



**CZECH
ORTHODONTIC
SOCIETY**

The *Ortodoncie* journal

General publication rules

Editorial office rules

Editor

Jiří Tvardek

Authors

Josef Kučera

Ivo Marek

Alena Mottlová

Jiří Tvardek

The Czech Orthodontic Society

2020

Contents

Contents	2
1. Regulations, legislation, recommendations and rules	4
2. Aims of the <i>Ortodoncie</i> journal	5
3. Ethical standards of the <i>Ortodoncie</i> Journal	6
4. Ethical code of the <i>Ortodoncie</i> journal (according to “ArteActa”).....	8
4.1. Authors’ responsibilities.....	8
4.2. Reviewers’ responsibilities	10
4.3. Editors’ and editorial board’s responsibilities.....	12
4.4. Publisher’s responsibilities	14
5. Authorship.....	15
5.1. Co-authorship.....	15
5.2. Use of a work as a copyright work	17
5.4. Originality of a scientific paper.....	19
5.5. Peer review, acceptance and rejection of manuscripts	19
6. Editorial office	20
6.1. Role of the editors.....	20
6.2. Editorial freedom and independence	20
6.3. Conflicts of interest within the editorial office	21
6.4. Structure of the editorial office.....	21
6.5. Funding of the editorial office and the <i>Ortodoncie</i> journal	23
7. Peer-review process in the <i>Ortodoncie</i> journal.....	24
7.1. Role of the peer reviewer.....	25
7.2. Procedures based on peer-review results.....	26
8. Conflicts of interest	28
8.1. Potential conflicts of interest: obligations of authors.....	28
8.2. Potential conflicts of interest: sponsorship.....	28
8.3. Potential conflicts of interest: obligations of editors, other journal staff and reviewers. 29	
8.4. Editorial board decision-making process concerned with potential conflicts of interest 30	
9. Privacy and data protection	32
9.1. Patients and study participants.....	32
9.2. Authors and peer reviewers.....	33
10. Statement on human and animal rights protection.....	35
11. Informed consent.....	36

11.1. General rules of informed consent	36
11.2. Informed consent of patients and study subjects.....	36
11.3. Compliance with legislation	38
12. Instructions for authors.....	39
12.1. Requirements for submitted articles	40
12.2. Attachments of submitted articles.....	44
12.3. Checklist for authors	46
12.4. Procedures for submitting non-standard articles	47
12.5. Address for submitting articles	49
13. Electronic edition of the <i>Ortodoncie</i> journal.....	50
Appendix A - Author’s statement about the authorship of the article	51
Appendix B - Statement on conflict of interest.....	52
Appendix C - Consent to rules for the “Use of animals and humans in medical studies”	53
Consent of the author to rules for the “Use of animals in medical studies” and “Statement on human and animal rights”, required for publication in the <i>Ortodoncie</i> journal.....	53
Appendix D - Author’s agreement to the ethical principles of the <i>Ortodoncie</i> journal.....	54
Appendix E - Example of patient or legal guardian consent to the publication of documentation	55
Appendix F - Consent of the author to the rules of “Informed Consent”	56
Appendix G - Author’s right / copyright.....	57
Appendix H - CRediT – the role of authors, co-authors and other co-workers.....	58
Appendix J - Abbreviations of selected orthodontic and dental journals.....	60

1. Regulations, legislation, recommendations and rules

- International Committee of Medical Journal Editors recommendations (ICMJE)
- Uniform requirements for manuscripts submitted to biomedical journals
- The Copyright Act 121/2000 Coll. (CZ)
- Berne Convention for the Protection of Literary and Artistic Works
- Regulation 2016/679 (General Data Protection Regulation) (EU)
- Consolidated Standards Of Reporting Trials (CONSORT)
- Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA)
- Personal Data Protection Act 101/2000 Coll. (CZ)
- Personal Data Processing Act 110/2019 Coll. (CZ)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA – USA)
- Committee on Publication Ethics (COPE)
- NISO Z39.29-2005 (R2010) Bibliographic References
- ARRIVE trial (A randomized trial of induction versus expectant management)
- Declaration of Helsinki - Ethical principles for medical research involving human subjects (WMA)
- Directive 2010/63/EU on the protection of animals used for scientific purposes
- Elsevier publications - Publishing Ethics Resource Kit
- Copyright Act of 1976 (US)

2. Aims of the *Ortodoncie* journal

The *Ortodoncie* journal (hereinafter “the journal”) aims to inform members of the Czech Orthodontic Society (hereinafter “COS”) as well as others interested in orthodontics and dentistry about the affairs of the scientific society, and developments in orthodontics and related disciplines; to provide materials for the post-graduate and life-long education of specialists in orthodontics; and to provide information about scholarly and educational events. The journal is published four times a year by COS. The journal is in Czech, however all scientific articles are published bilingually in Czech/Slovak and English. It is in the journal’s supreme interest to provide information professionally and in conformity with the international rules for scientific medical journals. The journal is published both in a printed and also digital versions to make it accessible to all those who are interested in the discipline.

3. Ethical standards of the *Ortodoncie* Journal

General principles

The *Ortodoncie* journal follows accepted principles of publication ethics (COPE). Documents involving clinical research should observe the instructions of the Declaration of Helsinki with a statement included in the text confirming that the protocols were observed and that the patients involved gave their written informed consent (detailed information on informed consent is available in the relevant section).

Submitted manuscripts must comply with recommendations on conducting, reporting, editing and publishing research in medical journals, and should strive to include representative human populations (by sex, age and ethnic origin) in accordance with these recommendations.

Rights on the protection of persons, animals and other research subjects must always be respected. Research on patients or experimental animals must be approved by the relevant ethics committee, and manuscripts should always include the reference number of the ethics committee decision.

Ethics committee

A research protocol must be submitted for evaluation, opinion, guidance and approval to the relevant ethics committee prior to beginning the research. The ethics committee must be transparent in its workings, independent of the research in question, its sponsor or any other party involved in deciding on the acceptance of the work; and it must be duly qualified.

It must abide by the laws and regulations of any country or countries in which the research is to be conducted, as well as applicable international standards. The ethics committee cannot restrict or eliminate any protection of research subjects. The ethics committee is entitled to observe research in progress.

Researchers must provide the ethics committee with information on monitoring, in particular information about serious undesirable events related to the research.

Regardless of whether it is accepted by the ethics committee, the research protocol must not be altered. On completion of the research, those responsible must provide the ethics committee with a report including a summary of its results and conclusions.

Rules for research on experimental animals

All experiments carried out on animals must comply with the ARRIVE guidelines and the United Kingdom Act on Animals (scientific procedures) of 1986 and related rules, EU Directive 2010/63/EU on experiments on animals or the US National Institute of Health manual for the care and use of laboratory animals (NIH publication No. 8023 as amended in 1978). Authors must explicitly state in their manuscripts which guidelines were observed. Animals' sex must be recorded as well as the influence (or association) of sex on the research results. Authors must abide by the rules on respecting the rights of research subjects and to attach to their manuscripts a declaration on the protection of subjects' rights. Sample declarations are included in the Appendices of this document.

Rules for clinical studies and systematic reviews

Authors must abide by the CONSORT principles. In case of systematic reviews, they must follow the PRISMA principles. Links to these two sets of principles can be found at www.orthodont-cz.cz. Compliance with these rules is checked during peer review, and journal reviewers must declare in their reviews whether the rules were observed.

4. Ethical code of the *Ortodoncie* journal (according to “ArteActa”)

The publication ethics of the *Ortodoncie* journal are based on the Ethical Code of the Committee on Publication Ethics (COPE) and on the examples of good practice in the Czech and international academia (e.g. rules in Elsevier’s Publishing Ethics Resource Kit). The ethical code of the journal consists of four parts dealing with the responsibilities of authors, reviewers, editors and the publisher.

4.1. Authors’ responsibilities

Authorship

Only those who contributed significantly to the concept, form or implementation of the study submitted are considered authors and/or joint authors or co-authors of the article. All co-authors must be clearly indicated in the manuscript wording at the time the manuscript is submitted. Requests for the addition of joint authors after the manuscript has been accepted must be approved by the editors. The lead author of the study must guarantee that all co-authors have had the final wording of the manuscript at their disposal and that they have approved the text and agreed to submit that version for publication. Other persons partially participating in the study must be mentioned in the relevant part of the manuscript and their contribution explained.

Objectivity, originality and references to sources

Authors are responsible for their manuscript’s originality and truthfulness. Where text from another work or a quotation from another work, either their own or by other authors, has been included, the authors must duly note such works in accordance with copyright law. Authors must always cite the sources they use in accordance with rules of quotation used in the *Ortodoncie* journal. Authors must cite any publications or other works that significantly influenced the form of their manuscript, even if they are not used verbatim. Where the manuscript is the outcome of original research, it is necessary to cite in the text the source data, so that any knowledge resulting from the research can be replicated and developed further. Original research outcomes must be objectively

evaluated by authors according to their best opinion. The expression of fraudulent and intentionally inaccurate statements and the use of other works without proper citation and not in accordance with copyright are considered unethical conduct, and are, therefore, unacceptable. In case authors discover a significant error or inaccuracy in their published work, they are obliged to inform journal editors without delay and cooperate with either publishing a correction or withdrawing their work. This does not apply if the inaccuracy or error is due to newly acquired knowledge that was not at the reasonable disposal of the authors when writing the original article. If studies or original research which served as the basis for the manuscript were financed from external resources, authors must explicitly cite the source of funding. The editorial board reserves the right to require information on research funding from internal resources or the personal resources of an author. This author's obligation to disclose relates also to possible substantial conflicts of interest (such as when manuscript content is directly related to an employment relationship with an entity that the content of the manuscript is related to, or any other kind of cooperation by the author or a person close to them, etc.). A more detailed explanation of conflict of interest can be found in Section 8: Conflicts of interest. Authors must indicate explicitly that they do not have a conflict of interest when they submit their manuscript.

