Updated January 2013

This update removes the Case Reports section, as the Journal is no longer accepting these papers. Authors are encouraged to submit Case Reports to Clinical Advances in Periodontics. Figure guidelines have been replaced with a more extensive guide. Please see the Journal of Periodontology Digital Art Guidelines for more information. Other revisions and important items are highlighted in boldface type.

Please see page 8 for requirements when submitting clinical trials to the Journal of Periodontology.

CONTENT
The Journal of Periodontology publishes articles relevant to the science and practice of periodontics and related areas. Manuscripts are accepted for consideration with the understanding that text, figures, photographs, and tables have not appeared in any other publication, except as an abstract prepared and published in conjunction with a presentation by the author(s) at a scientific meeting, and that material has been submitted only to this journal.

MANUSCRIPT CATEGORIES AND SPECIFIC FORMATS
Submissions to the Journal of Periodontology should be limited to one of the categories defined below. Specific information regarding length and format is provided for each category. Please also refer to the instructions provided under Manuscript Submission, Preparation, and Format.

All manuscripts will be reviewed by the Editors for novelty, potential to extend knowledge, and relevance to clinicians and researchers in the field. Some manuscripts will be returned without review, based on the Editors’ judgment of the appropriateness of the manuscript for the Journal of Periodontology.

ORIGINAL ARTICLES
These are papers that report significant clinical or basic research on the pathogenesis, diagnosis, and treatment of the different forms of periodontal disease. Papers dealing with design, testing, and other features of dental implants are also included.

Format
Original articles must be limited to 4,000 words (excluding the abstract, references, and figure legends). The reference list should not exceed 50 references, and the combined number of figures and tables must be six or fewer. Multi-panel figures are acceptable.

Abstract
All original articles should be submitted with a structured abstract, consisting of no more than 250 words and the following four paragraphs:
* Background: Describes the problem being addressed.
* Methods: Describes how the study was performed.
* Results: Describes the primary results.
* Conclusion(s): Reports what authors have concluded from these results, and notes their clinical implications.

Introduction
The Introduction contains a concise review of the subject area and the rationale for the study. More detailed comparisons to previous work and conclusions of the study should appear in the Discussion section.

Materials and Methods
This section lists the methods used in the study in sufficient detail so that other investigators would be able to reproduce the research. When established methods are used, the author need only refer to previously published reports; however, the authors should provide brief descriptions of methods that are not well known or that have been modified. Identify all drugs and chemicals used, including both generic and, if necessary, proprietary names and doses. The populations for research involving humans should be clearly defined and enrollment dates provided.

Results
Results should be presented in a logical sequence with reference to tables, figures, and supplemental material as appropriate.

Discussion
New and possible important findings of the study should be emphasized, as well as any conclusions that can be drawn. The Discussion should compare the present data to previous findings. Limitations of the experimental methods should be indicated, as should implications for future research. New hypotheses and clinical recommendations are appropriate and should be clearly identified. Recommendations, particularly clinical ones, may be included when appropriate.

REVIEW ARTICLES
These are focused reviews of basic and clinical science related to periodontics and implant dentistry. These reviews should be concise and address an important and timely clinical question. Authors should discuss clinical relevance and the impact on future understanding and practice. The review should be
based on a critical assessment of the literature and should use the format and methods of a “systematic review.” Detailed descriptions of the systematic review methodology are available in the Cochrane Handbook for Systematic Reviews of Interventions.1 There are many excellent published examples of systematic reviews, including “Periodontal Disease and Coronary Heart Disease Incidence: A Systematic Review and Meta-Analysis” by Humphrey et al.2

Authors of systematic reviews that include a meta-analysis should refer to the QUOROM statement.3 Authors of systematic reviews without meta-analysis should refer to the reviews edited by Cook et al.4 and Mulrow et al.5


Format

The abstract should summarize the main conclusions of the review in 350 words or less. Systematic review articles should define a clear and clinically relevant research question; retrieve and describe the limitations of previously published reviews on this topic; and justify the need for a systematic review. The review should then define the search strategy used to identify primary articles; describe the methods used to select primary studies; specify inclusion and exclusion criteria (criteria for selecting primary studies should be based on population studied, intervention or exposure, study outcomes, and study methodology); perform a blinded assessment of the quality of the selected articles; describe the reliability of this process in terms of agreement between two evaluators; account for all studies identified by the search and justify exclusions; state their conclusions; compare their conclusions to the literature and current standard of care; outline the limitations of the review; and suggest areas for future research.

