This update includes revised sections on State of the Art Reviews and Case Reports and Case Series. Other revisions and important items are highlighted in boldface type.

CONTENT
The Journal of Periodontology publishes articles relevant to the science and practice of periodontics and related areas. Manuscripts are accepted for consideration with the understanding that text, figures, photographs, and tables have not appeared in any other publication, except as an abstract prepared and published in conjunction with a presentation by the author(s) at a scientific meeting, and that material has been submitted only to this journal.

MANUSCRIPT CATEGORIES AND SPECIFIC FORMATS
Submissions to the Journal of Periodontology should be limited to one of the categories defined below. Specific information regarding length and format is provided for each category. Please also refer to the instructions provided under Manuscript Submission, Preparation, and Format.

All manuscripts will be reviewed by the Editors for novelty, potential to extend knowledge, and relevance to clinicians and researchers in the field. Some manuscripts will be returned without review, based on the Editors’ judgment of the appropriateness of the manuscript for the Journal of Periodontology.

ORIGINAL ARTICLES
These are papers that report significant clinical or basic research on the pathogenesis, diagnosis, and treatment of the different forms of periodontal disease. Papers dealing with design, testing, and other features of dental implants are also included.

Format
Original articles must be limited to 4,000 words (excluding the abstract, references, and figure legends). The reference list should not exceed 50 references, and the combined number of figures and tables must be six or fewer. Multi-panel figures are acceptable.

Abstract
All original articles should be submitted with a structured abstract, consisting of no more than 250 words and the following four paragraphs:
* Background: Describes the problem being addressed.

Results
Results should be presented in a logical sequence with reference to tables, figures, and illustrations as appropriate.

Discussion
New and possible important findings of the study should be emphasized, as well as any conclusions that can be drawn. The Discussion should compare the present data to previous findings. Limitations of the experimental methods should be indicated, as should implications for future research. New hypotheses and clinical recommendations are appropriate and should be clearly identified. Recommendations, particularly clinical ones, may be included when appropriate.

STATE OF THE ART REVIEWS
These are focused reviews of basic and clinical science related to periodontics and implant dentistry. These reviews should be concise and address an important and timely clinical question. Authors should discuss clinical relevance and the impact on future understanding and practice. The review should be based on a critical assessment of the literature and should use the format and methods of a “systematic review.” Detailed descriptions of the
systematic review methodology are available on the Web site of the Berkeley Systematic Reviews Group (available at: www.medepi.net/meta/) and in the Cochrane Handbook for Systematic Reviews of Interventions.¹ There are many excellent published examples of systematic reviews, including “Periodontal Disease and Coronary Heart Disease Incidence: A Systematic Review and Meta-Analysis” by Humphrey et al.²

Authors of systematic reviews that include a meta-analysis should refer to the QUOROM statement.³ Authors of systematic reviews without meta-analysis should refer to the reviews edited by Cook et al.⁴ and Mulrow et al.⁵


Format
The abstract should summarize the main conclusions of the review in 350 words or less. Systematic review articles should: define a clear and clinically relevant research question; retrieve and describe the limitations of previously published reviews on this topic; and justify the need for a systematic review. The review should then define the search strategy used to identify primary articles; describe the methods used to select primary studies; specify inclusion and exclusion criteria (criteria for selecting primary studies should be based on population studied, intervention or exposure, study outcomes, and study methodology); perform a blinded assessment of the quality of the selected articles; describe the reliability of this process in terms of agreement between two evaluators; account for all studies identified by the search and justify exclusions; state their conclusions; compare their conclusions to the literature and current standard of care; outline the limitations of the review; and suggest areas for future research.

Papers should be balanced, literature-based reviews that are concise (2,000 to 3,000 words) with about 100 key references. Tables and figures should be limited to those essential to convey the results of the review, and the total combined number of tables and figures should not exceed six. Since critical reviews require selection of reports and interpretation of data, authors should disclose financial interest in the companies making products or providing services described in the review.

COMMENTARY
The purpose of these papers is to provide a forum for discussion of controversies and other issues as they relate to the practice of periodontics and implant dentistry. Full and balanced discussion of controversies on important issues is encouraged. This may result in several authors each presenting a relevant viewpoint. Commentary articles should be concise (2,000 to 3,000 words); however, they should be complete and balanced, which may require that the issue or controversy addressed be highly focused. Appropriate references should be cited.

