

# Author Guidelines

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## Statement of Purpose

The Journal of Dental Hygiene (JDH) is the peer-reviewed, scientific publication of the American Dental Hygienists' Association (ADHA). The JDH promotes the publication of original creative work related to dental hygiene research, education and evidence-based practice. The JDH supports the development and dissemination of a unique dental hygiene body of knowledge through scientific inquiry in basic, behavioral, clinical and translational research.

The JDH has been published exclusively online and archived electronically since the Summer issue, 2004. The JDH is indexed through the National Library of Medicine and PubMed along with other allied health databases including CINAHL.

## Author Guidelines

### Manuscript Requirements

Manuscripts are peer-reviewed for quality, depth and significance of the research; a comprehensive evaluation of the research; and the expertise of the author(s) in the subject area. The content of the manuscript must provide new information and be of general importance to dental hygiene.

### Originality

Manuscripts must be owned by the author; original; unpublished and not submitted elsewhere. Authors are responsible for obtaining permission to use any materials (tables, charts, figures and photographs) that are owned by others. Written permission must be obtained from the copyright owner prior to publication.

The JDH discourages submitting more than one manuscript on related aspects of the same research. If multiple papers are submitted from the same research, significant differences must be evident.

### Manuscript Categories

All submissions are reviewed by the editor and by the editorial review board. Specific manuscript categories are as follows:

**Original Research Reports** – Limited to 4,000 words, excluding cover page, abstract, references, tables and figures. Includes reports of basic, behavioral, clinical and translational studies that provide new information, applications or theoretical

developments. Original research reports must include the following components:

**Abstract:** Approximately 250 words. Use the headings "Purpose" (purpose), "Methods" (design, subjects, procedures, measurements), "Results" (principal findings) and "Conclusion (i.e. Major conclusions)." The abstract must be able to stand alone. Do not include references in the abstract.

**Text:** The body of the manuscript should be divided into sections preceded by the appropriate subheading. Major subheadings should be in capital letters at the left-hand margin. Secondary subheads should appear at the left-hand margin and be typed in upper and lower case and in bold face.

**Introduction** (Description of the problem and review of the literature): Cite a variety of relevant studies that relate to the need for the current study and its significance. References should be as current as possible, unless a hallmark study is included. Compare findings of previous studies, clearly indicating all sources of concepts and data. The use of quotation marks should be limited to direct quotes from sources. The introduction should end with a clear statement of the purpose, hypothesis and/or research objectives.

**Methods and Materials:** Describe the research design (e.g. randomized controlled trial) and procedures (e.g. IRB approval, target population, inclusion/exclusion criteria, recruitment, informed consent, variables to be tested, instruments, equipment, procedures and method of data analysis). Specify the measurements and statistical tests used as well as related levels of significance. Assure an adherence to all pertinent federal and state regulations concerning the protection of the rights and welfare of all human and animal subjects when applicable.

**Results:** Summarize all relevant data and study findings. Do not repeat in the text the data reported in tables and figures verbatim, but do refer to the data and emphasize important findings (e.g. Table I shows that most of the subjects were African American and between the ages of 12 and 16).

**Discussion:** Evaluate and interpret the findings. Compare them with those of other related studies. Discuss how they relate to dental hygiene practice, profession, education or research. Include overall health promotion and disease prevention, clinical

and primary care for individuals and groups and basic and applied science. Discuss study limitations; implications for dental hygiene practice, education, and research; and recommendations or plans for further study.

**Conclusion:** State the conclusions, theories, or implications that may be drawn from the study. This section should be limited to one to two paragraphs.

**Literature Reviews** – Limited to 3,000 words excluding cover page, abstract, references, tables and figures.

A presentation of relevant and primary published material on a specific topic constitutes a comprehensive literature review. A literature review includes a summary and critique of the current status of the topic, and the aspects requiring further study.

**Abstract:** Literature reviews begin with a non-structured abstract and should be a brief statement of purpose, content summary, conclusions and recommendations.

**Short Reports** – Limited to 2,000 words, excluding cover page, abstract, references, tables and figures. Illustrations (Tables, figures, photographs) are limited to a total of two.

The JDH publishes short reports related to dental hygiene. Short reports are limited in scope and should begin with a brief, non-structured abstract describing the topic. The text should include a literature review, a description of the topic or activity, discussion, conclusion and recommendations. References must be included to support the rationale for any methods presented. Short reports may include the following:

**Clinical Case Study:** A report that describes a unique aspect of patient care not previously documented in the literature. Such reports usually focus on a single patient or groups of patients with similar conditions. Suitable topics include, but are not limited to, innovative preventive methods or programs, educational methods or approaches, health promotion interventions, unique clinical conditions, or pathologies and ethical issues.

