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Conflicts of Interest and Financial Disclosures Policy

The *International Journal of Orthodontics* (IJO) is committed to publishing high-quality research and authoritative review articles that are free from undue commercial influence and that uphold the highest standards of transparency and integrity.

IJO requires all authors to disclose any financial or non-financial relationships or interests that could be perceived as influencing the research or its interpretation. These disclosures must be made at the time of submission and will be published with the article.

Authors must state whether any funding organization or sponsor had a role in any of the following, where applicable:

- the design and conduct of the study
- the collection, management, analysis, or interpretation of data
- the preparation, review, or approval of the manuscript
- the decision to submit the manuscript for publication

A conflict of interest exists when an author's financial, professional, or personal relationships could inappropriately influence, or be perceived to influence, their work. All potential conflicts of interest, whether financial or non-financial, must be disclosed using the International Committee of Medical Journal Editors (ICMJE) Disclosure Form.

Disclosure Statements in Published Articles

All published articles must include a Conflicts of Interest statement, even if no conflicts exist. If no conflicts are reported, the statement should read:

“The authors declare no conflicts of interest related to this work.”

Review Articles and Editorials

Review articles and editorials analyze previously published research and do not present new findings. Authors of these article types are expected to have no significant financial relationships with biomedical or commercial entities related to the subject matter discussed.

If an author of a review article or editorial has relevant financial relationships, these must be fully disclosed at submission. The editorial team will evaluate the nature and extent of the disclosed

relationships to determine whether they constitute a conflict and whether the submission is suitable for publication.

Editorial Conflicts of Interest

Editors and editorial board members of IJO are required to disclose any potential conflicts of interest related to their editorial responsibilities. Editors with a conflict of interest in relation to a submitted manuscript will recuse themselves from the editorial decision-making process for that manuscript.

IJO prohibits editors from participating in editorial decisions for manuscripts where a financial or personal conflict of interest exists.

ICMJE Disclosure Form Requirement

All authors are required to complete and submit the International Committee of Medical Journal Editors (ICMJE) Disclosure Form as part of the manuscript submission process.

The ICMJE Disclosure Form is available at:

[ICMJE Disclosure Form](#)

Completed forms will be retained by the editorial office and used to assess potential conflicts of interest. A summary disclosure statement will be published with each accepted article.

Human and Animal Research Ethics Policy

The *International Journal of Orthodontics* (IJO) is committed to maintaining the highest standards of ethical conduct in research involving human participants and animals.

Research involving human participants must comply with applicable institutional and national ethical standards and the ethical principles outlined in the Declaration of Helsinki.

The Declaration of Helsinki is available at:

[World Medical Association Declaration of Helsinki](#)

When applicable, authors must state within the manuscript that approval was obtained from an appropriate institutional review board (IRB), ethics committee, or equivalent review body. The name of the approving organization and approval number, when available, should be included in the manuscript.

Authors are expected to comply with the journal's Patient Identification and Informed Consent policy where applicable.

Research involving animals must comply with institutional and national standards for the ethical care and use of animals. Authors should state within the manuscript that appropriate ethical approval and oversight were obtained when applicable.

The *International Journal of Orthodontics* reserves the right to request additional documentation related to ethics approval, informed consent, or animal welfare compliance prior to publication.

Patient Identification and Informed Consent

Patients have a right to privacy that must be protected. Authors are responsible for ensuring that all identifying information is removed unless written informed consent for publication has been obtained.

Any patient who is identifiable in text, photographs, radiographs, videos, or other clinical images must provide written consent for publication prior to submission. For minors, consent must be obtained from a parent or legal guardian.

Authors are responsible for retaining signed consent documentation and must confirm within the manuscript or submission materials that appropriate consent was obtained. The *International Journal of Orthodontics* may request documentation of consent prior to publication.

Appropriate efforts should be made to protect patient privacy and limit unnecessary identifying information whenever possible.

Study Reporting Guidelines Policy

The *International Journal of Orthodontics* (IJO) publishes a variety of research and clinical article types. Authors are expected to follow appropriate reporting guidelines relevant to the design and methodology of their study whenever applicable.

Reporting guidelines are intended to improve the clarity, transparency, completeness, and consistency of published research. Authors should state within the manuscript which reporting guideline was followed, when applicable.

