

# THE ORAPUH REVIEW SYSTEM

How to initiate and conduct an Orapuh Review

V. E. ADAMU

## Orapuh Literature Reviews

(Orap. Lit. Rev.)

*Open access internationally  
peer-reviewed online repository  
of scholarly oral and public health  
review articles specifically crafted for  
students, researchers, and faculties.*

[WWW.ORAPUH.ORG/ORAPREV](http://WWW.ORAPUH.ORG/ORAPREV)

\*Re-use permitted under CC BY-NC 4.0  
No commercial re-use or duplication



**TABLE OF CONTENTS**

• Cover page	1
• Table of contents	2
• To cite	2
• About Orapuh Review	2
• About the Journal	2
• Editorial Team	2
• About the Publisher	2
• Article information	3
• Abstract	3
<b>Orapuh Review (Orap Rev)</b>	<b>3</b>
• Purpose	3
• Parts of the review	3
• Authorship	3
• Benefits of becoming an Orapuh Review Author	3
• Publishing	4
• Training	4
• Support	4
• Review Period	4
• Termination of a review	4
• Funding of a review	4
• Citing authorities	4
• Review	4
• Steps	4
<b>Steps in an Orapuh Review</b>	<b>5</b>
• Stage 1: Preparation	5
• Stage 2: Review	6
• Stage 3: Production	7
<b>How to develop the parts of a review</b>	<b>7</b>
• Review and other contacts for authors	8
• Acknowledgments	8
• Ethics Approval	8
• Conflicts of Interest	8
• Funding	8
• Plagiarism	8
• Originality	8
• Contributions of authors	8
• Copyright information	8
• Updates	8
• Responsibility	8
• Authors' OrCID iD	8
• Open Access information	8
• Reference	8

**To cite:** Adamu, V. E. (2022). The Orapuh Review System: How to initiate and conduct an Orapuh Review. *Orapuh Literature Reviews*, 2(1), OR007.

**JOURNAL INFORMATION****About Orapuh Review**

An Orapuh Review is a standalone survey of current scholarly sources on a specific oral and/or public health topic to provide an (updated) overview of knowledge in that area.

**About the Journal**

Orapuh Reviews are published in 'Orapuh Literature Reviews' (*Orap. Lit. Rev.*) - ISSN: 2644-3651. This journal is open access internationally peer-reviewed online repository of scholarly oral and public health review articles specifically crafted for students, researchers, and academics.

**Editorial Team****Editor-in-Chief**

1. Dr. V. E. Adamu - *Euclid University* (<https://euclid.int>) (Dom.: The Gambia) - [editor@orapuh.org](mailto:editor@orapuh.org), [v.adamu@orapuh.org](mailto:v.adamu@orapuh.org)

**Editorial Board Members**

2. Dr. Ombeva Oliver Malande - *University of Makerere/ East Africa Centre for Vaccines and Immunization (ECAVI), Kampala, Uganda* - [o.malande@orapuh.org](mailto:o.malande@orapuh.org)
3. Dr. Sulaiman Gbonnie Conteh - *University of Sierra Leone, Freetown* - [s.conteh@orapuh.org](mailto:s.conteh@orapuh.org)
4. Dr. Stephen Ayoade Fadare - *Mindanao State University, Marawi, The Philippines* - [s.fadare@orapuh.org](mailto:s.fadare@orapuh.org)
5. Dr. Ndenengo-Grace Lekey-Kawo - *Independent Consultant Paediatrician, Tanzania* - [n.kawo@orapuh.org](mailto:n.kawo@orapuh.org)
6. Mr. Denis Robert - *Euclid University (Pôle Universitaire Euclide) (Dom.: United States)* - [d.robert@orapuh.org](mailto:d.robert@orapuh.org)
7. Dr. Paul Okot - *United Nations International Children's Emergency Fund (UNICEF), Uganda* - [p.okot@orapuh.org](mailto:p.okot@orapuh.org)
8. Dr. Heron Gezahegn Gebretsadik - *Euclid University (Dom.: Switzerland)* - [h.gebretsadik@orapuh.org](mailto:h.gebretsadik@orapuh.org)
9. Mrs. Susan Atieno Onyango - *Department of Health, Homa Bay County, Kenya* - [s.onyango@orapuh.org](mailto:s.onyango@orapuh.org)
10. Mrs. N. I. F. Enejojo, MOCS - *Orapuh School (Dom.: The Gambia)* - [f.enejojo@orapuh.org](mailto:f.enejojo@orapuh.org)
11. Mr. Balarabe Musa Hussain - *Federal College of Dental Technology and Therapy, Enugu, Nigeria* - [b.hussain@orapuh.org](mailto:b.hussain@orapuh.org)
12. Ms. Nina Redl - *Bryan Health, Lincoln, Nebraska, United States* - [n.redl@orapuh.org](mailto:n.redl@orapuh.org)
13. Mr. Nkiese Julius Kenkoh - *Mboppi Baptist Hospital, Douala, Cameroon* - [n.kenkoh@orapuh.org](mailto:n.kenkoh@orapuh.org)
14. Dr. Johnson John Omale - *Federal College of Dental Technology and Therapy, Enugu, Nigeria* - [j.omale@orapuh.org](mailto:j.omale@orapuh.org)

