Steps in an Orapuh Review

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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. Orapuh Reviews are published by the journal, *Orapuh Literature Reviews (oraprev.orapuh.org).* *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.*

Keywords:
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INTRODUCTION

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. Orapuh Reviews are published by the journal, Orapuh Literature Reviews (oraprev.orapuh.org).

An Orapuh Review involves 17 steps from Conception to the final published product:

STAGE 1: Preparation

This stage is the first in an Orapuh Review adventure. It comprises 4 steps (step 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 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 at 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 link 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)

i. Approval would be communicated to the review team before the review commences

ii. 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.

STAGE 2: Review

This is the second and actual review stage, comprising of 7 steps (step 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 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

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, spellings 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 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 (step 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 at 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.

CONCLUSION

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.

REFERENCES

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