



Manuscript Preparation Guidelines

Article Topics

Effective July 1, 2005 the **Journal of Contemporary Dental Practice** will only consider manuscripts that are directly relevant to the practicing general dentist, dental hygienist, or dental assistant. Authors are advised to indicate the relevance in a statement of clinical significance within the abstract of the manuscript. All abstracts must contain the following sections and headings: aims, materials and methods, results, conclusions and clinical significance.

Article Formats

The following are the formats of articles that are considered for publication in the **Journal of Contemporary Dental Practice**:

■ **Original Research Articles:** Full length (1500-2500 words) articles based on original research, the results of which have not been published previously and the findings are of direct benefit to the practicing general dentist, dental hygienist, or dental assistant in either the care of patients or the management of a care facility. Authors must designate the type of research such as systematic review, randomized clinical trial, cohort study, case-control study, laboratory research or "other".

■ Primary Research

- **Experimental Studies:** Experimental studies are those in which the researcher controls or manipulates the variables under investigation, such as in testing the effectiveness of a treatment. The Randomized Controlled Trial (RCT) provides the strongest evidence for demonstrating cause and effect, i.e., the treatment has caused the effect, rather than it happening by chance. An RCT study design involves:
 - At least 1 test/experimental treatment or intervention, and 1 control treatment, which can be a placebo treatment or no treatment.
 - Concurrent enrollment of subjects and follow-up of the experimental test- and control-treated groups,
 - Assignment of subjects to either the experimental treatment/intervention group or the control/placebo group through a random process, such as the use of a random-numbers table, and
 - Follow-up of both groups to determine the outcome.
- **Non-Experimental Studies:** Non-experimental studies are those in which the researcher does not give a treatment, intervention or provide an exposure, i.e., data is gathered without intervening to control variables. Examples of non-experimental studies include cohort studies, case control studies, case series and case reports.
- **Cohort Studies:** Cohort studies make observations about the association between a particular exposure or a risk factor (e.g., tobacco use) and the subsequent development of a disease or condition (e.g., lung cancer). In these studies, subjects do not presently have the condition of interest (lung cancer) and are followed over time to see at what frequency they develop the disease/condition as compared to a control group who is not exposed to the risk factor (tobacco use) under investigation.
- **Case Control Studies:** Case control studies make observations about possible associations

between the disease of interest (lung cancer) and one or more hypothesized risk factors (tobacco use).¹ Case control studies are retrospective in that subjects *already have a certain disease or condition* and are compared with a representative group of disease-free persons (controls) from the same population.

- **Case Series and Case Reports:** Case series and case reports consist either of collections of reports on the treatment of several patients, or a report of a single patient. Case series and case reports have no statistical validity, since they report observations and do not use a control group with which to compare outcomes. However, they can be extremely important in identifying new health concerns and often generate a hypothesis that then sparks the initiation of more rigorous prospective studies and clinical trials as they did with toxic shock syndrome² and AIDS.³

■ Secondary Research

- **Systematic Reviews:** Systematic reviews provide a summary of two or more primary research studies that have investigated the same specific phenomenon or question. This scientific technique defines a specific question to be answered, and uses explicit pre-defined criteria for retrieval of studies, assessment and synthesis of evidence from individual RCTs and other well-controlled methods.⁴ Studies selected for inclusion must meet specific pre-defined criteria, such as the type of research design used, sample selection, length of study, and outcome variables of interest.

- **Meta-analysis Reviews:** Meta-analysis is a statistical process commonly used with systematic reviews. It involves combining the data from multiple individual studies into one analysis. Often smaller RCTs may have rigorous designs but lack the statistical power to demonstrate a statistically significant effect. When data from these studies are pooled, the sample size and power usually increase. As a result, the combined effect can increase precision of estimates of treatment effects and exposure risks.⁴

- **Literature/Narrative Reviews:** A traditional literature/narrative review deals with a broad range of issues on a given topic rather than answering a specific question in depth. Literature reviews also provide a more subjective assessment in that literature can be selected to support a desired conclusion.⁵

1. Manolio T. Design and Conduct of Observational Studies and Clinical Trials. In: Gallin J, editor. Principles and Practice of Clinical Research. Academic Press, Elsevier, 2002: 187-206. 2. Davis J, Chesney P, Wand P. Toxic shock syndrome: Epidemiologic features, recurrence, risk factors, and prevention. N Engl J Med 1980; 303:1429.

