

## Author Guidelines

### INTRODUCTION

Journal of Nepalese Prosthodontic Society (JNPS) is a peer reviewed, Prosthodontic journal of Nepalese Prosthodontic Society (NPS). JNPS is the first prosthodontic journal from Nepal since 2017 AD.

### THE EDITORIAL PROCESS

The submitted manuscripts are duly acknowledged and initially reviewed for possible publication by the Editors with the understanding that they are being submitted only to the JNPS, have not been published, simultaneously submitted or accepted for publication elsewhere. On an average, 30-40% of the manuscripts with insufficient originality or significant message, serious scientific and technical flaws are rejected. In the case of a good article that has been written poorly, the authors are asked to resubmit after revision. JNPS is abide by the principles of COPE, CSE, WAME, ICJME, DOAJ, OASPA guidelines.

### THE PEER REVIEW PROCESS

The manuscripts are then sent to two expert peer reviewers blinded to the contributor's identity and vice versa for meticulous review, inputs and comments. The final decision on whether to accept or reject the article are taken by the Editor-in-Chief based on editorial board and peer reviewers. The contributors are informed about the rejection/acceptance of the manuscript with the peer reviewer's comments. Accepted articles have to be resubmitted after making the necessary changes or clarifying questions made during the peer review process.

The accepted articles are edited for grammatical, punctuation, print style and format errors and page proofs and are sent to the corresponding author who should return them within three days. Non-response to galley proof may result in the delay of publication or even rejection of the article.

### REPORTING GUIDELINES

The guidelines listed below should be followed where appropriate. Please use these guidelines to structure your article. Completed applicable checklists, structured abstracts and flow diagrams should be uploaded with your submission; these will be published alongside the final version of your paper.

The Equator Network (Enhancing the Quality and Transparency Of health Research) provides a comprehensive list of reporting guidelines.

### FOCUS AND SCOPE

JNPS invites original research papers, review articles, case reports, prosthodontic rehabilitation, viewpoints letter to the editor containing new insight into any aspect of prosthodontic rehabilitation that are not published or not being considered for publication elsewhere. The journal is particularly interested and welcomes papers in basic and clinical prosthodontic rehabilitation, dental materials, research and publication ethics, too.

### EDITORIAL

It is submitted by an editorial board or invited piece on most pertinent issues in the field

of prosthodontic in Nepal or in the world. It undergoes fast track peer review process.

### ORIGINAL ARTICLE

JNPS accept Randomised controlled trials, interventional studies, studies of screening and diagnostic test, case control series and researches conducted in the field of basic and clinical prosthodontic rehabilitation and dental materials science with the maximum length of 2500-3500 words (excluding abstract of 250 words). It undergoes rigorous peer review process. Please expect lots of communication from the JNPS.

### CASE REPORTS

Reports of clinical patient diagnosis and treatment that contribute to the body of prosthodontic knowledge by providing in-depth observations, treatment and outcome. These reports should document new, unique, or innovative treatments or describe prosthodontic patients with unusual dental conditions. The manuscript should not exceed 1,000 words in length.

### REVIEW ARTICLE

Review articles which summarise the current state of understanding on a topic and analyses or discuss research previously published by others, rather than reporting new experimental results.

They are very thorough literature reviews that identify historical and current trends in the research, important scholars in the field, foundational articles, major discoveries, gaps in the research (areas for further exploration), and current debates or controversies. It has to be about 3000 words without counting abstract (200 words) and references (>50 and usually <100). It undergoes rigorous peer review process.

### SHORT COMMUNICATION / VIEWPOINT

Short communication is research article which doesn't fit exactly into research article but findings are interesting, e.g. pilot study. It undergoes peer review process. Viewpoint is based on issues related to health sciences to raise the voice, awareness, new ideas, thought to provoke concepts, and personal expert opinion to improve the health. Up to 800 words excluding 5 - 8 references.

### LETTER TO THE EDITOR

Should be short, decisive observation. Comment relating a recent article, an elaboration of an important discovery, or simply a thought-provoking commentary of fewer than 1000 words without an abstract.

### PEER REVIEW PROCESS

The Chief Editor, together with the editorial board will ensure following peer review policy:

- 1. Double blind:** The manuscript will be blinded when sending out for review. The author is anonymous to the reviewer and the reviewer is anonymous to the author as well.
- 2. One-stage review:** The reviewer is involved in the initial review of the manuscript only, i.e. not involved in evaluating the revisions made by the author based on the reviewer's comments. Rather, the Chief Editor carries the manuscript forward following the initial review.
- 3. In rare, controversial and special circumstances; Two-stage review:** Those papers that require revision as suggested by the reviewer will be sent back to that same reviewer for him/her to evaluate the manuscript once again after revised re-submission from the author.

The author has to submit their manuscript according to JNPS section policy.