Concurrent submissions for publication and repeated publication

Authors must not take any steps leading to the publication of their study, the main part of the study or another study describing the same research concurrently in the *Ortodoncie* journal and another Czech or foreign periodical or non-periodical journal, or any other kind of scientific output. Any attempt to concurrently or repeatedly publish the same manuscript is considered unethical and unacceptable. Authors must observe the rules of peer review. They must react to comments by editors and reviewers without delay and within an agreed timeframe. They agree to amend their manuscripts in line with the reviewers' suggestions. Authors undertake to follow formatting guidelines as specified in Section 12: Instructions for authors. Any breach of these rules or failure to meet the deadline for manuscript amendment may result in the journal's refusal to publish the text. The decision is made by the editors of the journal.

Patients and research participants

Patients have the right to privacy that cannot be infringed without their informed consent. Identifying information including names must not appear in descriptions or photographs. The only exception is when the information is significant for scientific purposes and the patient (or parent or legal representative) has given written informed consent to publish it. In such a case, the identifiable patient must be provided with the manuscript to be published. When informed consent is obtained, this fact must be noted in the published text. Authors should inform patients if there is a possibility that after publication any material by which patients could be identified could become available on-line or in printed form. Patient consent must be in writing and must be archived, either in the journal editorial office or by authors, or both, according to local regulations and law. Unimportant identification details should be omitted. If there is any doubt that anonymity can be guaranteed, it is necessary to obtain the informed consent of the patient or legal representative. For example, covering the eyes in photographs of patients is considered insufficient protection of anonymity. If identifying characteristics are altered in order to secure anonymity, e.g. in genetic pedigrees, authors must guarantee that the alterations do not bias the scientific substance, and editors should note these guarantees. The requirement of an informed consent is a part of guidelines for authors of the given journal. All information on informed consent is provided in Section 11: Informed consent. Together with their manuscript, authors must submit a declaration that they have observed the rules of informed consent. On the editors' request, they are obliged to produce informed consent forms for the subjects who took part in the research.

4.2. Reviewers' responsibilities

Manuscripts must be reviewed with due respect for authors' confidentiality. By submitting their manuscripts for review, authors entrust the editors with their scientific work and creative effort, on which their reputation and career may depend. If confidential data are disclosed during the manuscript peer review, copyright may be infringed. Reviewers are also entitled to confidentiality, and this must be respected by editors. A confidentiality breach may be necessary where unfair or fraudulent conduct is

suspected. However, in all other cases confidentiality must be respected. The rules are detailed in Section 6: Editorial office, and Section 7: Peer review process in the *Ortodoncie* journal.

Reviewers' anonymity and their obligation to confidentiality

Peer reviews for the *Ortodoncie* journal are double-blind. If a reviewer asks that his/her name be revealed to the study authors, the editors will comply with the request. A reviewer must not share any information on the manuscript submitted with anyone except the editors and through them with the authors. A reviewer is obliged scrupulously to protect the confidentiality of authors' material and must not provide the material to another party. Reviewers must not use knowledge acquired from the unpublished manuscript for their own research or other research projects. A confidentiality breach is considered unethical and is unacceptable.

Objectivity and peer-review quality

The aim of the peer-review process is to improve the quality of the manuscript. Reviewers must evaluate the study competently and objectively in accordance with their best knowledge and opinion. A peer review must be written clearly and unambiguously, the arguments must be well founded. Reviewers should point out any weak points in the manuscript, including missing sources of information and significant published titles related to the topic that are supported with specific quotations. Further, reviewers are obliged to notify the editors if they suspect any unethical conduct by the authors, particularly if they believe that the manuscript is not original, there are similarities with other published material and suchlike.

Reviewers' competency

Reviewers who do not feel sufficiently qualified to assess a manuscript or know that they will not be able to meet the deadline must notify the editors immediately so that the editors can approach other reviewers in time.

Objectivity and conflicts of interest

Reviewers must evaluate manuscripts impartially. They are obliged to refuse to review a manuscript in the case of any potential conflict of interest, including:

- any benefit to the reviewer from approval or refusal of the manuscript;
- any collaboration in the project in question within the last five years;
- a fundamental difference of opinion on the major topic of the manuscript.

Reviewers must inform the editors if they suspect that they have a close professional or private relationship with any of the authors or co-authors, or other important collaborators in the project. When a reviewer does not refuse to review a manuscript, the editors understand that there is no conflict of interest. Any breach of the conflict-of-interest rule is considered unethical conduct and is unacceptable. Reviewers of the journal must notify editors about any change that may result in a conflict of interest, including cases where the change took place during the peer-review process.

4.3. Editors' and editorial board's responsibilities

Editors' responsibility for journal contents

Editors are responsible for all scientific texts published in the *Ortodoncie* journal. They follow the publisher's general conception and take into account the editorial board's recommendations; they observe prevailing legal regulations, copyright and the Civil Code in particular. Editors can consult on their decisions with members of the editorial board, reviewers or the publisher. Editors follow procedures guaranteeing the quality of the journal's content; they see to it that editorial decisions are not influenced by any commercial, personal or institutional interests. If commercial content is published it must always be indicated and separated from the scholarly material. Editors must not falsely affect the ranking of the journal by fictitiously increasing any metric (scope, circulation, on-line readership etc.).

Confidentiality

Editors must not convey any information about a submitted manuscript to any other person except its authors, other members of the editorial staff and reviewers (including potential ones). Editors must not share unpublished manuscripts with editors of other journals or experts without the authors' consent. Editors must not use knowledge or other unpublished ideas acquired during the peer review for the purpose of their own or other research without the express written consent of the authors. When manuscripts are submitted to the peer-review process, editors must carefully protect the confidentiality of the authors' material and remind reviewers to do the same.

Objectivity and conflict of interest

Editors must evaluate a manuscript according to the quality of its content, without regard to their personal relationship with the authors, or the authors' origin, gender, sexual orientation, religion or political views. If there is a potential conflict of interest (close person, current collaboration in joint research, etc.) editors must refuse to participate in the manuscript evaluation. In such a case, editors are obliged to declare their conflict of interest without delay, and pass work on the manuscript to another member of the editorial staff. Editors require that all contributors and reviewers inform them about potential conflicts of interest, and to publish corrections in case the conflict of interest is disclosed only after the manuscript is published.

Rules for retraction

If reviewers or other readers notify the editors about potential serious malpractice in the ethical conduct of authors or the professional validity of information in a manuscript or published article, the editors must first grant the authors of the text an opportunity to respond to the allegation. If they do not reply within a reasonable time or the reply is unsatisfactory, the editors should follow the COPE Retraction Guidelines.

Editorial board

Editorial board members follow rules for confidentiality, objectivity and conflicts of interest. All members are required to submit a statement on potential conflicts of

interest at least once a year. They are also obliged to immediately notify the board of any change in their circumstances that could result in a potential conflict of interest arising.

4.4. Publisher's responsibilities

Editorial independence and integrity

The publisher of the *Ortodoncie* journal is the Czech Orthodontic Society. The society ensures that the roles of publisher, editors and editorial board are clearly defined. The publisher guarantees to the editors and the editorial board that their decisions are independent, and avoids possible commercial, political, institutional or other pressure. The exceptions are those cases where gross editorial malpractice has been proven by an independent investigation that could discredit or fundamentally alter the professional course of the journal. The publisher supervises compliance with procedures guaranteeing journal quality (including peer review and regulations for the revision or retraction of an article) and prevents unethical conduct (conflicts of interest, breaches of the rules of objectivity and confidentiality, etc.) as well as illegal acts (breaches of copyright and other intellectual property rights, breaches of the Civil Code, etc.). The publisher must not try to affect the ranking of the journal by fictitiously increasing any metric related to the journal (its scope, circulation, on-line readership, etc.).

Funding and other obligations

The publisher must be able transparently to document the funding of the journal. The publisher further undertakes to meet all contractual obligations made in relation to the preparation, publication and distribution of the journal. The publisher archives the final published version of each journal's issue in electronic and printed form. Rules related to the electronic version of the journal are specified in Section 13: Electronic version of the journal, which also describes the process of archiving and managing the electronic version.

5. Authorship

An author is a natural person who creates any written work independently. The term also covers persons who significantly contribute to the quality of the work or who provide the intellectual, economic or social resources necessary for creating it, or for conducting the underlying research. No other person can be acknowledged as an author. The overall author of an edited volume is a natural person who creatively selects or arranges the individual component parts into the whole volume; the copyright of authors whose work is part of an edited volume is not affected. Authorship and the author's right to a work are codified by the Czech Act No. 121/2000 Coll., On Copyright and Related Rights and on Amendment to Certain Acts as amended (the Copyright Act).

