To,

Covering Letter

The Editor

**Sub: Submission of Manuscript for publication**

Dear Sir,

We intend to publish an article entitled **“ ”** in your esteemed journal as an Review article

Provide the below information:

1. Why should the manuscript be published in the journal?
2. Provide an explanation of any issues relating to journal policies.
3. Provide a declaration of any potential competing interests / support/ permission.
4. Provide a confirmation that all authors have approved the manuscript for submission.
5. Provide a confirmation that the content of the manuscript has not been published, or submitted for publication elsewhere (see our Duplicate publication policy)
6. If you are submitting a manuscript to a particular special issue, please refer to its specific name in your covering letter.

On behalf of all the contributors, I will act as a guarantor and will correspond with the journal from this point onward.

We hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to the journal, in the event that such work is published by the journal.

We would like to suggest following referees for the article.

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| --- | --- | --- |
| **Name** | **Address** | **E-mail** |
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Thanking you,

Yours’ sincerely,

**Signature**

**Corresponding contributor:**

E-mail -

Encl: Contributor’s form signed by all the contributors

Checklist

**Note:**

* Please remove or blind any author / institute information found in Methods – e.g. Govt. Dental College / institute as this information may compromise double-blind peer review.
* Please do not include Abstract in the Title page file. Please make sure the Abstract in the main manuscript file.
* **Future Scope / Clinical Significance:  This section must be attached after the conclusion section.**
* **Abbreviations:**  Please list all abbreviations used in your manuscript under the heading "Abbreviations" after the conclusions section. If no abbreviations are used in the manuscript, please state "Not applicable" in this section.

Please minimize the use of abbreviations and do not cite references in the abstract.

* Abstract must have structured format (For research and review articles – 250-word limit) must include the following separate sections:

\*\*Aim: the context and purpose of the study

\*\*Material and Methods:

\*\*Results: the main findings

\*\*Conclusions: a brief summary and potential implications

Contributors’ form

### Contributors' form *(to be modified as applicable and one singed copy attached with the manuscript)*

**Manuscript Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/we certify that I/we have participated sufficiently in the intellectual content, conception and design of this work or the analysis and interpretation of the data (when applicable), as well as the writing of the manuscript, to take public responsibility for it and have agreed to have my/our name listed as a contributor. I/we believe the manuscript represents valid work. Neither this manuscript nor one with substantially similar content under my/our authorship has been published or is being considered for publication elsewhere, except as described in the covering letter. I/we certify that all the data collected during the study is presented in this manuscript and no data from the study has been or will be published separately. I/we attest that, if requested by the editors, I/we will provide the data/information or will cooperate fully in obtaining and providing the data/information on which the manuscript is based, for examination by the editors or their assignees. Financial interests, direct or indirect, that exist or may be perceived to exist for individual contributors in connection with the content of this paper have been disclosed in the cover letter. Sources of outside support of the project are named in the cover letter.

I/We hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership, including any and all rights incidental thereto, exclusively to this journal, in the event that such work is published by the journal. The journal shall own the work, including 1) copyright; 2) the right to grant permission to republish the article in whole or in part, with or without fee; 3) the right to produce preprints or reprints and translate into languages other than English for sale or free distribution; and 4) the right to republish the work in a collection of articles in any other mechanical or electronic format.

We give the rights to the corresponding author to make necessary changes as per the request of the journal, do the rest of the correspondence on our behalf and he/she will act as the guarantor for the manuscript on our behalf.

All persons who have made substantial contributions to the work reported in the manuscript, but who are not contributors, are named in the Acknowledgment and have given me/us their written permission to be named. If I/we do not include an Acknowledgment that means I/we have not received substantial contributions from non-contributors and no contributor has been omitted.

