standard manner with "In press" following the journal name.
8. **DO NOT** include unpublished data or personal communications in the reference list. Cite such references parenthetically in the text and include a date.
9. References that contain Crossref.org's DOIs (Digital Object Identifiers) should always be displayed at the end of the reference as permanent

URLs. The prefix <http://dx.doi.org/> can be appended to the listed DOI to create this URL. i.e. <http://dx.doi.org/10.1006/jmbi.1995.0238>

Reference Style Guide

- Journal article-two authors: Evans DB & Neme AM (1999) Shear bond strength of composite resin and amalgam adhesive systems to dentin *American Journal of Dentistry* **12(1)** 19-25.
- Journal article-multiple authors: Eick JD, Gwinnett AJ, Pashley DH & Robinson SJ (1997) Current concepts on adhesion to dentin *Critical Review of Oral and Biological Medicine* **8(3)** 306-335.
- Journal article: special issue/supplement: Van Meerbeek B, Vargas M, Inoue S, Yoshida Y, Peumans M, Lambrechts P & Vanherle G (2001) Adhesives and cements to promote preservation dentistry *Operative Dentistry (Supplement 6)* 119-144.
- Abstract: Yoshida Y, Van Meerbeek B, Okazaki M, Shintani H & Suzuki K (2003) Comparative study on adhesive performance of functional monomers *Journal of Dental Research* **82(Special Issue B)** Abstract #0051 p B-19.
- Corporate publication: ISO-Standards (1997) ISO 4287 Geometrical Product Specifications Surface texture: Profile method – Terms, definitions and surface texture parameters *Geneve: International Organization for Standardization 1st edition* 1-25.
- Book-single author: Mount GJ (1990) *An Atlas of Glass-ionomer Cements* Martin Duntz Ltd, London.
- Book-two authors: Nakabayashi N & Pashley DH (1998) *Hybridization of Dental Hard Tissues* Quintessence Publishing, Tokyo.
- Book-chapter: Hilton TJ (1996) Direct posterior composite restorations In: Schwarts RS, Summitt JB, Robbins JW (eds) *Fundamentals of Operative Dentistry* Quintessence, Chicago 207-228.
- Website-single author: Carlson L (2003) Web site evolution; Retrieved online July 23, 2003 from: <http://www.d.umn.edu/~lcarlson/cms/evolution.html>
- Website-corporate publication: National Association of Social Workers (2000) NASW Practice research survey 2000. NASW Practice Research

Network, 1. 3. Retrieved online September 8, 2003 from:

<http://www.socialworkers.org/naswprn/default>

- Journal Article with DOI: SA Feierabend, J Matt & B Klaiber (2011) A Comparison of Conventional and New Rubber Dam Systems in Dental Practice. *Operative Dentistry* **36(3)** 243-250, <http://dx.doi.org/10.2341/09-283-C>

Author Rights

Authors of accepted manuscripts will be given access to a .pdf of their published version.

Author acceptance letters give the right to the author to make unlimited prints of the manuscript. Authors may not share the electronic file. Those authors who are required to post a copy of their manuscript to a University, or Government repository due to professional or funding contract stipulations, may do so after receipt of the article as stated above; and after notifying Operative Dentistry, Inc. (at editor@jopdent.org) of their intent to post, and to what repository it will be posted, as well as the URL at which it will appear. Authors may post their articles to their own professional website as well. Any electronic postings should contain the appropriate copyright statements as listed in this manual (under “copyright”).

Reviewers and the Reviewer Board

The list of current Reviewer Board Members will be printed in issue 6 of each volume in a manner that will allow the reviewer to remove the pages for use in professional folders.

Reviewer Board members serve as the primary source for peer review of submitted manuscripts, and are invaluable to us. In order to be as efficient as possible for everyone, Reviewers are required to update the online review system with current email address, areas of interest, and dates when unavailable for review. Every effort is made to limit review requests of new manuscripts. It will be assumed that members who repeatedly fail to respond with acceptance or regrets

to requests for review will be removed from the Reviewer Board. Should a reviewer's circumstance change to where they are no longer able or willing to review, we request that a notice be sent to our offices at editor@jopdent.org.