**About the Publisher**

**Orapuh Literature Reviews** (*Orap. Lit. Rev.*) is published by Orapuh, Inc. ([info@orapuh.org](mailto:info@orapuh.org)).

Orapuh is an international, independent Oral and Public Health Information, Education, and Research Organization incorporated in the Republic of The Gambia (C10443).

The Orapuh Team works to improve access to health information, catalyse health career skills, strengthen oral and public health education and research, and promote favourable health outcomes in resource-limited contexts

Team members operate from Universities, Colleges, hospitals, and research institutions in Africa, Europe, North America, and Asia, and are associated with the organization's oversight functions, College of Scholars, journals, scholarly mentoring programmes, research efforts, and teaching of human health career skills among other things.

More information about Orapuh is available at <https://orapuh.org>

# The Orapuh Review System: How to initiate and conduct an Orapuh Review

Adamu, V. E.

<sup>1</sup>*School of Global Health & Bioethics, Euclid University (Pôle Universitaire Euclide)*

<sup>2</sup>*Orapuh, Inc., The Gambia (ORAPUH.ORG)*

RECEIVED:

07 June 2021

ACCEPTED:

01 May 2022

PUBLISHED:

30 July 2022

UPDATED:

30 July 2022

## ABSTRACT

An Orapuh Review is a standalone survey of current scholarly sources on a specific oral and/or public health topic to provide an (updated) overview of knowledge in that area. An Orapuh Review involves 17 steps from Conception to the final published product. The 17 steps are grouped into 3 major stages: *preparation, review, and production*. Writing an Orapuh Review involves finding relevant publications (such as books and journal articles), critically analysing them, and explaining what you found. A good Orapuh Review doesn't just summarize sources – it analyses, synthesizes, and critically evaluates to give a clear picture of the state of knowledge on the subject matter.

**Keywords:** *Orapuh Review, literature review, micro text, oral health, public health*

## ORAPUH REVIEW (Orap Rev)

An Orapuh Review is a standalone survey of current scholarly sources on a specific oral and/or public health topic to provide an (updated) overview of knowledge in that area.

Writing an Orapuh Review involves finding relevant publications (such as books and journal articles), critically analyzing them, and explaining what you found. A good Orapuh Review doesn't just summarize sources – it analyzes, synthesizes, and critically evaluates to give a clear picture of the state of knowledge on the subject.

### Purpose

To develop condensed current and comprehensive quality oral and public health 'micro texts' for teachers and students.

### Parts of the review

An Orapuh Review paper has 5 parts, namely:

- i. Abstract
- ii. Introduction

- iii. Main body (broken down into themes/sub-themes)
- iv. Conclusion
- v. References

Details of the 5 parts are available in Section Three of this book.

All aspects of the review should be written in the third person.

### Authorship

1. Scholars in the niche of the journal may register to author review articles
2. A review takes, at least, 2 authors to complete
3. Authors must commit to the periodic review of papers to ensure comprehensive and up-to-date articles
4. An intending author must be willing to commit their time and expertise to the work

### Benefits of becoming an Author

- a. You get published

- b. Conducting and publishing an Orapuh Review demonstrates your research or scholarly pedigree
- c. You get cited by people from around the world. This increases your visibility in the marketplace
- d. You help teachers and students to stay updated on a topic, and by so doing, you will be contributing positively to professional and academic development in your area of expertise
- e. You may list the published papers on your CV – in the 'Publications' section
- f. You may add the papers to your profile on research paper sites like 'ResearchGate', 'Academia', etc.
- g. You may use the review as a part of an academic project/thesis
- h. The reviews may contribute to your securing an academic position
- i. The reviews may contribute to your securing an academic promotion
- j. If you are a member of the Orapuh College of Scholars, conducting and publishing an Orapuh Review may count toward your advancement at the College and Orapuh, Inc.

