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- An International Journal-**

Instructions to Authors for Preparation and Submission of Manuscripts

The *Journal of Hard Tissue Biology* is the official journal of the Hard Tissue Biology Network. The Journal publishes original research articles and invites short reviews. The article must be complete with a rationale, pertinent study data and a conclusion. The articles should be as brief as possible while still presenting the necessary information for an evaluation by readers.

Manuscripts should be submitted to:

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Journal of Hard Tissue Biology

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Authors may wish to use rapid mail service. Receipt of the manuscript will be confirmed by facsimile.

Manuscript must be written in English and typed double-spaced with 2.5 cm margins on all sides using A-4 paper, and submitted in triplicate with at least two sets of original figures. Authors whose command of English is not thorough should enlist the aid of an English-speaking colleague or editor. Pages should be numbered consecutively beginning with the title page. A 3.5 inch diskette (floppy disc) containing the abstract, the full text, tables, legends to figures, and references should, if possible, accompany the original submission. The diskette may be in Macintosh or PC format and should use commonly used software such as Microsoft word or WordPerfect. The name of the corresponding author, the date, the hardware and the software used should appear on the label of the diskette. The inability to provide a diskette will not affect acceptance but could delay publication.

The manuscripts will be reviewed initially for appropriateness and general format at the Editorial Office. When possible, rapid mail service and facsimile will be utilized. The manuscript will be either fully accepted, accepted with minor changes, rejected with an invitation to resubmit after major changes, or rejected. All decisions may be appealed to the Editor. All correspondence should be addressed to the Editor.

Authors of accepted manuscripts will receive only one proof. It must be returned promptly to avoid a delay in publication. The proof should be marked "Ready for Press" and signed by the corresponding author. Any major changes made in the proof will require that the paper be reviewed again by the Editor and may delay in publication.

Reprints should be ordered on the form provided when returning the proof.

Consult recent issues of the Journal for examples of the format to use. Manuscripts must be organized as follows:

1. Title page. This page should include: (a) full title of the paper; (b) names and affiliations of the authors; (c) a short running title; and (d) the name, address, telephone number and facsimile number of the corresponding author.

2. Abstract (page 2). The abstract should provide a concise description of the study and summarize its major conclusions in 300 words or less. It must be able to stand alone for use by abstracting services. Use full references when necessary, not citations. Follow the abstract with 2-5 key words in alphabetical order for indexing.

3. Text. The text should be divided into: Introduction, Materials and Methods, Results and Discussion. The discussion should be brief and limited to interpretations and reasonable speculation.

4. Abbreviations. Accepted standard abbreviations may be used. Nonstandard abbreviations should be defined by a footnote or in parenthesis when first used in the text.

5. Footnotes. Footnotes should be used only when necessary. They should be indicated by superscript numbers and placed on a separate page. Footnotes in a table should be placed under the table.

6. Acknowledgments. Acknowledgments to consultants, others who contributed in the study, and supporting agencies should appear on a separate page.

7. References. Each reference should include the surnames and initials of all the authors, full title of the article, journal name using standard abbreviations, volume, inclusive pages, and year of publication in the format shown below:

Journal article

Missana L, Nagai N and Kuboki Y. Comparative histological studies of bone and cartilage formation induced by various BMP-carrier composites. *Jpn J Oral Biol* 36: 9-19,1994

Chapter in a book

Bilezikian JP. Clinical disorders of the parathyroid glands. In: *Clinical Endocrinology of Calcium Metabolism*, ed. by Martin TJ and Raisz LG, Marcel Dekker, Inc., New York and Basel, 1987, pp 53-96.

Book

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