

Instructions to authors

January 2025

As the official communication organ of the French Society of Dentofacial Orthopedics, the Journal *L'Orthodontie Française* welcomes all authors who respect the following recommendations.

The Journal is intended to welcome the work of SFODF members, speakers who have given papers at the Society's congresses or any work submitted for approval by its editorial board, dealing with dentofacial orthopaedics or any subject related to this discipline.

The Journal acknowledges receipt of articles without committing itself to a time limit for acceptance or refusal of publication.

Once their conformity has been verified, the articles are submitted anonymously to the editorial board, which may request modifications of form and substance. This committee has the power of decision and reserves the right to submit articles to the scientific committee when it deems necessary.

DOCUMENTS TO BE SENT WHEN SUBMITTING THE MANUSCRIPT

- Authors should submit their manuscript **by e-mail (at : edit-sfodf@sfodf.org)**, in the following form:
 - An original copy of their article, in its definitive form, including the duly placed illustrations.
 - One copy of the text without illustrations, including the duly placed figures calls.
 - The figures alone, one by one, numbered as in the text, in Jpeg or Tiff format (not in Word).The authors will keep a copy of everything submitted.

- In all cases, the manuscript must be accompanied by:

1) A letter stating the title of the article, the complete list of authors, stipulating that this work is original and has not been submitted to any other journal (except for presentations in the form of abstracts), nor published elsewhere, and that the authors (who are solely responsible for their words) have all read and agree with the version submitted for publication.

In the case of prior publication, the lead author will exposit to the editor all prior submissions and preliminary reports that may be construed as prior publication or dual publication of the same or closely related work. And he/she will attach their copies to the submitted article to facilitate the editor's decision.

The presentation of this work at a scientific meeting of the SFODF will be specified if this is the case. This letter will be signed by the lead author, on behalf of the co-authors (with the mention "on behalf of the co-authors of the manuscript").

2) The link of interest form signed by each of the authors, stipulating whether or not there is any link of interest between the authors and the products or elements cited in the manuscript (financial or other interests). Form available on the journal's website at <http://www.orthodontie-francaise.com>

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PRESENTATION OF THE MANUSCRIPT

The following programmes and formats are acceptable:

- texts : Word, Excel, RTF ;
- tables: Word, Excel ;
- illustrations : Jpeg, TIFF, Eps, Pdf.

The entire article (without illustrations) should be **on average of 10 pages (or 20,000 characters)**, numbered consecutively, presented with 1.5 line spacing and ideally in Helvetica 12 font. However, an exception to the size of the article may be granted if the subject justifies it (subject to the discretion of the Editorial Board).

It should include, in order:

- A **title page** including the title of the article, the first names and full names of the authors, the full correspondence addresses of all the authors, as well as the e-mail address of the first author (or main author) to whom the reprint will be sent by e-mail.
- The **body of the article** including :
 - **An abstract** (350 words maximum for a structured abstract), which will emphasise the new and important aspects of the study or observations, and which will imperatively be presented in the form: Introduction, Material and method, Results, Discussion, Conclusion, as well as keywords (8 minimum, separated by slashes) which must figure in the bilingual official list of the MESH (Medical Subject Headings), accessible via the Internet: <http://www.ncbi.nlm.nih.gov/mesh>
 - **The English translation** of the title of the article, the abstract and the keywords.
 - **The body of the text itself**, followed by any acknowledgements, the bibliography and the list of figures captions. The article will ideally begin with an introduction, which will be numbered in 1 and follow a numbered outline.

Chapter headings are numbered according to the inter-national numbering system (1.; 1.1.; 1.1.1.; 1.2.; etc.);

The author undertakes, at the risk of delaying the publication of his or her article, to comply diligently with the instructions of the SFODF's Editorial Committee and Terminology Committee.

ILLUSTRATIONS

The figures must be provided in JPEG (.jpeg), TIFF (.tif), EPS (.eps), or exceptionally PDF for certain figures (.pdf). To enable the editor to easily identify the transmitted figures, it is requested that the files be named with the figure number and the format used. For example: 'Fig.1.jpg', for the file of figure 1 in JPEG format.

The definition of the figures should be approximately 1 MB per figure or 300 Dpi.