### Publishing

Orapuh Reviews are published in a journal called '**Orapuh Literature Reviews**' (*Orap Lit Rev*) – ISSN: 2644-3651. This journal is open access internationally peer-reviewed online repository of scholarly oral and public health review articles specifically crafted for students, researchers, and academics.

### Training

Orapuh provides training for current and intending authors covering the steps involved in preparing an Orapuh Review.

### Support

Orap Lit Rev editorial staff and members of the Orapuh College of Scholars provide support throughout the review process and the subsequent updates.

### Review Period

Depending on the skills, and the time available to, a review team, reviews may be completed in as

short as 2 weeks, after title registration and approval formalities. However, Orapuh requires a review team to complete and submit their review in a month (maximum).

### Termination of a review

If a review team is unable to complete their review within the specified period or submit a manuscript that requires elaborate editing and review, the editorial staff reserve the right to terminate such a review. Because of this, intending authors need to be sure that they have the expertise to initiate and complete a review before they get involved and to choose their team carefully.

### Funding of a review

1. Authors volunteer their time and skills to write reviews. They are not paid for the job.
2. Authors do not pay to publish their reviews in the Orapuh Literature Reviews
3. Authors may source funds to execute their review. When this happens Orapuh has to be notified about the funding and furnished with the details of the disbursement of the fund received
4. For certain special cases, Orapuh may commission reviews and provide stipends to support the review

### Citing authorities

1. All authorities cited in a review must be within the previous 5 years
2. A review should not have less than 50 in-text citations and references
3. All authorities cited and referenced in an Orapuh Review must be in the APA (7<sup>th</sup> edition) referencing style format.

### Review

All Orap Lit Rev manuscripts are peer-reviewed. The editorial and peer review processes ensure that submitted manuscripts are thoroughly reviewed for originality, significance, and niche correctness.

### Steps

#### Preparation

1. **Identify** competent review partners
2. **Define a topic**
3. **Register** the topic
4. **Delimit** the review

*Actual review*

5. **Search** for literature in databases
6. **Evaluate** sources
7. **Develop** a structure
8. **Write** your review
9. **Proofread** manuscript
10. **Put** manuscript into the Orap Lit Rev Template
11. **Submit** Manuscript

*Editorial workflow & Production*

12. Initial Editorial Review
13. Peer Review
14. Copy editing
15. Preparation of publishable files
16. Proof-reading
17. Production

**STEPS IN AN ORAPUH REVIEW**

*An Orapuh Review involves 17 steps from Conception to the final published product. The 17 steps are grouped into 3 major stages: preparation, review, and production.*

**STAGE 1: Preparation**

This stage is the first in an Orapuh Review adventure. It comprises 4 steps (steps 1 - 4), which constitute the initial steps in a review, preparatory to carrying out an Orapuh Review. The steps in this stage are: *Identify, Define, Register, and Delimit*.

**A. Stage 1, step 1: *Identify* competent review partners**

- i. A review author must be a scholar in the niche of the journal
- ii. A review takes, at least, 2 authors to complete
- iii. An intending author must be willing to commit their time and expertise to the work and also commit to the periodic review of their paper to ensure a comprehensive and up-to-date article

**B. Stage 1, step 2**

- i. *Define a topic*
- ii. Develop a research question or define a moderate problem
- iii. Coin a topic from the question or problem

- iv. If you are in the OFP or OCS, your topic must be related to your focus area
- v. Search to see if a review has already been carried out on the topic at the **Orapuh Review Titles Register (ORTR)** available on the journal's website

**C. Stage 1, step 3***Register the topic*

- i. Each member of a review team registers at **Orapuh Literature Reviews (*Orap Lit Rev*)** and links their ORCID iD to their profile
- ii. Topics are registered using the **Orapuh Review Title Registration Form** available at the journal's website
- iii. The corresponding author must be ready with the relevant information before commencing registration. E.g.:
  - Names and qualifications of all intending authors
  - Intending authors' disciplines
  - Institutional affiliation of intending authors (department, institution, and country)
  - ORCID iDs of intending authors
  - Position of intending authors at their primary institution
  - Research problem or question to be addressed
  - Review Topic
  - Funding secured (if any)

Approval would be communicated to the review team before the review commences  
Approved titles are entered into the ORTR

**D. Stage 1, step 4: *Delimit* the review**

It is important to identify the scope of the review. This will help you to keep the entire review simple, clear, and manageable.

