

Journal of Public Health Dentistry 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 and fewer than 30 references (estimated to be a total of 21 or fewer double-space pages). Review articles are similar in length but with different expectations regarding references and tables. 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, commentaries, and review articles undergo peer review similar to regular scientific manuscripts. Community Action Reports, highlighting practice-based programs or policy initiatives, commentaries, and guest editorials of widespread interest to the dental public health community 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 be in English and 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 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 (without statistical tests), 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 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. Avoid the use of acronyms that are not widely accepted in the field.

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. Results, not in table, should be so noted.

Discussion. Emphasize the new and important aspects of the study and conclusions that follow from them, particularly as these relate to public health. 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.

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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 com-

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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 non-standard 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 display 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.) Readability of tables is important, so rounding off numbers to an appropriate level and selective presentation of n's are important.

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Prior and Duplicate Publication.

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Submission of Manuscripts and Correspondence

Manuscripts should be Word or WordPerfect formats. Manuscripts, figures, and tables should not exceed 2KB, or it will be difficult to transmit to reviewers. Submissions should be via e-mail to: betty@assn.srvs.com or copied to disk and mailed to:

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Review and Action

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