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| **Name** | **Signature** | **Date signed** |
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### Checklist *(to be tick marked, as applicable and one copy attached with the manuscript)*

**Manuscript Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_

Checklist

**Covering letter**

* Signed by all contributors
* Previous publication / presentations mentioned
* Source of funding mentioned
* Conflicts of interest disclosed

**Authors**

* Middle name initials provided
* Author for correspondence, with e-mail address provided
* Number of contributors restricted as per the instructions
* Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as ‘our study’, names on figure labels, name of institute in photographs, etc.)

**Presentation and format**

* Double spacing
* Margins 2.5 cm from all four sides
* Title page contains all the desired information (vide supra)
* Running title provided (not more than 50 characters)
* Abstract page contains the full title of the manuscript
* Abstract provided (not more than 250 words for review articles)
* Unstructured abstract with information on brief back ground of the medical literature regarding the review, the aims and objectives of the review, the methods of data collection, and conclusions to be provided for a review article
* Key words provided (three or more)
* Introduction of 150-200 words
* Headings in title case (not ALL CAPITALS, not underlined)
* References cited in superscript in the text without brackets
* References according to the journal’s instructions.

**Language and grammar**

* Uniformly British English
* Abbreviations spelt out in full for the first time
* Numerals from 1 to 10 spelt out
* Numerals at the beginning of the sentence spelt out

**Tables and figures**

* No repetition of data in tables/graphs and in text
* Actual numbers from which graphs drawn, provided
* Figures necessary and of good quality (colour)
* Table and figure numbers in Arabic letters (not Roman)
* Labels pasted on back of the photographs (no names written)
* Figure legends provided (not more than 40 words)
* Patients’ privacy maintained (if not, written permission enclosed)
* Credit note for borrowed figures/tables provided

Type of article: Review Article

Title Page

**Title of the article:**

**Running title**

**Contributors**

Department(s) and institution(s)

**Corresponding Author:**

Name:

Address:

Phone numbers:

Facsimile numbers:

E-mail address:

Total number of pages:

Total number of photographs:

Word counts

for abstract:

for the text:

Presentation at a meeting:

Organisation:

Place:

Date:

**Mandatory Sections for Title Page**

1. **Acknowledgements:**
2. **Conflicting Interest**
3. **Source(s) of support:**
4. PROSPERO registry number:
5. **Patient declaration of consent statement: (If applicable)**
6. **Authors’ Contribution:** Enter the role of contributors in the first column and names of the contributors in the columns 2, 3, and so on.

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| --- | --- | --- | --- | --- | --- | --- |
| Role (Concepts, Design, Definition of intellectual content, investigation, manuscript writing, etc.) | Contributor 1 | Contributor 2 | Contributor 3 | Contributor 4 | Contributor 5 | Contributor 6 |
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1. **Data Availability statement:**

Title of the article:

Abstract Page

**Running title**

Abstract:

Aims:

Methods and Material:

Results:

Conclusions:

Keywords:

Introduction:

Materials and Methods

Results (Only for systematic reviews and meta-analysis)

Discussion

References:

 Reporting guidelines:

This study has been reported as per the PRISMA reporting guidelines

Fill the PRISMA checklist given below:

Reporting guidelines for Review Articles (Systemic and Narrative review articles): PRISMA (2009)

