

CONDITIONS FOR PUBLICATION IN THE JOURNAL “ČESKÁ STOMATOLOGIE A PRAKTICKÉ ZUBNÍ LÉKAŘSTVÍ” (“CZECH DENTAL JOURNAL”)

The conditions for publication in the journal “Česká stomatologie a praktické zubní lékařství” (hereinafter the “Conditions”) include in particular:

- instructions for authors of scientific papers and for authors of other articles published in the journal “Česká stomatologie a praktické zubní lékařství”
- license agreement between the author and publisher
- other conditions and rules for publication in the journal “Česká stomatologie a praktické zubní lékařství”.

The Conditions apply to all works published in the journal “Česká stomatologie a praktické zubní lékařství” from 1st January 2024 or articles which are being prepared for publication from this date.

These Conditions have been compiled considering the recommendations of the Committee of Publication Ethics (COPE).

CHARACTERISTICS OF THE JOURNAL

The journal “Česká stomatologie a praktické zubní lékařství”, ISSN 1213-0613 (Print) and ISSN 1805-4471 (Online), “Czech Dental Journal” in English (hereinafter Czech Dental Journal) is a scientific journal publishing scientific papers in all fields of dentistry, maxillofacial surgery, and orthodontics, including topics overlapping with other medical or social fields. Original articles, literature reviews, systematic reviews, practical articles, case reports, considerations and letters to the Editor are published. In addition to these scientific papers, other types of articles are also published, such as the collections of abstracts from professional conferences, personalities, book reviews, announcements of and reports from important professional events or social events related to the field, as well as reports from foreign professional residencies.

The scientific papers submitted for publication undergo a peer review process. The scientific value, relevance to the journal's scope, and originality of the work are assessed by an Editorial Board appointed by the publisher and, as a rule, by two independent external reviewers.

The publisher of the journal is the Czech Dental Chamber.

The Czech Dental Journal is indexed in:

- Bibliographia medica Čechoslovaca
- EBSCO Academic Search Complete

EDITORIAL POLICIES AND PUBLICATION ETHICS

- **USE OF THE WORK AS COPYRIGHT.** By sending the manuscript to the Editor, the authors give the publisher a license to use their work by reproducing, distributing, and communicating to the public. Communicating to the public means especially making the paper available through the press, the internet in the form of an electronic copy of the relevant Czech Dental Journal issue in PDF or equivalent format, as well as in an electronic online version operated by the publisher. In the case of a photographic work, a work expressed in a similar way to photography, and an audiovisual work, even if they are part or attachment to another work, the author provides the publisher a license for all uses of the work.

The license agreement becomes effective as soon as the publisher approves the paper for publication and applies to the paper in the form in which it was approved for publication, considering any subsequent author proofreading. The author provides the license for the entire duration of the property rights to the work, without quantitative and territorial restrictions. The author is not entitled to any remuneration for the license granted. The publisher is not obliged to use the license. Authors are not charged any publication fees. By submitting the manuscript to the Editor, the author declares that the creation of the work, and its proper use by the publisher, has not infringed or threatened the rights of any other person, nor violated any legal regulations or good morals.

- **Open access.** The articles are published in print and the final version is also freely available online on the journal's website under the CC BY-NC 4.0 license. It is not permitted to provide access to or publish the submitted or accepted version of the manuscript.
- **Authorship.** All authors must meet the criteria for authorship according to the International Committee of Medical Journals Editors (www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html). The author is the person who meets the following criteria:
 - Substantial contribution to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; and
 - Draft of the work or reviewing it critically for important intellectual content; and
 - Final approval of the version to be published; and
 - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.”
- It is the responsibility of the first author to ensure that all persons listed as co-authors meet these conditions and that all persons meeting these conditions are listed as co-authors. Other persons involved in the research or publication who do not meet the conditions for authorship may be mentioned in the acknowledgement. The corresponding author communicates with the Editor on behalf of the authors team

and with the readers after the publication of the article. In the case of disputes or confusion about authorship, the Editor will decide to withdraw, correct, or retain the published version of the article after hearing and considering arguments from all parties.

