

# Information for Contributors

## TEXAS DENTAL JOURNAL MISSION STATEMENT

To publish peer-reviewed scientific articles, clinical reports, research, and case studies, featuring up-to-date information, techniques, and materials to assist dental professionals to provide informed and evidence-based care of their patients.

## EXCLUSIVE PUBLICATION

Manuscripts are accepted for publication on the condition that they are contributed solely to the *Texas Dental Journal* and are not under consideration for publication elsewhere. Permission for subsequent republication must be obtained from both the editor and the author (see Copyrights and Photocopying).

## INSTRUCTIONS FOR PREPARATION OF MANUSCRIPTS

Research papers, policy papers, professional practice papers, case reports, and literature reviews are solicited for publication in the *Journal*, all of which are of interest to Texas dentists. The *Journal* recognizes the uniform requirements for manuscripts submitted to biomedical journals. A detailed description of these requirements has been prepared by the International Committee of Medical Journal Editors and can be found online at icmej.org. In addition, the *Texas Dental Journal* provides the following information for authors. The *Journal* uses the *AMA Manual of Style 10th Edition*.

**Electronic Specifications.** All submissions are to be made electronically. Use Microsoft Word in either Times or Helvetica typeface, 10 point. Photographs, graphs, and tables must be sent as separate files and not imbedded in the manuscript. Graphic files should be saved in .TIF, .EPS, or .JPEG format; minimum 300 dpi. Manuscripts must be clearly written and concise.

**Word Count.** Submitted manuscripts should be approximately 2,500 words with the following sections: Introduction, 500 words; Methods, 700 words; Results, 700 words; Discussion, 500; Conclusion, 100. A 200- to 400-word Abstract is also required.

**Title Page.** The title page should include: 1) the title of the article, which should be concise but informative; 2) first name, middle initial, and last name of each author, with professional academic degree(s); 3) name of the department and institution to which the work should be attributed, if applicable; 4) full address, e-mail, phone, and fax numbers of the first author; (5) disclaimers, if any; 6) name and address of the person to whom reprint requests should be directed; and 7) the source(s) in the form of grants, equipment, drugs, or all of these. As separate files, the corresponding author should also include headshot photographs of himself or herself and each contributing author (please see above Electronic Specifications).

**Abstract and Key Words.** A structured abstract of 200-400 words must be included that contains the background on the topic, the methods used, the results, conclusions, and pertinent clinical applications. Readers should be able to determine the major concepts of an article by reading the abstract. Also, provide 3 to 6 key words that are in accordance with the MESH terms listed by the National Library of Medicine (see pubmed.gov).

**Introduction.** The 500-word introduction is a short section that provides background information about the topic under consideration and the purpose of the article. A hypothesis should be included in a research article.

**Methods.** A 700-word detailed description of the methods used for the project or report is required such that other authors could duplicate the study or report. Outcome measures should be clearly stated and statistical analysis methods listed. The body of the article should be divided into sections preceded by appropriate headings. Major headings should be typed in capital letters at the left-hand margin; subheadings should appear at the left-hand margin with only the first letter of each word capitalized; additional subdivisions should be underlined.

**Results.** The 700-word results section should completely state the data obtained using the methods used in the study. The use of appropriate tables, illustrations, and the results of statistical testing must be included.

**Discussion.** A 500-word comparison of the results of the study with those in the related published literature is important. Any limitations of the project should be included.

**Conclusion.** In 100 words, state the conclusions and clinical applications that can be supported by the results of the study.

**Tables.** All tables must have a title and at least 2 columns. Arrange column headings so their relation to the data is clear. Indicate explanatory notes to the table by reference marks (\*, =). Cite each table in the text in the order in which it is to appear. Identify tables with Arabic numerals (eg, Table 1).

**Illustrations.** A reasonable number of illustrations are allowed without cost to the author. For electronic submissions, do not embed photographs or graphics in the document (tables are acceptable to embed). E-mail photos and graphics separately or put in separate folder on CD. Illustrations should be built in Photoshop, Microsoft Word, or saved as a press-quality PDF. Photos should be high resolution, shot at the highest pixel setting on the camera. Cite each figure in the text in the order in which it is to appear. Identify figures with Arabic numbers (eg, Figure 1).

