



WRITERS' GUIDELINES

Manuscripts submitted should be original, timely and valid. Material must justify conclusions reached. Manuscripts should be as concise as proper presentation of ideas will allow and organized so that the material follows in a logical sequence.

Manuscripts should include complete, accurate references. Inclusion of tables, charts, diagrams, figures or photographs that amplify the content of the article or enhance the visual appeal of the written material are encouraged.

Manuscripts are considered and accepted for publication with the understanding that they have not been published elsewhere and that they are being submitted to The Dental Assistant exclusively. A letter of transmittal should designate the senior author or corresponding individual.

All submissions to The Dental Assistant are subjected to review prior to publication. Acceptance of manuscripts for publication is pending such review.

After manuscripts are accepted, The Dental Assistant reserves the right to edit manuscripts for conciseness, clarity and style consistency.

PREPARATION

All material should be typed double spaced. Title and author's name should appear on the first page of the article.

Preferred word count for feature manuscripts is 1200-2000 words; shorter pieces should be a minimum of 800 words.

All submissions should be sent as a Microsoft Word document attached to an e-mail. Any accompanying images or artwork must be attached as .jpps. Please send all manuscript submissions to: publications@adausa.org.

AUTHOR'S BIOGRAPHY AND PHOTOGRAPH

These should be included with the manuscript. Biography need only include the author(s) present professional and educational affiliations:

Amy M. McCarthy, CDA, EFDA is second vice president of the Indiana Dental Assistants Association and vice president of the Lake & Porter County Dental Assistants Society.

REFERENCES

Should be numbered consecutively in the order cited in the text (not alphabetically).

Periodical references must give authors' names (last names first), article title, publication name, year, volume, and page numbers of article:

1. *Combs R. Combining High Tech Patient Comfort. Dental Economics 1990;82:39-42.*

Book references must give the authors' names, title, location, name of publisher and year of publication. (Exact page numbers are required for direct quotations from books.)

1. *Kroeger RF. How To Overcome Fear of Dentistry. Cincinnati: Heritage Communications; 1988.*

BIBLIOGRAPHIES

Should list all the works cited in the text. An entry in a bibliography has three main divisions—author, title and publication information. Entries are listed alphabetically, according to the authors' last names:

DeBiase CB. Dental Health Education. Philadelphia: Lea & Febiger; 1991.

PHOTOGRAPHS

Should be digital high resolution (300 dpi minimum) image .jpeg or .tif files for satisfactory reproduction. Original digital images, rather than scanned photographs, are preferable. Drawings, charts and graphs should be originals, not photocopies.

CAPTIONS

Required for all illustrations and should be typed as a group on a separate page. Number each caption and its corresponding image. Tables should be logically organized and should supplement the information provided in the text. They should be numbered in the order of their mention in the text, and each should be typed on a separate page with the table title and footnotes.

PERMISSIONS

Permissions, waivers and statements of informed consent must accompany the manuscript if previously published material, text photos or drawings are used. Waivers must be obtained for publication of photos showing identifiable persons.