5.1. Co-authorship

The work originating from the creative activity of two or more authors – i.e. co-authors or joint authors – belongs legally to all of them, jointly and severally. Co-authorship is the result of the agreement of all the authors involved. Legal acts concerned with a co-authored work entitle and bind all co-authors equally. Co-authors make decisions on their work unanimously. Where one co-author obstructs without serious reason the production of a co-authored work, the other co-authors can ask a court to rule on the matter. A co-author can individually and independently demand the protection of copyright of the co-authored work against any jeopardy and breach. Unless co-authors agree otherwise, their shares of common royalties from the copyright of the co-authored work are proportional to their creative contributions. If these cannot be discerned, the royalties are divided equally. In the case of the *Ortodoncie* journal, the first (lead) author is considered the representative of all the authors, is fully responsible for the submitted manuscript and regarded as the contact person, unless expressly agreed otherwise. This does not reduce the rights of the other authors to the text. The list of co-authors must be part of the manuscript submitted to the editors and must be unambiguous.

To define the authors of a work and distinguish them from contributors who are not authors (but are acknowledged), the journal follows the recommendations for

international medical periodicals of the International Committee of Medical Journal Editors:

- Authorship is based on a substantial contribution to the conception and design of the research; data acquisition, analysis and interpretation of the data for statistical processing; critical revision of the work; and submitting the work for the peer review process. Authors should take part in all the activities mentioned.
- If the research is carried out by a large decentralised group of participants, the members of the group must agree among themselves who is accountable for the work. These persons must then meet the criteria of authorship mentioned above. The approved lead author then communicates with the editors and must precisely determine the form of quotations and appointment of the research participants.
- All persons who are identified as authors must meet the requirements placed on an author, and those who meet them should be indicated as authors.
- Authors must participate in the study to such an extent that they could be at least partially accountable for the work.

The acquisition of funding, data collection only or general supervision of the research group alone do not constitute authorship.

Contributors are people who, while not meeting the criteria for authorship, are involved in the completion of the research – for instance, by providing only technical support for the research; as heads of departments providing only general supervision over the research; as persons contributing to determining the methodology, helping to draft the study, data analysis, etc. All such contributors should be mentioned within an acknowledgments section. Individuals providing material or research funding should be also mentioned.

5.2. Use of a work as a copyright work

By submitting the manuscript to the *Ortodoncie* journal, the authors provide the publisher with the right, or more specifically the licence, to use the work, to reproduce and publish it in print, on the internet in the journal in digital format, and in digital versions provided by the publisher. The authors grant the publisher licence for the use in all such media of photographs, figures, graphics and audio-visual recordings, including when they are a part of or an appendix to another work.

The authors provide the licence to the work in the form it was approved for publication, with due regard to potential further authors' proofs; it starts at the point that the publisher accepts the work for publication and covers the duration of their copyright in the work, without quantity or territorial restrictions. Remuneration for the licence is set by agreement between the authors and the publisher. If the publisher does not use the licence, the authors are not entitled to remuneration. The publisher is not obliged to use the licence.

By sending a manuscript to the editors, the authors pledge that no rights of any person, no legal regulations nor good manners have been breached by the creation of the work or would be by its publication. The copyright agreement is specified in the next chapter.

5.3. Copyright agreement

A copyright agreement (Appendix I) is concluded between the *Ortodoncie* journal and the authors. Through this contract, the *Ortodoncie* journal acquires the rights to the work and to its possible publication. The agreement is signed by the author(s) of the work and is valid for one article (or other work) from a certain date, usually the date of submission to the editors.

If the article is accepted for publication, the authors transfer all the copyright (author's rights) to the article, for any language and any format, whether in print or electronic, including all rights necessary or recommended for the use of images and tables accompanying the article, except for the following rights, which the authors retain:

- The right to make further copies of the published article in full or in part for their own use in teaching
- The right to reuse the entire article or its part in compiling their own works for textbooks of which they are the authors
- The right to make copies of the article for internal distribution in the institution where they are employed

The authors agree that copies of the article made under these circumstances will continue to contain the copyright statement that appeared when the article was first published, or as requested by the *Ortodoncie* journal.

The authors guarantee that they have the right, legal capacity and necessary authority to conclude this agreement. The authors own the uncontested rights to the article and confirm that the article is original, has not been previously published and was written exclusively by the authors. The publication of the article in the *Ortodoncie* journal must not infringe copyright or any other rights of any person or other entity. The authors further proclaim that the article contains no illegal or libellous parts or harmful instructions or information that could make the *Ortodoncie* journal liable, and that the article contains no third-party matter except for that covered by a written consent to use or a waiver of rights in favour of the authors. The authors agree to provide written reports about the patients (if applicable) to the *Ortodoncie* journal on request. Integral to the agreement is the granting of the right to publish the names, biographies and photographs of the authors.

The authors further agree to indemnify the *Ortodoncie* journal, its editorial board, management and staff for any losses, liabilities, damages, costs, expenses (including reasonable legal costs), judgments or awards which directly or indirectly arise from, or can be attributed to, any infringement of the obligations set out in the agreement. The agreement is governed by the laws of the Czech Republic, except for situations where there is a conflict of laws.

The agreement is signed by all the authors of the article and is usually sent to the editors together with the submission of the manuscript. The agreement comes into force once

the submission is received by the editors. A sample agreement is provided in Appendix I; the authors' obligation to submit it to the editors is noted in the Instructions for authors.

5.4. Originality of a scientific paper

Only original works that have not been previously published, have not been submitted for publication elsewhere and have been approved for publication by all their authors are accepted. Authors must indicate these facts in a written statement signed by the lead author. A translation of a text published in another periodical is not considered an original work.

5.5. Peer review, acceptance and rejection of manuscripts

All manuscripts must be submitted in digital form (e-mail, USB disc, CD, etc.) with all appendices and in their final version. Authors must follow the rules detailed in the *Ortodoncie* journal "Instructions for authors" section. The editorial board decides on the acceptance of papers for publication based on the results of the peer-review process. Authors are notified of the outcome of the peer review as soon as possible. The peer-review process is designed as a double-blind review, i.e. the reviewers do not know the authors' names and the authors do not know the reviewers' names.

The publisher is entitled to ask authors to revise their work according to the peer review and editorial board recommendations, to carry out necessary linguistic revisions, or not to publish the work. Authors must highlight all revisions made in response to reviewers' and the editorial board's recommendations in the amended version of the manuscript, e.g. by tracking changes or by using different colours. They must also write a response to the recommendations and give reasons if they reject any of them. A detailed description of the peer review process for the journal is given in Section 7: Peer-review process.

6. Editorial office

6.1. Role of the editors

The editor-in-chief of the *Ortodoncie* journal is the person fully responsible for its entire content and aims to publish a reliable, readable journal produced with due respect for its stated aims. The Czech Orthodontic Society, the journal's proprietor, has the right to appoint and dismiss editors and to make important business decisions, in which editors should be involved to the fullest extent possible. Editors must have full authority for determining the editorial content of the journal. The concept of editorial freedom should be resolutely defended by editors even to the extent of placing their positions at stake. The journal fully respects the concept of editorial freedom. To secure this freedom in practice, the editor should have direct access to the COS president and management. The leaders of COS are not involved in decisions about scientific articles, peer reviews etc.; these are solely the responsibilities of the editorial board of the journal.

All editors have a contract that clearly states their rights and duties, the general terms of their appointment and the mechanisms for resolving conflict. The editorial board of the journal includes one editor-in-chief, who is fully responsible for the journal content. Then there are main editors, who are responsible for article processing, peer reviews, compliance with legislation, graphic design and printing. Associate editors have an advisory role and may participate in any work for the journal. All of these editors have full responsibility for the journal. In addition, the journal may employ consultants for specific tasks. The other staff of the journal are responsible for advertising, sponsorship, finance and the distribution of the journal.

6.2. Editorial freedom and independence

The *Ortodoncie* journal adopts the World Association of Medical Editors' definition of editorial freedom, according to which editorial freedom, or independence, is the concept that editors-in-chief have full authority over the editorial content of their journals and the timing of publication of that content. COS does not interfere in the evaluation, selection or editing of individual articles either directly or by creating an environment that might strongly influence the decisions of editors. Editors base their decisions on the

validity of the work and its importance to the journal's readers, not on the commercial success of the journal. Editors of the journal are free to express critical but responsible views about all aspects of medicine without fear of retribution, even if these views conflict with the commercial goals of the publisher. Editors, the editorial board and editors' organisations have an obligation to support the concept of editorial freedom and to draw major transgressions of such freedom to the attention of the international medical, academic and lay communities.

6.3. Conflicts of interest within the editorial office

All procedures for resolving conflicts of interests are described in Section 8: Conflicts of interest. They can be found on the website of the *Ortodoncie* journal or obtained from the editors. They cover three areas:

- Potential conflicts of interest related to individual authors' commitments
- Potential conflicts of interest related to project support
- Potential conflicts of interest related to the commitments of editors, journal staff or reviewers

An important part of these rules is the procedure followed by authors, reviewers, editors, staff, etc. to avoid conflicts of interest: all are required to sign a "Conflict of interest" declaration form, which must be updated at least once a year. They must also notify any changes in their circumstances.

6.4. Structure of the editorial office

The editorial office of the journal has a fixed structure. In line with the requirements of contemporary editorial work for scientific medical journals, areas of responsibility are assigned to the editors.