Reviewer Board Members can expect to be asked to review to completion no more than 6 (original) manuscripts a year, and to participate in the annual Reviewer Board Meeting, whether in person, or by proxy. The following items apply to all reviewers for Operative Dentistry:

- Jopdent must have a CV and current email address on file – the CV is due by the last day of September in the year in which the reviewer completed a review (in order to be recognized in issue 6). It should be updated by the reviewer upon any significant change.
- To be considered for the RB, a reviewer must have 3 or more published articles in internationally recognized journals in which the reviewer was either a corresponding author or 1st author on at least one article.
- A reviewer with “no response” for every request made in a calendar year will be released from the RB.
- A reviewer who completed 0 reviews in a calendar year citing, “time constraints” will be released from the Reviewer Board. Inopportune requests can be prevented by having reviewer availability dates current.
- A reviewer who cites, “conflict of interest” to either decline or withdraw from a review will not be charged for a declined review.

Reviewer Instructions

Review Process

The manuscript submission and peer review process is broken down into the following 5 steps:

1. The author submits a manuscript.
2. The editor/associate editor assigns reviewers to the manuscript.
3. The reviewers review the manuscript.
4. The editor makes the final decision.
5. The staff contacts the author with the decision.

As a reviewer, you are responsible for step #3.

Review Manuscript

After logging into the system and pressing on a manuscript link preceded by a red arrow, you will be presented with a "Manuscript" screen. At the bottom of this screen under "Manuscript Tasks" will be displayed a "Review Manuscript" link. Clicking on this link will display the "Review Manuscript" Screen. This screen is broken into 4 parts as follows:

1. Manuscript background information.
2. A review drop-down selection.
3. Remarks to the author.
4. Remarks to the editor.

Once you have submitted your review, we will e-mail you an acknowledgment that we have received your review. This e-mail will contain a copy of your review that you can save for your records, if you wish.

When submitting a review, please evaluate the suitability of the manuscript you have reviewed for publication in Operative Dentistry.

Rate the manuscript in one of the following four categories:

- ACCEPT (no corrections necessary)
- CONDITIONAL ACCEPT (minor corrections/revisions necessary)
- RECONSIDER AFTER MAJOR REVISIONS
- REJECT

Please provide as many specific comments and suggestions as possible. **REMARKS TO THE AUTHOR ARE REQUIRED**, and are extremely helpful to the editor in the final decision-making process and to the authors in possibly improving the quality of their paper. The following should be considered in formulating your comments:

- interest to our readership
- overall contribution to the knowledge base

- validity of the clinical relevance statement
- acceptability of research methods and design
- appropriateness of sample selection and size
- adequacy of figures, tables and references
- accuracy of statistical treatment
- consistency of conclusions with reported results

You are not asked to make a thorough English edit of the manuscript. However, identifying English errors that make it difficult to understand the meaning of the writing is entirely appropriate. If significant English editing is required, please make that clear in your comments and a request will be made to the authors to obtain that editing.

The journal has the option of accepting a manuscript for **e-publication only**. This will allow publication without displacing other manuscripts that should go to press. A recommendation to "accept for e-publication only" or "conditional acceptance for e-publication only" or "reconsider after major revision for e-publication only" are appropriate reviewer recommendations and are best placed in the confidential comments to the editor.

When you first log into the system, you will be taken to your "Home" page. It will have different categories of tasks. If you are required to perform a pending action item, there will be a red arrow → next to a manuscript link. After clicking on this link, you will be presented with a "Manuscript" screen containing:

- Detailed information about a specific manuscript.
- A link to the merged PDF file containing the manuscript text, figures and tables.
- Links to the original manuscript file and associated figures/images and supplemental data, if any.
- A list of "Manuscript Tasks" or links allowing you to:
 - Accept/Decline Reviewer Position.
 - Check Status
 - Review Manuscript

(Not all links will be present all the time. Only the applicable links will be visible.)

If there are no red arrows → visible on the "Home" page, then you are finished.

There is no pending work you need to worry about.

Getting Help

If you need additional help, you can click on the help signs  spread throughout the system. A help dialog will pop up with context sensitive help.

Manuscript Status

You can get the status of your assigned manuscript(s) by:

1. Logging into the system with your password.
2. Clicking on the link represented by the manuscript tracking number and abbreviated title.
3. Clicking on the "Check Status" link at the bottom of the displayed page.

This procedure will display detailed tracking information about where the manuscript is in the submission/peer review process.