Papers should be balanced, literature-based reviews that are concise (2,000 to 3,000 words) with about 100 key references. Tables and figures should be limited to the total combined number of tables and figures should not exceed six. Since critical reviews require selection of reports and interpretation of data, authors should disclose financial interest in the companies making products or providing services described in the review.

COMMENTS

The purpose of these papers is to provide a forum for discussion of controversies and other issues as they relate to the practice of periodontics and implant dentistry. Full and balanced discussion of controversies on important issues is encouraged. This may result in several authors each presenting a relevant viewpoint. Commentaries should be concise (2,000 to 3,000 words); however, they should be complete and balanced, which may require that the issue or controversy addressed be highly focused. Appropriate references should be cited.

Format

Introduction

This section should clearly state the clinical question or issues to be discussed and document their importance and timeliness.

Body

The body should present the information supporting all aspects of the issues. This portion of the Commentary may be subdivided as appropriate with headings. Figures, tables, and other illustrative materials may be incorporated.

Summary

The summary should place the issue in perspective and point a way for future directions in addressing the controversy.

Acknowledgment(s)

Since these papers allow authors to express their opinions on a subject, it is extremely important that authors disclose any and all affiliations, financial position, or any other information that constitutes a real or perceived conflict of interest.
CASE SERIES

The Journal of Periodontology no longer publishes Case Reports. Authors are encouraged to submit Case Reports to Clinical Advances in Periodontics. The Journal of Periodontology publishes selected Case Series that describe unusual case presentations, complex diagnoses, and novel approaches to treatment within the scope of practice of periodontology. These Case Series provide valuable information for clinicians and teachers in the field.

Case Series report a sufficient number of consecutive or randomized cases to make a persuasive argument for or against the procedure, technique, or concept under discussion. Cases should be relatively homogeneous so that a systematic evaluation of one type of disease, lesion, or condition is made for the procedure under consideration. Also, treatment and documentation should be consistent and standardized for all cases. It is recognized that definitive evidence for the safety and efficacy of any procedure, drug, or device comes primarily from well-designed, randomized, controlled trials. However, well-executed Case Series may lead to hypotheses about the usefulness of new and innovative procedures, drugs, or devices and may therefore be of value to the progress of clinical science.

The requirements for patient consent, privacy, and institutional approval are well defined for manuscripts describing research on human subjects. These basic requirements are described by the International Committee of Medical Journal Editors (ICMJE) in their Uniform Requirements for Manuscripts Submitted to Biomedical Journals (available at: www.icmje.org) and are interpreted in the instructions to authors of all peer-reviewed biomedical journals, including the Journal of Periodontology.

Due to the changing ethical and legal environment around the use of patient information, the editorial team has received multiple questions about the need for subject consent from patients described in Case Series submitted for publication.

The following applies to most Case Series. It should be noted that the Editors will determine whether specific Case Series require additional approvals beyond what is described below.

Requirement for Ethics Board Approval

Most Case Series are a retrospective description of clinical findings in cases or an observed course of events that document a new aspect of patient management during the normal course of clinical treatment. Since there is no hypothesis testing, no systematic data collection beyond that which is part of routine clinical practice, no data analysis, and the work has already been done, Case Series do not usually qualify as "research" requiring approval from ethical boards designed to protect humans involved in clinical research.

(U.S. Fed. definition: "RESEARCH is any systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.")

Example 1: Series of private practice implant cases in patients who have been taking bisphosphonates. Authors describe the findings in each case, which are collected and reported in a table format.

Example 2: Authors collect series of private practice implant cases in patients who have or have not been taking bisphosphonates. The sample size is sufficient for data analysis, and authors analyze and report the incidence of complications.

Example 1 does not qualify as "research," but example 2 does require ethical approval.

Please see "Does My Case Series Need IRB Approval?" for more information.

Privacy in Case Series

No patient identifiers should be included in Case Series. If the authors choose to include any subject identifiers, the authors must include the patient’s informed written consent to publish the information.

Our policy conforms to the Uniform Requirements, which states: "Patients have a right to privacy that should not be infringed without informed consent. Identifying information should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that the patient be shown the manuscript to be published."

