

## GUIDELINES FOR AUTHORS

### Manuscript Submission

Submit manuscripts via MICRO's online submission service: [www.manuscriptmanager.com/micro](http://www.manuscriptmanager.com/micro)

Manuscripts should be uploaded as a PC Word (doc) file with tables and figures (low-resolution for review purposes only) preferably embedded at the end of the document. No paper version is required.

### Manuscript Preparation

- Manuscripts should be typed in a 12-point font and double-spaced. Manuscript length depends on manuscript type. In general, research and clinical science articles should not exceed 10 to 12 pages (excluding references, legends, and tables). Clinical reports and technique articles should not exceed 4 to 5 pages. The length of review articles can vary.
- The first page must include the title of the article (descriptive but as concise as possible); the complete names, academic degrees, titles, addresses, and professional affiliations of all authors; and phone, fax, and email address for the corresponding author, who will be assumed to be the first author unless otherwise noted.
- A short (100- to 200-word) abstract of the article must be included.
- Trade names: When a trade name of a product is used, the name of the manufacturer must appear parenthetically at first mention.
- Tables: Each table should be logically organized, typed on a separate page at the end of the manuscript, and numbered consecutively. Table title and footnotes should be typed on the same page as the table.
- Legends: There should be an individual legend for each illustration. Figure legends should be typed as a group on a separate page at the end of the manuscript. Detailed captions are encouraged. For microphotographs, specify original magnification and stain.
- References: References should be included on a separate page in the manuscript. Cite all references numerically, in order of appearance in the text. Limit references to those specifically referred to in the text. Use the following style for the reference list:

#### Journals:

1. Tibbetts LS, Shanelec D. Principles and practice of periodontal microsurgery. *Int J Microdent* 2009;1:13-24.

#### Books:

1. Tarnow DP, Cho S-C, Wallace SS, Froum SJ. Effect of surface morphology on implant survival in the grafted maxillary sinus. In: Jensen OT (ed). *The Sinus Bone Graft*, ed 2. Chicago: Quintessence, 2006:223-227.

### Review Process

- Manuscripts will be reviewed by the editors and members of the editorial review board with expertise in the field that encompasses the article.
- The journal will publish clinical articles, scientific research, review articles, and case studies concerned with all aspects of microdentistry. Subjects include

wound healing and diagnostic, restorative, endodontic, and periodontal microsurgical procedures, as well as microscope imaging and techniques.

- Original articles are considered for publication on the condition that they have not been published or submitted for publication elsewhere.
- The publisher reserves the right to edit all manuscripts to fit the space available and to ensure conciseness, clarity, and stylistic consistency.

### Article Acceptance

**Article acceptance is pending receipt of images judged to be of sufficient quality for publication (see the guidelines below).** Once a manuscript is accepted, authors should submit high-quality, high-resolution digital image files (on disk) to:

Nathan Skaggs  
MICRO Production Coordinator  
PO Box 15834  
Fort Wayne, IN 46885  
USA  
[admin@themicrojournal.com](mailto:admin@themicrojournal.com)

The disk/package should be labeled with the first author's name, shortened article title, and code number assigned upon acceptance.

### Digital Image Format

When submitting digital or scanned images after article acceptance, please consider the following points:

- Resolution must be at least 300 dpi when the image is 3 inches wide.
- Files saved in TIFF or EPS format are preferred but JPG files are acceptable. Please do not send images embedded in word processing programs (eg, Word) or "office suite" programs (Excel, PowerPoint, etc).

### Mandatory Submission Form

The Mandatory Submission Form (accessible from MICRO's home page at [www.themicrojournal.com](http://www.themicrojournal.com)) must be signed by all authors and faxed to the Publisher's office (630-736-3634).

### Permissions and Waivers

- Permission of author and publisher must be obtained for the direct use of material (text, photos, drawings) under copyright that does not belong to the author.
- Waivers must be obtained for photographs showing persons.
- Permissions and waivers should be faxed along with the Mandatory Submission Form to the Publisher's office (630-736-3634).

### Reprints

Reprints can be ordered from the publisher. Authors receive a 40% discount on quantities up to 200.