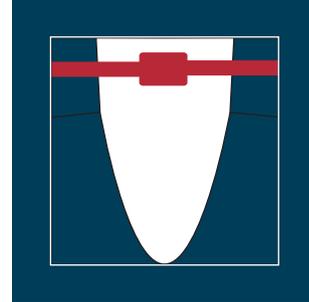


KIEFERORTHOPÄDIE

2024

38. Jahrgang
September 2024



Editors-in-chief:

PD Dr. med. dent. Björn Ludwig (responsible)
Privatpraxis: Traben-Trarbach
Am Bahnhof 54, 56841 Traben-Trarbach
und Poliklinik für Kieferorthopädie
Universität des Saarlandes, Gebäude 56
Kirrberger Straße 100, 66424 Homburg/Saar
Tel: 0 65 41 / 81 83 81, Fax: 0 65 41 / 81 83 94
Email: bludwig@kieferorthopaedie-mosel.de
Internet: <http://www.kieferorthopaedie-mosel.de>

Dr. med. dent. Jens Johannes Bock
Kieferorthopädische Praxisgemeinschaft
Am Schlossgarten 1, 36037 Fulda
Email: info@kfo-schlossgarten.de

Editorial office:

Quintessenz Verlags GmbH
Editorial office "Kieferorthopädie"
Ifenpfad 2-4
12107 Berlin, Germany

Only previously unpublished manuscripts will be accepted.

Online submission to the editorial office (schiemann@quintessenz.de). The manuscript should be submitted as a Word file. Figures and tables should be added at the end of the document. All manuscripts will be submitted for review. The evaluation is made by the editors-in-chief and, if necessary, by approved experts in the relevant field. The relevant images should be submitted simultaneously either as email files (attached or via a link) or via FTP, file sharing, or Dropbox or via the free of charge file sharing program WeTransfer (<https://wetransfer.com>). Photographic prints, slides, or radiographs can also be sent as a reproduction proof to the editorial office by post for us to digitize them.

All manuscripts must comply with the guidelines that follow.

General guidelines

All articles should be submitted in the form of an error-free, print-ready manuscript (with spelling and punctuation according to the Duden dictionary). After acceptance of the manuscript, the editors reserve the right of editorial revision. Abbreviations should be written in full at their first mention, with the abbreviation in brackets afterwards, unless they are units of measurement. The text should follow a standard structure as follows: Introduction, Materials and Methods, Results, Discussion, References. Regardless of the type of article, each manuscript should be formally structured, as follows: title page, abstract with keywords, full text, literature references, and figure legends. All pages should be numbered consecutively. Apart from the title page, the manuscript and any appendices must not reveal the identity of the authors of the manuscript.

Title page

The title of the manuscript should appear on a separate (first) page. The title should be descriptive, but as concise as possible. In addition, a short title (maximum 60 characters) should be supplied. The full first names and surnames of all the authors should be listed, together with their academic degrees, affiliations, and business addresses. The email address of the corresponding author should also be supplied. The corresponding author must be the contact person for the editorial office until the article is published.

Summary and keywords

A summary of the article should be supplied and contain a minimum of 600 and a maximum of 1,200 characters. It should follow the structure of the manuscript and be presented on a separate page. A maximum of 10 keywords should be listed.

Literature references

A list of references should be provided separately at the end of the text. They should be numbered continuously in the chronological order in which they appear in the text and be called out in the text within square brackets or with superscript numbers directly after their mention. The list of references at the end of the text should be structured analogously. The abbreviated journal names as given in MEDLINE

“Index Medicus” under “List of Journals Indexed” should be used. All authors of each literature reference cited should be named. The method of citation should be as follows:

- Weiss P, Filippi A, Lambrecht JT. Entwicklungsbedingte odontogene Zysten. *Quintessenz* 2011; 62:1045–1057.
- Opitz C. Kieferorthopädische Behandlung von Patienten mit Lippen-Kiefer-Gaumenspalten. Berlin: Quintessenz, 2013.
- Böhm B. Integration in die Praxis. In: Ludwig B (Hrsg). *Mini-Implantate in der Kieferorthopädie*. Berlin: Quintessenz, 2007:137–145.

Figure legends and tables

Figure legends should be supplied after the reference list. They should be brief, although not merely in note form, and should provide a full explanation of the content of the figures. Tables should be supplied at the end of the manuscript, after the figure legends. The title of the table should appear on the top of the table. Any abbreviated terms in the table should be written in full as table notes.