Conflicts of Interest

OpDent believes in the free market and that it is in the best interest of the profession for the market to give back generously to those groups who promote continuing education of those professionals. There must be clear guidelines and expectations however, so that the goodwill and generosity of the Market do not taint the educational activities with bias, real or imagined. To this end we have adopted the following policies and guidelines.

Commercialism

To those who **advertise** in any medium at any activity where Operative Dentistry, Inc. is acting as the administrative authority for continuing education, whether as sole authority, or in joint sponsorship, the following guidelines must be observed:

1. Program topic selection will be based on perceived needs for professional information and not for the purpose of endorsing specific commercial drugs, materials, products, treatments, or services.
2. Funds received from commercial sources in support of any educational programs shall be unrestricted and the planning committee of said program shall retain exclusive rights regarding selection of presenters, instructional materials, program content and format, etc.
3. Promotional material or other sales activities are not allowed in the area of instruction, neither in the lecture hall/operatorory nor in close proximity to the doors of said areas.

Commercial Support

To those who **provide monetary support** for any activity where Operative Dentistry, Inc. is acting as the administrative authority for continuing education, whether as sole authority, or in joint sponsorship, the following guidelines must be observed:

1. Program topic selection will be based on perceived needs for professional information and not for the purpose of endorsing specific commercial drugs, materials, products, treatments, or services.
2. Funds received from commercial sources in support of any educational programs shall be unrestricted and the planning committee of said program shall retain exclusive rights regarding selection of presenters, instructional materials, program content and format, etc.
3. Any and all commercial support received shall be acknowledged in program announcements, brochures, and in the on-site program book. This announcement may not be located on any page, or facing page, of the book announcing program speakers, or program evaluations.
4. Commercial support shall be limited to:
 - a. The payment of reasonable honoraria;
 - b. Reimbursement of presenters' out-of-pocket expenses; and

- c. The payment of the cost of modest meals or social events held as part of an educational activity.
5. When the Provider supports presenters, support shall be limited to:
 - a. The payment of reasonable honoraria; and
 - b. Reimbursement of presenters' out-of-pocket expenses.

Full Disclosure

To those who present at any activity where Operative Dentistry, Inc. is acting as the administrative authority for continuing education, whether as sole authority, or in joint sponsorship, the following guidelines must be observed:

1. All presentations should promote improvements in oral healthcare and not specific drugs, devices, services, or techniques.
2. Any media shown to the participants should be free from advertising, trade names, or product messages (except as applies in guideline #3).
3. Presenters shall avoid recommending or mentioning any specific product by its trade name, using generic terms whenever possible. When reference is made to a specific product by its trade name, reference shall also be made to competitive products.

Conflict of Interest

A Conflict of interest may be considered to exist if a presenter, author or reviewer for an OpDent CDE activity is directly affiliated with or has a direct financial interest in any organization(s) that may be co-supporting a course/manuscript, or may have a direct interest in the subject matter of the presentation/manuscript.

The intent of this policy is not to prevent a speaker with an affiliation or financial interest from making a presentation, or submitting a manuscript. It is intended that any potential conflict be identified openly so that the participants in the CDE have the full disclosure of the facts so that they may form their own judgments about the presentation/manuscript.

To those who participate at any activity where Operative Dentistry, Inc. is acting as the administrative authority for continuing education, whether as sole authority, or in joint sponsorship, the following guidelines should be understood:

Presenter

Speakers/presenters at any CE activity will be required to disclose any potential bias towards commercial supporters, or any other commercial entity that will be mentioned in their presentation.

Author

Authors of every accepted manuscript will be required to disclose any potential bias towards commercial supporters, or any other commercial entity that will be mentioned in their manuscript.

Reviewer

Reviewers of manuscripts will be required to disclose any potential bias towards commercial supporters, or any other commercial entity that is mentioned in the manuscripts they are asked to review. Should a conflict arise, the reviewer is obligated to withdraw themselves as reviewers of the manuscript, and OpDent will select a new reviewer.

Faculty Posting:

Faculty postings are available from OpDent for a \$175.00USD flat fee which covers up to 250 words and free logo placement if one is provided. Each additional 50 words is charged at \$50.00USD per unit, and each additional issue for which you would like the posting to run is charged at \$50.00USD as well.

OpDent reserves the right to refuse any posting.