- **Originality of the scientific paper.** Only original papers that have not been previously published anywhere or offered for publication concurrently elsewhere and that have been approved for publication in the Czech Dental Journal by all authors are accepted for publication. The first author is obliged to prove and confirm these facts by signing a written declaration. A translation of a foreign-language text published in another journal is not considered an original work.
- **Artificial intelligence (AI).** Authors are only allowed to use AI-based tools for linguistic and stylistic editing. This must be stated in a separate statement at the end of the manuscript. It is not allowed to use AI-based tools to generate the content of any part of the manuscript, including figures and graphs. Neither Editor nor reviewers are allowed to use AI-based tools to review the manuscript, nor to insert the manuscript or parts of the manuscript into such tools.
- **Non-original materials.** Extraneous materials (images, graphs, etc.) may only be published with the written permission of the copyright holder and it must be stated that the material is published with the permission of the author. This consent must be provided by the author to the Editor. In the case of material published as open access, the type of licence must be stated in the description, including a reference to its definition. E.g., "Adapted from [1], where published under a CC BY license (<https://creativecommons.org/licenses/by/4.0/>)."
- **Protection of the rights of persons and animals.** If the manuscript is based on experiments conducted on humans or laboratory animals, it must be stated in the text and in a separate statement that the study was conducted in an ethically correct manner and in accordance with the Declaration of Helsinki as amended. The authors shall state that the study has been approved by the institutional ethics committee (name of committee, reference number, date of approval). Inclusion of subjects in the study must be voluntary and subjects must give prior written informed consent. The authors state these facts in the text of the methodology.
- **Preservation of anonymity of persons.** The manuscript must not include the names of patients or other persons, their initials, registration numbers or other data that could allow their identification. If authors use images of a person in a publication, they must ensure that the person cannot be identified or obtain and submit written consent for publication to the Editor.
- **Animal experiments.** In the case of animal experiments, the authors shall indicate how the welfare of the animals was taken care of, the number of the approved Experimental Project in the database of the Ministry of Health of the Czech Republic or the EC NTS/RA identifier in the ALURES database and which recommendations for animal care were followed. The methodology, the number of animals, the breeding and research facilities and the time period when the experiments were carried out must be consistent with the Experimental Project. The majority of the author team should be authorised to handle experimental animals according to the legislation in force and listed as team members in the Experimental Project.
- **Cell line experiments.** The authors will provide precise identification of the cell line and its provider. In the case of self-preparation of a new cell line, they shall indicate the source, the method of collection and cultivation, the informed consent of the patient and the approval of the ethics committee, including the name of the committee, the reference number, and the date of approval.
- **Conflict of interest.** If the manuscript evaluates specific products/materials or discusses their use, the independence of the authors and their results may be questioned. It is necessary for each author to state that he/she either has no conflict of interest, i.e., no links with persons involved in the production or distribution of the products/materials in question, or to indicate what links he/she has with such persons.
- **Funding the work, dedication.** Authors will specify the source of funding and dedication to the research grant or project.
- **Hidden advertising.** In the case of mentioning specific brands of any products, the Editorial Board reserves the right to judge whether this does not involve hidden advertising of the product in question.
- **Publishing of the scientific papers in parts (salami slicing).** The publication of the results of one original scientific work in parts is not allowed if it is a research carried out on one set of respondents, with a similar methodology, and comparable results. Exceptions may be made for large-scale research involving a wide range of groups or parameters and producing a diverse sets of outcomes. In this case, the authors must indicate in the manuscript and cover letter how each publication differs and why they were not published together. This measure also does not apply to large review articles, which may be divided into two parts if this is appropriate.
- **Data availability.** If the raw data are available online, authors can provide the name and address of the repository in the appropriate section at the end of the manuscript. It is also possible to indicate that the data are available from the corresponding author on a reasonable request.
- **Responsibility for opinions in the publication.** Neither the publisher nor the Editorial Board accepts responsibility for the opinions and content of publications published by the journal.
- **Withdrawal of the manuscript or article by the authors.** In case of finding serious facts, especially errors in the methodology, results, and conclusions of the work, the authors may request the withdrawal of the manuscript or article. If the review process is still pending, it is terminated immediately. If the article has already been accepted but not yet published, it is removed from the editorial plan. If the article has already been published, it is either formally withdrawn or corrected in the online version, depending on the nature and severity of the discrepancies, and in either case an erratum is published in the next issue of the journal.
- **Allegations of misconduct.** Allegations of misconduct are reviewed by the Editor-in-Chief and members of the Editorial Board. External experts in the relevant field may be invited to the decision making. In case of finding a serious misconduct, the procedure is similar to the previous point.