Format
Introduction
This section should clearly state the clinical question or issues to be discussed and document their importance and timeliness.

Body
The body should present the information supporting all aspects of the issues. This portion of the Commentary may be subdivided as appropriate with headings. Figures, tables, and other illustrative materials may be incorporated.

Summary
The summary should place the issue in perspective and point a way for future directions in addressing the controversy.

Acknowledgments
Since these papers allow authors to express their opinions on a subject, it is extremely important that authors disclose any and all affiliations, financial position, or any other information that constitutes a real or perceived conflict of interest.
CASE REPORTS AND CASE SERIES

The Journal of Periodontology publishes selected case reports and case series that describe unusual case presentations, complex diagnoses, and novel approaches to treatment within the scope of practice of periodontology. These case reports provide valuable information for clinicians and teachers in the field.

The requirements for patient consent, privacy, and institutional approval are well defined for manuscripts describing research on human subjects. These basic requirements are described by the International Committee of Medical Journal Editors (ICMJE) in their Uniform Requirements for Manuscripts Submitted to Biomedical Journals (available at: www.icmje.org) and are interpreted in the instructions to authors of all peer-reviewed biomedical journals, including the Journal of Periodontology.

Due to the changing ethical and legal environment around the use of patient information, the editorial team has received multiple questions about the need for subject consent from patients described in case reports submitted for publication.

The following applies to most case reports and case series. It should be noted that the editors will determine whether specific case reports and case series require additional approvals beyond what is described below.

Requirement for Ethics Board Approval
Most case reports and case series are a retrospective description of clinical findings in a case or an observed course of events that document a new aspect of patient management during the normal course of clinical treatment. Since there is no hypothesis testing, no systematic data collection beyond that which is part of routine clinical practice, no data analysis, and the work has already been done, case reports and case series do not usually qualify as “research” requiring approval from ethical boards designed to protect humans involved in clinical research.

(U.S. Fed. definition: “RESEARCH is any systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.”)

Example 1: Series of private practice implant cases in patients who have been taking bisphosphonates. Authors describe the findings in each case, which are collected and reported in a table format.

Example 2: Authors collect series of private practice implant cases in patients who have or have not been taking bisphosphonates. The sample size is sufficient for data analysis, and authors analyze and report the incidence of complications.

Example 1 does not qualify as “research,” but example 2 does qualify and requires ethical approval.

Privacy in Case Reports
No patient identifiers should be included in case reports or case series. If the authors choose to include any subject identifiers, the authors must include the patient’s informed consent to publish the information.

Our policy conforms to the Uniform Requirements, which states: “Patients have a right to privacy that should not be infringed without informed consent. Identifying information should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that the patient be shown the manuscript to be published.”

It should be noted that patients may have given a signed “consent to treat,” but that does not constitute permission to publish their case with personal identifiers unless they have explicitly approved the manuscript. Likewise, patient consent under government privacy rules, such as the Health Insurance Portability and Accountability Act (HIPAA) in the United States, does not constitute permission to publish their case with personal identifiers unless they have explicitly approved the manuscript.

Further information about the preparation of case reports and case series is provided below.

Case Reports
These manuscripts emphasize clinical periodontics and related oral medicine and pathology. Unusual cases illustrating lesions affecting the orofacial structures that may be expected to influence management of periodontal and implant patients could be presented. Case reports should describe: 1) unique cases that may represent a previously undescribed condition; 2) unexpected association of two or more diseases; 3) adverse or unexpected treatment response; or 4) any other clinical observation based upon well-documented cases that provide important new information.

Case Series
These papers report a sufficient number of consecutive or randomized cases to make a persuasive argument for or against the procedure, technique, or concept under discussion. Cases should be relatively
homogeneous so that a systematic evaluation of one type of disease, lesion, or condition is made for the procedure under consideration. Also, treatment and documentation should be consistent and standardized for all cases. It is recognized that definitive evidence for the safety and efficacy of any procedure, drug, or device comes primarily from well-designed, randomized, controlled trials. However, well-executed case series may lead to hypotheses about the usefulness of new and innovative procedures, drugs, or devices and may therefore be of value to the progress of clinical science.

