

JPHD Instructions for Contributors

The *Journal of Public Health Dentistry* - 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, community action reports, special issues, guest editorials and commentaries, letters to the editor, and book reviews. Regular-length *Scientific Articles* should be between 2,500 and 3,500 words in length, with no more than six tables or figures. *Brief Communications* are 1,000–1,500 words, no more than two tables or figures, an abstract of 150 words or less, and 10 or fewer references. *Brief Communications* undergo peer review similar to regular-length submissions. *Community Action Reports* highlights practice-based programs or policy initiatives of widespread interest to the dental public health community, and are 1,000–1,500 words. *Special Issues* and *Supplements* to regular issues 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, begin-

ning with the title page. Our reference book is *Webster's Ninth New Collegiate Dictionary* (Springfield, MA: Merriam-Webster, 1983).

Format and Style of Scientific Articles

Title Page. This page includes: (1) the 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 institution(s) to which the work should be attributed; (4) disclaimers, if any; (5) name and postal, e-mail, 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; (8) name of group and date and place of presentation, if paper was previously presented orally or as a poster; (9) word count, including abstract, text, and references; and (10) number of tables or figures.

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

Abstract. The second page should carry an abstract of no more than 250 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 that will assist indexers in cross-indexing your article. Use terms from the Medi-

cal 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 other workers 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 or illustrations; 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 because the author, upon request, can furnish additional material.

References. The author(s) must verify cited references 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 in 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. (Due to the variety of dis-

play fonts, these characters may not display correctly. Please refer to the JPHD, Volume 60, No. 4, page 347-8 to confirm these characters if you plan to use these symbols.)

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 legend 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.

Publication

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 the 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.

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Review and Action

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