The Czech Orthodontic Society stipulates that there are eight editors. Each of these has an area of interest and a role assigned to them, and this includes dealing with the related agenda. The supreme body is the editorial board, consisting of four members. Among other things, the editorial board checks the editors' work, decides on the direction of the

journal, and is the final authority in resolving conflicts. The editor-in-chief represents the editorial board and the editorial office as a whole.

The tasks and areas of interest assigned to the various editors are as follows:

Editorial board members

- Editor-in-chief
- Executive editor – scholarly articles, peer reviews, archives, communication with authors
- Editor of the electronic version of the journal, compliance with legislation, regulations, article requirements
- Editor responsible for the preparation, typesetting, graphic design and printing of the journal

Editors responsible for various functions

- The section of the journal dedicated to COS
- Interdisciplinary articles
- Scientific literature research
- Articles about non-experimental research and studies

The first four positions on the list are members of the editorial board. The president of the Czech Orthodontic Society usually serves as the editor of the COS section. There may be overlaps between the various areas of interest and editors may deputise for each other in dealing with editorial work, but always in due consideration to potential conflicts of interest and complying with other editorial rules.

Further members of the editorial office are staff responsible for running the office, its finances, advertising and suchlike. Typesetting and printing of the journal are contracted to an external company; the communication with this company must comply with data protection requirements, as indeed must any other editorial communications.

The members of the editorial office are appointed by a committee of COS, which is the executive body of the society. With exception of the information published in the COS

section, the society does not interfere with editorial activities, leaving the editors freedom in their editorial work.

6.5. Funding of the editorial office and the *Ortodoncie* journal

The *Ortodoncie* journal is largely funded from advertisements placed in the journal. Another source of income is subscription, which is part of the membership benefits of COS members.

The journal has no income from companies whose activities are connected with the articles published or any source connected with research work. More information can be found in Section 8: Conflicts of interest.

The work of the editorial board members is appraised once a month by the publisher (the Czech Orthodontic Society) according to each member's statement of work. Remuneration for this work is set contractually and does not depend on the nature of the work or the outcome of the editorial activities. Other editors or reviewers are not remunerated. Nor is remuneration offered to authors or co-authors of articles.

7. Peer-review process in the *Ortodoncie* journal

Peer-review process

The peer-review process is a critical step in the evaluation of papers submitted to the journal. The process falls within the purview of the editorial office, and external experts are asked to conduct the reviews. It is possible to assign a review to an expert who is an editor; but in this case, there are special conditions for avoiding a conflict of interest. Even in such a case, a member of the editorial office who has a direct relation to the organisation of the peer review in question must not be assigned to a peer review. A flawless, independent and critical evaluation of the quality of the submitted papers is integral to editorial work. The *Ortodoncie* journal respects and implements international requirements placed on medical periodicals. Peer review can thus be seen as an extension of scholarly work on the given issue. Peer review helps the editor to assess the suitability of submitted papers and to decide whether to publish them. The titles and numbers of papers accepted for review, the number of reviewers, the peer-review process and the use of peer reviews are regularly reported. The journal always asks for three peer reviews for each paper. The conclusions of these reviews are very important for the editors in deciding whether to publish. The peer-review process is led by a single editor. All the requirements are published in Section 12: Instructions for authors.

On submission, an editor first assesses whether the work meets the requirements (these are specified in Section 12; for instance, are all documents and appendices attached, is the formatting correct, etc.). If the topic, contents and formatting of the text are appropriate, it goes forward to the peer-review process.

Check-list for an editor responsible for receiving an article and referring it for further processing

- Structure of the article complies with Instructions for authors (including contents, layout, format etc.)
- CRediT list
- Information about research funding
- Statement about the origin of the work, originality and non-publication in another periodical
- Statement of compliance with the rules for avoiding conflicts of interest

- Statement that the rights of humans and animals in medical research were respected
- Statement of compliance with the rules of informed consent
- Statement of compliance with the ethical rules of the *Ortodoncie* journal
- Agreement with the transfer of the copyright to the *Ortodoncie* journal
- Copyright agreement
- Ethics Committee consent

These items are considered essential and must not be omitted, otherwise the article cannot be referred further. If missing items are not supplied by the author (or co-authors), the article will not be accepted for consideration and will not be referred to peer review. The editor responsible may ask the author or co-authors to supply any missing items, and to do so as soon as possible.

If all items are in order, the editor responsible selects three reviewers and sends them the article. The names of the authors or their institutions are not disclosed to reviewers. Reviewers are selected according to their field of expertise and professionalism. They must not have a conflict of interest regarding the article topic. Reviewers are usually given one month to conduct their review, unless the scope or complexity of the work assessed requires more time. All communication regarding the peer-review process is confidential.

7.1. Role of the peer reviewer

Reviewers assess mainly:

1) Technical requirements

- an original work with statistically processed data, a case study, literature research, systematic review etc.
- adequate in terms of content and length
- structured in accordance with the rules, with individual parts appropriately arranged
- compliant with CONSORT or PRISMA rules in the case of systematic reviews
- compliant with rules regarding privacy protection of research subjects
- respects rules regarding potential conflicts of interest of its authors
- respects rights of humans and animals involved in the research

2) Content requirements

- the aim is defined and followed continually in the text
- the abstract is correct, including its structure
- the introduction is sufficient and corresponds to the article topic
- the part of the paper dealing with methodology and materials is sufficient and appropriately supplemented with figures, tables, etc.
- the results are correctly arranged and supplemented with charts and tables; the statistical data processing is appropriate and the data can be considered valid
- an appropriate discussion is included taking into account sufficient literature related to the topic
- references (bibliography) are correct and the rules for quotation specified in the instructions for authors have been followed

The peer-review process results in a list from each reviewer of imperfections that must be corrected (if possible) prior to publication of the article. Reviewers also give their opinion on whether the article should be published (appropriate without revisions; appropriate with authors' or editors' revisions; or inappropriate). The reviewers' conclusions are very important for the editors when deciding whether to publish the article.

7.2. Procedures based on peer-review results

1) If an article is rejected, its authors are informed and the peer reviews are sent to them, with the agreement of the reviewers.

2) Where a reviewer recommends amendments, the article is returned to the author for revision. When the author re-submits the revised article, the changes are checked. Minor corrections are done by editors, in the case of more extensive revisions, the article is sent to the reviewers again. This process may be repeated several times depending on the results of the assessments by the editors and reviewers.

3) If an article requires only technical revisions without any amendments to the actual text, the revisions are made and the peer-review process is not repeated. However, authors are asked to make the required adjustments.

4) If the article is deemed appropriate by reviewers without any revisions, the authors are informed and the article text is considered final. Proofs are sent to authors for corrections.

The authors do not know the reviewers' names and the reviewers do not know the names of the authors. All communication is carried out through the editor in charge of the article and is confidential. Reviews are not binding for editors; however, editors must always carefully consider whether an article is to be published even without all three approving reviews. For the majority of articles, approval by all three reviewers is required. The editorial board reserves the right to reject an article despite approving reviews, if the article does not meet the requirements of the *Ortodoncie* journal (covering such issues as the subject matter, non-transparent research funding, unacknowledged circumstances discovered only during the peer review process, etc.).

8. Conflicts of interest

Introduction

Authors, reviewers and journal staff must always act in accordance with their legal and moral duties to the journal and to the Czech Orthodontic Society and must pay special attention to avoid any damage to the journal or COS due to any conflict of interest. A conflict of interest is a situation in which a person has direct or indirect profitable interest or financial or another relationship that may be in conflict or may not be fully in accordance with the responsibilities of an individual to the journal or with their independent relationship to the journal. If anyone believes they may have a conflict of interest, they are obliged to disclose this in full immediately. Until that the matter is resolved, they must not participate in any matter that may be influenced by the potential conflict of interest. The editors may use information included in a conflict of interest or financial interest statement as the basis for their decision.

8.1. Potential conflicts of interest: obligations of authors

On submitting a manuscript, whether an article or a letter, authors become responsible for disclosing all financial and personal relationships that could have an impact on the manuscript. They are obliged to disclose all sources of funding, including their own or private resources. To avoid uncertainty authors must explicitly state whether a potential conflict exists or not. This must be on the page following the title page. If necessary, full details must be given in a letter accompanying the manuscript. Authors must identify people who helped them with writing or otherwise, and state how such co-operation was financed. Investigators must reveal potential conflicts to study participants and must indicate in their manuscript whether they did so or not.

8.2. Potential conflicts of interest: sponsorship

Research is increasingly financed by commercial firms, private foundations or state authorities. The conditions attached to such funding may potentially affect or compromise the research. Sponsorship may involve not only financial resources, but also the provision of materials, operational matters, access to information etc.

Scientists have a moral duty to submit credible research results for publication. Being directly responsible for their work, they must not make agreements compromising their access to the data or their ability to independently analyse and publish such data. Authors should describe the role (if any) of a sponsor in the following phases: study concept; data collection, analysis and interpretation; writing of the paper and the decision to submit the paper for publication. If no sponsor took part in any of these phases, the authors should indicate the fact. The misrepresentation of findings by sponsors directly involved in the research are similar to methodological distortions.