**Format**

**Abstract**

Case Reports and Case Series should be submitted with a structured abstract, consisting of no more than 250 words and the following four paragraphs:

* Background: Describes the clinical situation being discussed.
* Methods: Describes the clinical procedures (surgical and non-surgical) performed.
* Results: Describes the clinical results.
* Conclusions: Reports what authors have concluded, specifically clinical implications in practice situations.

**Introduction**

This section should include a critical review of the pertinent literature.

**Case Description and Results**

This section describes the case or cases, including all relevant data. For ease of presentation, tables describing longitudinal data in a chronological form may be useful. Carefully selected, high-quality clinical photographs in full color, as well as radiographs, are encouraged.

**Discussion**

This should include findings, put into perspective with respect to the field and literature. Unique arguments and new information gained should be summarized. Consideration of the clinical significance of the case(s) should be emphasized in all sections.

**LETTERS TO THE EDITOR**

Letters may comment on articles published in the *Journal* and should offer constructive criticism. If a letter comments on a published article, the author(s) will be provided 60 days to respond to the observations.

Letters to the Editor may also address any aspect of the profession, including education and training, new modes of practice, and concepts of disease and its management.

Letters should be brief, focused on one or a few specific points or concerns, and can be signed by no more than five individuals.

Citations should be handled as standard references.

**MANUSCRIPT SUBMISSION, PREPARATION, AND FORMAT**

The *Journal of Periodontology* accepts manuscript submissions online at the following URL: [http://mc.manuscriptcentral.com/jperio](http://mc.manuscriptcentral.com/jperio).

Authors should prepare manuscripts in accordance with both the instructions below and the preceding instructions provided for each manuscript category.

Detailed instructions for online submission are described under “Web Uploading Policies and Instructions.”

Inquiries regarding current submissions should be sent to: Managing Editor, *Journal of Periodontology*, 737 North Michigan Avenue, Suite 800, Chicago, IL 60611-6660. Telephone: 312/573-3224; e-mail: julie@perio.org.

**SUBMISSION**

**Authorship**

Individuals identified as authors must meet the following criteria established by the International Committee of Medical Journal Editors: 1) substantial contributions to conception and design, 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.

Once the *Journal* has received a manuscript, any changes in authorship must be faxed to the editorial office at 312/573-3225 (attn: Bethanne Wilson, Editorial Coordinator) and must contain the signature of the author who has been added or removed from the paper. Authors who are added must submit a conflict of interest and financial disclosure form (described under “Acknowledgments and Conflicts of Interest”).

**GUEST EDITORIALS**

Guest Editorials may be invited or may be submitted from authorities in certain areas as a means of offering their perspective on one or more articles published in the *Journal*, or on other items of interest to the readership.
Conflict of Interest and Financial Disclosure Forms
A conflict of interest and financial disclosure form must be submitted for each author.
A template form can be found on ScholarOne Manuscripts (http://mc.manuscriptcentral.com/perio) in the upper right-hand corner under “Instructions & Forms.” More information on conflicts of interest can be found under “Conflicts of Interest” below.

PREPARATION

Style
Please follow the guidelines below when preparing the manuscript:
* Be sure to put the genus and species of an organism and journal names in the reference section in italics.
* The Journal of Periodontology does not italicize common Latin terms such as in vitro, in vivo, e.g., or i.e.
* Use a block style; do not tabulate or indent material.


FORMAT

Manuscripts must be submitted in Microsoft Word. Margins should be at least 1” on both sides and top and bottom. Materials should appear in the following order:
- Title Page
- Abstract (or Introduction) and Key Words
- Text
- Footnotes
- Acknowledgments
- References
- Figure Legends
- Tables
  Figures should not be embedded in the manuscript. Authors should retain a copy of their manuscript for their own records.

TITLE PAGE

The Title Page should contain: 1) a concise but informative title; 2) first name, middle initial, and last name of each author, with the highest academic degree and the current institutional affiliation for each; 3) name of the department(s) and institution(s) to which the work should be attributed (please use footnote symbols [in the sequence *, †, ‡, §, ¶, #, **, etc.] to identify authors and their corresponding institutions); 4) disclaimers, if any; 5) the name and address (including fax number and e-mail) of the author(s) responsible for correspondence (please indicate whether fax number and e-mail can be published); 6) sources of support in the form of grants, equipment, drugs, or other significant sources of support; 7) any financial relationships between any author and a commercial firm that may pose a conflict of interest; 8) word count and number of figures and tables in the manuscript; 9) a short running title of no more than 60 characters, including spaces; and 10) a one-sentence summary describing the key finding(s) from the study.