TYPES OF SCIENTIFIC ARTICLES

ORIGINAL ARTICLE presents the results of research conducted directly by the authors, usually referred to as a study.

LITERATURE REVIEW summarises the current knowledge on the chosen topic based on a study of the literature. Authors' own findings can only be presented in the form of citations of original works (self-citations) listed in the references.

SYSTEMATIC REVIEW answers a well-defined research question using systematically compiled data from the relevant literature. The manuscript must be prepared in accordance with the current PRISMA guidelines (www.doi.org/10.1136/bmj.n71), and authors will submit to the Editor a completed PRISMA checklist. (www.prisma-statement.org/PRISMAStatement/Checklist).

CASE REPORT is a paper describing a specific clinical observation (one or more similar ones), accompanied by an appropriate commentary.

A CONSIDERATION is a reflection on a specific scientific or professional topic in an attempt to achieve a more general solution.

PRACTICAL ARTICLE is a report of one's own knowledge and experience gained in the diagnosis, prevention, and treatment of specific diseases within the field of dentistry, with a focus on the experience of working with new technologies, materials, tools and instruments, software, etc. related to the field.

LETTER TO THE EDITOR is a commentary on a controversial paper previously published by the journal. As a rule, the authors of the criticized article can also comment on the commentary.

MANUSCRIPT PREPARATION

- The text must be prepared in MS Word format in a *.doc or *.docx file. It should use factual, informative, and professional description and scientific reasoning without subjective and rhetorical colouring.
- Formatting: Times New Roman font, font size 12, no spaces before and after the paragraph, double spacing.
- Page and line numbering is inserted.
- Text alignment and word hyphenation are not allowed. Lines must not be terminated with the "enter" key (only used to end a paragraph).
- The use of abbreviations should be limited to appropriate cases where the term occurs repeatedly in the text. For the first occurrence, the term should be written in full words and the abbreviation should be given in brackets. Abbreviations are not allowed in the title of the article. In the case of multiple abbreviations, it is recommended to list them at the end of the manuscript.
- The units used are those of the International System of Units (SI) and units derived from them. For example, temperature is given in degrees Celsius (°C), blood pressure in mm Hg.

CONTENT AND STRUCTURE OF THE MANUSCRIPT

In an effort to raise the standard of scientific papers, authors are advised to follow the EQUATOR Network recommendations (www.equator-network.org) corresponding to the particular manuscript and study type when preparing the manuscript. For studies involving animals, it is recommended to follow the ARRIVE guidelines (arriveguidelines.org/arrive-guidelines).

The manuscripts of the scientific papers have the following components:

- **Title** in Czech (Slovak) and English version. The title of the article reflects its content as accurately and completely as possible.
- **Type of the scientific article** (in Czech/Slovak and English).
- **Last name and initial letter(s) of given name(s) of each author without academic or faculty titles.** The names of the authors are separated by a comma. In the case of authors from several different workplaces, the numerical designation of the workplace is given as a superscript after the initial letter(s) of the given name(s) (e.g., Smith A.¹, Johnson O.^{1, 2}). The corresponding author is indicated by an asterisk after the affiliation number.
- **Affiliation** – author's workplace in the format of clinic/department, institution, city (if not included in the name of the institution), country (if different from the Czech Republic). If there is more than one institution, their numerical designations are placed as a superscript before the affiliation (e.g., ¹Department of Dentistry... ²Czech Academy of Sciences...).
- **Summary in Czech (Slovak) and English.** The summary must not exceed 300 words. In the case of original articles, literature reviews, systematic reviews, and practical articles, it is always divided into sections "Introduction and aim", "Methods", "Results", and "Conclusion(s)". For case reports, it is divided into sections "Introduction and aim", "Case description", and "Conclusion/s". For considerations, it is divided into sections "Introduction and aim", "Consideration", and "Conclusion/s".
- **Key words in Czech (Slovak) and English.** Key words are given as 3–6 words or short phrases separated by a comma, which allow documentation and search of the article according to its content.
- **Introduction.** It briefly describes the current state of knowledge of the topic, identifies under-researched areas, summarizes the reasons for conducting the research and expresses the purpose of the work. At the end of the Introduction, the aims of the article are stated.
- **Materials and Methods.** A detailed description of the observed or experimental subjects (set of patients, probands, etc.) including controls, methods, materials, and instruments used (the name of the manufacturer and its identification – city and country of residence – are given in parentheses). The methodology must be described in sufficient detail to enable other researchers to compare results or to repeat the experiment. For commonly known methods, including statistical methods, a reference to the relevant literature is sufficient. For less known but published methods, a short description is appropriate. Methods that are new or substantially modified must be described in detail. The drugs, chemicals, and medical

devices used must be accurately identified, including their generic name, dose, route of administration, and manufacturer. In the case of the literature review and systematic review, the procedure of searching and further processing of the literature is described.

- **Results.** Results are presented in a logical order in text, tables, and illustrations, including the results of statistical analysis. Each individual result should be presented in one form only, i.e., the text should not simply repeat results from tables and graphs without providing additional context.
- The sections "Materials and methods" and "Results" are replaced by "**Case description**" for case reports and "**Consideration**" for considerations.
- **Discussion.** The authors will assess whether the aims of the study as stated in the introduction have been achieved, assess the appropriateness of the methods used, their nature and their contribution. They will highlight new and significant aspects of the study and the conclusions that emerge from it. They will compare the results of the study with those of other authors, set them in a broader professional context and assess whether they can be generally accepted. Newly arisen hypotheses may be put forward if they are justified, but this aspect must be pointed out. Recommendations for further research, therapy, and clinical practice may be included, as well as negative research findings. The authors will also indicate any limitations of the study that may have biased the results or prevented their generalisation. They will also describe how they endeavoured to remove or mitigate these limitations.
- **Conclusion.** The authors briefly summarize the most important results and their implications. All conclusions must be directly supported by the results of the study.

Other components of the text:

- **Acknowledgements.** Acknowledgements to collaborators who do not meet the authorship requirements (e.g., statistician, consultant, technical staff), study participants, etc.
- **Sources of funding.** Dedication to research grant, sponsor, etc.
- **Conflict of interest statement.** Authors will disclose any potential conflict of interest.
- **Authors' contribution to the publication.** Authors will indicate how each co-author contributed to the manuscript.
- **Availability of data.** If the raw data are available online, authors may provide the name and address of the repository in the appropriate section at the end of the manuscript. It is also possible to indicate that the data are available from the corresponding author on a reasonable request.
- **Full name and academic titles of the (corresponding) author** who is responsible for proofreading, dealing with other authors and the editorial office, as well as his/her contact address including e-mail (to be published) and telephone number (not to be published).
- **References.** Literature references must be relevant and should be no more than ten years old. Older articles can be cited if they are historically relevant to the topic or have brought a developmental shift in a subfield of research; their number should not exceed one third of all citations.

The number of self-citations should not be more than one fifth of all cited literature.

References to the literature are given in the text in square brackets. Individual references are listed numerically in order of their first occurrence. A list of references at the end of the manuscript is in the same order (not alphabetical). Examples of literature references in the text: The patients mostly suffer from dental caries and plaque related periodontal diseases [1]. Engebretson et al. proved, that ... [2].

The National Library of Medicine style (NLM style, also known as Vancouver style) is used to create bibliographic citations. The titles of cited journals are given in the form of their international abbreviation, if established (e.g., J Clin Periodontol). *Examples of the recommended citation style are given below.* Consistency of citation throughout the work is necessary.