It should be noted that patients may have given a signed "consent to treat," but that does not constitute permission to publish their case with personal identifiers unless they have explicitly approved the manuscript. Likewise, patient consent under government privacy rules, such as the Health Insurance Portability and Accountability Act (HIPAA) in the United States, does not constitute permission to publish their case with personal identifiers unless they have explicitly approved the manuscript.

Further information about the preparation of Case Series is provided below.
Format

Abstract
Case Series should be submitted with a structured abstract, consisting of no more than 250 words and the following four paragraphs:
* Background: Describes the clinical situation being discussed.
* Methods: Describes the clinical procedures (surgical and non-surgical) performed.
* Results: Describes the clinical results.
* Conclusions: Reports what authors have concluded, specifically clinical implications in practice situations.

Introduction
This section should include a critical review of the pertinent literature.

Case Description and Results
This section describes the cases, including all relevant data. For ease of presentation, tables describing longitudinal data in a chronological form may be useful. Carefully selected, high-quality clinical photographs in full color, as well as radiographs, are encouraged.

Discussion
This should include findings, put into perspective with respect to the field and literature. Unique arguments and new information gained should be summarized. Consideration of the clinical significance of the cases should be emphasized in all sections.

GUEST EDITORIALS
Guest Editorials may be invited or may be submitted from authorities in certain areas as a means of offering their perspective on one or more articles published in the Journal, or on other items of interest to the readership.

LETTERS TO THE EDITOR
Letters may comment on articles published in the Journal and should offer constructive criticism. If a letter comments on a published article, the author(s) will be provided 30 days to respond to the observations.

Letters to the Editor may also address any aspect of the profession, including education and training, new modes of practice, and concepts of disease and its management.

Letters should be brief, focused on one or a few specific points or concerns, and can be signed by no more than five individuals.

Citations should be handled as standard references.

MANUSCRIPT SUBMISSION, PREPARATION, AND FORMAT

The Journal of Periodontology accepts manuscript submissions online at: http://mc.manuscriptcentral.com/jperio.

Authors should prepare manuscripts in accordance with both the instructions below and the preceding instructions provided for each manuscript category.

Detailed instructions for online submission are described under “Web Uploading Policies and Instructions.”

Inquiries regarding current submissions should be sent to: Managing Editor, Journal of Periodontology, 737 North Michigan Avenue, Suite 800, Chicago, IL 60611-6660. Telephone: 312/573-3224; e-mail: julie@perio.org.

SUBMISSION

Authorship
Individuals identified as authors must meet the following criteria established by the International Committee of Medical Journal Editors: 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published.

Once the Journal has received a manuscript, any changes in authorship must be faxed to the editorial office at 312/573-3225 (attn: Jerry Eberle, Editorial Coordinator) or e-mailed to jerry@perio.org and must contain the signature of the author who has been added or removed from the paper. Authors who are added must submit a conflict of interest and financial disclosure form (described under “Acknowledgments and Conflicts of Interest”).

Conflict of Interest and Financial Disclosure Forms
A conflict of interest and financial disclosure form must be submitted for each author.

The form can be found on ScholarOne Manuscripts (http://mc.manuscriptcentral.com/jperio) in the upper right-hand corner under “Instructions & Forms.” More information on conflicts of interest can be found under “Conflicts of Interest” below.

PREPARATION

Style
Please follow the guidelines below when preparing the manuscript:
* Be sure to put the genus and species of an organism and journal names in the reference section in italics.
KEY WORDS
A maximum of six key words or short phrases, drawn from MeSH documentation, to facilitate indexing should be listed below the abstract.

TEXT
Please see specific instructions provided for each manuscript category.

ACKNOWLEDGMENT(S) AND CONFLICTS OF INTEREST

Acknowledgment(s)
Following the Discussion, acknowledgments may be made to individuals who contributed to the research or the manuscript preparation at a level that did not qualify for authorship. This may include technical help or participation in a clinical study. Authors are responsible for obtaining written permission from persons listed by name. Acknowledgments must also include a statement that includes the source of any funding for the study, and defines the commercial relationships of each author.

Conflicts of Interest
In the interest of transparency and to allow readers to form their own assessment of potential biases that may have influenced the results of research studies, the Journal of Periodontology requires that all authors declare potential competing interests relating to papers accepted for publication. Conflicts of interest are defined as those influences that may potentially undermine the objectivity or integrity of the research, or create a perceived conflict of interest.