ABSTRACT OR INTRODUCTION

Please see specific instructions provided for each manuscript category.

KEY WORDS

A maximum of six key words or short phrases, drawn from MeSH documentation, to facilitate indexing should be listed below the abstract.

TEXT

Please see specific instructions provided for each manuscript category.

ACKNOWLEDGMENTS AND CONFLICTS OF INTEREST

Acknowledgments
At the end of the Discussion, acknowledgments may be made to individuals who contributed to the research or the manuscript preparation at a level that did not qualify for authorship. This may include technical help or participation in a clinical study. Authors are responsible for obtaining written permission from persons listed by name. Acknowledgments must also include a statement that includes the source of any funding for the study, and defines the commercial relationships of each author.

Conflicts of Interest
In the interest of transparency and to allow readers to form their own assessment of potential biases that may have influenced the results of research studies, the Journal of Periodontology now requires that all authors declare potential competing interests relating
Conflicts of interest are defined as those influences that may potentially undermine the objectivity or integrity of the research, or create a perceived conflict of interest. Authors are required to submit:

1) A statement in the manuscript, following Acknowledgments, that includes the source of any funding for the study, and defines the commercial relationships of each author. If an author has no commercial relationships to declare, a statement to that effect should be included. This statement should include financial relationships that may pose a conflict of interest or potential conflict of interest. These may include financial support for research (salaries, equipment, supplies, travel reimbursement); employment or anticipated employment by any organization that may gain or lose financially through publication of the paper; and personal financial interests such as shares in or ownership of companies affected by publication of the research, patents or patent applications whose value may be affected by this publication, and consulting fees or royalties from organizations which may profit or lose as a result of publication. An example is shown below.

2) A conflict of interest and financial disclosure form for each author. This form can be found on ScholarOne Manuscripts (http://mc.manuscriptcentral.com/jperio) in the upper right-hand corner under “Instructions & Forms.” The form should be completed by each author and provided to the corresponding author. The corresponding author is responsible for submitting these forms from each author when the manuscript is submitted. These forms should be sent to Bethanne Wilson, Editorial Coordinator, either via e-mail at bethanne@perio.org or fax at 312/573-3225. These forms can also be uploaded in the cover letter area during the manuscript submission process.

Conflict of interest information will not be used as a basis for suitability of the manuscript for publication.

Example of Conflict of Interest Statement:
This study was supported by a grant from the Acme Implant Corporation, Seoul, Korea. Drs. Able, Kim, and Bruce report no financial relationships related to any products involved in this study. Dr. Lee is on the scientific advisory board for Acme Implant Corporation and gives lectures sponsored by the company. Dr. Smith is a consultant and shareholder of the Brownstone Implant Corporation, Boston, MA. Dr. Wang is employed full-time as chief technical officer of the Acme Implant Corporation.

REFERENCES
References should be numbered consecutively in the order in which they appear in the text. A journal, magazine, or newspaper article should be given only one number; a book should be given a different number each time it is mentioned, if different page numbers are cited.

All references are identified, whether they appear in the text, tables, or legends, by Arabic numbers in superscript. Journal title abbreviations should be those used by the U.S. National Library of Medicine. If you are uncertain about the correct abbreviation for a journal title, please refer to the NLM’s comprehensive listing at ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf.

The use of abstracts as references is strongly discouraged. Manuscripts accepted for publication may be cited. Material submitted, but not yet accepted, should be cited in text as “unpublished observations.” Written and oral personal communications may be referred to in text, but not cited as references. Please provide the date of the communication and indicate whether it was in a written or oral form. In addition, please identify the individual and his/her affiliation. Authors should obtain written permission and confirmation of accuracy from the source of a personal communication. Presented papers, unless they are subsequently published in a proceedings or peer-reviewed journal, may not be cited as references. In addition, Wikipedia.org may not be cited as a reference. For most manuscripts, authors should limit references to materials published in peer-reviewed professional journals. In addition, authors should verify all references against the original documents. References should be typed double-spaced. Examples of references are given below. Authors are encouraged to consult EndNote for the Journal of Periodontology’s preferred reference style.

