



COLLEGE OF GENERAL DENTISTRY

Primary Dental Journal

Information for Authors

General information

Primary Dental Journal is the themed quarterly journal from the College of General Dentistry (CGDent), published by Sage. The journal aims to provide practical, clinically relevant guidance and updates to the entire primary care dental team. Our strapline is 'Supporting the team, benefiting patients.' It is not necessary for authors to be members of the College to submit an article, but they should share our vision & commitment to advancing dental care.

Editorial process

There are several stages to the editorial process.

Note: we usually use a platform called ScholarOne (scholarone.com) to circulate 'live' proofs, which enables you to comment on and approve your paper along with the Editors. You will be able to see each other's comments and respond accordingly. In some cases, we will work "offline", via email correspondence.

If the timeframe is such that your paper misses the themed issue for which it was intended, it may be considered for a General dentistry issue.

Initial assessment

1. Upon submission, your paper will be sent to a minimum of two peer reviewers, who will provide feedback and make a summary recommendation to the *PDJ*'s Editorial Team (made up of the Guest Editor and the Editor-in-Chief) – advising that your paper is either accepted; accepted subject to minor or major revisions; or rejected.
2. The peer review recommendations will be considered by the Editorial Team when they assess your paper. In the majority of cases (where a paper is not rejected), the Editorial team will request that the authors make revisions – to a greater or lesser extent – to improve the paper towards publication standards and ensure *PDJ* readers are advised to practice in a manner backed up by evidence and good practice.
3. The authors should revise and submit a second version (V2), which responds to and addresses all queries raised, for further consideration.
4. V2 will be assessed by the Editorial Team, and may be accepted for publication, or may require further revisions.

If approved

5. Your paper will be copy-edited for language and *PDJ* style; any final copy-editing queries will be sent to the corresponding author to resolve prior to typesetting.
6. The publisher, SAGE, will typeset your paper and, within ten working days, send a first proof (from sage.proofs@candmdigitals.in) for the corresponding author to check and advise of any necessary revisions via Sage's online editing platform.
7. Your requested revisions will be assessed, and your paper will be proofread before publication, which will be online first and in print a few weeks after.

Submission guidelines

Use of AI

The use of artificial intelligence (AI) in writing papers is strongly discouraged. Please refer to SAGE's AI policy, which outlines "AI assistance (no disclosure required)", "AI generated (disclosure required)", and "Prohibited use of AI": sagepub.com/journals/publication-ethics-policies/artificial-intelligence-policy

Abstract

Papers should include an abstract which briefly summarises the content of the article and describes its scope and purpose. It must be:

- **no more than 250 words**
- **written in third person** (even when it is for a "personal experience" opinion paper, which itself could be written in first person)
- **narrative/descriptive in style** and not structured (i.e. do not divide an abstract into headings, such as 'Introduction', 'Methods', 'Results', 'Conclusion').

Learning aims & objectives

To help readers achieve eCPD from the journal in line with GDC requirements, authors are asked to define the learning aims and objectives of the content of their article (ideally one aim and 2–4 objectives, around 35 words). More information on eCPD can be found [here](#).

Keywords

Beneath the abstract, provide 3–5 single keywords or short phrases that will assist indexers in cross-indexing the article, and may be published with the abstract. Use terms from the medical subject headings (MeSH) list of Index Medicus where possible.

Word count

Unless advised otherwise, clinical papers should be **2,500–3,500 words** in length, and should include subheadings to create logical sections in the text. Scientific research papers should include the headings 'Introduction', 'Methods', 'Results', 'Discussion', 'References' and 'Acknowledgements'.

Word counts for other paper types:

- research articles of interest to general dental practice: 3,000 – 3,500 words each
- articles aimed primarily at the dental care professional (DCP) 1,500 – 2,000 words each
- opinion pieces: 800 – 1,200 words each

References

References must be in **Vancouver style** (numbered in the text and then listed numerically at the end of the manuscript). You may find it useful to use a tool such as citethisforme.com to check that your references are complete and formatted correctly in the Vancouver style. There is no limit to the number of references, but as a minimum we would suggest at least one reference for each 100 words of text.