**References.** Number references consecutively in the order in which they are first mentioned in the text. Identify references in the text, tables, and legends by Arabic numerals and place in parentheses at end of sentence. For example, "Smith and Jones stated that the DMF was higher in Ireland (18)." Use the style of the examples given, which are based on the formats used in Index Medicus. The titles of journals should be abbreviated according to the style used by this index.

### Book

1. Riskey TR, Wolfe MM. Strategies for analyzing behavioral changes over time. In: Nesselroade JR, Reese HW, eds. *Lifespan developmental psychology: methodological issues*. New York: Academic Press, 1973:90-5.

*Journal* (If more than 6 authors, list the first 3 and add "et al").

2. Kress GC, Howell TH, Spinell D. Effects of a curriculum change on dental student attitudes. *J Dent Educ* 1985; 49:275-9.

### Report

3. American Dental Association, Council on Dental Education. Annual report on dental education 85/86. Chicago: American Dent Association, 1986.

### Item in electronic format

4. Pickett KL, Sadowsky PL, Jacobson A, et al. Orthodontic in vivo bond strength: comparison with in vitro results. *Angle Orthod* [serial online] 2001 [cited 2001 Mar 27]; 71(2):[25 screens]. Available from: URL: <http://www.angle.org/anglonline/?request=index-html>.

## STEPS BEFORE PUBLICATION

Manuscripts should be e-mailed to the managing editor at the Texas Dental Association at the e-mail addresses listed under Correspondence. Acknowledgment of receipt will be sent to the author. The *Journal* uses a single-blind review process. The paper will be reviewed by the editor and at least 2 members of the Editorial Advisory Board or by special consultants to the *Texas Dental Journal* as indicated by the subject matter. Unless the paper is rejected, it will be returned to the author with the reviewers' comments for revision. After the author has made the necessary changes, the paper should be returned to the managing editor for final review. The managing editor will forward the revised manuscript to the editor. Usually, the author will receive notification of the initial disposition of the manuscript within 6 weeks after its receipt at the editorial office. Authors will be notified if a paper is rejected.

## EXPERIMENTAL PROCEDURES IN HUMANS AND ANIMALS

The *Journal* endorses the principles embodied in the World Medical Association's (WMA) Declaration of Helsinki and requires that all investigations involving human subjects to be reported in articles in this publication be carried out in strict conformity with these principles. Similarly, investigations involving animal experiments to be reported in articles in this publication must be conducted in conformity with the principles set forth in the WMA's Statement on Animal Use in Biomedical Research. Specifically, proposed investigations involving human and/or animal subjects must be approved by a properly constituted institutional Review Board as defined by the Office of Protection from Research Risk, National Institutes of Health, United States Department of Health and Human Services, and documentation attesting to that approval must be submitted with each such manuscript. To view the WMA's complete statements and recommendations on Animal Use in Biomedical Research, Biomedical Research Involving Human Subjects, and the Rights of Patients, please visit the Policies section of the WMA website: [wma.net](http://wma.net).

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**Reprints.** On a limited basis, by advance arrangement and at the author's expense, reprints may be ordered by contacting Nicole Scott, *Texas Dental Association*, 1946 S IH-35 Ste 400, Austin, TX 78704-3698; 512-443-3675; [nicole@tda.org](mailto:nicole@tda.org).

## CORRESPONDENCE

Manuscripts. Electronic submissions should be emailed to TDA Managing Editor Nicole Scott at [nicole@tda.org](mailto:nicole@tda.org). Questions and/or comments may be emailed to TDA Editor Dr Stephen R. Matteson at [texdented@gmail.com](mailto:texdented@gmail.com).

**Business.** Address all correspondence relating to classified and display advertising, subscriptions, and other matters of business to TDA Publications Coordinator Lauren Oakley, *Texas Dental Association*, 1946 S IH-35 Ste 400, Austin, TX 78704-3698, 512-443-3675, [lauren@tda.org](mailto:lauren@tda.org).

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