1. Systematic Review and Meta-Analysis

|  |  |  |  |
| --- | --- | --- | --- |
| **Section/topic**  |  | **Checklist item**  | **Yes/ No**  |
| **TITLE**  |  |
| Title  | 1 | Identify the report as a systematic review, meta-analysis, or both.  |  |
| **ABSTRACT**  |  |
| Structured summary  | 2 | Provide a structured summary (IMRAD) including, as applicable: **Introduction**(objectives); **Methods**; (study eligibility criteria, participants, and interventions; study appraisal and synthesis methods); **results**; **Discussion (**limitations, conclusions and implications of key findings) **systematic review registration number (PROSPERO)** |  |
| **INTRODUCTION**  |  |
| Rationale  | 3 | Describe the rationale for the review in the context of what is already known.  |  |
| Objectives  | 4 | Provide an explicit statement of questions being addressed with reference to participants, interventions, comparisons, outcomes, and study design (PICOS).  |  |
| **METHODS**  |  |
| Protocol and registration  | 5a | Indicate if a review protocol exists, if and where it can be accessed (e.g., Web address), and, if available, provide registration information including registration number |  |
| 5b | Registration on PROSPERO (preferable) |  |
| Eligibility criteria  | 6 | Specify study characteristics (e.g., PICOS, length of follow-up) and report characteristics (e.g., years considered, language, publication status) used as criteria for eligibility, giving rationale.  |  |
| Information sources  | 7 | Describe all information sources (e.g., databases with dates of coverage, contact with study authors to identify additional studies) in the search and date last searched.  |  |
| Search  | 8 | Present full electronic search strategy for at least one database, including any limits used, such that it could be repeated.  |  |
| Study selection  | 9 | State the process for selecting studies (i.e., screening, eligibility –inclusion/exclusion criteria, included in systematic review, and, if applicable, included in the meta-analysis).  |  |
| Data collection process  | 10 | Describe method of data extraction from reports (e.g., piloted forms, independently, in duplicate) and any processes for obtaining and confirming data from investigators.  |  |
| Data items  | 11 | List and define all variables for which data were sought (e.g., PICOS, funding sources) and any assumptions and simplifications made.  |  |
| Risk of bias in individual studies  | 12 | Describe methods used for assessing risk of bias of individual studies (including specification of whether this was done at the study or outcome level), and how this information is to be used in any data synthesis.  |  |
| Summary measures  | 13 | State the principal summary measures (e.g., risk ratio, difference in means).  |  |
| Synthesis of results  | 14 | Describe the methods of handling data and combining results of studies, if done, including measures of consistency (e.g., I2) for each meta-analysis. (only for meta-analysis study) |  |
| Risk of bias across studies  | 15 | Specify any assessment of risk of bias that may affect the cumulative evidence (e.g., publication bias, selective reporting within studies).  |  |
| Additional analyses  | 16 | Describe methods of additional analyses (e.g., sensitivity or subgroup analyses, meta-regression), if done, indicating which were pre-specified. (only for meta-analysis study) |  |
| **RESULTS**  |
| Study selection  | 17 | Give numbers of studies screened, assessed for eligibility, and included in the review, with reasons for exclusions at each stage, ideally with a flow diagram.  |  |
| Study characteristics  | 18 | For each study, present characteristics for which data were extracted (e.g., study size, PICOS, follow-up period) and provide the citations.  |  |
| Risk of bias within studies  | 19 | Present data on risk of bias of each study and, if available, any outcome level assessment (see item 12). (only for meta-analysis study) |  |
| Results of individual studies  | 20 | For all outcomes considered (benefits or harms), present, for each study: (a) simple summary data for each intervention group (b) effect estimates and confidence intervals, ideally with a forest plot. (only for meta-analysis study) |  |
| Synthesis of results  | 21 | Present results of each meta-analysis done, including confidence intervals and measures of consistency. (only for meta-analysis study) |  |
| Risk of bias across studies  | 22 | Present results of any assessment of risk of bias across studies (see Item 15). (only if meta-analysis was performed) |  |
| Additional analysis  | 23 | Give results of additional analyses, if done (e.g., sensitivity or subgroup analyses, meta-regression [see Item 16]). (only for meta-analysis study) |  |
| **DISCUSSION**  |
| Summary of evidence  | 24a | Summarize the main findings including the strength of evidence for each main outcome; consider their relevance to key groups (e.g., healthcare providers, users, and policy makers).  |  |
|  | 24b | Reporting the conflicting findings (from literature) and putting forth new ideas and/or new research directions |  |
| Limitations  | 25 | Discuss limitations at study and outcome level (e.g., risk of bias), and at review-level (e.g., incomplete retrieval of identified research, reporting bias).  |  |
| Conclusions  | 26 | Provide a general interpretation of the results in the context of other evidence, and implications for future research.  |  |
| Citations | 27 | To cite from recent literature in the articles |  |
| **FUNDING**  |
| Funding  | 28 | Describe sources of funding for the systematic review and other support (e.g., supply of data); role of funders for the systematic review and the Grant number |  |