If authors are paid by an agency that has a proprietary or financial interest in the results, the journal may ask them to include a statement such as: "We had full access to all of the data in the study and accept full responsibility for data integrity and the accuracy of data analysis." In justified cases, the journal editors must check the protocol and/or contracts associated with the study before it is accepted for publication. The journal has the right not to assess an article if a sponsor controls its copyright. Similarly, the journal has the right to reject an article with unclear funding or where there are doubts about the influence of a sponsor on the study results.

8.3. Potential conflicts of interest: obligations of editors, other journal staff and reviewers

The journal should avoid external reviewers with obvious potential conflicts of interest, e.g. colleagues from the department or institution where any of the authors work. Authors often provide names of persons who they believe should not be asked to review the manuscript because of a potential (usually professional) conflict of interest. Authors may be asked to explain or rationalise their requirements; the information is important for the journal editors in deciding whether to consider such concerns or not. The selection of reviewers follows the procedure for the peer-review process.

Reviewers must disclose any conflict of interest that could affect their assessment of a manuscript and they should refuse to review manuscripts if there is a possibility that they might be affected. When reviewers do not mention a potential conflict, this may mean that a conflict exists but the reviewer has not disclosed it; or that there is no conflict of interest. In all cases, reviewers must submit a statement on conflict of interest. They

must not use their knowledge of the work prior to its publication to promote their own interests.

The journal editors making the final decision on manuscripts must not have personal, professional or financial participation in any work they are assessing. If more editors take part in the decision-making, they must provide a current list of their financial interests (within the scope of the editorial team rules) and they should not participate in any decisions where there is a conflict of interest. Journal staff must not use any information obtained through their work for their private benefit. Editors should regularly sign a potential conflict of interest statement related to their obligations.

8.4. Editorial board decision-making process concerned with potential conflicts of interest

In selecting or appointing an author, reviewer or staff member (hereinafter “representatives”), or in selecting an article for publication, the journal or COS carefully considers any potential conflict of interest.

The decision on whether there is a conflict of interest and whether this conflict should be disclosed, as well as whether it is appropriate to take part in procedures that could be affected by the conflict of interest, is usually left to an individual. In some cases, the conflict of interest may significantly influence the interests of the journal or COS. If a representative has a conflict of interest and does not disclose it, the editorial board must consult COS about it and decide whether there is a conflict of interest or not, following which it may take one or more of the following steps:

- decide there is no conflict of interest;
- decide that the disclosure of a conflict of interest by the representative is sufficient and no further measures are needed;
- ask the representative:
 - to abandon the position or relationship resulting in the conflict of interest so that they can take part in related matters;
 - to abstain from discussions and actions on the matters that are affected by the conflict of interest, and not to vote about the matter. In such a case the

conflict of interest must be published in the journal and accompanied with an explanation;

- not to take part in discussions and actions on the matters affected by the conflict of interest;
- within the scope specified in statutes and regulations of the journal, deny the representative access to all information, including written documents, and oral and written reports on the matters related to the conflict of interest.
- decide that the conflict of interest is so extensive that it cannot be avoided. In such a case, the article cannot be published.
-

In accordance with this procedure, all authors, reviewers, representatives and staff must sign a conflict of interest statement every year and update it in case of any changes. The editorial board decision can be appealed, and the matter is investigated. The subsequent decision adopted by the editorial board is final.

9. Privacy and data protection

9.1. Patients and study participants

The *Ortodoncie* journal follows the rules and recommendations of the International Committee of Medical Journal Editors. Patients and other subjects participating in studies have a right to privacy that should not be infringed without informed consent. Identifying information, including names, initials or hospital numbers, must not be published in written descriptions, photographs or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that patients be shown the manuscript to be published. Authors must tell these patients whether any potential identifiable material might be available via the internet as well as in print after publication. The *Ortodoncie* journal archives informed consent forms with the first or corresponding author of the article, and must be accessible to the journal “on demand”. More information about the informed consent rules can be found in Section 11: Informed consent.

Nonessential identifying details should be omitted. Informed consent is obtained if there is any doubt that anonymity can be maintained – this means for almost all studies published in *Ortodoncie*. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance, and editors should so note, that such alterations do not distort scientific meaning.

The requirements for informed consent are included in the journal’s “Instructions for authors”. When informed consent has been obtained, it must be indicated in the published article. Authors of articles or texts to be published in the journal must confirm that they agree with and proceed according to the informed consent statement rules of the journal.

9.2. Authors and peer reviewers

Manuscripts submitted to the *Ortodoncie* journal must be handled with due respect for authors' confidentiality. In submitting their manuscripts for review, authors entrust editors with the results of their scientific work and creative effort, on which their reputation and career may depend. Authors' rights may be violated by disclosure of the confidential details during review of their manuscript. Reviewers also have rights to confidentiality, which must be respected by the editor. Confidentiality may have to be breached if dishonesty or fraud is alleged (in accordance with Czech law) but otherwise must be honoured.

Editors must not disclose information about manuscripts (including their receipt, content, status in the reviewing process, criticism by reviewers, or ultimate decision to publish or not) to anyone other than the authors and reviewers. This includes requests to use the material for legal proceedings. Editors must make clear to their reviewers that manuscripts sent for review are privileged communications and are the private property of the authors. Therefore, reviewers and members of the editorial staff must respect authors' rights by not publicly discussing their work or appropriating their ideas before the manuscript is published.

Reviewers are not allowed to make copies of manuscripts for their files and are prohibited from sharing them with others, except with the editor's permission. Reviewers must return or destroy copies of manuscripts after submitting their reviews. Editors must not keep copies of rejected manuscripts. In the case of electronic reviews, all the data must be exchanged in accordance with local legislation (Czech Republic – Personal Data Protection Act; EU – General Data Protection Regulation). Reviewer comments should not be published or otherwise publicised without permission of the reviewer, author and editor.

Reviews are fully anonymous. The author does not know the name of the reviewer and the reviewer does not know the name of the author. When comments are not signed, reviewers' identities must not be revealed to the author or anyone else without the reviewers' permission.

In *Ortodoncie* journal, the comments of reviewers are not published. But the reviewer comments can be sent to other reviewers (of the same manuscript), in order to give a valuable feedback to the reviewers.

10. Statement on human and animal rights protection

All authors submitting papers to the *Ortodoncie* journal must declare their agreement with the “statement on human and animal rights protection” in Appendix C. No paper lacking it will be considered for publication. Papers describing procedures involving humans or animals must include an explicit and easily identifiable statement pointing out that the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975 as revised in 2000 and 2008. If any doubt exists as to whether the research was conducted in accordance with ethical standards, the authors must explain the rationale for their approach, and then demonstrate that the institutional ethics committee explicitly approved any doubtful aspects of the study. When reporting experiments on animals, authors must indicate that the institutional and national guidelines for the care and use of laboratory animals were followed, in particular the conclusions and recommendations of the International Committee of Medical Journal Editors, known as the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals”.

11. Informed consent

11.1. General rules of informed consent

Under all circumstances, patients and all other study subjects have a right to privacy that must not be infringed without their informed consent. Identifying information, including patients' names, initials or hospital numbers, must not be published in written descriptions, photographs or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published if they wish. In their papers authors must identify individuals who provided assistance with collecting the informed consents and disclose the funding source for this assistance if any.

Identifying details should be omitted whenever they are not essential. Complete anonymity is difficult to achieve, however, and informed consent must be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note.

11.2. Informed consent of patients and study subjects

Studies using patients or other volunteers require their informed consent and the approval of a relevant ethics committee. The existence of these documents must be noted in the article and referred to in the text of the study. If the authors want this documentation to be part of the article, they must provide the following at the request of the journal: the consent of the patients or volunteers (or their legal representatives) with the publication of photographic documentation or consent with the printing of materials contained in other studies, textbooks or periodicals. These consents must be in accordance with the principles of the General Data Protection Regulation (EU GDPR, 2016/679) and with legislation in the country of the author of the article. These signed consents do not have to be sent to the editors of the *Ortodoncie* journal; however, they must be made available by the author on request. If informed patient consents are not

available, all documentation must be removed from the article before submitting it to the *Ortodoncie* journal.

Author's responsibilities

- It is the duty of the author to inform, in advance, patients (or their legal representatives), whose documentation the author plans to use for scientific purposes or for the purposes of publication, for what purpose the documentation is obtained, in which form, and where and when it will be used.
- The author must obtain written consent of patients (or their legal representatives) to publication if the article includes their photographic or any other documentation containing their personal data. If the patient or legal representative does not agree with the publication of the documentation, it must not be used in the article, even if the photographs are anonymised. It is also necessary to ensure that any photographic documentation is properly maintained, is of sufficient quality and does not reduce the dignity of patients in any way. Authors should use photographic documentation only directly related to the subject of research, which is necessary to illustrate the problem or to understand the study.
- If the patient or legal representative has any conditions for allowing publication, for example, the anonymisation of photographs, the authors must ensure this is arranged in such a way that it does not jeopardise the informative value of the photographs in terms of their relevance to the article.
- The documentation must not include a patient's full name, initials, health insurance or identity card numbers, date of birth or other data that could make identification possible.
- Tables, graphs or pictorial documentation that is part of material already published elsewhere (studies in journals, textbooks, etc.) must be supported by written consent to their reproduction by the owner of the rights to these materials (journal, publisher, etc.).
- These consents must be provided by the author to the *Ortodoncie* journal upon request.

