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## IJO Editorial Process

The editorial process of *IJO* is as follows:

**Stage 1** (Pre-check of manuscript): Upon receipt of a submission via the EditorialManager® platform, the editor and managing editor evaluate the manuscript on the basis of suitability for publication in *IJO*. Also taken into consideration are the qualifications and backgrounds of the submitting authors. At this stage, a manuscript may be rejected if it is obviously of poor quality.

**Stage 2** (Peer Review): The editor then subjects the manuscript to the peer review process (see *IJO's Peer Review Process* for details). All reviewers must declare no conflict of interest per the *IJO's Reviewer Manual*. Reviewers must hold a PhD (with the exception of individuals with other terminal degrees such as D.D.S., M.D., D.O., etc.). Communication with reviewers and authors is handled by the managing editor.

**Stage 3** (Editor Decision): Acceptance of the manuscript after peer review is made by the editor based on the suitability of the selected reviewers, the adequacy of the review comments, author's response, and the overall scientific quality of the manuscript.

**Stage 4** (Revision): Per the *IJO Peer Review Process*, a revision can be submitted through the EditorialManager® for reconsideration. Up to two rounds of revision will be allowed if necessary.

**Stage 4** (Production): This process includes language editing, copy editing, and XML conversion. Language editing is provided by a Ph.D. level editor. Authors may employ the use of other English editing services independent of the *IJO*.

**Stage 5** (Ethics): All editorial staff are trained in how to detect and respond to possible ethical issues that may arise regarding authors, reviewers, editors, staff, and advertisers. Issues relative to the validity of the reported research can be settled by the editorial board. Issues relative to authorship, ownership of data, unethical misconduct of authors may be referred to other outside entities such as institutional review boards for consideration. Authors are given an opportunity to respond to allegations made against them.

**Stage 6** (Layout and design): Layout and design are provided by an in-house graphics editor with the approval of the managing editor.

**Stage 7** (Author proofs): Following copy editing and layout, the managing editor conducts another round of copy-editing and proofreading. Author proofs are then submitted to the corresponding author

of each manuscript with the request of the author's review and approval. When necessary, corrections are made.

**Stage 8 (Publication):** Publication of the *IJO* is in digital format and is posted on completion to the IAO website. A PDF version of an article will be provided to authors upon request.



## **IJO Peer Review Process**

The peer review processing (refereeing) is a process by which a manuscript is evaluated by independent experts within the same area of research. This process allows other professionals to critique submissions and relay feedback to authors to improve their works and also serves as a mechanism by which the editor can evaluate a manuscript's suitability for inclusion in the *IJO*.

The *IJO* peer review process is double blind in nature in that reviewers do not know the identity of the authors and vice versa. The rationale for this approach is that the research is judged fairly and in an unbiased manner. This approach ensures that both the authors and reviewers have some level of protection regarding criticism.

*IJO* reviewers are chosen based on their backgrounds, education, reputation, and areas of expertise. The *IJO* makes a concerted effort to recruit qualified reviewers on an ongoing basis. Each reviewer may be asked to review up to four manuscripts per year. If a reviewer fails to review articles in a timely fashion per the below process, the reviewer is then de-activated by the journal. The *IJO* has developed a *Reviewer's Manual* which each new reviewer is required to read to ensure that reviews are conducted in a systematic manner without bias in a cordial, constructive, and ethical manner.

The review process is as follows:

After the editor and editorial board have reviewed the submitted manuscript to see if it is within the scope of the journal, the editor then assigns the manuscript to two reviewers who have expertise in the area which the manuscript addresses. The manuscript is made available to reviewers via the server of Editorial Manager®. This platform allows the editor to assign the manuscript to the appropriate reviewers. The individuals are invited to review, and their options are to "Accept" or "Decline," and reviewers are able to provide comments regarding their interest in reviewing a manuscript.

If the reviewer accepts the invitation for review, a six-week time allocation is allowed for the review to be completed. At six weeks, if the reviewer does not respond, the reviewer is notified that a two week extension will be granted. If the reviewer does not respond within this time

frame, the manuscript is then assigned to a new reviewer. This process is repeated until the reviews are completed. This procedure is followed for each reviewer.

After evaluating the manuscript, each reviewer has the option to “Accept,” “Accept with Major Revision,” “Accept with Minor Revision,” or “Reject,” and the recommendation and comments are forwarded to the editor, who makes the final determination. These comments are included in the feedback to the author(s), and confidential comments can be made to the editor. If there is no agreement as to the recommendation for the manuscript among the editor and the two reviewers, the manuscript may be assigned to a third reviewer. Once the reviews are completed, the editor notifies the author(s) regarding the outcome of the submission.

