Submission Guidelines
The Journal of the American College of Dentists

The Journal of the American College of Dentists (JACD) is a scholarly publication presenting proactive and informative perspectives on issues affecting the dental profession and society. The *Journal* has been published since 1934, and its first editor was Dr. William John Gies. The College's communication policy is to identify and present to the Fellows, the profession, and other interested parties those issues that affect the dental profession and oral health. The goal is to stimulate this community to remain informed, engage actively, and participate in shaping public policy and personal leadership to advance the purpose and objectives of the College.

Submissions must include:
1. The full name of each author.
2. E-mail address, mailing address, and phone number for each author.
3. Degrees and institutional affiliation (if appropriate) of each author.

Submissions must:
1. Be between 1500 and 3000 words in length, including an abstract of no more than 250 words.
2. List 3-10 keywords after the abstract. These terms represent the key topics presented in the article.
3. Use inclusive language, including gender-neutral pronouns, unless referring to specific persons.
4. Sufficiently de-identify any descriptions of patients and/or clinical encounters.
5. Include disclosure of any conflicts of interest.
6. Confirm with a statement that the work is original and that it has been authored entirely by submitting authors and their research team.
7. Designate a corresponding author.
8. Follow the American Medical Association Manual of Style, 11th Edition, for text and references.

Additionally, by submitting a paper, authors affirm that no portion of the document was written by artificial intelligence tools. The use of AI-based tools for grammar checking or formatting is permitted, provided it does not alter the core ideas, analysis, or authorship of the document. All submissions deemed suitable will undergo a peer review process.

Review Process:
The editor (or, in some instances, a "guest editor") will review the manuscript within 21 days of receipt to determine whether it meets the general content and quality criteria for publication in the *JACD*. All manuscripts that are suitable for publication will undergo blinded peer review. Typically, there are two anonymous peer reviewers, comprised of subject matter experts. Because all peer reviewers are volunteers, the review may take between 4 and 6 weeks. Once reviewer comments are received by the editor, a decision will be made to accept the manuscript as is, accept it with minor revisions, accept it with significant revisions, or reject it. *JACD* reserves the right to edit manuscripts to ensure conciseness, clarity, and stylistic consistency.

Important Dates for Submission:

Issue	Submission Deadline	Publication Timeframe
Spring	January 1	April Publication
Summer	May 1	July Publication
Fall	July 1	September Publication
Winter	November 1	January Publication

Please direct all submissions to editor@acd.org

AMA STYLE GUIDE

- **Sample Reference**

AuthorLastname FirstInitialMiddleInitial. Title in sentence case. *Abbreviated Journal Title in Title Case*. Year;volume(Issue#):PP-PP. doi: ##

If you are citing an online article, you should include the day and month of publication as well in the format of Month Day, Year.

Use sentence case for all titles (capitalize only the first word of the title). Abbreviate and italicize names of journals according to the listing in the National Library of Medicine database.

- **Author Names**

When writing up your references list, be sure to always include the last name and the first and middle initial of the authors without punctuation. However, do use a comma to separate more than one author in a single bibliographic group (e.g., Wheeler T, Watkins PJ).

If the author's middle initial isn't available, omit it. The abbreviations "Jr" and "Sr" ("Junior" and "Senior") may follow authors' names when applicable (e.g., Jameson JJ Jr). Use Roman numerals to signify "2nd," "3rd," "4th," and so on (e.g., Doe JF III).

Use all authors' names unless there are more than 6 authors. In that case, list the names of the initial 3 authors, followed by "et al" in place of the others.

- **Bibliographic Elements**

Each reference is divided with periods into bibliographic groups; each bibliographic group contains bibliographic *elements*, which may be separated using the following punctuation marks:

- *A comma*: if the items are sub-elements of a bibliographic element or a set of closely related elements (e.g., the authors' names).

- *A semicolon:* if the elements in the bibliographic group are different (e.g., between the publisher's name and the copyright year) or if there are multiple occurrences of logically related elements within a group; also, before volume identification data.

- *A colon:* before the publisher's name, between the title and the subtitle, and after a connective phrase (e.g., "In," "Presented at").

See the following examples:

1. Wheeler T, Watkins PJ. Cardiac denervation in diabetes. *BMJ*. 1973;4:584-586.

2. O'Keefe M, Coat S. Consulting parents on childhood obesity and implications for medical student learning. *J Paediatr Child Health*. 2009;45(10):573-576.

- **In-Text Citations**

Each reference should be cited in the text using superscript Arabic numerals. These superscript numbers should be outside periods and commas but inside colons and semicolons. Multiple references may be cited in the same instance. If you are citing sequential references, these should be indicated with a hyphen. Nonsequential references should be separated with commas. There should not be a space between numbers. For example:

As Smith et al have reported,[1-3,5]

Smith et al reported[1-3,5]:

AMA recommends that you do not place a superscript reference citation immediately following a number and advises that you revise the sentence to prevent any possible confusion with an exponent.

Parenthetic citations should ONLY be used for items that do not occur in the references list, such as unpublished material, personal communications, and news articles. These citations may or may not include a title or author, but should include page numbers and, if possible, a DOI or URL.

Source: Purdue University Online Writing Lab. Accessed April 14, 2025
https://owl.purdue.edu/owl/research_and_citation/ama_style/index.html

Additional Resources:

University of Illinois Chicago Library. Accessed April 14, 2025.

https://researchguides.uic.edu/ld.php?content_id=54861424

University of St. Augustine Writing Center. Accessed April 14, 2025.

https://mym.cdn.usa.edu/WritingCenter/AMA_References_11th.pdf