



ARCHIVES of CraniOroFacial Sciences

www.acofs.com

ISSN: 2321-9580 (Online)

Instructions for the Author's

Phases for Publishing the Articles

One of the main purposes of [Archives of CraniOrofacial Sciences \(ACOFS\)](#) is to preserve the identity of the published articles, being valorized by the Medical and Dentistry class. Therefore, all the articles received by it are submitted to the following process:

- 1) The manuscript is submitted through the online manuscript submission system logging on to "**Submit your Manuscript**".
- 2) The editorial team selects 2 professionals (Specialists), among the Executive and Board of Editors of the journal, in order to evaluate the article. In this phase the "**double bind**" system is used, i.e., the names of the authors are omitted on purpose so that the analysis of the study is not influenced, and the authors, although informed on the current method, do not know who is responsible for evaluating their work.
- 3) Enclosed to the article, each consultant receives a questionnaire, which will allow him to make observations and determine if the article will be published or not. When sending the article and the filled questionnaire, each consultant chooses if he wants or not to revise the article once more. Before the author's corrects the article, the editorial team will analyze the corrections requested by the consultants.
- 4) The article will be selected for publishing only if both consultants approve it. If one of them refuses it, the article will be sent to a third consultant.
- 5) After the article has been approved by the consultants and the editorial team, it will be submitted to the correction of the references according to the Vancouver norms.
- 6) Professionals in charge of performing the desktop publishing make the article suitable for the graphic criteria of the Journal.
- 7) Properly diagrammed and revised, the article is sent to the Advisory Scientific Board of the journal observing the arrangement of the pictures, plots, text, abstracts, keywords, and other components.
- 8) Finally, the article is sent to the author who will make the last considerations. Only during this phase of the process, the authors are informed on the edition in which his article will be published.

- 9) The articles and other materials of each edition are brought together, forming the "sketch" of the issue that is revised page by page, picture by picture, letter by letter by the Journal's art editor who assumes the role of "Ombudsman".
- 10) Only after performing the last corrections in the "sketch", the graphic and printing phases are properly initiated.

Flux gram of the articles for publishing

- 1) Article is submitted through the online manuscript submission system.
- 2) The editor analyzes the article.
- 3) The article is sent to the consultants.
- 4) The consultants analyzes the article.
- 5) If the article is refused, it is sent to a third consultant.
- 6) The editor analyzes the correction requested by the consultants.
- 7) The revised article is sent to the authors (if corrections are necessary).
- 8) The article is sent to the consultants once more (if they require).
- 9) After the final manuscript is approved by the editor, it is pre-selected for publishing.
- 10) The article is submitted to both the references correction and normalization.
- 11) The article is diagrammed according to the criteria of the Journal.
- 12) The diagrammed article is reviewed.
- 13) The article is sent for the author's approval.
- 14) The edition is defined.
- 15) A last editorial correction is performed.
- 16) The graphic production is carried out.

Form and preparation of the manuscripts

Archives of CraniOrofacial Sciences (ACOFS) publishes original scientific papers with special emphasis on research, unusual case reports, editorial, review articles, book reviews & other relevant information in context of high professional standards

1. Title Page

- Must comprise the title in English, an abstract and keywords.
- Information about the authors must be provided on a separate page, including authors' full names, academic degrees, institutional affiliations and administrative positions. Furthermore, the corresponding author's name, address, phone numbers and e-mail must be provided. This information is not made available to the

reviewers.

2. Abstract

- Preference is given to structured abstracts in English with 250 words or less.
- The structured abstracts must contain the following sections: INTRODUCTION: outlining the objectives of the study; METHODS, describing how the study was conducted; RESULTS, describing the primary results, and CONCLUSIONS, reporting the authors' conclusions based on the results, as well as the clinical implications.
- Abstracts in English must be accompanied by 3 to 5 keywords, or descriptors.

3. Text

- The text must be organized in the following sections: Introduction, Materials and Methods, Results, Discussion, Conclusions, References and Illustration legends.
- Texts must contain no more than 4,000 words, including captions, abstract and references.
- Illustrations and tables must be submitted in separate files (see below).
- Insert the legends of illustrations also in the text document to help with the article layout.

4. Illustrations

- Digital images must be in JPG or TIF, CMYK or grayscale, at least 7 cm wide and 300 dpi resolution.
- Images must be submitted in separate files.
- In the event that a given illustration has been published previously, the legend must give full credit to the original source.
- The author(s) must ascertain that all illustrations are cited in the text.

5. Graphs and Cephalometric tracings

- Files containing the original versions of graphs and tracings must be submitted.
- It is not recommended that such graphs and tracings be submitted only in bitmap image format (not editable).
- Drawings may be improved or redesigned by the journal production department at the discretion of the Editorial Board.

6. Tables

- Tables must be self-explanatory and should supplement, not duplicate the text.
- Must be numbered with Arabic numerals in the order they are mentioned in the text.
- A brief title must be provided for each table.
- In the event that a table has been published previously, a footnote must be included giving credit to the original source.
- Tables must be submitted as text files (Word or Excel, for example) and not in graphic format (noneditable image).

7. Copyright Assignment

- All manuscripts must be accompanied by the following written statement signed by all authors: "Once the article is published, the undersigned author(s) hereby assign(s) all copyright of the manuscript [insert article title here] to Archives of CraniOrofacial Sciences (ACOFS) The undersigned author(s) warrant(s) that this is an original article and that it does not infringe any copyright or other third party proprietary rights, it is not under consideration for publication by another Newspaper/journal and has not been published previously, be it in print or electronically. I (we) hereby sign this statement and accept full responsibility for the publication of the aforesaid article."
- This copyright assignment document must be scanned or otherwise digitized and submitted through the website*, along with the article.

8. Ethics Committees

- Articles must, where appropriate, refer to opinions of the Ethics Committees.

9. References

- All articles cited in the text must appear in the reference list.
- All listed references must be cited in the text.
- For the convenience of readers, references must be cited in the text by their numbers only.
- References must be identified in the text by superscript Arabic numerals and numbered in the order they are mentioned in the text.
- Journal title abbreviations must comply with the standards of the "Index Medicus" and "Index to Dental Literature" publications.
- Authors are responsible for reference accuracy, which must include all information necessary for their identification.
- References must be listed at the end of the text and conform to the Vancouver Standards (http://www.nlm.nih.gov/bsd/uniform_requirements.html).
- The limit of 30 references must not be exceeded.
- The following examples should be used:

Articles with one to six authors

Sterrett JD, Oliver T, Robinson F, Fortson W, Knaak B, Russell CM. Width/length ratios of normal clinical crowns of the maxillary anterior dentition in man. J Clin Periodontol. 1999 Mar; 26(3):153-7.

Articles with more than six authors

De Munck J, Van Landuyt K, Peumans M, Poitevin A, Lambrechts P, Braem M, et al. A critical review of the durability of adhesion to tooth tissue: methods and results. J Dent Res. 2005 Feb;84(2):118-32.

Book chapter

Kina S. Preparos dentários com finalidade protética. In: Kina S, Brugnera A. Invisível: restaurações estéticas cerâmicas. Maringá: Dental Press; 2007. cap. 6, p. 223-301.

Book chapter with editor

Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2ª ed. Wiecezorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

Dissertation, thesis and final term paper

Beltrami LER. Braquetes com sulcos retentivos na base, colados clinicamente e removidos em laboratórios por testes de tração, cisalhamento e torção. [dissertação]. Bauru: Universidade de São Paulo; 1990.

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