Author Guidelines for Submission

MANUSCRIPT SUBMISSION

All manuscripts must be submitted via email to Lorraine Sedor, managing editor at lsedor@njda.org or to Dr. Harvey S. Nisselson, editor at hn3@cume.columbia.edu.

Formats

All text must be in MS Word (doc) format. Digital photos, charts, tables or figures are preferred and must be in files separate from the text in jpg, gif, or bmp file format. We ask authors to try to keep the number of photos, charts, tables or figures to five (5) per article. Any patient who is clearly identified in the article (either in text or photos) must sign a form consenting to be thus depicted in the article. This form must be sent to the JNJDA editor prior to any decision being made on the submission.

Length of Submissions

Unless otherwise arranged, manuscripts must be no longer than 2,000 words, exclusive of title page, abstract, acknowledgements, references, and illustrations (tables, figures, text boxes).

Author Identification

The JNJDA does not accept manuscripts from non-member dentists practicing or residing in New Jersey. The submitting author should include a letter providing each author’s name, degrees, professional title, work affiliations, complete address, telephone and fax numbers and email address.

Selection Process

All submissions are reviewed by the editor and managing editor of the JNJDA and may be reviewed by the executive director/general counsel of NJDA. The submitting author will be contacted within 30 days of submission with a decision of whether or not their piece will be published. The decision of the editors may be acceptance, acceptance with revisions, revise and resubmit, or rejection. The decision made by the editorial staff is final.

MANUSCRIPT DESIGNATION

JNJDA publishes manuscripts that are in one of the following categories:

- **Clinical Practice** – Articles or reports with a clinical and practical focus. Potential topic areas include esthetic and restorative care, oral systemic health, pharmacology, specialty dental practice, and informatics and technology.
- **Practice Management** – Practical information about the day-to-day aspects of running a dental practice, as well as broader management concepts and techniques.
Research – Articles describing the results of clinical, laboratory and population-based research pertinent to dentistry and providing foundation knowledge for future application.

Lifestyle – Articles that provide information on the lifestyle of dentists outside of the operatory (travel, leisure, etc.). These articles must have a tie-in to dentists and must refrain from broad, catch-all categories (i.e., “Traveling via cruise ship as the ship’s dentist” as opposed to the broader “Top cruises for 2006.”)

Letters to the Editor – Brief comments on issues raised and articles published in JNJDA. These letters may be sent in hard copy to the address above. The JNJDA editor reserves the right to edit the letters into a publishable format.

MANUSCRIPT STYLE

Basic style/writing requirements

The foundation of JNJDA style is the most recent edition of the American Medical Association Manual of Style.

- Manuscripts should be written in active voice and declarative sentences for a clear, concise style.
- The overall tone of these reports should be factual and professional, and thus suitable for a scholarly journal. Authors are allowed to express a personal opinion as long as the basis for that opinion is stated plainly. For example, an author may express an opinion “based on long experience and intensive observation.”
- Other statements of opinion and all statements of fact require references from the appropriate published literature (dental, medical, epidemiologic, practice management, etc.).
- Headlines should be as brief as possible while clearly conveying the main point or purpose of the article. Short subheads also should be used throughout the article to highlight key points. All submissions, including headlines and subheads, are subject to change during the editing process.

References

All published references should be cited in the text (in superscript at the end of the sentence and after all punctuation) and numbered consecutively. No references should be cited in the abstract. Each reference should be cited only once; on subsequent citations, the original number should be used.

Citations in the reference list should follow this basic style:


6. McCoy J. Alteration in periodontal status as an indicator of general health. JADA (in press). NOTE: Authors should double-check the status of any in-press work cited in their reference lists before submitting the final manuscript to JADA.


Please note that manuscripts submitted with incorrectly formatted citations will be returned to the author for correction.

Editing
The JNJDA reserves the right to edit manuscripts to ensure conciseness, clarity and stylistic consistency and to fit articles to available space.

DEADLINES
Manuscripts are accepted year-round. Authors should note that due to space limitations, accepted manuscripts will print on a space-available (not first-come, first-published) basis. The editorial staff of the JNJDA retains the rights to make this decision as needed.

AUTHOR REPRINTS AND COMPLIMENTARY COPIES
On publication, each article’s submitting author will receive three (3) complimentary copies of the JNJDA containing said article. Please contact the managing editor if you are interested in purchasing additional copies.

ADDITIONAL INFORMATION
If you have any questions not covered above, please feel free to contact the JNJDA managing editor at (732) 821-9400 or via email at lsedor@njda.org.