Authors are required to submit:
1) A statement in the acknowledgments section of the manuscript that includes the source of any funding for the study, and defines the commercial relationships of each author. If an author has no commercial relationships to declare, a statement to that effect should be included. This statement should include financial relationships that may pose a conflict of interest or potential conflict of interest.

These may include financial support for research (salaries, equipment, supplies, travel reimbursement); employment or anticipated employment by any organization that may gain or lose financially through publication of the paper; and personal financial interests such as shares in or ownership of companies affected by publication of the research, patents or patent applications whose value may be affected by this publication, and consulting fees or royalties from organizations which may profit or lose
as a result of publication. An example is shown below.

2) A conflict of interest and financial disclosure form for each author. This form can be found on Scholar-One Manuscripts (http://mc.manuscriptcentral.com/jperi) in the upper right-hand corner under “Instructions & Forms.” The form should be completed by each author and provided to the corresponding author. The corresponding author is responsible for submitting these forms from each author when the manuscript is submitted. These forms should be sent to Jerry Eberle, Editorial Coordinator, either via e-mail at jerry@peri.org or fax at 312/573-3225. These forms can also be uploaded in the cover letter area during the manuscript submission process.

Conflict of interest information will not be used as a basis for suitability of the manuscript for publication.

Example of Conflict of Interest Statement:
This study was supported by a grant from the Acme Implant Corporation, Seoul, Korea. Dr. Lee is on the scientific advisory board for Acme Implant Corporation and gives lectures sponsored by the company. Dr. Smith is a consultant and shareholder of the Brownstone Implant Corporation, Boston, Massachusetts. Dr. Wang is employed full-time as chief technical officer of the Acme Implant Corporation. Drs. Able, Kim, and Bruce report no conflicts of interest related to this study.

REFERENCES
References should be numbered consecutively in the order in which they appear in the text. A journal, magazine, or newspaper article should be given only one number; a book should be given a different number each time it is mentioned, if different page numbers are cited.

All references are identified, whether they appear in the text, tables, or legends, by Arabic numbers in superscript. Journal title abbreviations should be those used by the U.S. National Library of Medicine. If you are uncertain about the correct abbreviation for a journal title, please search for the journal at http://www.ncbi.nlm.nih.gov/nlmcatalog.

The use of abstracts as references is strongly discouraged. Manuscripts accepted for publication may be cited and should include the manuscript’s DOI, if known. Material submitted, but not yet accepted, should be cited in text as “unpublished observations.” Written and oral personal communications may be referred to in text, but not cited as references. Please provide the date of the communication and indicate whether it was in a written or oral form. In addition, please identify the individual and his/her affiliation. Authors should obtain written permission and confirmation of accuracy from the source of a personal communication. Presented papers, unless they are subsequently published in a proceedings or peer-reviewed journal, may not be cited as references. In addition, Wikipedia.org may not be cited as a reference. For most manuscripts, authors should limit references to materials published in peer-reviewed professional journals. In addition, authors should verify all references against the original documents. References should be typed double-spaced. Examples of references are given below. Authors are encouraged to consult EndNote for the Journal of Periodontology’s preferred reference style.

Journals

Books and Other Monographs
8. Dissertation or thesis. Teerakapong A. Langerhans’ cells in human periodontally healthy and diseased
GINGIVA. [Thesis]. Houston, TX: University of Texas; 1987. 92 p.

Electronic Citations

Note: DOIs are preferred for journal articles. If a DOI is not available, please provide a URL and access date.


Tables

Tables should be numbered consecutively in Arabic numbers in the order of their appearance in the text. A brief descriptive title should be supplied for each. Explanations, including abbreviations, should be listed as footnotes, not in the heading. Every column should have a heading. Statistical measures of variations such as standard deviation or standard error of the mean should be included as appropriate in the footnotes. Do not use internal horizontal or vertical rules. The system will easily read tables created with Word’s table utility or when inserted into Word from Excel.

FIGURE LEGENDS

Legends should be typed double-spaced with Arabic numbers corresponding to the figure. When arrows, symbols, numbers, or letters are used, explain each clearly in the legend; also explain internal scale, original magnification, and method of staining as appropriate. Panel labels should be in capital letters. Legends should not appear on the same page as the actual figures.