For manuscripts needing revision, the author(s) have up to six months to make the suggested corrections. When the revised manuscript is received, it is re-assessed by the editor and the previous two reviewers to determine if the corrections to the manuscript are satisfactory. A determination is made by the two reviewers either to “Accept” or “Reject” the manuscript, and if the recommendations of the two reviews are not congruent, the editor makes the final decision regarding the disposition of the manuscript, which is relayed to the author(s).



## **IJO Aim And Scope**

The *International Journal of Orthodontics* (IJO) is a quarterly peer-reviewed clinical journal published by the International Association for Orthodontics (IAO). The scope of the IJO is global in nature and is available to researchers and readers via its digital platform. The journal has been continuously published since 2002 and is the successor of the *Journal of General Orthodontics*.

The purpose of this publication is to promote the establishment and maintenance of the highest ideals in orthodontic practice, research, and development throughout the world for the benefit of all dental researchers, practitioners, and ultimately for the benefit of their patients. Not only does this journal serve an educational function for its audience, it is a platform for presenting innovative treatment options which advance knowledge in the area of orthodontics and improves the quality of care for patients internationally.

This journal offers a variety of information for the membership of the International Association of Orthodontics as well as non-member researchers and practitioners and includes peer-reviewed research reflecting timely topics as well as developing issues in orthodontics. Authors are invited to submit manuscripts which include original research, review articles, meta-analysis, clinical case studies (case reports), and technique articles.

The *IJO* fosters orthodontic research, including both basic research and development of innovative clinical techniques, with an emphasis on the following areas: facial growth, sleep disorder breathing, genetics, craniofacial pain and temporomandibular joint (TMJ) disorders and efficacy of orthodontic appliances. The *IJO* encourages submission of manuscripts reflecting observations and findings in clinical trials, clinically-relevant basic scientific investigation, and novel therapeutic techniques or diagnostic systems. In addition to its scientific content, the journal presents editorials addressing timely issues in orthodontics as well as practice management.



### **Conflict of Interest: International Journal of Orthodontics**

The author will identify any conflicts of interest upon submission of any articles.

### **Human and Animal Rights Statement: International Journal of Orthodontics**

Research findings involving human subjects should include a statement from authors indicating if the research procedures were in accordance with the ethical standards of the appropriate institutional committee overseeing research such as an Institutional Review Board (IRB) or other national/governmental guidelines in accordance with the Helsinki Declaration of 1975 (revised in 2000).

If there is a question as to whether or not research was conducted in accordance with the Helsinki Declaration, authors must offer an explanation of their rationale for their research approach and must have specific approval from the appropriate IRB or other national/governmental guidelines regarding deviation from these standards.

Regarding the use of animals in research, authors must state that they have adhered to specific guidelines provided by the IRB or national/governmental guidelines relating to the ethical care and use of laboratory animals.

### **Informed Consent: International Association for Orthodontics**

Any patient clearly identified in the article must sign a form indicating his or her consent to be thus depicted in the article. It is the author's responsibility to confirm consent.



### **IJO Data Sharing Policy**

The *IJO* does not share data with other researchers or collaborators. However, it is up to researchers to share their data with other entities (independent of the *IJO*) if they so desire.





### **Names and Affiliations of Editorial Board**

Robert Pasch, DDS, IBO: IJO Editor

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Allison Hester: Managing Editor

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Chris McKay MBA: IAO Executive Director

-International Association for Orthodontics

## **IJO Advertising Policy**

The *IJO* considers advertising an important vehicle by which practitioners are kept informed of new products or services which may aid them in their dental practices. Advertising must be truthful, in good taste, and held to high standards. Ad placement in the *IJO* must not be offensive in either its wording or artwork, and advertising which contains attacks on persons, race, or religion will be deemed as unacceptable for publication.

Advertising in the *IJO* should not be construed as an endorsement by the *IJO*, unless the product or services in the advertisement includes an authorized statement by the *IAO/IJO*.

Advertiser must certify that their advertising copy and art regarding their product or services is in accordance with applicable government laws and regulations which cover new drug applications and prescription drug advertising. Full disclosure is required regarding FDA approval. The advertiser is responsible for conforming to FDA and other legal requirement regarding content of claims made by a product or service.

The *IJO* reserves the right to accept or reject an advertisement at its sole discretion for any product or service submitted for consideration. The editorial board of *IJO* is responsible for the review and approval of any advertising submitted to *IJO* for consideration.

## **IJO Policy for Addendum, Erratum, Corrections, Retractions, and Comments**

When a manuscript has been published, if some aspect of the manuscript was inadvertently overlooked (i.e., clarification of a method/analysis), the amended manuscript can be amended through an Addendum reporting the previously omitted data. The Addendum will be published with the article information (title, authors, volume, issue, and page numbers) in the current issue of the journal. A hyperlink to the Addendum will be added to the original publication (the original manuscript will not be updated).

Erratum, corrections, retractions, and comments will be handled in a similar fashion. Concerning comments or replies, the editor must render a final decision regarding publication.