



Academy of Dental Therapeutics and Stomatology (ADTS)

Author Guidelines

General Guidelines

- Manuscript Submission
- Manuscript Designation
- Manuscript Format
- Manuscript Style
- Review
- Authors Responsibilities
- Reprinting of Material

One MS Word document should be emailed to fonacollins@comcast.net. This manuscript should include photos, slides and/or figures.

Author identification. The author should include a letter providing his or her professional title, work affiliations, complete address, telephone and fax numbers, and e-mail address.

Originality and exclusivity. The editors will consider only articles that are original, have not been published elsewhere and have been submitted exclusively to the ADTS.

Adherence to guidelines. Manuscripts that do not conform to these guidelines will be returned to the author for reformatting without being put into the review process. Once the manuscript has been properly prepared and resubmitted, then it will be put into review.

Submission of revised articles. After the manuscript has gone through review, the editor makes a decision as to its disposition. If the editor's decision is to accept the manuscript after minor revision are made, and the author chooses to make those revisions and resubmit the manuscript, the author should forward a revised manuscript to the ADTS. If the editor's decision is "revise and resubmit" – in other words, that the manuscript requires major revisions – and the author chooses to make the revisions and resubmit the manuscript, the author should resubmit his manuscript to the ADTS. Such manuscripts go through the entire review process again.

Manuscript Designation

When published, manuscripts will be placed in one of the ADTS vehicles listed below. Authors should indicate the department for which they are submitting a manuscript, with the understanding that the editors may change vehicles.

Pennwell Publications – RDH Magazine, Dental Economics and Woman Dentist Journal

Patterson Dental Publications – OnTarget, Annual Catalog and others

Direct Mail – Sent to offices in the US & Canada via the postal service

Sales Force Distribution-

Distribution through the sales force of designated companies for continuing dental education is permitted.

ACPE guidelines and PennWell policies and procedures do not allow the distribution of documents or website access to continuing pharmacy education program by the sales force of a commercial interest or entity offering commercial support.

For dental education: Sales force distribution-Distribution through the sales force of designated companies is still permissible.

Manuscript Format

Length. Unless otherwise noted above, manuscripts should be 2500 -3500 words, exclusive of title page, acknowledgments, references and illustrations.

Authors. The people listed as authors should be those who contributed to the study (if applicable) and to the manuscript preparation. On a separate page, authors should be listed with their affiliations, their academic degrees and their scientific or clinical contributions to the paper.

Acknowledgements. Acknowledgments should be submitted on a separate page.

Illustrations. Are welcome, along with tables, charts, graphs or photographs. Space restrictions may not allow all illustrations to be included depending on the space constraints. Figures and tables should be numbered consecutively according to the order in which they are cited in the text. The ADTS will only accept digital files with at least 300dpi and in JPEG, TIFF or EPS format.

Manuscript Style

ADTS use the active voice for a clear, concise style. Headlines should be as brief as possible while conveying the point clearly. Short subheads should be used to help guide the reader through the article.

References. All published references should be cited in the text and numbered consecutively.

Citation in the reference list should follow this basic style:

Periodical

1. Bader JD, Shugars DA, Martin JA. Risk indicators pr posterior tooth fracture. JADA 2004; 135:883-92

Book

2. Cohen S, Burns RC. Pathways of the pulp. 8th ed. St. Louis: Mosby; 2002:196.

Government publication

3. Medicine for the public: Women's health research. Bethesda, Md.: U.S. Department of Health and Human Services, Public Health Service, National Institutes of Health; 2001. DHHS publication 02-4971

World Wide Web sit

4. Hoffman ED, McFarland CM, Curtis CA. Brief summaries of medicare & Medicaid: Title XVIII and Title XIX of the social Security act as of November 1, 2002 Baltimore: U.S. Department of Health and Human Services, Center of Medicare & Medicaid Services, Office of the Actuary; 2002. Available at: www.cms.hhs.gov/review/supp/2001/overview.pdf. Accessed Aug. 2, 2004

Review

Peer review. Articles in ADTS publications are subject to a single-blinded peer review process: reviewers know the identity of a manuscript's author(s), but authors do not know the identity of the reviewers. Reviewers keep their critiques strictly confidential.

Decision. Once the reviewers have completed their critiques, the editor examines their comments and makes a decision about the manuscript's disposition: accept, accept with minor revisions, revise and resubmit, or reject.

Editing. ADTS reserves the right to edit manuscripts to ensure conciseness, clarity and stylistic consistency and to fit articles to available space. After accepted articles are edited, they are returned to the authors for review and comment before publication.

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I, _____, have read the above Author Guidelines and understand each area of the guidelines.

Signed _____ Date: _____
Author