



JOURNAL OF THE MICHIGAN DENTAL ASSOCIATION

Information for Authors and Article Submission Guidelines

PART ONE: GENERAL INFORMATION FOR AUTHORS

The *Journal of the Michigan Dental Association* invites original submission of research articles, clinical case reports, clinical techniques, evidence-based reviews, perspectives, and practice management articles. Articles are accepted with the understanding that they have not been submitted elsewhere and are submitted solely to the MDA *Journal*. All articles accepted and published by the MDA become copyright property of the Michigan Dental Association in print and electronic media formats.

The following criteria are guidelines for submission of material. Please note that adjustments may be made to these guidelines upon request or as required. In general, feature article manuscripts should range between 1,500 and 3,000 words. Exceptions may be made for special circumstances.

All articles will be peer-reviewed through a single blind review process, where the reviewed knows the author's identity but the author(s) are not aware of the reviewer's identity. Authors should expect to be asked to make additions or alterations based on reviewer comments.

The *Journal* seeks to publish articles in the following areas:

General research and review articles: Reports of detailed investigations of interest to dentistry, including clinical and laboratory research, evidence-based reviews, diagnosis and treatment of dental disease, and studies in dental economy and education. Articles must be appropriately referenced. Text should range between 625 and 2,000 words although longer manuscripts will be considered.

Clinical case reports: Succinct reports of cases and clinical observations.

Clinical techniques: Descriptions of practical applications of methods or techniques. These articles may range from 625 to 2,000 words.

Practice management articles: Descriptions of methods used in planning and administration of office and practice procedures. Benchmarks and resources are desirable and should have citations.

Perspectives of opinion: Essays on current issues in dentistry. References are unnecessary. Text should not exceed 675 words.

Letters to the editor: All letters must be signed. Length should normally not exceed 250 words. All letters may be cut for length or content.

PART TWO: ARTICLE SUBMISSION GUIDELINES

These instructions ensure we have everything required so your paper can efficiently move through our peer review, production, and publication process. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements.

Structure:

Please arrange your submission in the following order: title page; abstract; keywords; main text (introduction, materials and methods, results, discussion; acknowledgments as applicable;) declaration of interest statement; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list).

Papers may be submitted in Word format. Please do not submit your article as a PDF. Please provide figures and images in separate files from the text.

Checklist -- What to Include:

1. **Author details.** Each author should include their full name, academic degrees (DDS, DMD, MS, Ph.D...), and affiliation on the cover page. Please have ORCIDiDs and social media handles (Facebook, Twitter, or LinkedIn) where available. Identify one author as the corresponding author and include each author's email address and their Authors' affiliation/ institution provided. If any named co-authors move affiliation during the peer-review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after your paper is accepted.
2. **Abstract:** Include an abstract of 250 words or less, with between 3 and 10 **keywords** useful for search engine optimization and greater visibility in our searchable digital archive following publication. Helpful guidance for authors in selecting keywords using MeSH terms is available at: <https://www.nlm.nih.gov/mesh/authors.html>
3. **Funding details.** Please supply all details required by your funding and grant-awarding bodies as follows:
For single agency grants
This work was supported by the [Funding Agency] under Grant [number xxxx].
For multiple agency grants
This work was supported by the [Funding Agency #1] under Grant [number xxxx]; [Funding Agency #2] under Grant [number xxxx]; and [Funding Agency #3] under Grant [number xxxx].
4. **Disclosure statement.** This is to acknowledge any financial or non-financial interest arising from your research's direct applications. If there are no relevant competing interests to declare, please state this within the article; for example, *The authors report there are no competing interests to declare.*

5. **Biographical note.** Please supply a short biographical note for each author. This could be adapted from your departmental website or academic networking profile and should be relatively brief (e.g. no more than 200 words).
6. **Images.** Please provide images as high-resolution (300 dpi) .jpg, .png, or .tiff digital files.
7. **Figures.** Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale, and 300 dpi for color, at the correct size), supplied in one of our preferred file formats: EPS, PS, JPEG, TIFF, or Microsoft Word (DOC or DOCX). Files are acceptable for figures drawn in Word.
For further instruction, please see *PART THREE: PHOTO/IMAGE SUBMISSION REQUIREMENTS*.
8. **Tables.** Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text. Please supply editable files.
9. **Equations.** If submitting your manuscript as a Word document, please ensure the equations are editable.
10. **Units.** Please use [SI units](#) (non-italicized).