FIGURES

Please see the Journal of Periodontology Digital Art Guidelines for detailed instructions on submitting high quality images to the Journal of Periodontology.

EQUATIONS

Create an equation as text, treating any mathematical symbols as special characters and assigning them the Symbol font.

SUPPLEMENTAL MATERIAL

The Journal of Periodontology includes supplemental material in the online Journal (www.joponline.org). All supplemental material should be called out in the text.

Supplemental Figures and Tables

Journal of Periodontology articles are limited to a combined total of six figures and tables in the print publication. Any additional figures and tables should be submitted as supplemental files. Each supplemental figure or table should be submitted as a separate file. Please follow the guidelines regarding resolution, format, etc. for printed figures (see Digital Art Guidelines) and tables (see above) when preparing supplemental figures and tables. In summary, each figure, table, or multimedia file should be uploaded separately and the file names should clearly identify the file (i.e., SupplementalFigure1.tif, SupplementalTable1.xls, etc.). If file size limitations prevent you from uploading your supplemental material, please e-mail bethanne@perio.org.

Supplemental Videos

The Journal of Periodontology publishes short videos to supplement a paper when appropriate. Most standard video formats are accepted. Videos should be edited to remove extraneous material. Authors should adhere to OSHA regulations when preparing their videos. Please e-mail bethanne@perio.org for information on how to submit videos. If your video is accepted for publication, all authors will need to submit a video copyright form. This form can be found on ScholarOne Manuscripts (http://mc.manuscriptcentral.com/jperio) in the upper right-hand corner under “Instructions & Forms.”

UNITS OF MEASUREMENT

Measurements of length, height, weight, and volume should be reported in metric units or their decimal multiples. Temperatures should be given in degrees Celsius and blood pressure in millimeters of mercury. All hematologic and clinical chemistry measurements should be reported in the metric system in terms of the International System of Units (SI). Description of teeth should use the American Dental Association (i.e., Universal/National) numbering system.

STATISTICS

Statistical methods should be described such that a knowledgeable reader with access to the original data could verify the results. Wherever possible, results should be quantified and appropriate indicators of measurement error or uncertainty given. Sole reliance
on statistical hypothesis testing or normalization of data should be avoided. Data in as close to the original form as reasonable should be presented. Details about eligibility criteria for subjects, randomization, methods for blinding of observations, treatment complications, and numbers of observations should be included. Losses to observations, such as dropouts from a clinical trial, should be indicated. General-use computer programs should be listed. Statistical terms, abbreviations, and symbols should be defined. Detailed statistical, analytical procedures can be included as an appendix to the paper if appropriate.

**CLINICAL TRIALS**

If your manuscript is reporting a randomized clinical trial, you are required to submit a CONSORT checklist with your manuscript. More information can be found at www.consort-statement.org. All clinical trials must be registered prior to submission to the *Journal of Periodontology* at one of the registration sites listed below. The registration number should be included in the Materials and Methods section. Please see http://www.clinicaltrials.gov/ct2/about-studies/learn#WhatIs for more information regarding clinical trials.

- EU Clinical Trials Register - https://www.clinicaltrialsregister.eu
- WHO International Clinical Trials Registry Platform - http://www.who.int/ictrp/en

**ANIMAL AND HUMAN TRIALS**

All manuscripts reporting the use of human subjects must include a statement that the protocol was approved by the author’s institutional review committee for human subjects *AND* that the study was conducted in accordance with the Helsinki Declaration of 1975, as revised in 2000. Do not use any designation in tables, figures, or photographs that would identify a patient, unless written consent from the patient is submitted.

For research involving the use of animals, it is necessary to indicate that the protocol was approved by the author’s institutional experimentation committee or was in accordance with guidelines approved by the Council of the American Psychological Society (1980) for the use of animal experiments.

**FOOTNOTES**

Footnotes should be used only to identify author affiliations; to explain symbols in tables and illustrations; and to identify manufacturers of equipment, medications, materials, and devices. Use the following symbols in the sequence shown: *, †, ‡, §, ¶, #, **, ††, etc.

**IDENTIFICATION OF PRODUCTS**

Use of brand names within the title or text is not acceptable, unless essential when the paper is comparing two or more products. When identification of a product is needed or helpful to explain the procedure or trial being discussed, a generic term should be used and the brand name, manufacturer, and location (city/state/country) cited as a footnote.