Journals
1. Standard journal reference. Note: list all authors if six or fewer; when seven or more, list only first three and add et al. Glass DA, Mellonig JT, Towle HJ. Histologic evaluation of bone inductive proteins complexed with coralline hydroxyapatite in an extraskeletal site of the rat. J Periodontol 1989;60:121-125.


**Books and Other Monographs**


**Electronic Citations**


**TABLES**

Tables should be numbered consecutively in Arabic numbers in the order of their appearance in the text. A brief descriptive title should be supplied for each. Explanations, including abbreviations, should be listed as footnotes, not in the heading. Every column should have a heading. Statistical measures of variations such as standard deviation or standard error of the mean should be included as appropriate in the footnotes. Do not use internal horizontal or vertical rules.

**FIGURE LEGENDS**

Legends should be typed double-spaced with Arabic numbers corresponding to the figure. When arrows, symbols, numbers, or letters are used, explain each clearly in the legend; also explain internal scale, original magnification, and method of staining as appropriate. Panel labels should be in capital letters. Legends should not appear on the same page as the actual figures.

**FIGURES**

Digital files must be submitted for all figures.

Submit one file per figure. Multiple panels should be labeled and combined in a single file. Photographs should have internal scale markings. Human subjects must not be identifiable in photographs, unless written permission is obtained and accompanies the photograph. Lettering, arrows, or other identifying symbols should be large enough to permit reduction and must be embedded in the figure file. Figure file names must include the figure number.

Clinical color photographs are encouraged. There is no charge to the author for publication of any figure. Authors are asked to use shades of green, blue, or purple in color graphs. Yellow, red, and orange should be avoided unless scientifically necessary (e.g., to depict species of the orange complex, red complex, etc.). Authors are strongly encouraged to prepare basic, simple designs that can be clearly understood when reproduced; use of “3-dimensional” graphics is not recommended. Unnecessarily complex designs may be returned for simplification before publication.

Details of programs used to prepare digital images must be given to facilitate use of the electronic image. Use solid or shaded tones for graphs and charts. Patterns other than diagonal lines may not reproduce well.

7
DIGITAL FILE SPECIFICATIONS
To ensure the highest quality reproduction of your figures, please observe the following recommendations.

Resolution
Proper resolution is very important to preserve the quality of your printed figures. The following resolutions must be submitted for your files.

- Please do not reduce your figures below a readable size to achieve higher resolution. These files will not be usable.

Format
TIFF or EPS files at the proper resolution (see above) will give the best results. If you cannot produce these files, do not send low-resolution conversions. With all figures, please also send a PDF that can be rasterized in the event your files are not usable.

- Word, Excel, PS, and JPEG files can sometimes be acceptable alternatives. Send these along with a PDF if you cannot achieve the proper results in TIFF or EPS format. For graphs and charts, do not use patterned fills. Solid tones or colors are recommended instead.

Color Space
Figures should be saved as CMYK, not RGB. Files submitted in RGB will be converted to CMYK, and significant color shift may occur.

Font
Files other than TIFF or JPEG must be saved with fonts embedded. Acceptable fonts include Helvetica, Times New Roman, Symbol, Mathematical PI, and European PI. All other fonts may be replaced, resulting in data loss or realignment.

Other
Please send a PDF with all figure submissions and verify that the PDF and digital versions of your figures are identical. If you have any questions concerning the creation or submission of digital art, please visit the Dartmouth Journal Services Web site at http://www.dartmouthjournals.com/digart.html or send an e-mail to perio@dartmouthjournals.com.

UNITs OF MEASUREMENT
Measurements of length, height, weight, and volume should be reported in metric units or their decimal multiples. Temperatures should be given in degrees Celsius and blood pressure in millimeters of mercury. All hematologic and clinical chemistry measurements should be reported in the metric system in terms of the International System of Units (SI). Description of teeth should use the American Dental Association (i.e., Universal/National) numbering system.

STATISTICS
Statistical methods should be described such that a knowledgeable reader with access to the original data could verify the results. Wherever possible, results should be quantified and appropriate indicators of measurement error or uncertainty given. Sole reliance on statistical hypothesis testing or normalization of data should be avoided. Data in as close to the original form as reasonable should be presented. Details about eligibility criteria for subjects, randomization, methods for blinding of observations, treatment complications, and numbers of observations should be included. Losses to observations, such as dropouts from a clinical trial, should be indicated. General-use computer programs should be listed. Statistical terms, abbreviations, and symbols should be defined. Detailed statistical, analytical procedures can be included as an appendix to the paper if appropriate.