Examples of commonly used reporting guidelines include:

- STROBE for observational studies
- CONSORT for randomized controlled trials
- PRISMA for systematic reviews and meta-analyses
- CARE for case reports
- STARD for diagnostic accuracy studies
- SQUIRE for quality improvement studies
- AGREE for clinical practice guidelines

Authors are encouraged to consult the appropriate reporting guideline during manuscript preparation and submission.

Reporting Guidelines for Specific Study Designs

Guideline	Type of Study	Source
STROBE	Observational studies, including cohort, case-control, and cross-sectional studies	<u>STROBE Statement</u>
CONSORT	Randomized controlled trials	<u>CONSORT Statement</u>
SQUIRE	Quality improvement projects	<u>SQUIRE Guidelines</u>
PRISMA	Systematic reviews and meta-analyses	<u>PRISMA Statement</u>
STARD	Studies of diagnostic accuracy	<u>STARD Guidelines</u>
CARE	Case reports	<u>CARE Guidelines</u>
AGREE	Clinical practice guidelines	<u>AGREE Reporting Checklis</u>

Research Misconduct Policy

The *International Journal of Orthodontics* (IJO) is committed to upholding the highest standards of research integrity and publication ethics. The journal takes allegations of research misconduct seriously and has established the following procedures to address potential ethical concerns related to submitted or published work.

Definition of Research Misconduct

Research misconduct is defined by the United States Department of Health and Human Services Office of Research Integrity as *fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.*

Forms of research misconduct include the following:

Fabrication

The act of making up data or results and recording or reporting them as legitimate findings.

Falsification

The manipulation of research materials, equipment, processes, or data such that the research is not accurately represented in the research record.

Plagiarism

The appropriation of another person's ideas, processes, results, or words without appropriate attribution or permission.

Research misconduct does not include honest errors or differences of opinion in the interpretation of data.

Reporting Research Misconduct

Individuals who suspect research misconduct related to a manuscript submitted to or published in IJO are encouraged to report their concerns to the Managing Editor at allisonhijo@gmail.com.

Reports should include sufficient detail and any available supporting evidence to allow for an appropriate assessment of the allegation.

Investigation and Editorial Actions

All allegations of research misconduct are evaluated on a case by case basis. The editorial review process may include one or more of the following actions:

- Requesting clarification or additional information from the authors
- Consulting independent experts or relevant ethics committees
- Communicating with the authors' affiliated institutions when appropriate

During the investigation, the journal may suspend review or publication of the manuscript in question.

Outcomes and Consequences

If research misconduct is confirmed, IJO may take one or more of the following actions, depending on the severity and circumstances of the case:

- Retraction of the published article
- Publication of a correction or an expression of concern
- Notification of the authors' institution, employer, or relevant oversight body
- Rejection of the manuscript and a temporary or permanent ban on future submissions from the responsible authors

Authors submitting work to IJO are expected to adhere to established standards of ethical research and responsible publication. Maintaining integrity in scientific publishing is essential to the credibility of the journal and the orthodontic research community as a whole.

Data Sharing and Availability Policy

The *International Journal of Orthodontics* (IJO) encourages authors to share research data, supporting materials, and other relevant information related to published work whenever appropriate and ethically permissible.

Research data may include observations, measurements, experimental results, protocols, methodologies, software, code, models, algorithms, images, or other materials that support the findings presented in the manuscript.

Authors are encouraged to include a data availability statement within the manuscript describing:

- whether supporting data are available,
- where the data can be accessed,
- and any conditions or restrictions on access.

Supporting data may be made available through institutional repositories, publicly accessible databases, supplementary materials, or upon reasonable request to the corresponding author.

When data are deposited in a publicly accessible repository, authors are encouraged to provide links, accession numbers, or persistent identifiers within the manuscript when applicable.

If data cannot be shared due to patient privacy, ethical, legal, proprietary, or confidentiality restrictions, authors should indicate this within the data availability statement.

The *International Journal of Orthodontics* recognizes that certain clinical and patient-related data may not be appropriate for unrestricted public release.

Authorship and Contributorship Policy

The *International Journal of Orthodontics* (IJO) follows recognized standards for authorship and contributorship in scholarly publishing.