Honoraria:

ADA CERP STANDARDS require written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for all Continuing Education Events. Additionally, the provider, the joint provider, or designated educational partner must pay directly any instructor/presenter honoraria or reimbursement of out-of-pocket expenses in compliance with the provider's written policies and procedures.

Joint providers have the option of using Operative Dentistry, Inc's (OpDent) policy (outlined below) or another policy. If using another policy, a copy must be provided with the application for Joint-Sponsorship.

As a subscription supported, non-profit organization, OpDent requests a speaker's expenses be covered by their own organization. If expenses are not covered by the speaker's organization, prior approval must be received by OpDent. If an activity receives commercial support, OpDent enforces the ADA CERP STANDARDS on commercial support to verify commercial support funds designated for honoraria and expenses, as outlined in the "Commercial Supporter Agreement." OpDent must maintain/receive a detailed reconciliation of the commercial support funds at the conclusion of the activity. Honoraria and expenses are paid from the net revenue of the activity. If a joint sponsor organization does not have its own policy, it is encouraged to use OpDent's policy.

The Editor must approve any changes or deviation to the following for OpDent Board of Directors. The Managing Editor must approve any changes or deviation to the following for OpDent staff.

Tier 1 – For Board of Directors (as approved by Editor), Editorial and Office Staff of Operative Dentistry

1. Airfare
 - a. Reimbursable expenses

- i. 21-day advance purchase
- ii. Coach airfare
- b. Non-reimbursable expenses
 - i. Less than 21-day advance purchase
 - ii. First class airfare
 - iii. Additional* &/or overweight baggage fees

*Additional applies to more than one standard luggage piece

2. Lodging

- a. Reimbursable expenses
 - i. Standard room at host hotel
 - ii. Length of stay
 - 1. One night per calendar day containing an invited lecture/presentation
 - 2. One night per calendar day containing any number of required meeting(s)
- b. Non-reimbursable expenses
 - i. Phone charges
 - ii. Internet charges
 - iii. Movies
 - iv. Alcohol
 - v. Mini-bar items
 - vi. Business center expenses
 - 1. Exception for Office Manager or Editorial Assistant for reasonable business center charges in performance of official duties.

3. Transportation to/from airport

- a. Reimbursable expenses
 - i. Personal vehicle – mileage to/from airport (current standard IRS rate)
 - ii. Airport shuttle
 - iii. Hotel shuttle
 - iv. Standard taxi service

- v. Rental vehicle – economy class only (only applicable for Board & Staff members with prior Editor approval)
- b. Non-reimbursable expenses
 - i. Limo service
 - ii. Rental vehicle – any other class above economy
- 4. Meals & Entertainment
 - a. Reimbursable expenses
 - i. Business related (following items must be detailed on the expense report)
 - 1. Where
 - 2. With whom
 - 3. Business purpose
 - ii. \$60/day maximum
 - b. Non-reimbursable expenses
 - i. Alcohol
- 5. Honoraria
 - a. OPDENT requests speakers to waive all fees
 - b. Prior approval required to pay honorarium
- 6. Miscellaneous Expenses
 - a. Tips (not to exceed 20% of documented expense)
 - i. Airport
 - ii. Transportation
 - iii. Hotel

OPDENT requires all expense reports to be submitted within 10 business days following the activity.

Tier 2 – For Joint-Sponsor presenters that are not eligible for Tier 1 reimbursement.

- 1. Airfare
 - a. Reimbursable expenses

- i. 21-day advance purchase
- ii. Coach airfare
- b. Non-reimbursable expenses
 - i. Less than 21-day advance purchase
 - ii. First class airfare
 - iii. Additional* &/or overweight baggage fees

*Additional applies to more than one standard luggage piece

2. Other Expenses

- a. Per Diem
 - i. Should pay for hotel, food, travel and reasonable incidentals
 - ii. Paid per calendar day containing an invited lecture/presentation plus one day
- b. Based on the Globalization and World Cities Research Network (GaWC) list of city tiers
 - i. Rates
 - 1. Alpha Cities - USD400/day
 - 2. Beta Cities - USD325/day
 - 3. Gamma Cities - USD275/day
 - 4. High Sufficiency cities - USD225/day
 - 5. Sufficiency Cities - USD200/day
 - ii. Unlisted Cities
 - 1. Unlisted cities will be categorized by the Editor