ANIMAL AND HUMAN TRIALS
All manuscripts reporting the use of human subjects must include a statement that the protocol was approved by the author’s institutional review committee for human subjects AND that the study was conducted in accordance with the Helsinki Declaration of 1975, as revised in 2000. Do not use any designation in tables, figures, or photographs that
would identify a patient, unless express written consent from the patient is submitted.

For research involving the use of animals, it is necessary to indicate that the protocol was approved by the author’s institutional experimentation committee or was in accordance with guidelines approved by the Council of the American Psychological Society (1980) for the use of animal experiments.

FOOTNOTES
Footnotes should be used only to identify author affiliation; to explain symbols in tables and illustrations; and to identify manufacturers of equipment, medications, materials, and devices. Use the following symbols in the sequence shown: *, †, ‡, §, ¶, #, **, ††, etc.

IDENTIFICATION OF PRODUCTS
Use of brand names within the title or text is not acceptable, unless essential when the paper is comparing two or more products. When identification of a product is needed or helpful to explain the procedure or trial being discussed, a generic term should be used and the brand name, manufacturer, and location (city/state/country) cited as a footnote.

REVIEW PROCESS AND PUBLICATION PROCEDURES

Peer Review
The Journal of Periodontology is a peer-reviewed publication. All manuscripts, including State of the Art Reviews, Commentaries, Case Reports, Case Series, and Clinical Practice, are submitted to a minimum of two reviewers and, when appropriate, to a statistical reviewer. Authors are given reviewer comments and additional information or observations as the Editor believes would be helpful. Revised manuscripts are due within 30 days of receipt of the Editor’s communication.

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All manuscripts accepted for publication become the property of the American Academy of Periodontology. A copyright form must be signed by all authors and returned to the Managing Editor. A file containing this form always accompanies the acceptance e-mail.

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Corresponding authors may purchase reprints at the time pages are received for proofreading. Reprints can be purchased in 4-color or black and white.
The following information will help in preparing and submitting your manuscript to the Journal of Periodontology Web-based peer review system, ScholarOne Manuscripts. Also refer to the previous pages for guidelines on preparing and formatting manuscripts.

Submit manuscripts at http://mc.manuscriptcentral.com/jperio. You will be able to monitor the progress of your manuscript through the peer review process.

PREPARING AND FORMATTING ELECTRONIC MANUSCRIPTS

Text file: Submission of manuscripts must be in Microsoft Word (.doc). This applies to both Windows and Macintosh platforms. If you are using any other word processing program, you must save the text file as .rtf.

Use basic fonts such as Arial, Courier, Times, or Times New Roman. Special or mathematical characters and Greek letters that are not on a standard keyboard must be created using the Symbol font.

Tables: The system will easily read tables created with Word’s table utility or when inserted into Word from Excel.

Equations: Create an equation as text, treating any mathematical symbols as special characters and assigning them the Symbol font.

Figures and illustrations: To prevent problems during the review process, figures and illustrations should be submitted only in the following formats: EPS or TIFF, and at the highest resolution possible (at least 600 dpi for RGB or halftones [grayscale mode] and 1,000 dpi for line art [bitmap mode]). Any other format might not be readable by a reviewer. Illustrations and graphics for revised manuscripts should be submitted in EPS or TIFF only.

Submit only one file per figure (combine and label panels). If panels are in different formats, save the entire file at the highest applicable resolution (see page 6). Save figures and illustrations with clear and simple file names, such as “Figure 1.tif” or “Fig1.tif.” File names should match the labeling that appears in the legends in the text document.

SUBMITTING

For user account information, log on to ScholarOne Manuscripts at http://mc.manuscriptcentral.com/jperio. Here, you will be able to either create an account or enter an existing account. If you believe you may already have an account, enter your e-mail address in the Password Help box on the right-hand side of the page. If the address you entered is found in the account records, an e-mail will be sent to you at that address containing your User ID and a temporary password.

