

Managing Editor of JDH

The Managing Editor is an independent contractor appointed by the association but is not employed by ADHA. The Managing Editor signs a yearly contract outlining the roles and responsibilities of their position. The Managing Editor is responsible for maintaining the integrity of the journal. He or she oversees the peer-review process and has the final authority to accept or reject manuscripts after carefully considering the evaluations of the reviewers. Editorial decisions are free from bias and based solely on the quality, originality, clarity, and relevance of the research to the journal's readership. The Managing Editor may consult with members of the Editorial Review Board regarding decisions for a manuscript's initial review and acceptance for publication. The Managing Editor must recuse themselves when a potential conflict of interest arises regarding a submitted manuscript and refer the review process to a member of the Editorial Review Board.

Authority over the entire editorial content as well as the timing of when manuscripts will be published is the responsibility of the Managing Editor. The ADHA will never interfere with the evaluation, selection, scheduling, or editing of manuscripts and will have no influence whatsoever in the decisions that are made by the Managing Editor. JDH readers are encouraged to correspond to the Managing Editor at cathyd@adha.net. Letters to the editor will be published in JDH. If there is criticism of a manuscript, the authors will have the opportunity to respond.

Corrections/Retractions/Re-Publications of Manuscripts

The Managing Editor must investigate all concerns of possible research misconduct or ethical breaches, either in reference to a submitted or published manuscript or editorial. The Managing Editor shall publish, as soon as possible, any corrections, clarifications, retractions, and apologies on an as need basis after a thorough investigation has been completed. The table of contents will note that it is a correction to ensure proper editing. If changes are made to a manuscript previously published in the JDH, the corrected manuscript will be published detailing the changes that were made from the original manuscript along with the date the changes were made. All versions of the manuscript will be archived. The original manuscript will prominently show that an updated version is available, and the citation will be to the most recent version of the manuscript. The Managing Editor and Editorial Review Board will ensure that JDH's publishing ethics policies are being followed at all times.

Journal of Dental Hygiene Appeals Process

Authors who disagree with an editorial decision must be advised of their right to appeal. Appeals of editorial decisions may be submitted by e-mail (cathyd@adha.net) to the Managing Editor. The Managing Editor will review and investigate all submitted appeals.