- Contrariwise, written consent is not required when using documentation from which individuals cannot be identified, such as X-rays, CT slides, or histological images, unless they contain labels identifying the patient.

11.3. Compliance with legislation

The international rules for medical research and related laws, especially laws which are valid in the “country of origin” of the research must be complied with. In the case of the Czech Republic these are the Personal Data Protection Act (101/2000 Coll.) and the Personal Data Processing Act (110/2019 Coll.). Examples in other countries include the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and other U.S. federal and state laws relating to the privacy and security of personally identifiable information; the General Data Protection Regulation (GDPR) (EU) 2016/679 and implementing legislation in member states of the European Union; Canada’s Personal Information Protection and Electronic Documents Act; and India’s Information Technology Act and related privacy rules (together referred to here as “data protection and privacy laws”). The journal’s informed consent requirements are in accordance with the regulations of the International Committee of Medical Journal Editors (“Uniform Requirements for Manuscripts Submitted to Biomedical Journals”). The requirements for informed consent are included in the *Ortodoncie* journal’s “Instructions for authors” – see Section 12.

12. Instructions for authors

The *Ortodoncie* journal aims to inform the members of the Czech Orthodontic Society as well as others interested in orthodontics and dentistry about the affairs of the scientific society and developments in orthodontics and related disciplines; to provide materials for post-graduate and life-long education of specialists in orthodontics; and to provide information about scholarly and educational events. The journal is in Czech, with scholarly articles published bilingually in Czech/Slovak and English.

The journal is divided into the following sections:

1. Social section and news from the Czech Orthodontic Society
2. Featured news in orthodontics, such as reports from recent professional and training events, congresses and fellowships
3. Discussions and criticisms, letters to the editor
4. Academic contents (original papers, reviews of the literature, preliminary reports and case histories)
5. Abstracts from foreign journals
6. Reviews of scholarly books and postgraduate theses

Manuscripts must be submitted in digital format (e-mail, USB disc or CD). They must be written using commonly used word-processing software and in accordance with the current Czech or Slovak orthography or US English orthography consistently throughout. Photographs and other images must be saved in an appropriate graphic format, with a resolution of at least 250dpi. Tables, graphs and captions for images are published in English. Manuscripts submitted to the editors must be the final version with the final wording. Changes in the number or ordering of authors, or major changes in the text or other content (including appendices) should be carried out before the final version is submitted to the editors, and must be no later than the beginning of the peer-review process. However, even these changes can only be made with the editors' assent. Any later changes may not be allowed by the editors. Integral to any submission are the required documents cited below.

12.1. Requirements for submitted articles

The editors accept works that have not been and will not be submitted to other periodicals, are of appropriate professional standard and use proper methodology and statistics. The publication of the results of clinical and experimental studies (experiments on animals) is contingent on compliance with the relevant ethical principles, in particular those of the Declaration of Helsinki, as approved by a relevant ethics committee. Materials adopted from other sources must be accompanied by written consent by the copyright holder to reproduce them. The editorial board does not require approval of the manuscript by the author's head of department. Authors are responsible for the scholarly standard of their work. Each manuscript is submitted to a double-blind peer review conducted by three mutually independent scholars. The reviews, alongside proposals for changes, are sent to the authors. The editors reserve the right to make the final decision on accepting and editing the manuscript for publication. Submissions may be in Czech, Slovak or English. The editors commission the translation into English of works submitted in Czech or Slovak. In order to improve the quality of such translations, the editors recommend that authors list specific English scientific terminology in an appendix. The final version of the article is always presented to the authors for approval before publication.

Articles submitted to the *Ortodoncie* journal must comply with:

- Ethics standards for medical research
- Rules for avoiding conflicts of interests
- Respect for human and animal rights in medical research
- The principles of the Declaration of Helsinki, ARRIVE principles, Directive 2010/63/EU, ...
- Rules for providing informed consent by study subjects
- Rules for transparent financing of research in medical disciplines
- Originality of the article
- Rules for authors submitting their manuscripts to the journal

Submissions must include:

- **Cover page** This must include the title of the paper, authors' complete names including titles, the name and address of the institution where the paper was written, names and addresses of the institutions of all authors, job titles of all authors at their institutions, and a statement that the paper was previously published as a lecture, if that is the case. The cover letter (usually a part of the title page) must include full contact details, including telephone number and email, for the corresponding author, who will be responsible for communicating with the editors. Authors' photographs in digital format (.jpg or .tiff) must be attached to the letter. These photographs will be published in the article heading.
- **CRedit (Contributor Roles Taxonomy) list** If there is more than one author, a statement is required of what each author was responsible for in the paper (their CRedit roles), for example, the study concept, methods, software processing, statistical processing, data validation, data analysis, data visualisation, pictorial data generation, supervision of the research, administration and funding acquisition. People can be listed more than once if they had multiple roles.
- **Acknowledgements/funding** Describe how the research was funded (even if from authors' resources). This can be noted in the text of the manuscript or separately in an acknowledgements section. It should include information about persons who are not listed among the study's authors but were involved in the research. Also cite the reference numbers of any grant projects and funds assigned. If the research was not externally funded, indicate so, e.g. "This study was not funded from grants, or public, commercial or non-profit organisation resources."
- **The abstract** Reports of experimental studies must have a structured abstract, written on a separate page, with a 15-line limit. It includes the aims of the study, methods, materials, results and conclusions. Write the abstract in the third person; do not abbreviate words. List two to five key words or phrases on a separate line (100 characters is the recommended maximum length).
- **The text** For original papers that employ statistical methods, this is usually divided into following parts: introduction, materials and methods, results, discussion and conclusion. The structure of other reports depends on the nature

of the subject matter. Authors are strongly encouraged to follow the CONSORT rules for randomised clinical trials, and the PRISMA rules for systematic reviews. Use the metric system if possible. Do not insert additional material (pictures, figures, graphs, tables etc.) into the body of the text but include them as attachments, as indicated below.

- **Literature, citations and references** Citations are ordered and numbered according to the order of their occurrence in the text. The ordinal number of the citation is given in square brackets, e.g. [1]. Citations and references are then written up in the “Literature”, “Citations” or “References” section. Use the NISO Z39.29-2005 (revised in 2010) system for references. This is a citation norm recommended by the International Committee of Medical Journal Editors (ICMJE): National Information Standards Organization NISO Z39.29-2005 (R2010) Bibliographic References, used by the US National Library of Medicine and in this organisation’s databases. Examples of the types of reference are given below:

CITATION OF AN ARTICLE:

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al.
Regulation of interstitial excitatory amino acid concentrations after cortical
contusion injury. Brain Res. 2002;935(1-2):40-6.

(add “, et al.” if the article has more than six authors)

CITATION OF A BOOK/MONOGRAPH

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid
tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer.
New York: McGraw-Hill; 2002. p. 93-113.

ELECTRONIC MATERIALS (article, book, software)

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an
advisory role. Am J Nurs [Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 1
p.]. Available from: <https://ovidsp.tx.ovid.com/> Subscription required.

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <https://www.nap.edu/catalog/10149/improving-palliative-care-for-cancer>.

Golda TG, Hough PD, Gay G. APPSPACK (Asynchronous Parallel Pattern Search). Version 5.0.1 [software]. Sandia National Laboratories. 2007 Feb 16 [cited 2016 Apr 4; downloaded 2010 Jan 5]. Available from: <https://dakota.sandia.gov/packages/hopspack>

The abbreviated titles of the most often cited orthodontics and dentistry journals are given in Table 1. Name and contact details for the first author of the contribution is given after the literature.

A detailed description of the citation norms and references is available here: https://www.nlm.nih.gov/bsd/uniform_requirements.html#books

The full description of the citation norm is available here: <https://www.niso.org/publications/ansiniso-z3929-2005-r2010>

- **Figures** Graphs, schemes, photographs, X-ray images, etc. are included with the manuscript as discrete attachments, each as a separate file. Captions for the figures are inserted into a separate file. Mark the places in the text where the attachments are to be inserted; if necessary, the orientation of pictures should be indicated; otherwise the orientation in the file will be used. The figures must be edited so that they can be reproduced; above all, they must be legible, have sufficient resolution and be saved in an appropriate graphic format (.jpg, .png, .bmp, eps or .tiff). If possible, use formats that do not employ lossy compression of data (.eps, .tiff or .bmp). Graphs must be submitted in a graphic format including the linked data from which they were generated (MS Excel or OpenOffice). Photographs and X-ray images must have a resolution of at least 250dpi. We recommend CMYK colourspace or grayscale. If figures are adopted from other publications, this must be noted and the author's consent attached, if

required. The same applies to images which were edited after publication, if by another author or subject to copyright. Any non-linear operations with picture data are considered editing, and any such edits must be noted.

