Guidance to Authors – Audits and Service Evaluations

The BSPD Clinical Effectiveness Bulletin is a peer reviewed publication. Its production is overseen by an editorial team and peer review referees drawn from senior trainees in paediatric dentistry. Printing and distribution is at the discretion of the BSPD. All articles are subject first to editorial review of suitability for inclusion, and then sent for peer review. The referees’ reports are fed back to the authors and utilised by the editors to recommend amendments as well as decide upon inclusion. Audits in novel areas and/or with 2+ cycles will be looked upon favourably. Students and trainees are advised to seek guidance of their supervisors prior to submitting their abstracts. There are governance issues around publishing clinical governance projects and therefore supervisors’ approval is essential to ensure compliance.

1. Document submission

Manuscripts should be submitted in Microsoft Word by email attachment. A covering letter or email should accompany each submission stating the full names and working addresses of all authors (maximum 6 authors unless justification is provided). An email address for a corresponding author which may be published should also be specified. The principal author should confirm the work to be their own and acknowledgments given as appropriate. Confirmation of receipt will be returned by the bulletin editor. In the event of no reply from the editor, the principal author should enquire.

2. Submission format

Articles are printed in black and white and therefore no colour script/tables/graphs should be included in the submission.

Authors are recommended to look at previous bulletins for examples of the style of their report. It should be noted that the bulletin has limited space and submissions should be limited to 1500 words (including references).

Submissions should be formatted with double line spacing to fit A4 paper size. (Font: Times New Roman, Font Size: 12, top margin = 2.54cm, bottom = 2.1cm, left and right margins = 3.17cm).

3. Audit project submissions will be expected to broadly follow a format as described:
   - **TITLE:** This should be succinct and accurately reflect the project (up to a maximum of 12 words).
   - **AUTHORS and AFFILIATIONS**
   - **INTRODUCTION:** To include rationale or need to undertake the project. Previous projects/publications as available can be refereed to and if appropriate the cycle number of the audit and the effects of previous action plans.
   - **AIMS:** A clear list of the project aims.
   - **STANDARD(S):** Should be quoted if available (may not be appropriate in service evaluations
   - **PROCESS/MATERIALS & METHODS:** A clear explanation of the audit process should be given.
   - **RESULTS:** Text to describe the results obtained. Results can also be given in table or graph form if more clearly represented this way (see below). Text should avoid simply repeating findings shown by graphs/charts. Clarification or explanation can be given if necessary.
   - **DISCUSSION:** As appropriate.
• **ACTION PLAN or IMPLEMENTATION OF FINDINGS:** The author’s plans for implementation of findings to change practice as necessary, or to audit further should be described.

• **Acknowledgements**

• **References:** these should be listed as per the International Journal of Paediatric Dentistry and cited in the text the same way (Maximum 6 references)

### 3 Tables, Graphs and Charts

There is very little scope to include graphs/charts within the space available and limited scope for tables. **These should therefore be used sparingly and where possible, tables are preferred** to graphs and charts. Tables should be included into the Microsoft WORD document. These should be succinct with a limit of 10-15 rows to fit comfortably on the page. If graphs or charts are included, these should be created in Excel and pasted into the Word document. The Excel files should also be included in the submission.

The accompanying legend should be concise and in bold. It should be included in the main text rather than the figure itself. E.g. **Table 1 ……, Figure 1 ……**

There should be a maximum of two tables, graphs and charts per submission.

### 4 Refereeing and editing

Each submission will be subject to anonymous independent peer review. The editor’s decision to publish will be based on referees’ reports. Submitting authors will normally be sent a copy of the reports for their consideration. The editor reserves the right to edit the manuscript.

Submissions should be received by 30\textsuperscript{th} November, these will be sent for review and authors will be informed of the decision by 28\textsuperscript{th} February.

**Please email submissions by 30\textsuperscript{th} November 2018 to:**

**Dr Chris Vernazza:** [c.r.vernazza@ncl.ac.uk](mailto:c.r.vernazza@ncl.ac.uk)

Please note submissions for 2019/20 will open in October 2019.

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