

## **Network for Canadian Oral Health Research (NCOHR)**

### **Submission Guidelines for Working Paper Series**

#### *Eligibility*

Members of the Network and its partners are eligible to submit a working paper for peer review.

#### *Language*

Papers are accepted in either English or French.

#### *Format*

The NCOHR requests a standard format for working paper submissions.

To be submitted:

- Title page with:
  - Full title
  - Running title
  - Author names and affiliations
  - Corresponding author contact information
  - Number of tables
  - Number of figures
  - Word count
- Abstract (150 to 300 words) with Medical Subject Headings (MeSH) keywords
- Manuscript (1,500 to 12,000 words, not including abstract and references)
- Acknowledgements/Disclaimers as necessary
- Referencing, illustrations, tables, and figures, should follow Journal of the Canadian Dental Association submission format ([http://www.jcda.ca/about\\_jcda/information\\_for\\_authors/](http://www.jcda.ca/about_jcda/information_for_authors/))
- The names and contact information of three to four individuals who can act as peer reviewers

Please make your writing reader-friendly, use plain language whenever possible. Limit both jargon and acronyms.

Have someone else proof read your paper before submission. Use of word processor spell check and grammar functions is not sufficient. If there are too many spelling and grammar mistakes, the paper will be returned to the author for fixing before being sent out to reviewers.

Use Word (.doc, .docx) format and do not use borders or templates. Please double-space your submission and use 12-point font.

Authors will liaise with Dr. Carlos Quiñonez (NCOHR Working Paper Series Lead) through the submission process. If the paper is accepted, Dr. Quiñonez and the authors will develop a 1-2 page plain language summary of the paper with the intent of increasing knowledge exchange of Canadian oral health research.

### *Process*

Working papers may be submitted at any time. Working papers will be sent out for peer review. Once accepted, copy edited, translated, and formatted, working papers, abstracts, and summary documents will be posted on the NCOHR website as downloadable pdfs.

Usually, a working paper is somewhat different than a subsequent publication in a peer reviewed journal as it is modified, shortened, or uses less preliminary data. However, authors planning to publish the exact same manuscript later in a peer-reviewed journal should check with the journal(s) of interest. Many journals do not mind if a manuscript has been previously been published as a working paper, but some do.

NCOHR will not accept papers that are under review or being submitted simultaneously to the network and a journal. The copyright of the working paper documents rests with the authors.

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