Illustrations

The publisher requires printable originals for the purposes of publication. Digital data should fulfil the following requirements:

- Unprocessed original images with a width of at least 900 pixels (corresponds to about 1.5 megapixels). Highest possible depth of field, color fidelity, and richness of contrast in the relevant image areas.
- Image sections or arrangements should not be edited or adapted for layout.
- Graphics (bar charts, schematics, drawings) should, if possible, be created with a graphics software program and saved in PDF, AI, or EPS file format (also Excel or Word files).
- A portrait photograph of the first author should be supplied, which should be printed on the last page together with the contact informations.

All figures or other illustrative material in the manuscript should be numbered continuously and be called out at the place in the text where they are meant to appear.

Notes on the use of multimedia in presentations created in Office programs

- Define your default settings under File → Options → Advanced (PC) or Settings → Edit (Mac) for image size and quality: For all new documents, select resolution: High Fidelity
- Follow this sequence when creating a presentation:
 - Create a master document with the above-mentioned options.
 - Load your original image data into the document.
 - Create your presentation.
 - Save an additional mobile version to achieve the necessary resolution.

Videos

In principle, videos can be submitted with a manuscript as supplementary or additional material. Videos should be included with the submission, as they will only be published after acceptance of the manuscript after the review process. In general, the video should present an additional aspect that is not covered by the content of the manuscript. In order for the video to be considered for publication, it should meet the following requirements:

- Video format: MP4
- Video codec: H.264
- Video resolution: FullHD (1920 x 1080 pixels), but at least HD (1280 x 720 pixels)
- Audio codec: AAC or MP3 with at least 128 kbit
- Additional: Preview image from the video (original size) with figure legend

Image permissions

In the case of photographs of patients or other persons, the consent of the patient or the legal representative should be obtained for the publication of the photographs online or offline for the purposes of publication, dissemination, and making available to the public in Quintessence Publishing publications. In the event of infringement of third-party rights (copyrights, personal rights, data protection rights, etc), the authors undertake to indemnify the publisher against all third-party claims.

Copyright

After a manuscript has been accepted for publication, the copyright is held by Quintessence Publishing. By submitting a manuscript, authors transfer to the publisher the right to print and disseminate the article. The publisher receives the right to reprint and translate the article into other languages. Authors declare their consent to the inclusion of their article in databases and in electronic format both offline (CD, DVD, etc) and online (internet). Publication elsewhere always requires the prior permission of the publisher. The editorial office reserves the right to make any required stylistic changes. By submitting a manuscript, the authors confirm that all texts, videos, and images are free of third-party rights and that the sources are cited correctly according to German citation methods. The authors should draw the attention of Quintessence Publishing to any copyright declarations that may be required.

Rights of use

In the case of material that has been published previously, the source should be named. The written permission of the copyright owner should be submitted for the reproduction of the material. This permission is required, except in the case of license-free documents, independently of the copyright ownership or the editor or publisher.

Artificial Intelligence (AI) Use Statement

Authors must disclose whether generative or non-generative AI-assisted technologies (eg, large language models or image creators/editors) were used to produce part of the submitted work by including in the Materials and Methods or Acknowledgments section detailed information on the specific use of these technologies during the production of the work (eg, as a methodologic component of the study or as aids in the writing), as well as the name of the AI tools employed and their version. Please note that clinical images generated by AI are strictly forbidden. Editors may decide to reject a manuscript if the use of AI-assisted technologies is considered inappropriate. Because authors are fully responsible for the accuracy, integrity, and originality of the submitted work, AI-assisted technologies cannot be listed as authors or coauthors. Likewise, to avoid the introduction of

bias in the literature, sources created by these technologies cannot be cited. Additionally, authors who employ AI tools to assist their writing, aside from disclosing their use, are expected to carefully and responsibly revise the generated language to prevent the spread of inaccurate or false information.

Peer reviewers may not use AI-assisted technologies in generating or writing their reports because they are accountable for the accuracy and opinions expressed in their reports and this could breach the integrity and confidentiality of the review process, which is based on mutual trust between editors, authors, and reviewers.

As it is likely that further developments in this field will rapidly occur, policies and guidelines related to the use of AI-assisted technologies will be regularly reviewed and changes made, if necessary.

Sample copies

The first author shall receive, free of charge, a PDF document of the published article as an electronic sample copy. A printed copy of the journal in which the article appears will be sent on request. The commercial use of the article is not permitted under any circumstances (see above under Copyright).

Special reprints can be ordered from the publisher for a fee. Please contact:

Quintessenz Verlags-GmbH
Ifenpfad 2–4, D-12107 Berlin, Germany

or

Quintessenz Verlags-GmbH
Postfach 42 04 52, D-12064 Berlin, Germany

Tel: 030 – 7 61 80 – 5

Fax: 030 – 7 61 80 – 680

Email: info@quintessenz.de