Statistics

If statistical analysis is required, describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the results. All data should be carefully checked before submission.

Authors

Please include the **full names, postnominals, professional position, and location** of each author bylined on the paper. Please also provide email addresses for each author.

Images and figures

The term 'figure' applies to all photographs, graphs, figures, diagrams or illustrations accompanying your manuscript. Please ensure that any graphs or tables are also accompanied by the raw data. The use of figures is encouraged, particularly when these are clinically-relevant photographs or illustrations, but as a rule please limit inclusion to one figure per 500 words of text (to a maximum of around ten illustrations).

- All images should be available as separate files (NOT embedded in the manuscript, or supplied as a PowerPoint presentation, separate word document or within any other file).
- Images should be saved as JPEG, TIF or PDF files.
- Images must have a minimum resolution of **300 dpi**.
- Please ensure that you supply the highest image quality possible. Low resolution images may be unusable for print.
- Photographs should be relevant to the subject matter.
- Tables and graphs should not duplicate the text and should be given after the reference list. The figure must be indicated in the main text, e.g. ('see Table 3'). These should be numbered consecutively according to their order of appearance in the text. If the material can be presented clearly in written form, a table may not be necessary. Manuscripts that use tables excessively may be returned for revision.

If featuring or adapting figures from external sources, **the author(s) must provide proof of permission granted for use from the copyright holder**, and the acknowledgement line. CGDent can only publish images for which permissions have been cleared. Patient consent is required for all clinical photographs. To protect patient anonymity, visible patient eyes will be blacked out as standard, unless the author(s) expressly request us not to do this and have the consent of the patient for their eyes to be shown.

General points for consideration

- All authors listed on the paper must have reviewed and approved the manuscript in its current form and be aware that it has been submitted to the *Primary Dental Journal*.
- The submission should not have been previously published, nor should it be with another journal for consideration.
- The editorial team reserves the right to edit all papers in the interest of the journal's standards of style. Copies of the style guide are available from the editorial office – please contact the Managing Editor, Lily Atkins, on lily.atkins@cgdent.uk
- Submissions will be sent for peer review to 2+ referees. The corresponding author will then receive an email from the relevant Editor informing them whether their manuscript is accepted, rejected, or needs revision. CGDent will retain copyright of all published material and reserves the right to reuse material in any print and/or electronic format.
- If your submission contains any previously published material, statements of permission from the original authors/publishers must be included with your submission. Where authors quote directly from copyright material or use copyright protected illustrations, written permission from the copyright owners (and authors, if necessary) must be submitted. All uses must be acknowledged.
- A consent form must be signed by the patient or their guardian if the patient is identifiable from the text or any images used in the manuscript.
- Where applicable, research papers submitted to the *PDJ* should include a statement regarding ethical approval. Statements should either give details of the names of the ethics committee(s) from which ethical approval was sought and given or provide a full justification as to why this action was not taken. Authors should also state what research governance procedures, if any, were followed.
- Any conflict of interest and/or financial support received must be declared upon submission. Conflict of interest exists when an author (or their institution) has financial or personal relationships with other persons or organisations that inappropriately influence their actions. Financial relationships such as employment, consultancies, stock ownership, honoraria, paid expert testimony and patents are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal and the authors.
- When citing electronic material please include the month in which you accessed the website. Where available, URLs for references should be provided.
- If accepted for publication, your paper may be chosen to form the subject of recorded College webinar discussions or podcasts, in which case you may be invited to contribute.
- Manuscripts should be submitted by email in DOC or DOCX format, directly to the Managing Editor, Lily Atkins lily.atkins@cgdent.uk
- Receipt of an initial submission does not constitute an agreement to publish.
- The editors aim to work with the authors to take their paper to a publishable standard, where appropriate. Editorial revisions may be requested: it is up to the authors to accept as advisable; if the authors disagree with requested revisions, the editors will consider representations. Please be aware a paper may be rejected if the authors do not engage with the editorial process.
- The Editor-in-Chief has the final decision on all papers.