**Theoretical Manuscript:** A report that provides a well-supported explanation for natural phenomena that clarify a set of interrelated concepts, definitions, or propositions about dental hygiene care or processes. Such reports provide new knowledge, insight, or interpretation; and discussion, conclusions, and recommendations. These reports begin with a non-structured abstract.

**Critical Issues in Dental Hygiene** – Limited to 4,000 words excluding the cover page, abstract, references, tables and figures. Manuscripts in this category highlight challenges and opportunities

pertinent to the future directions of the dental hygiene profession.

**Text:** Manuscripts in this category should follow the basic structure for text outlined for Original Research Reports.

**Innovations in Education and Technology** – Limited to 4,000 words excluding cover page, abstract, references, tables and figures.

**Text:** Manuscripts in this category should follow the basic structure for text outlined for Original Research Reports.

## Manuscript Submission

Manuscripts for the JDH must be submitted through BenchPress, our online manuscript management system. Authors must first create a free account and personal profile in BenchPress before beginning the submission process. Step-by-step instructions are located at <http://submit-jdh.adha.org/>

All submissions are reviewed by the Editor in Chief and assigned to three reviewers. The editor reserves the right to return, without review, any manuscript that does not meet the JDH criteria for formal review.

The review process can take approximately twelve weeks, depending on reviewer availability and the need for manuscript revisions. All reviewer comments and editorial decisions are submitted to the corresponding author. Questions regarding the manuscript submission process should be directed to: Catherine Draper, RDH, MS, Managing Editor at [cathyd@adha.net](mailto:cathyd@adha.net)

## Manuscript Preparation and Style

Standard usage of the English language is expected. Manuscripts should be double spaced with one-inch margins. Arial 10 pt font should be used for conversion into the BenchPress system. All pages must be numbered, beginning with the abstract and ending with the references. Tables, figures and photographs, must be separated from the main body of the manuscript. (see visual aids) Do not embed the visual aids into the manuscript.

**Title Page:** Include the following information on the title page:

- A concise but informative title
- NDHA research agenda statement
- First name, middle initial and last names of each author, academic credentials, job titles, department and institution or place of employment
- Authors should be listed in order of their role in contributing to the manuscript/research

- Name and full contact information for the corresponding author
- Disclaimers, disclosures, conflicts of interest and funding sources, if any

**Blinding Manuscripts:** Manuscripts must be blinded for the review process BEFORE they are uploaded into the BenchPress system. Remove by any information that will identify the authors, institutional affiliation, IRB approval number, acknowledgements, etc. from the body of the manuscript. If the manuscript is accepted for publication, this information will be added back into the manuscript.

**Keywords:** Select four to six keywords from the list provided on the BenchPress submission site. These keywords will be used for indexing purposes during the review process.

**National Dental Hygiene Research Agenda:** Authors must identify how their manuscript fits into the conceptual research model of the National Dental Hygiene Research Agenda (NDHRA) (revised May 2016) <https://www.adha.org/resources-docs/7111-National-Dental-Hygiene-Research-Agenda.pdf>

The conceptual research model can be found on page 7. An example of the NDHRA statement is as follows: *This manuscript supports the NDHRA priority area, Client level: Oral health care (new therapies and prevention modalities)*

The NDHRA statement should be included on the title page of the manuscript.

**Author Biography:** Please include a brief biographical sketch of each author at the end of the cover letter. List names, credentials, titles, affiliations and locations. Example: "Mary B. Jones, RDH, MA, is assistant professor and clinic director, Department of Dental Hygiene; Bill R. Smith, DDS, MEd, is associate professor, Department of Pediatric Dentistry. Both are at the University of Minnesota in Minneapolis."

**Disclosure:** Authors are obligated to identify any actual or potential conflict of interest in publishing the manuscript. This includes association with a company that produces, distributes or markets any products mentioned, or with funding provided to help prepare the manuscript. Disclosures must be listed on the title page of the manuscript.

**Acronyms:** Abbreviations and acronyms must be spelled out when they are first used in the manuscript followed by the abbreviation in parentheses. In general, the use of abbreviations should be limited in the text.

**Medication, Product or Device Names:** Generic, non-proprietary names should be used for medications, products and devices. The trade name, along with the register® or trademark™ symbol and the manufacturer's name and city/state, should be stated in parentheses following the first mention of the generic name. Example: Chlorhexidine (Peridex®; 3M ESPE, Minneapolis, MN)

## Visual Aids

All visual aids (tables, figures, photographs) must be submitted as separate files into the BenchPress system. Do not embed them into the manuscript. Any identifying information must be blinded from the visual aid prior to uploading into BenchPress for the review process.