If you do not have an account in the system, click “Create Account” in the upper right-hand corner. Please fill in all fields accurately. All fields with “req” are required. If a required field does not apply to you, enter “none” or “N/A” in the space provided. When you are finished with a screen, click “Next” to continue to the next screen. When you reach the final screen and all information is entered, click “Finish” to submit your information.

Author Center: To start the submission process, go to the Author Center and click “Click here to submit a new manuscript.” The following are explanations of the 7 steps required to submit a manuscript:

Screen 1 – Type, Title, & Abstract. Select a manuscript type from the pull-down menu. Enter the title, running head, and abstract for your manuscript in the appropriate boxes. You can either copy and paste your information from your manuscript text file into the box or type it directly into the box. Use the “Special Characters” button for special characters such as Greek letters and mathematical symbols or for formatting such as italics, boldface, or superscript. For example, when you click on the lowercase alpha, the appropriate code for the character appears where your cursor was placed on the previous screen. You can also use the “Preview” button to make sure all the codes are placed in the correct locations. If you are submitting a manuscript that does not require an abstract, please type “N/A” in the abstract box.

Under “Scope of Practice” and “Study Type,” please select the categories that describe your paper from the drop-down menus. If you select “other” under “Scope of Practice,” please include a description in the box provided.

Click “Next” when you are finished with this screen.

Screen 2 – Attributes. Select a minimum of three or a maximum of 15 key words from the box. Highlight the key word you wish to include and click the “+ Add” button. These words are used in the
review process and should not be included in your manuscript file. A maximum of six key words or short phrases, drawn from MeSH documentation, should be included in your manuscript file.

Click “Next” when you are finished with this screen or “Previous” to return to the previous screen.

Screen 3 – Authors & Institutions. Your name and institution should be completed and located at the top of the page. Click “Edit” if you need to make any changes to your information. Once your information is correct, you may add co-authors to the paper. **All authors should be listed here.** Fill in the information under “Add a New Author” for each co-author. After typing in an e-mail address, you may search to see if that person’s information is already in the database by clicking “Find.” If an e-mail is matched, the information for that author will be displayed. You may make any necessary changes to the institutional information and click “Add to My Authors” to add this author to your paper. If an incorrect author is found, click the “Clear” button to search again. If a match is not found, fill in the required information and click “Add to My Authors.”

If a specific author has more than one affiliation, follow the link at the bottom of the “Add a New Author” box to add more affiliations. You must click the “+ Add” button for each affiliation. Make sure to click the “Save” checkmark before closing the “Add More Affiliations” screen. Once all authors have been added to the manuscript, click “Next” to proceed to the next screen or “Previous” to return to the previous screen.

Please note that once the *Journal of Periodontology* has received a manuscript, any changes in authorship must be faxed to the editorial office at 312/573-3225 (attn: Bethanne Wilson, Editorial Coordinator) and must contain the signature of the author who has been added or removed from the paper. Authors who are added must submit a conflict of interest and financial disclosure form. This form can be found on ScholarOne Manuscripts (http://mc.manuscriptcentral.com/jperio) in the upper right-hand corner under “Instructions & Forms.”

Click “Next” to proceed to the next screen or “Previous” to return to the previous screen.

Screen 4 – Reviewers. This step requests you to identify preferred or non-preferred reviewers but is not a mandatory part of the submission process. Fill in the required information and select “Designate as Preferred Reviewer” or “Designate as Non-Preferred Reviewer” as applicable. Once you have entered all information about reviewers, click “Next” to proceed to the next screen or “Previous” to return to the previous screen.

Screen 5 – Details and Comments. In the box provided, you should either copy-and-paste your cover letter/comments or type them directly into the field. Also, you can upload your cover letter/comments by clicking the “Browse” button and selecting a file on your computer. Click the “Attach this Cover Letter” button to attach it to your manuscript. You may also upload your conflict of interest and financial disclosure forms here. Do not attach any files from your manuscript itself in this section.

In the boxes provided, fill in the total number of figures and tables. If there are no figures or tables in your manuscript, please enter “0” in the appropriate box. Your word count should also be entered in this area.

If your manuscript is a study reporting a randomized controlled trial, there will be a link here to download the CONSORT checklist. Please save this to your computer. Using Adobe Reader, fill in the required information and save the file. Upload your completed form in the box provided. If you do not have Adobe Reader, you may download it for free at http://get.adobe.com/reader/.

Be sure to read the submission statement and select “yes” from the pull-down menu.

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