**REVIEW PROCESS AND PUBLICATION PROCEDURES**

**Peer Review**

The *Journal of Periodontology* is a peer-reviewed publication. All manuscripts, including Reviews, Commentaries, and Case Series are submitted to a minimum of two reviewers and, when appropriate, to a statistical reviewer. Authors are given reviewer comments and additional information or observations as the Editor believes would be helpful. Revised manuscripts are due within 30 days of receipt of the Editor’s communication.

**Copyright**

All manuscripts accepted for publication become the property of the American Academy of Periodontology. A copyright form must be signed by all authors and returned to the Managing Editor. A file containing this form always accompanies the acceptance e-mail.

**Reprints**

Corresponding authors may purchase reprints at the time pages are received for proofreading. Reprints can be purchased in 4-color or black and white. Electronic reprints are also available.
Web Uploading Policies and Instructions

The following information will help in preparing and submitting your manuscript to the Journal of Periodontology Web-based peer-review system, ScholarOne Manuscripts. Also refer to the previous pages for guidelines on preparing and formatting manuscripts.

Submit manuscripts at http://mc.manuscriptcentral.com/jperio. You will be able to monitor the progress of your manuscript through the peer-review process.

PREPARING AND FORMATTING ELECTRONIC MANUSCRIPTS

Submission of manuscripts must be in Microsoft Word (.doc). This applies to both Windows and Macintosh platforms. If you are using any other word processing program, you must save the text file as .rtf. Please see the Journal of Periodontology Digital Art Guidelines for figure format criteria and page 7 for table and supplemental material information.

SUBMITTING

For user account information, log on to ScholarOne Manuscripts at http://mc.manuscriptcentral.com/jperio. Here, you will be able to either create an account or enter an existing account. If you believe you may already have an account, enter your e-mail address in the Password Help area at the bottom of the log-in box. If the address you entered is found in the account records, an e-mail will be sent to you at that address containing your User ID and a temporary password.

If you do not have an account in the system, click “Register Here” in the “New User?” box to the right of the log-in box. Please see the Journal of Periodontology Digital Art Guidelines for figure format criteria and page 7 for table and supplemental material information.

Screen 1 – Type, Title, & Abstract

Select a manuscript type from the pull-down menu. Enter the title, running head, and abstract for your manuscript in the appropriate boxes. You can either copy-and-paste your information from your manuscript text file into the box or type it directly into the box. Use the “Special Characters” button for special characters such as Greek letters and mathematical symbols or for formatting such as italics, boldface, or super-script. For example, when you click on the lowercase alpha, the appropriate code for the character appears where your cursor was placed on the previous screen. You can also use the “Preview” button to make sure all the codes are placed in the correct locations. If you are submitting a manuscript that does not require an abstract, please type “N/A” in the abstract box.

Under “Scope of Practice” and “Study Type,” please select the categories that describe your paper from the drop-down menus. If you select “other” under “Scope of Practice,” please include a description in the box provided.

Click “Save and Continue” when you are finished with this screen.

Screen 2 – Attributes

Select a minimum of three or a maximum of 15 key words from the box. Highlight the key word you wish to include and click the “Add” button. These words are used in the review process and should not be included in your manuscript file. A maximum of six key words or short phrases, drawn from MeSH documentation, should be included in your manuscript file.

Click “Save and Continue” when you are finished with this screen or “Save and Go Back” to return to the previous screen.

Screen 3 – Authors & Institutions

Your name and institution should be completed and located at the top of the page. Click “Edit” if you need to make any changes to your information. Once your information is correct, you may add co-authors to the paper. All authors should be listed here. Fill in the information under “Add a New Author” for each co-author. After typing in an e-mail address, you may search to see if that person’s information is already in the database by clicking “Find.” If an e-mail is matched, the information for that author will be displayed. You may make any necessary changes to the institutional information and click “Add to My Authors” to add this author to your paper. If an incorrect author is found, click the “Clear” button to search again. If a match is not found, fill in the required information and click “Add to My Authors.” If a specific author has more than one affiliation, follow the link at the bottom of the “Add a
New Author” box to add more affiliations. You must click the “+ Add” button for each affiliation. Make sure to click the “Save” checkmark before closing the “Add More Affiliations” screen. Once all authors have been added to the manuscript, click “Save and Continue” to proceed to the next screen or “Save and Go Back” to return to the previous screen.