**Tables:** Tables must be numbered with Roman Numerals ( example: Table I) and be cited in the text in their order of appearance. All tables must have a brief, self-explanatory title. Use the reference marks (\*,#) for any explanatory notes to terms in the table.

**Figures and photographs:** Charts, graphs, artwork and photographs are all labeled as figures in the text. All figures should include a brief, explanatory caption and be numbered with an Arabic numeral (example: Figure 1). Figures should be cited in the text in their order of appearance.

Photographs must be high resolution (minimum of 300 pixels per inch), jpeg files.

## References

References should be numbered in superscript in the order they appear in the text. If a source is cited more than once, the first reference number it is given is used throughout the manuscript. Continuous references should be connected with a dash (example: 7,8-10). Authors are responsible for verifying that every reference cited in the text is also present in the list of references and vice versa. The use of current, correctly cited references is considered as part of the manuscript review process.

### Reference Citation Style

The JDH uses the National Library of Medicine citation style. An extensive index of sample references is detailed in the NLM's Citing Medicine, 2nd edition. These resources are regularly updated as new media develop, and currently include guidance for print documents; unpublished material; audio and visual media; material on CD-ROM, DVD, or disk; and material on the Internet. Citing Medicine can be downloaded free from <https://www.ncbi.nlm.nih.gov/books/NBK7256/>

Journals should be abbreviated using the NLM format found at [www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals](http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals)

## **Selected Examples of Reference Citations**

### **Journal Citations:**

Ortega E, Walsh MM. Doctoral dental hygiene education: insights from a review of nursing literature and program websites. *J Dent Hyg.* 2014 Feb;88(1):5-12.

Johnstone-Dodge V, Bowen DM, Calley KH, et al. A faculty development course to enhance dental hygiene distance education: a pilot study. *J Dent Educ.* 2014 Sep;78(9):1319-30.

Zarkowski, P. Legal and ethical decision making. In: Darby ML, Walsh MM. editors. *Dental Hygiene Theory and Practice.* 4th ed. St Louis (MO): Elsevier Saunders; 2015. p.1123-46.

### **Internet citations:**

NLM requires the standard elements of a citation for an Internet resource, with a few modifications. The main elements required:

Kaul S, Diamond GA. Good enough: a primer on the analysis and interpretation of noninferiority trials. *Ann Intern Med* [Internet]. 2006 Jul 4 [cited 2007 Jan 4];145(1):62-9. Available from: <http://www.annals.org/cgi/reprint/145/1/62.pdf>

### **Web site:**

AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2017 [cited 2017 Mar 11]. Available from: <http://www.ama-assn.org/>

### **Internet Book:**

Patrias K. *Citing medicine: the NLM style guide for authors, editors, and publishers* [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 - [updated 2015 Oct 2; cited 2017 March 11]. Available from: <http://www.nlm.nih.gov/citingmedicine>

## **Publication**

Manuscripts accepted for publication are edited for style and clarity. JDH editors reserve the right to edit or re-write copy to fit the style requirements of the JDH. Proofs are sent to the corresponding author for approval prior to publication.

## **Copyright Transfer**

The ADHA owns the copyright for all content published in the JDH. An author agreement form, requiring copyright transfer from authors, signed by each author, must be signed prior to publication. Manuscripts without a signed author agreement form will not be published. All accepted manuscripts and their accompanying illustrations become the permanent property of ADHA and may not be published elsewhere in full or in part, without written permission. For further information, please contact Sue Bessner at [sueb@adha.net](mailto:sueb@adha.net) or by phone at 312-440-8900.

## **Additional Author Responsibilities**

### **Personal Communications and Unpublished Data**

The JDH requires authors receive permission from individuals identified in a manuscript as a source of information via personal communication or as a source for unpublished data. Authors represent and warrant to the JDH that such permission has been obtained, if applicable. Such permissions must be in writing and authors should maintain the signed statements in their records for a reasonable period of time after publication of their work in the JDH. Authors must specify in the manuscript the date of the communication or the data, in addition to whether the communication was written or oral.

Example: Additionally, the efforts of the office administrator, with regard to accommodating schedules and financing, could have been a factor (Vaccari, personal communication, April 2008).

### **NIH Open Access Policy**

As of April 7, 2008, all peer reviewed manuscripts accepted for publication that have been generated in whole or in part from National Institutes of Health funding must be deposited with the National Library of Medicine's PubMed Central, in the form of a copy of the manuscript's final version on its acceptance. Please see the following NIH site regarding questions regarding the public access policy: <http://publicaccess.nih.gov>

Authors depositing a JDH manuscript in PubMed Central should specify that the manuscript is not to be made available until 12 months after publication date (not acceptance). This will ensure that the manuscript is publicly available at the same time on PubMed Central as the JDH issue becomes open access.

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