

JPHD Instructions for Contributors

The *JPHD* is devoted to the advancement of public health dentistry through the exploration of related research, practice, and policy developments. We publish original research articles, brief reports, review articles, research methods articles, special issues, guest editorials and commentaries, letters to the editor, and book reviews. Regular-length *scientific articles* should be between 2,000 and 3,000 words in length, with no more than about six tables or figures. *Brief communications* are limited to 1,000-1,500 words, one to two tables or figures, an abstract of 150 words or less, and 10 or fewer references. They undergo peer review similar to regular-length submissions. *Special issues and supplements* may be published, the full cost being paid by the authors or sponsoring agency. Contact the editor for further information.

Preparation of Manuscripts

Submissions must conform to the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*. [The complete document appears in *Ann Intern Med* 1997;126(1):36-47; or online at <http://www.acponline.org/journals/resource/unifreq.htm>.] Type the manuscript on one side of white, regular-sized paper with margins of at least 25 mm (1 in). Use double-spacing throughout, including title pages, abstract, text, acknowledgments, references, tables, and legends for illustrations. Begin each of the following sections on separate pages: first title page, second title page, abstract and key words, text, acknowledgments, references, individual tables, and legends. Number pages consecutively in the upper right-hand corner of each page, beginning with the first title page. Our reference book is *Webster's Ninth New Collegiate Dictionary* (Springfield, MA: Merriam-Webster, 1983).

Format and Style of Scientific Articles

First Title Page. Includes: (1) title of the article; (2) first name, middle initial, and last name of each author, with highest academic degrees(s); (3) name of department(s) and institu-

tion(s) to which the work should be attributed; (4) disclaimers, if any; (5) name and postal, e-mail and organization's homepage addresses of author responsible for correspondence; (6) name and address of author to whom requests for reprints should be addressed, or statement that reprints will not be available; (7) source(s) of support in the form of grants, equipment, drugs, or all of these; and (8) name of group and date and place of presentation, if paper was previously presented orally or as a poster.

Second Title Page. To facilitate the blind review process, include a second title page giving only the title of the manuscript. Authors' names should not appear on any manuscript page other than the first title page.

Abstract. The third page should carry an abstract of no more than 200 words consisting of four paragraphs, labeled *Objectives*, *Methods*, *Results*, and *Conclusions*. These sections should describe the problem being addressed in the study, how the study was performed, the salient results, and what the authors conclude from the results. Review papers should include a summary, rather than an abstract.

Key Words. Below the abstract, provide, and identify as such, three to 10 key words or short phrases to assist indexers in cross-indexing your article. Use terms from the Medical Subject Headings in *Index Medicus* and Dental Descriptors in *Index to Dental Literature* when possible.

Text. Divide text of scientific articles into sections labeled Introduction, Methods, Results, and Discussion. For other types of articles, consult recent issues of the *JPHD* for further guidance.

Introduction. Clearly state the purpose of the article and summarize the rationale for the study. Give only strictly pertinent references, and do not review the subject extensively.

Methods. Describe your methods clearly and in sufficient detail to allow others to reproduce the results. Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but

are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. When reporting investigations involving human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation.

Results. Present results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables, illustrations, or both; emphasize or summarize only important observations.

Discussion. Emphasize the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data given in the Results section. Include in the Discussion the implications of the findings and their limitations, and relate the observations to other relevant studies. Avoid unqualified statements and conclusions not completely supported by your data. State new hypotheses when warranted, but clearly label them as such. Include recommendations when appropriate.

Acknowledgments. Acknowledge only persons who have made substantive contributions to the study. Obtain written permission from persons acknowledged by name, because readers may infer their endorsement of the data and conclusions.

Footnotes and Appendices. Except in tables and figures, footnotes should not be used. Appendices usually are not needed, since additional material can be furnished by the author, upon request.

References. Cited references must be verified by the author(s) against the original documents. Identify references in text, tables, and legends by Arabic numerals in parentheses; number consecutively in the order in which they are first mentioned in the text. Avoid using abstracts as references. Abstracts not published in the periodical literature (e.g., printed only in an annual meeting program) may be cited only as written communications in parentheses in the text. "Unpublished observations" and "personal

communications" may not be used as references, although references to written, not oral, communications may be inserted (in parentheses) in the text. For papers accepted but not yet published, designate the journal and add "In press." Information from manuscripts submitted but not yet accepted should be cited in the text as "unpublished observations" (in parentheses). Acceptable forms of references are based on an ANSI standard style adapted by the National Library of Medicine for its databases, the *Index Medicus* and the *Index to Dental Literature*. Authors are encouraged to refer to the examples of reference styles provided in the *Uniform Requirements*.

Tables. Type each table on a separate page. Number tables with an Arabic numeral consecutively and supply a brief title for each. Explain in footnotes all nonstandard abbreviations used in each table. For footnotes, use the following symbols, in this sequence: *, †, ‡, §, •, ∞, and #. Do not use horizontal or vertical rules. Cite each table in the text in consecutive order.

Illustrations and Legends. Submit the required number of complete sets of figures. Figures should be professionally drawn and photographed, although original high-quality, laser-printed illustrations also are acceptable. Label each figure indicating the number of the figure, the names of the authors, and the top of the figure. Cite each figure in the text in consecutive order. Type legends for illustrations

double-spaced, starting on a separate page, with Arabic numerals corresponding to the illustrations. Report measurements in metric units or their decimal multiples.

Prior and Duplicate Publication

Manuscripts are not accepted for consideration if they are based on work that has been or will be published or submitted elsewhere before appearing in the *JPHD*. Exceptions are consistent with the policy on duplicate or redundant publication developed by the International Committee of Medical Journal Editors [*JAMA* 1993; 270:2495]. Copies of any closely related manuscripts should be submitted to the editor along with the manuscript that is to be considered by the *JPHD*.

Authorship

All persons designated as authors should qualify for authorship. Each author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based only on substantial contributions to (1) conception and design, or analysis and interpretation of data; and to (2) drafting the article or revising it critically for important intellectual content; and on (3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met. The editor may ask authors to describe what each contributed; this information may be published.

Submission and Correspondence

Mail the original and two copies of the manuscript to the address for the editor given on the masthead page of each *JPHD*. It is not helpful to receive initial submissions on disk. Manuscripts should be accompanied by a covering letter signed by all authors, which includes (1) information on prior or duplicate publication or submission elsewhere of any part of the work as defined in the *Uniform Requirements*; (2) a statement of financial or other relationships that might lead to a conflict of interest; (3) a statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier have been met, and that each author believes that the manuscript represents honest work; and (4) the name, address, and telephone number of the corresponding author who is responsible for communicating with the other authors about revisions and final approval of the proofs.

Review and Action

Manuscripts are acknowledged upon receipt, reviewed by the editorial staff, and usually sent to at least two outside referees. Editorial revisions will be made to add clarity and to conform to the *JPHD* style. Authors will be sent proofs prior to printing. Upon acceptance, papers become the permanent property of the *JPHD* and may not be reproduced by any means, in whole or in part, without the written consent of the editor.