- **List of tables and graphics.** Titles and descriptions of tables and graphics in Czech (Slovak) and English. Tables and graphics must be understandable even without the main text, i.e., they should be sufficiently well described, including abbreviations. For the purpose of the review process, tables and thumbnails of the graphics will be inserted under the relevant descriptions.

The maximum length of a manuscript is 5000 words for original articles, literature reviews, and systematic reviews; 4000 words for case reports; 3000 words for considerations and practical articles; and 1000 words for letters to the Editor. The entire manuscript is counted, except for the title, authors' names, affiliations, reference list, and tables and graphic documents legends.

TABLES AND GRAPHICS

- **Tables** must be prepared in MS Excel format in a *.xls or *.xlsx file or using the table tool in MS Word. A direct output from a measuring device may also be used. Tables created in MS Word will be included in the manuscript under the respective table headings. Tables in other formats must be uploaded to the editorial system as separate files to be used in the graphical processing of the manuscript if it is accepted for publication. Identical tables will also be inserted at the end of the manuscript for the relevant titles for review process purposes.
- **Graphs and images** (drawings, diagrams, photographs, X-rays, and outputs of other imaging methods) are considered as graphics.
- **Graphics** must be submitted in electronic form. In exceptional cases, it may be supplied as an original item (e.g. unique historical photograph, original drawing, etc.).
- **Graphs** must be produced in MS Excel format in a *.xls or *.xlsx file including original numerical data. Alternatively, graphs may be submitted in PDF, PNG, etc. They can also involve a direct output from the measuring device.
- **Images should be created as separate files** in JPG, TIFF or similar high-resolution format, and the size of the submitted image in cm at 300 dpi is also the maximum size of the expected printed image in the journal.

- **Graphs and images must be uploaded to the editorial system as separate files.** These files will be used in the graphical processing of the article if it is accepted for publication. For the review process, identical graphs and figures will also be inserted at the end of the manuscript under the respective titles.
- **Insufficient quality** of the images may result in the rejection of the manuscript.
- **References to all tables and graphics**, e.g., (Figure 1), (Graph 1), (Table 1), must be present in the text and in the order in which they appear in the manuscript.

MANUSCRIPT SUBMISSION AND REVIEW PROCESS

- **The Czech Dental Journal accepts manuscripts in Czech, Slovak, and English language.** In the case of English texts, the Editor will translate the Title, Summary, and Key words into Czech.
- **Manuscript submission and the review process take place through the online editorial system available on the website cspzl.dent.cz (czechdentaljournal.org).** The manuscript must be formulated in a final version and approved by all co-authors. By submitting a manuscript, the authors explicitly agree to send the manuscript to the reviewers for assessment.
- **Authors will include a cover letter along with the manuscript**, in which they will explain the contribution of the manuscript in the context of current knowledge, indicate any potential conflict of interest, state the ethical aspects of the research, and may suggest the reviewers (see next section).
- **The Editor of the Czech Dental Journal decides on the acceptance of a scientific article for publication** according to the result of a peer-review process, which is as a rule performed by two independent reviewers. In case of a significant disagreement between the reviewers, another reviewer is invited.
- **The reviewers are appointed by the Editor-in-Chief** of the journal or by the associated editor; they are experts on the relevant topic with an academic degree of at least Ph.D. or equivalent, affiliated to a different department (university) than all the departments of all the co-authors. Authors may suggest two possible reviewers (affiliations and contacts must be provided); however, the Editor-in-Chief and the associated editor do not have to take this suggestion into account. The Editorial Board decides on the rejection of a manuscript independently or based on the review process. The decision on the manuscript is final and is communicated to the authors of the manuscript as soon as possible.
- **The review process is anonymous** (double-blind review), i.e., the reviewers do not know the names of the authors and the authors do not know the names of the reviewers.
- **The publisher reserves the right** to ask the author to make changes in the manuscript according to the recommendations of the reviewers and the Editorial Board, to make necessary linguistic changes in the manuscript, and to refrain from publishing the manuscript.
- **The authors of the manuscript** will visibly indicate any changes made according to the recommendations of the

reviewers and the Editorial Board in the new version of the manuscript (e.g., by highlighting the text or by the "Track Changes" function, etc.). At the same time, they submit a point-by-point response to the reviewers and the Editorial Board in writing, where they state how they addressed each individual recommendation or comment. Where appropriate, they shall also state the reasons why they have not accepted any of the recommendations.