The number of illustrations will remain reasonable: only those necessary to understand the figure will be accepted.

The number of illustrations should be reasonable: only those necessary for the understanding of the text should be accepted.

All illustrations should be referred to in the text, by increasing numbering as they appear. Figure 1 should be written in Arabic numerals and spelled out in a sentence in the text, but (Fig. 1, with 'F' in upper case and 'ig' in lower case, followed by a full stop) in parentheses.

Table 1 should be written in Arabic numerals and spelled out in a sentence in the text, but (Tab. 1, with 'T' capitalized and 'ab' lowercase, followed by a full stop) in parentheses.

The figures should be sufficiently sharp to allow for readability. Numbers and letters included in figures, tables and diagrams shall be of acceptable size to be legible and redrawn. Legends mentioned inside the figures must be indicated in the English language.

BIBLIOGRAPHICAL REFERENCES

The bibliographical references must only include the references of the authors cited in the text. A list of works to be consulted, neither numbered nor indexed, may however be compiled and published at the end of the article. References (depending on the subject of the article) to articles already published in *l'Orthodontie Française* should be indexed if they are relevant.

1. References are listed in **alphabetical order** in the bibliographic list and numbered by Arabic numerals followed by a full stop (e.g. [1] Beere, [2] Bieber).
2. Page references should be given in full (e.g. 3721-3726).
3. References are indexed in the text **by superscript Arabic numerals** (e.g. author¹).
4. Any author cited in the text must be listed in the bibliography and vice versa.
5. When an author is cited as a reference in the text with several calls, the superscript numbers are separated by a comma if they are non-consecutive references, by a hyphen otherwise (e.g.: author⁹⁻¹³ means 9,10,11,12 and 13, whereas author^{9,13} concerns only these two references).
6. The list will only include work that has already been published or, at the very least, accepted (in press).
7. List all authors of a reference. If there are more than six, list the first six followed by “, et al.” in italics.
8. The presentation of references will partly respect the Vancouver Convention. Punctuation and spacing should be used as they appear in each of the following examples:

a) periodical article :

Author's name (initial in upper case and remainder in lower case) - Initial(s) of first name in upper case - Period (or comma between each author if necessary) - Space - Title of article - Period - Space - Name of publication (in abbreviated form according to current international code) - Space - Year - Semicolon - Volume number - Double full stop - First page - Dash - Last page (pages shown in full) - Period (no space between numbers).

Example: You CH, Chey KY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterol* 1980;79:311-314.

b) thesis :

- postgraduate: Doct Sci Odontol thesis.
- state: Thesis Doct State.
- University doctorate: Thesis Doct Univ

Author's name (initial in uppercase and remainder in lowercase) - Initial(s) of the first name in uppercase - Period (or comma between each author if necessary) - Space - Title of the thesis - Period - Space - Name of the publication (according to the thesis, see above) - Period - Space - Place - Double full stop - Space - University - Comma - Space - Year - Period.

Example: Dupond J. La bibliographie. Thesis Doct Sci Odontol. Paris: Univ R Descartes, 1936.

c) book :

Author's name (initial in uppercase and remainder in lowercase) - Initial(s) of first name in uppercase - Period (or comma between each author if necessary) - Space - Title of book - Period - Space - Publisher's city - Double full stop - Space - Publisher's name - Comma - Space - Year - Comma - Space - Total number of pages in the book.

Example: Angle E. Treatment of malocclusion of the teeth. Philadelphia: Mfgr Co ed, 1907, 612 p.

d) Book chapter :

Author's name (initial in upper case and remainder in lower case) - Initial(s) of first name in upper case - Period (or comma between each author if necessary) - Space - Chapter title - Period - Space - In - Double full stop - Space - Author's name - Period - Space - Book title - Comma - Publisher's

name - Comma - Space - Year - Double full stop - First page - Hyphen - Last page - Period (no space between numbers).

Example: Solow B, Greve E. Craniocervical angulation and nasal respiratory resistance. In: McNamara JA, ed. Nasorespiratory function and craniofacial growth. Monograph No. 9, Craniofacial Growth Series, Center for Human Growth and Development, Ann Arbor: Univ Michigan, 1979:26-54.

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