3. Centers for Disease Control. Pneumocystis pneumonia - Los Angeles. MMWR 1981; 30:250.

4. Mulrow C. Rationale for systematic reviews. BMJ 1994; 309(6954):597-599.

5. Sackett D, Haynes R, Guyatt G, Tugwell P. Clinical epidemiology: a basic science for clinical medicine. 2nd ed. Boston: Brown & Company, 1999.

- **Qualitative Research:** Qualitative research is non-experimental in that it conducts studies in natural settings in an attempt to understand an event from the point of view of the participants. It seeks to provide depth of understanding and does so through answering questions such as what, how and why. It explores issues in more depth with those experiencing the issue rather than testing a hypothesis to answer questions such as how many or what proportion. In many cases, qualitative research generates new theory. Also, it compliments quantitative research by attempting clarify the meaning of how many or by providing a greater understanding of why an intervention works.

- **Literature Articles:** Full length (1500-2500 words) articles based on review of the current literature, the results of which have not been published previously and the findings are of direct benefit to the practicing general dentist, dental hygienist, or dental assistant in either the care of patients or the management of a care facility.

- **Experienced-Based Articles:** Shorter (1000-1500 words) articles based on the experience or observations of a professional, which are of benefit to the general dentist, dental hygienist, or dental assistant. Such articles include, but are not limited to, innovative practice management strategies, clinical techniques, and descriptions of public health program innovations and case reports. Non-patient study submissions such as technology implementation or projects, diagnostic technologies and professional development are welcome. The article must be based on sound principles, established science, or law.

Manuscript Preparation

The **Journal of Contemporary Dental Practice** only accepts manuscripts prepared using the following protocol:

General Requirements

1. All manuscripts must be submitted in grammatically correct English. If English is not the author's primary language, it is the author's responsibility to ensure the manuscript has been proofread for proper English grammar prior to submission.
2. The manuscript must be double spaced throughout using 1" margins.
3. Avoid using "styles" or document templates. You must use Microsoft Word, in the "Normal" format for your document.
4. Electronic submission must be done through our submission page using a Microsoft Word 95 or higher document file.
5. If you cannot submit your manuscript at our electronic submission site, you may contact us concerning the submission at manuscripts@thejcdp.com by e-mail.
6. For assistance please contact:

Joseph E. Chasteen, DDS, MA
Editor
21519 Elm Drive
Brier, WA 98036
e-mail: manuscripts@thejcdp.com or editor@thejcdp.com

Abstract and Keywords

1. All articles must include an abstract of 100 to 200 words which is to be submitted in the abstract box of the electronic submission form. You may type the abstract in the box or cut and paste it from a file. Original research articles must contain the following sections with the headings: Aim, Materials and Methods, Results, Conclusion and Clinical Significance. The abstract should be a synopsis of the content of the manuscript. Do not include material that does not appear in the main body of the article. For all other types of articles the abstract must contain the following sections: Aim, Background, Findings, Discussion, Conclusion, and Clinical Significance.
2. A list of 4 to 10 keywords contained in the article must be listed in the boxes in the electronic form. A minimum of three keywords is required and they should contain the type of research such as systematic review, randomized clinical trial, cohort study, case-control study, laboratory research or "other". (These will be used to search for your article on PubMed and the Internet.)

Text

1. The body of the manuscript should be prepared as a MS Word file to be added in the electronic submission process. Sections of the manuscript should include Introduction, Materials and Methods, Results, Discussion, Conclusion and Clinical Significance as well as the reference list. References should be cited as indicated below under References.
2. Text must be divided into appropriate sections as listed above with each section containing a bold title.
3. Justify text to the left-hand margin.

4. Text must be 12 point in size and in Arial font. Figures must be clearly labeled according to the order in which they appear, and have corresponding files for uploading. They can only be submitted in the file forms of TIFF, PSD and JPEG. Tables can be embedded in the text of the Word File or uploaded as Tables. These should be indicated in the upload listing accordingly and selected to be merged or placed separately for the reviewers.

Images

1. Images must be in color at approximately 900 to 1200 pixels wide and high with a resolution of at least 300 pixels per inch (25.4 mm). The images must be in focus, free of distracting artifact, and consistent in exposure.

Hyperlinks

1. Authors may not embed actual hyperlinks to other web sites within the text of the article due to the risk of losing the links in the processing of the manuscript. If a hyperlink is essential, the web site address (URL) must be included and placed in parentheses following the text to be linked. (The parentheses indicate a link is to be established in the article during manuscript processing.)
2. Authors may choose to have the actual web site address displayed in the text and linked by including it within a sentence. Examples include the following:
 - [The American Dental Association](http://www.ada.org) (http://www.ada.org) has supported the concept of waterline safety for the public.
 - The American Dental Association web site can be found at: <http://www.ada.org>.