- **The publisher decides on the inclusion of accepted scientific papers and other articles for publication in a particular issue of the Czech Dental Journal.**
- **Scientific papers should comply with these Conditions in terms of content and form.** If the manuscript does not comply with these requirements, the Editorial Board will decide whether or not to proceed with it anyway.
- **During the decision making about the acceptance or rejection of a manuscript**, no preference or disadvantage is given to authors on the basis of age, gender, race, ethnic origin, religion, sexual orientation, mental or physical disorder, etc.
- **The Editor sends the authors the typeset** article for proofreading in the PDF format and set a deadline for the submission of comments. If the authors do not reply until the deadline, the version is considered approved by the author.
- **In exceptional cases of scientifically valuable articles**, the Editorial Board may, at its discretion, award the authors an honorarium in an amount determined by the Editorial Board. In order to be paid, the author must provide his/her full name, residential address, birth number and bank account number to which the publisher will send the honorarium. In the case of co-authored works, the honorarium is sent to the first author.
- **Manuscripts submitted in English** will be translated into Czech after acceptance of the final version. The translation of the article will be provided by the Editor. The Czech version will be published in print and both the Czech and English version will be published online. .

OTHER ARTICLES

Other articles include all articles, their components, and graphics published in the Czech Dental Journal that are not scientific papers listed in the chapter "Types of scientific articles". The scope, form, and structure of these articles should conform reasonably to the requirements for manuscripts of scientific papers set out above, taking into account the individual nature of the manuscript, and shall be based in particular on the requirements of the Czech Dental Journal for the relevant sections.

These include pieces on the history of the field including important personalities, reports from professional meetings, abstracts, reviews of professional publications, personalities (laudatio, obituary), etc.

These articles are not subject to peer-review, the decision to publish them is made by the Editorial Board of the Czech Dental Journal or the publisher.

LITERATURE – EXAMPLES OF RECOMMENDED CITATION METHODS

according to the National Library of Medicine style (NLM style, also known as Vancouver style).

Only citations from the most used types of sources are listed. If a citation from a different type of source is used, its proper format is based on the NLM style guide, which is freely available at:

<https://www.ncbi.nlm.nih.gov/books/NBK7256/>

Standard articles (all authors up to seven are listed, in case of more than seven authors the first six authors are listed followed by "et al."); *Name of author(s). Title of the article. Title of the journal (abbreviation). Year; volume (issue): page(s). doi*
1. Kapitan M, Hodacova L, Jagelska J, Kaplan J, Ivancakova R, Sustova Z. The attitude of Czech dental patients to the use of rubber dam. *Health expectat.* 2015; 18(5): 1282–1290. doi: 10.1111/hex.12102

Books and other monographs (if the whole book is cited, the total number of pages is not given); *Name of author(s). Title of book. Number of edition. Place of publication: name of publisher; year of publication, page(s).*

2. Khayat B, Jouanny G. *Microsurgical endodontics*. 1st ed. New Malden: Quintessence Publishing, 2019, 260 p.

Book chapter (the chapter number is not specified); *Name of author(s). Chapter title. In: Name of the author of the book. Title of book. Number of edition. Place of publication: name of publisher; year of publication, page(s).*

3. Cotti E, Campisi G. Alternative Imaging Systems in Endodontics. In: Basrani B. *Endodontic Radiology*. 2nd ed. Wiley-Blackwell, 2012, 285–303.

Collections of abstracts from conferences, etc.:

Name of author(s). Name of the collection. Date of the event; place of the event. Place of publication: name of publisher; year of publication, page(s).