- **Non-anonymous data** If photographs of patients' faces are to be published, the subjects must agree to this (informed consent), or the editors will return the pictures to the authors to anonymise them. Formal consent to the publication of pictures of research subjects is not required if the person cannot be identified from the picture (such as an X-ray , CT or ultrasound image, as long as it does not contain elements that could identify the person). Masking the eye region or blurring of a part of the face in photographs is not considered sufficient for anonymity. Pictures may be published only if they do not allow the person to be identified. This may be achieved, for example, by cropping those parts of the face that are not relevant to the research topic, or by making more extensive edits of the images. Patients may not be described by their names, initials or any other data that could allow them to be identified, but only by ordinal numbers. Where photographs have been edited, the edits must be noted, and they must not distort or devalue the scientific meaning.
- **Tables** Tables are included with the manuscript as discrete attachments, each as a separate file. Name the files so that there is no doubt as to where they should be placed in the text. The key to the table is placed above the table and explanatory notes below. Mark in the text the places where the tables are to be inserted. Tables are submitted in a text format (MS Word or OpenOffice). If there are graphs that are generated from tables or have links with them, send the tables and graphs together so that the data link remains; however, it must be possible to work either with the graphs or the tables separately.

12.2. Attachments of submitted articles

Authors must attach the following to their manuscripts (as per rules cited above):

- Statement that it is an own original work by the author or authors
- Statement that the work has not been and will not be concurrently submitted to another periodical

- Statement that the authors do not have commercial, proprietorial or financial interests in the products or companies described in the article (these three statements may be together in one document)
- Statement on avoidance of conflicts of interest (Conflict of interest statement) for all authors and contributors to the work
- Statement that the rights of research subjects were respected (Human and animal rights consent)
- Statement of compliance with the rules of informed consent (Informed consent), This needs particular attention if not fully anonymised data are used in the article
- Ethics Committee Consent for retrospective and prospective studies
- A statement that the work was conducted in accordance with the ethical principles of the *Ortodoncie* journal
- Agreement to transfer copyright for the work to the *Ortodoncie* journal

Where applicable, authors must also include:

- Consent of a third-party copyright holder to reproduce images and other adopted material
- Consent of study subjects to the publication of photographs or other personal data in the article, including cases where this is only necessary to support the validity of the result
- Information about any anonymisation of the materials used in the article

The manuscript will be assessed by three experts selected by the editors. The reviewers' names are not disclosed to the authors and vice-versa. Works inappropriate in terms of form or content will be sent back to authors to rewrite. If extensive alterations to the article are necessary, the editors may have it reviewed again. Works accepted for publication will be sent to the authors as proofs. These author's proofs are only intended to correct printing mistakes; the contents of the text must not be altered or expanded. The proofs are submitted electronically and must be returned without delay, otherwise the editors reserve the right to print the text without authorisation. Any documents sent to the editors are returned only after prior agreement. The published work becomes the

property of *Ortodoncie* journal. Parts may be reprinted, or an image used in another publication, only when the source is properly cited.

12.3. Checklist for authors

Before sending the manuscript, authors must ensure ALL required items are included (below). This saves the authors' and the editors' time and simplifies communication. Without all the necessary documents, the manuscript will not be accepted for review and authors will be asked to supply the missing documentation. The list is as follows:

1. Cover page
2. CRediT list
3. Acknowledgements/funding
4. Abstract, key words
5. The text proper
6. Literature, citations and references
7. Attachments (tables, graphs, pictures, etc.)
8. Statement about the origin of the work, originality and non-publication in another periodical
9. Statement of compliance with the rules for avoiding conflicts of interest
10. Statement that the rights of humans and animals in medical research were respected
11. Statement of compliance with the rules of informed consent
12. Statement of compliance with the ethical rules of the *Ortodoncie* journal
13. Agreement with the transfer of the copyright to the *Ortodoncie* journal
14. Copyright agreement
15. Ethics Committee Consent
16. Consent of third parties to the use of adopted material
17. Consent of study subjects to the publication of their data in the article
18. Information about data anonymisation and editing of picture materials

Items 1 to 14 are OBLIGATORY; items 15 to 18 if required by the character of the work. For items 2, 8 to 14, 16 and 17, authors can use sample forms available from the journal's website. These forms may be amended or expanded as necessary by the specific

situation – but these elements that the editors require according to the editorial rules (also available at the website) must be preserved. Points 1, 3 to 7 and 15 are created by the authors of the article.

12.4. Procedures for submitting non-standard articles

Specifics of the procedure for sending contributions in the categories of “systematic reviews” and “meta-analyses”

Contributions in these categories must be written according to current PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) rules. If these rules are not complied with, the article will not be accepted by the *Ortodoncie* journal. We recommend that authors consult a simplified form of the rules adjusted for the discipline of orthodontics, such as:

https://www.elsevier.com/_data/promis_misc/YMOD_Model_Orthodontic_Systematic_Review.pdf

https://www.elsevier.com/_data/promis_misc/YMOD_Guidelines_for_Systematic_Reviews_and-Meta-Analyses.doc

A simplified procedure (PRISMA flow diagram) and the necessary parameters (PRISMA checklist) are also available at the *Ortodoncie* journal website.

Specifics of the procedure for sending contributions in the category of “Randomised clinical trials”

Randomised clinical studies must adhere to CONSORT (Consolidated Standards of Reporting Trials) rules. If these rules are not complied with, the article will not be accepted for publication. We recommend that authors consult a simplified version of these rules, e.g.

https://www.elsevier.com/_data/promis_misc/ajodo_rct_guidelines.pdf

A simplified procedure (CONSORT flow diagram) and the necessary parameters (CONSORT checklist) are also available at the *Ortodoncie* journal website.

Specifics of the procedure for sending contributions in the category of “Case histories”

The *Ortodoncie* journal publishes case histories that are of interest to the discipline. The cases should be novel and interesting, and provide lessons for clinical practice. Submissions in this category may take various forms; but the technical parameters described above – in particular, the quality and descriptions of photographs and picture documentation – must be adhered to. If the nature of the report allows, we recommend that the case histories take the following structure:

- **Introduction:** succinctly describe the essence of the issue in the case studied and briefly note available literature on the topic.
- **Diagnosis and aetiology:** summarise the diagnostic findings for the patient, focusing on abnormal parameters and factors. Provide a brief case history. Cephalometric analysis should be included with X-ray images. A brief aetiology of the problem may also be given.
- **Treatment plan:** describe the established treatment plan including the expected outcomes of the treatment for the patient. Note alternative treatments if available, including a description of the advantages and disadvantages of the various treatment plans.
- **Treatment:** describe the course of treatment. Include the main treatment procedures – not everything needs to be documented. The documentation of the treatment must include timing details, and the apparatus or mechanics used.
- **Treatment outcomes:** these should correspond to the planned outcomes. A description of undesirable effects and risks that may arise during the treatment should be included.
- **Discussion:** this is the most important part of a case-history article. It should describe why this case is unique and suitable for publication, and offer an overview of similar, already published, cases.
- **Summary and conclusion:** provide a brief summary of the results and the merit of the procedure
- **References**

The evaluation of the merits of case-history contributions and the reasons for their acceptance for publication can be divided into the categories listed below. It is up to the

authors to consider whether their contributions qualify; the final decision is up to the editors. Case-history articles are peer-reviewed.

- Uniqueness of the case
- Completeness of the documentation (images, X-rays, etc.) including the timespan of the case
- Quality of the documentation
- Completeness of description of the treatment plan established and adherence to it
- Compliance with rules for submitting manuscripts (as listed above)

12.5. Address for submitting articles

Redakce časopisu *Ortodoncie*, Doc. MUDr. M. Špidlen, Ph.D., klinika zubního lékařství, Palackého 12, 772 00 Olomouc, Czech Republic. Phone: +420 585 859 229. E-mail: redakce@orthodont-cz.cz.

The Czech and English versions of the “Instructions for authors” are available on the publisher’s website: www.orthodont-cz.cz. Documents that are binding for authors, including the editorial rules for publication in the *Ortodoncie* journal, can also be found there, as well as sample forms of the documents that authors must submit with their manuscripts.

13. Electronic edition of the *Ortodoncie* journal

The *Ortodoncie* journal is published in print and digital versions. The requirements placed on the digital edition are the same as for the print edition. The electronic version is available to all users, without any restriction. The content of the electronic version is available immediately after publication of the printed journal.

The website of the *Ortodoncie* journal includes all details about these requirements. It also lists the names, positions, and possible conflicts of interest of the editors, authors and contributors to the journal. The website also contains all documents and information about the journal. The *Ortodoncie* journal is owned by the Czech Orthodontic Society. The owner of the journal is not linked in any way with the funding and sponsorship of the articles in the journal.

The website of the *Ortodoncie* journal does not allow any sponsored links to other websites. Links are normally provided free of charge, to facilitate quick access to information that the website operator considers relevant. Should there be any paid-for links, this would be clearly stated. As in the print edition of the journal, the digital version clearly separates advertising and promotional communications from the editorial content. Advertisements and commercial content are clearly identified as such.

The content of the *Ortodoncie* journal is not to be removed from its website or archive. If a correction or retraction becomes necessary, the explanation will be labelled appropriately and communicated as soon as possible on a referable page in a subsequent issue of the journal.

The preservation of articles in a permanent digital archive is essential for the historical record. Access to the archive is immediate and can be controlled by a third party, such as a library, instead of the publisher. Deposition in multiple archives is available (two independent media) and all the journal content is archived after any change within it.

Appendix A - Author's statement about the authorship of the article

I/We hereby declare that in accordance with the terms and conditions of publication in the *Ortodoncie* journal:

- The article has not been and will not be submitted to another journal/periodical to be published as a whole or partially
- The article is approved for publication by all co-authors and all co-authors agree with the publication
- The author(s) are fully responsible for the academic content and originality
- The author(s) accept that by sending the manuscript to the editors they provide the publisher with the licence to use the work, to reproduce and disseminate it, and make it available to the public
- The ethical principles of medical research were followed, the author(s) have no conflict of interest, the rules of informed consent were observed, the rules for handling animals during research were respected, and the author(s) respected the rights to protection of personal data and privacy.