References

1. References must be listed on the reference list in the order they appear in the article.
2. In order to maintain continuity of the scientific literature, the **Journal of Contemporary Dental Practice** requires use of the International Committee of Medical Editors Uniform Requirements which can be found at:

http://www.nlm.nih.gov/bsd/uniform_requirements.html

Examples of various types of references are provided to assist you with proper reference formatting. The names of all authors must be included in the citation without using "et al".

3. Number references at the end of the sentence to which the reference is related. Use commas to separate multiple reference numbers. If more than one reference is contained in a sentence, then number the reference immediately following text that refers to the reference. For example:

"Bailey² found that 46% showed signs of metastasis while Varner³ found only 28%."

The references can be noted using superscript as well. If you are uncertain about the correct abbreviation for any journal title used in your reference list refer to a comprehensive listing by the National Library of Medicine at:

<ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>

Tables

1. Title all tables and number them in the order in which they appear in the article.

Illustrations

1. Colored illustrations are preferable whenever practical.
2. Illustrations are submitted in digital form as TIFF, PSD or JPEG files. Digital images should have a

resolution of at least 300 pixels per inch and an image width of 400 to 500 pixels with proportional height. Photographs must be numbered as Figures in the order in which they appear in the article (i.e., Figure 1.).

Author Biographical Summaries

1. A few sentences of biographical information (Biosketch) about each author are required for inclusion in the "About the Author" section at the end of all published articles. The information should include the following:
 - First and last name of authors.
 - Academic degrees.
 - Academic and/or administrative rank.
 - Institution or organization affiliation. (Dental school, hospital, private practice, military service, public health service, etc.).
 - Research interests.
 - Major organizational memberships.
2. Color photographs of all authors should be submitted as TIFF, PSD or JPEG images to accompany the "About the Authors" (biosketches of the authors). Images of authors are optional, but encouraged. Formal portraits are preferable, but tasteful digital snapshots are acceptable.

Multimedia Elements

1. If multimedia elements are to accompany the manuscript, the author must consult with the editor to determine the feasibility of such inclusions and the form in which they are to be submitted. Such elements include:
 - Audio
 - Animation
 - Video clips

Steps Preceding Publication

1. The submitted manuscript is reviewed by the editorial reviewers and is either rejected, provisionally approved, or accepted as written. Progress of the manuscript review process can be monitored using the author's homepage at the electronic submission page for the JCDP.
2. A provisionally approved manuscript will contain editorial recommendations for the author to address and re-submit for final acceptance.
3. Once accepted, a proof of the article will be posted on the journal staging website for the author final review and comment prior to publication.
4. Submission by the author constitutes the author's conveyance of copyright to the **Journal of Contemporary Dental Practice** and warrants that:

"The manuscript submitted is the original work of the author. The author hereby transfers, assigns, and conveys to the **Journal of Contemporary Dental Practice** copyright to the work in the event the manuscript is published by the **Journal of Contemporary Dental Practice**." Further, the author warrants the work is original and any borrowed graphics, photographs, text, or other materials to be included in the publication have been approved for publication in the **Journal of Contemporary Dental Practice** by the lender of such materials."

Letter of Assurance

Authors are requested to provide a letter containing the above statement as well as a statement of assurance that the author and all co-authors concur the manuscript has been approved for submission to the **Journal of Contemporary Dental Practice**. The signed letter with all author's signatures can be uploaded as a scanned image along with the manuscript during the electronic submission process.

General Information

Although the **Journal of Contemporary Dental Practice** is an online journal, the editorial staff is committed to providing authors with tangible documentation of the acceptance of their manuscript by the peer-review committee. Upon acceptance for publication of a submitted manuscript, the author will receive a formal notice of acceptance and an estimate of when it will be published. The author will also receive ten reprints of the article in standard publication format.

Visitors to the **Journal of Contemporary Dental Practice** website can either download or print articles using Adobe Acrobat Reader and the portable data format (PDF), which will provide printouts that have the appearance of a printed article found in a traditional journal. This print out button is located under the abstract of each article.

For more information about preparing and submitting a manuscript for publication, we suggest reading:

The Art of Scientific Writing: How to Get Your Research Published!

W. Patrick Naylor, DDS, MPH, MS; Carlos A. Muñoz-Viveros, DDS, MSD

The purpose of this article is to provide potential authors with a contemporary guide to scientific writing.