To delimit the review, you have to consider the following:

- i. **Timeframe:** The review should be completed within a month of the Title approval date
- ii. **Validation:** The review should have, at least, 50 in-text citations and references

- iii. **Publication Date Requirement:** The review should employ publications from the previous 5 years.

For some special reviews, where literature on a subject matter is scarce, this requirement may be waived after permission for this is sought from the editorial board through the Editor-in-Chief, and is granted in writing

- iv. **Sources:** Reviews are conducted, using resources from varied sources, e.g., peer-reviewed journals, books, websites, etc.

you intend to include in your review to make sure that they are credible and that the information they hold is reliable.

To evaluate a source, you need to check 2 cardinal areas, which are the *originator* and *relevance* of the sources you intend to include in your review.

- a) **Originator:** Find out the author(s), their credentials, areas of expertise, or niche of operation
- b) **Relevance:** Find out how strongly the source is related to your topic

## STAGE 2: Review

This is the second and actual review stage, comprising 7 steps (steps 5 – 11).

### E. Stage 2, step 5: *Search for literature in databases*

- i. Create a list of keywords from your research question/problem and topic
- ii. Search for literature in databases e.g., in WorldCat, Dissertations and thesis, Google Scholar, JSTOR, EBSCO, Project Muse (*humanities and social sciences*), Medline (*life sciences and biomedicine*), EconLit (*economics*), Inspec (*physics, engineering, and computer science*), Microsoft Academic, PubMed, Cochrane Library, Google Search, etc.
- iii. Read the abstract of each article identified to find out if the article is relevant to your question/problem.
- iv. When you find a useful resource, you can check the references or bibliography section to find other relevant sources.
- v. Recurring citations give a clue to finding out important resources that may be critical to your producing a balanced review on your chosen topic.

### F. Stage 2, step 6: *Evaluate sources*

It is not every material you garner online or from any other source, for that matter, that you should include in your review. You should evaluate the sources of the materials

### G. Stage 2, step 7

#### *Develop a structure*

The structure of the review has to do with writing out themes and/or sub-themes that would help you *'do justice'* to the review's **'Body'**-the main part of the review.

### H. Stage 2, step 8: *Write your review*

You should now write your review, following the structure that you have already developed.

While writing, it is best to read, understand and render views or concepts in your own words and to prime your style and analyses.

You should provide sources for all ideas, concepts, tables, figures, pictures, and so on, that do not originate from you.

### I. Stage 2, step 9: *Proofread manuscript*

At the end of the review, make sure to do the following before you proceed to submit the manuscript:

- i. Proofread your work. Read through your manuscript, again and again, to make sure that
  - your manuscript makes sense
  - there are no typographical, spelling or punctuation errors in it
  - all cited sources and referenced and all referenced sources are cited
- ii. Check your manuscript's 'Spellings and grammar'. For example, you can do so

using Microsoft Word's 'Spelling & Grammar' option after activating the 'Review' tab and at <https://www.grammarly.com>

- iii. You may generate your citations and references manually, or by using the latest edition of Microsoft Word's 'Style' option after activating the 'References' tab or using any APA Citation and references generator
- iv. Check for plagiarism using any available online channel

The allowable plagiarism rate in an Orapuh Review is 10%

**J. Stage 2, step 10: Put manuscript into the Orap Lit Rev Template**

The template allows you to meet the requirements of the review adequately.

**K. Stage 2, step 11: Submit the Manuscript**

Log into your portal on the journal website and submit your manuscript.

**STAGE 3: Production**

This is the third and last stage of the steps in an Orapuh Review, comprising 6 steps (steps 12 – 17). This stage details the editorial and review activities.

**L. Stage 3, step 12: Initial Editorial Review**

The manuscript undergoes the initial editorial review to ensure originality, significance, and niche correctness, and that the manuscript is complete and conforms to the Journal's aim, and the file is prepared for reviewers.

**M. Stage 3, step 13: Peer Review**

The manuscript is sent out for peer review.

Details of the peer-review process are contained in the Editorial Policies of the journal that is available on the journal's website.

**N. Stage 3, step 14: Copy editing**

Manuscript is copy-edited

**O. Stage 3, step 15: Preparation of publishable files**

Publishable files are produced

**P. Stage 3, step 16: Proof-reading**

The complete manuscript is proofread before scheduling for production.