Authorship confers credit and carries responsibility and accountability for published work. IJO follows the authorship recommendations established by the International Committee of Medical Journal Editors (ICMJE).

Authorship should be limited to individuals who meet all of the following criteria:

- substantial contributions to the conception or design of the work, or the acquisition, analysis, or interpretation of data;
- drafting the work or critically reviewing and revising the manuscript for important intellectual content;
- final approval of the version to be published;
- and agreement to be accountable for all aspects of the work, including the accuracy and integrity of the research.

All authors are responsible for the integrity and accuracy of the work and are accountable for all aspects of the manuscript.

Individuals or organizations that contributed to the work but do not meet the criteria for authorship should be acknowledged appropriately within the manuscript. Examples may include technical assistance, administrative support, funding assistance, editorial assistance, or other contributions that do not constitute substantial scholarly authorship.

Authors are responsible for obtaining permission from individuals named in the acknowledgments section, as acknowledgment may imply endorsement of the work.

The corresponding author is responsible for ensuring that all listed authors meet authorship criteria and that no qualified contributors have been omitted.

IJO reserves the right to request clarification regarding individual author contributions during the review or publication process.

Editorial Board and Editor Authorship

Manuscripts submitted by editors or editorial board members are handled independently to avoid conflicts of interest. Editors and editorial board members are excluded from editorial decisions regarding their own submissions and will not participate in the peer review or acceptance process for those manuscripts.

Funding and Sponsorship Disclosure Policy

The *International Journal of Orthodontics* (IJO) requires authors to disclose all sources of financial support related to submitted work, including grants, institutional support, commercial sponsorships, industry funding, advertising support, supplements, or sponsored content.

Authors must identify the funding source(s) that supported the research and/or preparation of the manuscript and briefly describe the role of the sponsor(s), if any, in:

- study design,
- data collection,
- data analysis and interpretation,
- manuscript preparation,
- and the decision to submit the manuscript for publication.

If the funding source had no involvement in these activities, authors are encouraged to state this within the manuscript.

All funding sources and relevant sponsorship relationships must be disclosed within published articles.

The *International Journal of Orthodontics* recognizes that research may receive support from commercial or institutional sponsors. However, commercial sponsors and funding organizations have no influence over editorial decisions, peer review, acceptance decisions, or published content.

All editorial decisions are based solely on the scientific merit, clinical relevance, ethical integrity, and overall quality of the submitted work. All published content must comply with the editorial and ethical standards of the *International Journal of Orthodontics*, regardless of sponsor interests or financial relationships.

Use of Artificial Intelligence (AI)-Assisted Technologies Policy

In accordance with the recommendations of the International Committee of Medical Journal Editors (ICMJE) and the Committee on Publication Ethics (COPE), the *International Journal of Orthodontics* (IJO) has established the following policy regarding the use of artificial intelligence (AI)-assisted technologies in materials submitted for publication.

Authorship Limitations

Authors are responsible for the accuracy, integrity, originality, and validity of submitted work. Artificial intelligence tools, including large language models, chatbots, image generators, and similar technologies, cannot be listed or credited as authors.

Disclosure Requirement

Authors must disclose at the time of submission whether AI-assisted technologies were used in the preparation of the manuscript, images, data presentation, or other submitted materials.

This disclosure should be included in both the cover letter and the manuscript and should identify:

- the AI-assisted technology used,
- the portion of the work in which it was used,
- and the nature of its use.

Examples of AI-assisted technologies may include large language models, chatbots, image generators, translation tools, or other automated content-generation systems.

Author Responsibility

Authors are responsible for carefully reviewing and editing any AI-assisted content to ensure accuracy, completeness, appropriate citation, and the absence of misleading, fabricated, biased, or plagiarized material.

Authors remain fully responsible for all content submitted for publication, including material generated or modified with the assistance of AI technologies.

Plagiarism and Attribution

Authors must ensure that AI-assisted content does not improperly reproduce copyrighted or previously published material. All quoted or referenced material must be appropriately attributed and cited.

Citation Restrictions

AI-generated content may not be cited as a primary source or listed as an author reference within submitted manuscripts.