4. Drástová H. Lidská práva a způsobilost k právním úkonům. Sborník referátů XXXI. soudně psychiatrické a psychologické konference; 2008 říjen 15–18; Valtice. Praha: Galén; 2009, 95–99.

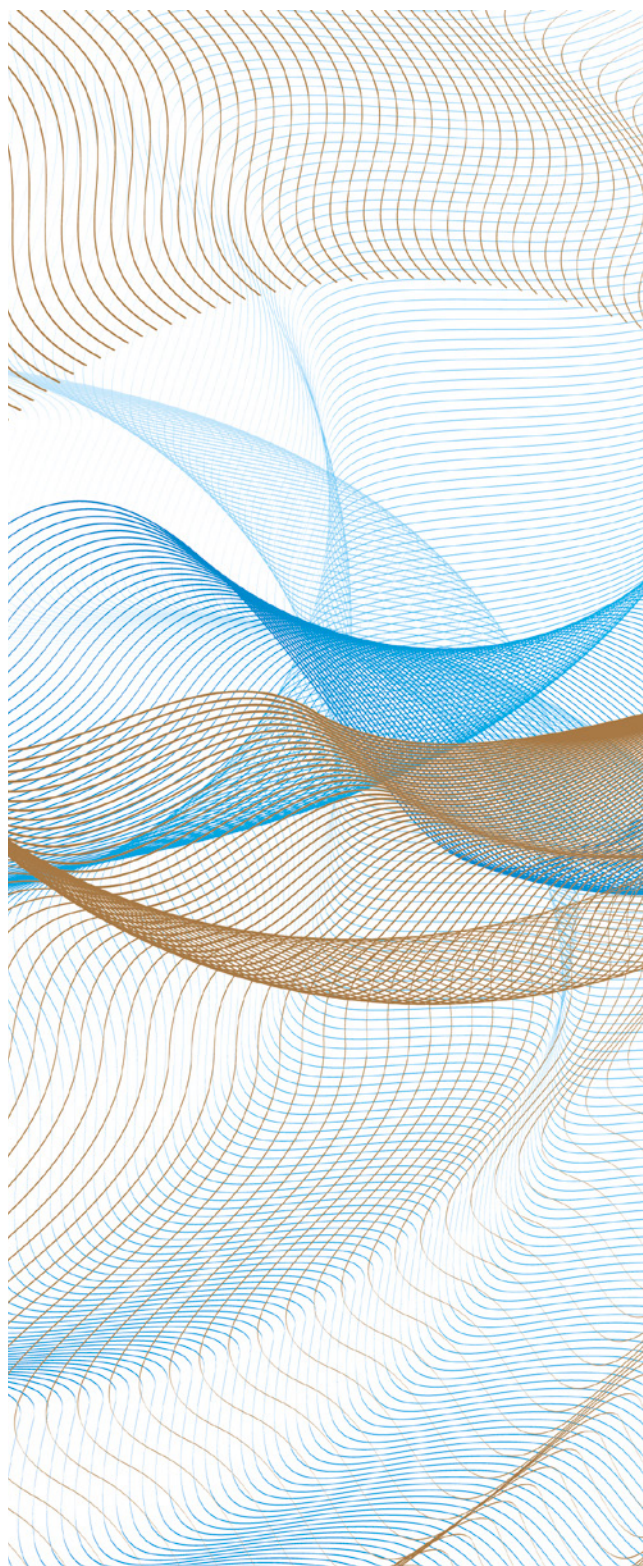
Electronic materials:

Name of the company officially associated with the material.

Title of material. [cit. date]. Available from: <http://www...>

5. Czech Dental Chamber. Yearbook 2022. [cit. 16. 8. 2023]. Available from: https://is-api.dent.cz/api/v1/dms_files/4cda031e-bb5f-4db2-9033-0eb185972c8d/preview

International journal abbreviations can be found at <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>



The terms and conditions for publication are permanently available on the Czech Dental Journal website

https://cspzl.dent.cz/artkey/inf-990000-1000_For-authors-and-reviewers.php?l=EN

czechdentaljournal.org