**Q. Stage 3, step 17: Production**

The article is published.

**HOW TO DEVELOP THE PARTS OF A REVIEW**

*Writing an Orapuh Review involves finding relevant publications (such as books and journal articles), critically analyzing them, and explaining what you found. A good Orapuh Review doesn't just summarize sources – it analyzes, synthesizes, and critically evaluates to give a clear picture of the state of knowledge on the subject.*

**Abstract**

This is a summary of the review, so it should be written at the end of the review.

You should begin by making a statement about your motivation for the review or topic. Then, you should talk about the statement of the problem before you give a summary of the types of literature used for the review and crown it up with a summary of your findings. Finally, you should also include a statement of conclusion.

An Orapuh Review Abstract should not be more than 350 words.

**Introduction**

The 'introduction' forms the foundation for the review and should present an idea of the review topic's concept. It should provide a background to the entire Review. Ask yourself questions like,

- a) 'What is 'on ground' in this subject area?'
- b) 'What is the *status quo* in the area of concern?'
- c) 'What are the related trends in what has already been published in this area?'

In the 'introduction' you should

- i. conceptualise the topic and area of concern properly
- ii. establish your reason for engaging in the review

- iii. state the criteria for including or excluding literature (inclusion and exclusion criteria)
- iv. explain the criteria to be used in analyzing and comparing literature
- v. explain the organization of the review (sequence)

#### *Main body (broken down into themes/sub-themes)*

The 'main body' of the Review should contain a detailed discussion of the body of knowledge organized from the selected literature.

The 'main body' of the Review should be organised into Themes/Sub-Themes. You should develop the Themes/Sub-Themes after you have gone through the hordes of literature you have gathered.

You should ensure that the Themes/Sub-Themes selected cover the entire information available in the subject area of focus or concern effectively.

#### *Conclusion*

'Conclusion' should be consequent on the findings of the entire review. You should provide some perspective on the relationship between your review's topic and its parent discipline.

The conclusion of a review should be an effective summary of the key points of the review.

#### *References*

1. All authorities cited in a review must be referenced in the 'references' section of the review
2. All authorities cited and referenced in a review must be within the previous 5 years
3. A review should not have less than 50 in-text citations and references
4. All authorities (in-text citations and references) cited in an Orapuh Review must be in the APA (7<sup>th</sup> edition) referencing style format.

#### **Review and other contacts for authors**

S/N	TYPE	CHANNEL
1	EIC	<a href="mailto:editor@orapuh.org">editor@orapuh.org</a>
2	Publisher	i. <a href="mailto:info@orapuh.org">info@orapuh.org</a> ii. <a href="https://orapuh.org">https://orapuh.org</a>
3	EB	<a href="https://bit.ly/3xmKO18">https://bit.ly/3xmKO18</a>
4	Journal	<a href="https://orapuh.org/oraprev">https://orapuh.org/oraprev</a>
5	WhatsApp	(220) 288 6490

**Acknowledgments:** I am grateful to the members of the Orapuh College of Scholars (OCS) for proving that this system works and elicits desirable 'texts'.

**Ethics Approval:** Nil needed.

**Conflicts of Interest:** The author declares no conflict of interest.

**Funding:** Nil secured.

**Originality:** This Review is an original work carried out by the aforementioned author. It is not copied from elsewhere.

**Copyright information:** The author accepts to be the copyright holder of this paper.

**Updates:** The author agrees to continually update this paper as new information becomes available.

**Responsibility:** The author agrees to be responsible for the content of this paper and absolves the Journal and its Editors of all responsibilities of the paper and the information it portends.

#### **Authors' OrCID iD:**

Adamu, V. E.: 0000-0003-3352-0021.

**Open access:** This review article is distributed under the Creative Commons Attribution Non-Commercial (CC BY-NC 4.0) license. Anyone can distribute, remix, adapt, build upon this work and license the product of their efforts on different terms provided the original work is properly cited, appropriate credit is given, any changes made are indicated and the use is non-commercial (<https://creativecommons.org/licenses/by-nc/4.0/>). All authors agree to the Open Access policy of this journal and accept to allow this review to be distributed freely without any restrictions of subscription, registration, or payment of any amount of money.

#### **REFERENCE**

**Adamu, V. E.** (2021). *The Orapuh Review System: How to initiate and conduct an Orapuh Review*. Unpublished Orapuh Review training material. Orapuh.