Editorial Authority

IJO reserves the right to request additional information regarding the use of AI-assisted technologies and may reject manuscripts when the use of artificial intelligence is determined to compromise the integrity, reliability, originality, or scientific validity of the work.

Inclusive Language Policy

The International Journal of Orthodontics (IJO) is dedicated to promoting an open and inclusive research environment. Authors are encouraged to be mindful of the language used in their papers, ensuring clarity while avoiding unnecessary or biased terminology that could inadvertently shape readers' perceptions of study populations.

Language should be used thoughtfully, prioritizing accuracy and inclusivity. For guidance on best practices, authors are encouraged to consult the [Coalition for Diversity and Inclusion in Scholarly Communications](#) recommendations on inclusive language and imagery.

Copyright, Permissions, and Author Rights Policy

All articles, images, tables, figures, and other materials published in the *International Journal of Orthodontics* (IJO) are protected by copyright.

Unless otherwise specified, copyright of published materials is held by the *International Journal of Orthodontics* and/or the author(s) as determined by publication agreement.

Authors retain the right to reuse portions of their own published work, including tables, figures, photographs, and images, in future scholarly or educational works, provided appropriate citation to the original publication in IJO is included.

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Requests for permission to reuse published materials, including figures, tables, photographs, or substantial portions of text, should be directed to the editorial office.

Authors are responsible for obtaining permission to reproduce copyrighted material from other sources prior to submission and must provide appropriate acknowledgments and documentation when required.

Peer Review and Editorial Oversight Policy

The *International Journal of Orthodontics* (IJO) is committed to a fair, rigorous, and transparent peer review process that supports the publication of scientifically sound and clinically relevant research.

Peer Review Process

All manuscripts submitted to IJO undergo an initial editorial assessment to determine whether the submission is within the scope of the journal and meets basic standards for scientific and clinical relevance.

Manuscripts that pass the initial assessment are assigned to two independent peer reviewers with appropriate subject matter expertise. Peer review at IJO is not conducted in a blinded manner, and reviewers are aware of the authors' identities.

Reviewers are asked to evaluate manuscripts for scientific validity, methodological rigor, clinical relevance, ethical compliance, and clarity of presentation. Reviewers provide written recommendations and comments to assist the editorial decision process.

Editorial Decision Making

Final editorial decisions are made by the Editor or Editor in Chief based on the reviewers' recommendations and the journal's editorial standards. Decisions may include acceptance, acceptance pending revision, request for major revision, or rejection.

The editorial office may request additional reviews or clarification from authors when necessary.

Reviewer Selection and Conflicts of Interest

Reviewers are selected based on their expertise and experience relevant to the manuscript topic. Reviewers are expected to disclose any potential conflicts of interest prior to agreeing to review a manuscript.

Reviewers with a conflict of interest that could compromise the integrity of the review are recused from the review process.

Editorial Conflicts of Interest

Editors and editorial board members are required to disclose any conflicts of interest related to manuscripts under consideration. Editors with a conflict of interest in relation to a specific submission do not participate in the editorial decision making for that manuscript.

Confidentiality

Manuscripts under review are treated as confidential documents. Reviewers and editors must not share or use unpublished information from a manuscript for personal or professional advantage.

Integrity of the Peer Review Process

IJO does not tolerate manipulation of the peer review process, including the use of fabricated reviewer identities or inappropriate influence on editorial decisions. Any concerns regarding peer review integrity are addressed in accordance with the journal's Research Misconduct Policy.

Opinion Articles

IJO may publish opinion articles that present professional viewpoints, clinical perspectives, or informed discussion on topics relevant to the orthodontic community. Opinion articles do not present original research findings and are intended to stimulate discussion or provide expert insight.

Opinion articles undergo editorial review rather than external peer review. Editorial review assesses relevance, clarity, ethical considerations, and potential conflicts of interest.

The designation of an article as an opinion is based on the intent and nature of the content and is not used as a substitute for incomplete or noncompliant submissions. Manuscripts that do not meet the minimum requirements of the journal may be returned to authors for revision prior to consideration.

Opinion articles are expected to meet minimum content standards, including:

- A brief abstract or introductory summary
- Clear identification as an opinion article at the article level
- Disclosure of any relevant conflicts of interest

All opinion articles are clearly labeled as such to distinguish them from peer reviewed research and review articles.