1. Narrative Review Articles

|  |  |  |  |
| --- | --- | --- | --- |
| **Section/topic**  |  | **Checklist item**  | **Yes/ No**  |
| **TITLE**  |  |
| Title  | 1 | Identify the report as a narrative review |  |
| **ABSTRACT**  |  |
| Structured summary  | 2 | Provide a structured summary (IMRAD) including, as applicable: **Introduction** (objectives); **Methods**; (study eligibility criteria, participants, and interventions; study appraisal and synthesis methods); **results**; **Discussion (**limitations, conclusions and implications of key findings) |  |
| **INTRODUCTION**  |  |
| Rationale  | 3 | Describe the rationale for the review in the context of what is already known.  |  |
| Objectives  | 4 | Provide an explicit statement of questions being addressed with reference to participants, interventions, comparisons, outcomes, and study design (PICOS).  |  |
| **METHODS**  |  |
| Eligibility criteria  | 5 | Specify study characteristics (e.g., PICOS, length of follow-up) and report characteristics (e.g., years considered, language, publication status) used as criteria for eligibility, giving rationale.  |  |
| Information sources  | 6 | Describe all information sources (e.g., databases with dates of coverage, contact with study authors to identify additional studies) in the search and date last searched.  |  |
| Search  | 7 | Present full electronic search strategy for at least one database, including any limits used, such that it could be repeated.  |  |
| Study selection  | 8a | State the process for selecting studies (i.e., screening, eligibility i.e. inclusion and exclusion criteria).  |  |
| 8b | Give numbers of studies screened, assessed for eligibility, and included in the review, with reasons for exclusions at each stage, ideally with a flow diagram. |  |
| Data collection process  | 9 | Describe method of data extraction from reports (e.g., piloted forms, independently, in duplicate) and any processes for obtaining and confirming data from investigators.  |  |
| Data items  | 10 | List and define all variables for which data were sought (e.g., PICOS, funding sources) and any assumptions and simplifications made.  |  |
| Risk of bias in individual studies  | 11 | Describe methods used for assessing risk of bias of individual studies (including specification of whether this was done at the study or outcome level).  |  |
| **DISCUSSION**  |
| First key concept |
| Summary of evidence  | 12a | Summarize the main findings including the strength of evidence for each main outcome; consider their relevance to key groups (e.g., healthcare providers, users, and policy makers).  |  |
|  | 12b | Reporting the conflicting findings (from literature) and putting forth new ideas and/or new research directions |  |
| Limitations  | 13 | Discuss limitations at study and outcome level (e.g., risk of bias), and at review-level (e.g., incomplete retrieval of identified research, reporting bias).  |  |
| Conclusion | 14 | Highlight the main points and connect with the research needs |  |
| Second key concept |
| Summary of evidence | 15a | Summarize the main findings including the strength of evidence for each main outcome; consider their relevance to key groups (e.g., healthcare providers, users, and policy makers). |  |
|  | 15b | Reporting the conflicting findings (from literature) and putting forth new ideas and/or new research directions |  |
| Limitations  | 16 | Discuss limitations at study and outcome level (e.g., risk of bias), and at review-level (e.g., incomplete retrieval of identified research, reporting bias).  |  |
| Conclusion | 17 | Highlight the main points and connect with the research needs |  |
| Added sections depending upon the number of key concepts/ objectives |
| Citations | 18 | To cite from recent literature in the articles |  |
| **FUNDING**  |
| Funding  | 19 | Describe sources of funding for the systematic review and other support (e.g., supply of data); role of funders for the systematic review and the Grant number |  |