- All submitted article will undergo international peer review with blinding for two peer reviewers, simultaneously. If the decision conflicts between two, it will be sent to third peer reviewer.
- The typical review will take minimum 4-6 weeks which includes 2 weeks for peer review and remaining weeks for peer review handling process. However, this may take little longer due to unseen workloads.
- When the article is received from peer reviewer there will be one of the following outcome and the decision choices include:

**Accept Submission:** The submission will be accepted without revisions.

**Revisions Required:** The submission will be accepted after minor changes have been made according to the reviewer's comment.

**Resubmit for Review:** The submission needs to be re-worked, but with significant changes, may be accepted. It will require a second round of review, however.

**Resubmit elsewhere:** When the submission does not meet the focus and scope of JNPS.

**Decline Submission:** The submission will not be published in the journal.

All comments received from the reviewers will be passed on to the authors within 4-6 weeks after getting back from the reviewers. Regardless of whether or not the submission is accepted for publication, it is essential that appropriate feedback is provided to the contributors. JNPS respect the views, opinion, comments and decision of the reviewer. However, the right for acceptance and rejection of the manuscript is reserved with the Chief Editor, on the basis of maintaining the integrity of the science, following the guideline of ICJME and COPE.

The editors will be responsible for directing the manuscripts to the appropriate reviewers who have the knowledge and/or expertise in the requisite fields. Each manuscript will be accepted (sometimes on a conditional basis pending suggested changes) or declined based on the reviewers' comments, and other factors by Chief Editor's decisions. In the case of a controversial groundbreaking article that could have a far-reaching impact on the field, further reviews may be sought. The decision ultimately rests with the chief editor.

Peer Reviewers will be provided with Review Guidelines, once they accept to review the submission. JNPS will rate reviewers on a five-point quality scale after each review.

## SUBMISSION DOCUMENTS

Please submit all the following documents while submitting your new manuscript to JNPS:

1. Forwarding letter
2. Authorship
3. Declaration
4. Manuscript
5. Ethical Approval letter\*

\*This is for research article only. Ethical approval letter should be taken before starting the research. Any research without ethically approved from recognised ethical review board is of no value. The Ethical Review Board of Nepal Health Research Council is the apex body for looking after the ethics in research in Nepal.

However, ERB has established institutions review committee in most of the medical college, tertiary care centre hospitals and research centre throughout the country. If you do not belong to such IRC centres, please contact ERB, NHRC for ethical approval of your research. For international author - please provide ethical approval letter from your institutional ethical committee or national body responsible for ethics in research.

Any submission without above documents and manuscript not in JNPS format will be rejected outright. Therefore to avoid such errors and rejection, please submit your article with all supplementary and required files along with the use of appropriate template given below.

## **TEMPLATES**

The majority of the submitted manuscript lack proper formatting, on the top of that heading and subheading are not correctly written. Therefore, we encourage you to use appropriate template for your manuscript.

1. Original Article Template
2. Case Report Template
3. Review Article Template
- 4 Short communication / Viewpoint Template
5. Letter to the Editor Template

## **MUST HAVE INFORMATION**

To minimise the rejection (or return for revision) of your article please do the followings: All the documents have to be submitted at once (as listed above).

1. Please use the template for your respective manuscript to avoid error in the heading and subheadings.
2. Please address all the point described in the JNPS checklist, references and manuscript preparation guidelines etc.
3. Please do not submit the article that we do not publish (check author guideline for a different type of article we accept).
4. If you have difficulty working in the computer or not good at it particularly Microsoft word document, please seek a professional help to prepare your manuscript according to our need.
5. Email is the preferred methods of communication, therefore, please check your email once a day after you submit an article to JNPS. We will inform you about the status of your article through our system

to the email you at your mail ID which you have provided during REGISTRATION to JNPS. We may also contact you anytime for immediate information to speed up the review process.

6. Please do not contact editorial member's personal telephone numbers but JNPS office. If you have more queries, please contact us anytime. Help us to help you by providing required information as listed on this page.

## **SUBMISSION PREPARATION CHECKLIST**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

Submission Preparation Checklist:

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file should be Microsoft office Word (\*.doc /\*.docx) file format.
3. Where available, URLs for the references have been provided.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
6. If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.
7. References must be identified in the body of the article with superscript Arabic numerals. At the end of a sentence, the reference number

falls after the period. The complete reference list, double-spaced and in numerical order, should follow the Conclusions section. Reference formatting should conform to Vancouver style as set forth in “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” (Ann Intern Med 1997;126:36-47).

8. Supplementary Files: Please also submit supplementary files along with your manuscript and also go through JNPS Checklist (must read):
9. JNPS Templates: Please prepare your manuscript in JNPS templates as listed above.

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## **OPEN ACCESS POLICY**

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

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