Name:

Place and date:

Signature:

The title of the article:

Appendix B - Statement on conflict of interest

I, with regard to my position in the journal, promise and agree to the following:

1. I agree never to use my position to advance my own business, commercial, career or other interests.

2. I agree that if a conflict of interest is not duly disclosed and explained I will not take part in discussions or decision-making where the decision-making by the journal could affect any personal interest. In case of any change in terms of a potential conflict of interest, I will inform the editorial board of the journal about the fact without delay.

3. I agree that in the part given below I will report any conflict of interest that could be potentially related to the journal. The following situation may serve as an example: In case you or your relative have direct or indirect business, financial or property share in an external related subject, or if you work as a consultant or a representative to a third party and this may affect your opinion on the given matter. The same applies to authors or reviewers as well as to their mutual relationships.

4. This information is accessible within the scope stipulated by law and complies with the required legislative standards.

Name: Place and date:

Signature:

The potential conflict of interest (fill in if there is even a suspected potential conflict of interest, include a description of such situation and identify persons/subjects concerned):

.....

Appendix C - Consent to rules for the “Use of animals and humans in medical studies”

Consent of the author to rules for the “Use of animals in medical studies” and “Statement on human and animal rights”, required for publication in the *Ortodoncie* journal.

The ethics committee of [insert name of organisation where the research is conducted], approved the protocols of the animal experiments. The protocol of experiments was pursued in accordance with the directive of the [insert the name of the institution and the directive number] (e.g. Ministry of Education of the Czech Republic - No. xxx/xxx).

I (the author) hereby confirm that the research was conducted in accordance with the institutional and national guidelines for the care and use of laboratory animals. The ethical standards of the study were followed. I also abided by the statements in the “Information for authors” that can be found at www.orthodont-cz.cz. All the documents relating to the human and animal rights that I have created for the purposes of this study can be shown to the editorial board of the *Ortodoncie* journal when asked.

Name of the author: Date and place:

Signature:

Title of the article:

Appendix D - Author's agreement to the ethical principles of the *Ortodoncie* journal

I hereby confirm that I am familiar with the rules concerned with the ethical principles for conducting medical research, as stipulated by the *Ortodoncie* journal editorial board and which are one of the conditions of the publication of my article in the journal. These rules are available at www.orthodont-cz.cz, where I acquainted myself with them. I declare on my honour that the research which is the subject of my article submitted to the journal was conducted according to these rules and principles and all stipulations were complied with. I also confirm that, if required, the necessary consent of a relevant Ethics Commission for Medical Research was obtained to conduct the study, and I have attached this document to my manuscript.

Name of the author: Date and place:

Signature:

Title of the article:

Appendix E - Example of patient or legal guardian consent to the publication of documentation

“I hereby consent to the publication of photographs and/or other documentation in the article submitted to the *Ortodoncie* journal, without the right to financial remuneration. I have been informed about the purpose of the use of my personal data and I also agree to their possible modification, or anonymisation, for the purposes of the article. I have been informed that this data will only be used in connection with the study, and about the legal framework under which I am providing this data. I am aware that I may ask the author to see a draft of the article before publication.”

For minors the consent is granted by parent or legal guardian.

Name of the patient / legal guardian:.....

Signature: Date and place:

Appendix F - Consent of the author to the rules of “Informed Consent”

I hereby confirm that I have been informed about the rules related to “Informed Consent”. These rules are stipulated by the editorial board of the *Ortodoncie* journal and are one of the conditions necessary for the publication of my article in the journal. The rules are available at www.orthodont-cz.cz, and I confirm I have read these documents. I declare on my honour that during the work on the research and article these rules were respected and observed. I also confirm that I can present to the editorial board of the *Ortodoncie* journal all the Informed Consents signed by the subjects of the research. I further confirm that any alterations to the materials that are required for anonymising the research subjects do not have any influence over the research conclusions and do not distort the scientific meaning of the study. I understand that on request I am obliged to show the draft of the article to the subject of Informed Consent before publication in the journal. I also consent to my photograph, which I sent to the editors, being printed in the heading of my article.

Name of the author: Date and place:

Signature:

Title of the article:

Appendix G - Author's right / copyright

The undersigned author(s) transfer all copyright to the manuscript of the article to the Czech Orthodontic Society, which is the owner of the *Ortodoncie* journal. The undersigned author(s) declare that the article is their original work, written in accordance with the publication rules for the *Ortodoncie* journal, and does not infringe the rights of third parties or other copyrights. Further, the author(s) declare that the article has not been published in or submitted to another periodical. The author(s) take full responsibility for this statement. More information about copyright issues is available at the journal's website and the author(s) must acquaint himself (themselves) with them.

Name of the author: Date and place:

Signature:

Title of the article:

(If there are multiple authors the names and signatures of all persons listed as authors in the article must be provided!)

Appendix H - CRediT – the role of authors, co-authors and other co-workers

CRediT (Contributor Roles Taxonomy) was introduced with the intention of simplifying communication and collaboration, and to improve transparency of studies, especially those involving several groups of authors. The taxonomy is required according to ICMJE regulations and recommendations. CRediT allows authors to share accurate information about how each member of the research team has contributed to the published work. The lead author is responsible for assigning roles to team members, who may contribute in multiple roles. The most frequently used roles are:

- Conceptualisation: establishing the aims and the main ideas of research
- Methodology: methodological procedures, modelling
- Software: programming and development of software necessary to carry out the work
- Validation: verification of the validity of the results, reproducibility, replicability
- Data analysis: statistical and mathematical data processing, data processing techniques
- Investigation: conducting the research and investigation process, data collection
- Resources: study materials, research materials, instrumentation, data analysis tools
- Data: work with data, acquisition of metadata, archiving
- Writing the article: help with writing the article, corrections, text editing
- Visualisation: preparation of presentations, picture data, graphs and tables
- Supervision and administration: oversight and planning of research work
- Funding acquisition: financial resources for the study etc.

Add the names of people to the roles as necessary. The list of roles may be amended or expanded as needed.

Name of the lead author: Date and place:

Signature:

Title of the article:

Appendix I - Copyright agreement

This agreement is concluded between the *Ortodoncie* journal and the undersigned authors. Detailed conditions of the agreement are available at www.orthodont-cz.cz. Principally, the authors:

- transfer to the *Ortodoncie* journal the entire copyright for the publication of the article, including all rights necessary or recommended for the use of images and tables accompanying the article;
- agree that any copies made will continue to contain the copyright statement that appeared when the article was first published, or as requested by the *Ortodoncie* journal;
- proclaim that they have the right, legal capacity and necessary authority to conclude this agreement;
- own all the rights to the article and guarantee that the article has not been previously published;
- proclaim that the article contains no illegal or libellous parts or harmful information;
- proclaim that the article contains no third-party matter except as noted;
- grant the *Ortodoncie* journal the right to use and publish the names, biographies and photographs of the authors in connection with this article;
- agree to indemnify the *Ortodoncie* journal, its editorial board, management and staff for any losses, liabilities, damages, costs and expenses which may arise if authors infringe this agreement;
- agree to provide on request to the *Ortodoncie* journal written reports about the patients (if applicable) or other research data, if such data are necessary to evaluate the article.

The authors retain the rights to:

- make further copies of the published article in full or in part for their own use in teaching;
- reuse the entire article or its part in compiling their own works for textbooks of which they are the authors;
- make copies of the article for internal distribution in the institution where they are employed.

Name of the lead author: Place and date:

Signature:

Title of the article:

Names, contact details and signatures of ALL co-authors:

.....
.....
.....

Appendix J - Abbreviations of selected orthodontic and dental journals

American journal of orthodontics	Amer. J. Orthodont.
American journal of orthodontics and dentofacial orthopedics	Amer. J. Orthodont. dentofacial Orthop.
American journal of physical anthropology	Amer. J. phys. Anthropol.
Angle orthodontist	Angle Orthodont.
British journal of orthodontics	Brit. J. Orthodont.
Česká stomatologie	Ces. Stomat.
Československá stomatologie	Cs. Stomat.
European journal of orthodontics	Eur. J. Orthodont.
Fortschritte der Kieferorthopdie	Fortschr. Kieferorthop.
International journal of adult orthodontics and orthognathic s...	Int. J. adult Orthodont. orthognathic Surg.
Journal of clinical orthodontics	J. clin. Orthodont.
Journal of prosthetic dentistry	J. prosthet. Dent.
Journal of the American Dental Association	J. Amer.dent.Assoc.
Journal of clinical periodontology	J. clin. Periodont.
Journal of cranio-maxillo-facial surgery	J. craniomaxillofacial Surg.
Journal of oral surgery	J. oral Surg.
Journal of oral and maxillofacial surgery	J. oral maxillofacial Surg.
Journal of orthodontics	J. Orthodont.
Journal of periodontology	J. Periodont.
Ortodoncie	Ortodoncie
Praktické zubní lékařství	Prakt. zubní Lék.
Seminars in orthodontics	Semin. Orthodont.
World journal of orthodontics	World. J. Orthodont.