Screen 4 – Reviewers. This step requests you to identify preferred or non-referred reviewers but is not a mandatory part of the submission process. Fill in the required information and select “Designate as Preferred Reviewer” or “Designate as Non-Preferred Reviewer” as applicable. Once you have entered all information about reviewers, click “Save and Continue” to proceed to the next screen or “Save and Go Back” to return to the previous screen.

Screen 5 – Details and Comments. In the box provided, you should either copy-and-paste your cover letter/comments or type them directly into the field. Also, you can upload your cover letter/comments by clicking the “Browse” button and selecting a file on your computer. Click the “Attach this Cover Letter” button to attach it to your manuscript. You may also upload your conflict of interest and financial disclosure forms here. Do not attach any files from your manuscript itself in this section.

In the boxes provided, fill in the total number of figures and tables. If there are no figures or tables in your manuscript, please enter “0” in the appropriate box. Your word count should also be entered in this area.

If your manuscript is a study reporting a randomized controlled trial, there will be a link here to download the CONSORT checklist. Please save this to your computer. Using Adobe Reader, fill in the required information and save the file. Upload your completed form in the box provided. If you do not have Adobe Reader, you may download it for free at http://get.adobe.com/reader. The CONSORT checklist can also be found at http://www.consort-statement.org.

Be sure to read the submission statement and select “yes” from the pull-down menu.

The Journal of Periodontology also requires the signatures of all authors on the conflict of interest and financial disclosure form as part of the submission process. If these forms were not uploaded in the previous cover letter area, they may be e-mailed to jerry@perio.org or faxed to the editorial office at 312/573-3225 (attn: Jerry Eberle, Editorial Coordinator). You must check the box next to this explanation to acknowledge that you have read it and will provide conflict of interest and financial disclosure forms for each author. This form can be found on ScholarOne Manuscripts (http://mc.manuscriptcentral.com/jperio) in the upper right-hand corner under “Instructions & Forms.”

Click “Save and Continue” to proceed to the next screen or “Save and Go Back” to return to the previous screen.

Screen 6 – File Upload. When you upload your manuscript in Microsoft Word format (.doc), the file will automatically be converted to both PDF and HTML formats. Any figure or illustration will also be converted to PDF and HTML. A PDF and HTML proof will be created, combining your document and images.

Follow steps 1 through 4 to upload your manuscript files:

1. Browse to find the desired file.
2. Select the file designation: image file (includes color and grayscale figures; color, and black & white line art); main document (includes title page, abstract, key words, text, footnotes, acknowledgments, references, figure legends, and tables); or supplemental file (videos, supplemental figures and tables, or other necessary documents).
3. You may upload as many as five files at a time. Repeat steps 1 and 2 for each file.
4. Click “Upload Files.” You will see a “file details” window for each file that you have uploaded. On this screen, you are able to write a file tag or caption (if it is an image). Please note that if you have uploaded an image in EPS, TIFF, or JPEG format, it is recommended to place “Fig. 1, Fig. 2,” etc. in the captions area for ease of viewing. Once you have done this, click “Save.”

You will be brought back to the File Upload (Screen 6), where you can continue uploading files. When you have no additional files to upload, click “Save and Continue” to proceed to the final screen or “Save and Go Back” to return to the previous screen.

Screen 7 – Review & Submit. Please verify that all screens have been completed (a green checkmark will appear if all required information is completed). You must also preview your PDF proof before submitting your manuscript. Click the PDF button at the bottom of the page (Screen 7) to preview your manuscript. An option to preview your submission in HTML is also available, but not required. After you have confirmed that all information is correct and have previewed your PDF proof, click “Submit.” Confirmation of your submission will be displayed. Please note your
manuscript ID number and include this number on any correspondence you send to the editorial office. If for any reason you exit the system before completing any screen, you can continue where you left off by logging in, going to the Author Center, and clicking the “Continue Submission” button under “Unsubmitted Manuscripts.”

FINALIZING SUBMISSION
If you did not upload a conflict of interest and financial disclosure form for each author during the online submission process, please fax these forms to the editorial office at 312/573-3225 (attn: Jerry Eberle, Editorial Coordinator) or e-mail them to jerry@perio.org.

CHECKING THE STATUS OF YOUR MANUSCRIPT
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