Formatting should be minimal, as it will be removed prior to typesetting.- Articles should be submitted via email to the *Journal* editor-in-chief **and** managing editor:

Michelle C. Dziurgot, DDS, CDE
Editor-in-Chief
mdziurgot@michigandental.org

David Foe, M.A., CDE
Managing Editor
dfoe@michigandental.org

Questions may be directed to the managing editor at the same email address or call 517-346-9421. A cover letter, naming one author as correspondent with an address, telephone number and email address, should accompany the manuscript.

Peer review: All articles submitted except for certain invited articles, perspectives of opinion, and letters to the editor are subject to a single-blinded peer review process: the reviewer knows the identity of the author, but authors are not given the names of the reviewers. Following review by peers, the editor-in-chief decides whether to publish the manuscript. Authors may be sent recommendations for revision based on the reviews. The editor reserves the right to edit the manuscripts, to fit articles within available space, and to ensure conciseness, clarity, and stylistic consistency. Edits will be provided to the authors prior to publication.

Membership in organized dentistry: It is preferred that dentist authors possess membership in organized dentistry. They should hold membership in their respective state dental association, the national dental association of their country, or a student dental association.

Article titles: Titles should be descriptive, but concise and amenable to indexing. Note: The editors reserve the right to re-title all articles.

AI Generated Content: Any content generated by artificial intelligence (AI-powered programs/Large Language Models) must be cited to the AI or an original source.

References: References should not exceed 30 in number.

Follow reference style used in the *Journal of the American Dental Association* (JADA). See issues of JADA for examples, or see the reference examples below. Submissions with incorrect references will be returned to authors for revision. Do not use automatic embedding of references in manuscripts submitted. Please note -- *References should appear on a separate page and should be included as a separate file.*

Reference examples:

References for articles:

1. Andersson M, Razzoog ME, Oden A, Hegenbarth EA, Lang BR. Procera: a new way to an all-ceramic crown. *Quintessence Int* 1998;29:285-96.
2. Josephson BA, Schulman A, Dunn ZA, Hurwitz W. A compressive strength study of an all-ceramic crown. *J Prosthet Dent* 1985;53:301-3.
3. Attin T, Knofel S, Buchalla W, Tutuncu R. In situ evaluation of different remineralization periods to decrease brushing abrasion of demineralized enamel. *Caries Res.* 201;35(3):216-222.

References for books:

1. Hasler E. *The built environment*, Liverpool: Liverpool University Press;2018.
2. Hurlbut JB. *Experiments in democracy: human embryo research and the politics of bioethics*, New York: Columbia University Press;2017.
3. Kerr DA, Ash MM, Millard HD. *Oral diagnosis*. 6th ed. St. Louis: Mosby;1984:55.

References for websites:

1. United States Nuclear Regulatory Commission. Background radiation. Available at: <https://www.nrc.gov/reading-rm/basic-ref/glossary/background-radiation.html>. Accessed April 12, 2019.
2. American Academy of Pediatric Dentistry Council on Clinical Affairs. Policy on Early Childhood Caries (ECC): Classifications, Consequences, and Preventative Strategies. Available at: <https://www.aapd.org/research/oral-health-policies-recommendations/early-childhood-caries-classifications-consequences-and-preventive-strategies/>. Accessed November 6, 2019.

PART THREE: PHOTO/IMAGE SUBMISSION REQUIREMENTS

Digital illustration/photo requirement: All photos, drawings, or graphics must be of high quality for satisfactory reproduction.

- Only high-resolution (300 dpi) .jpg, .png, or .tiff digital images will be accepted.
- All photos or figures should be clearly marked with figure number in the name of the photo. If a figure contains two or more parts the figure number and each part should be indicated.
- Photos may be submitted via email or on CD, DVD, or flash drive. Email photos in their original size (high resolution). Do not embed images in text. Do *not* reduce the size of the photo or compress the photo when sending, as this will result in a low-resolution image.
- **Graphic and photo submissions not meeting these requirements will be returned to the author.**
- Drawings or graphics may be re-set by the MDA if accepted for publication.
- **Do not send images copied from websites.** Website images are low resolution (72 dpi) and will appear significantly smaller than how they appear on screen. Only submit the original, high resolution digital version of image files.

Example:



3" x 2"
300 dpi Image
as it would appear in print.



3" x 2"
72 dpi Image
as it would appear in print.

Tables: Tables should be logically organized and should supplement the information provided in the text. They should be numbered in the order of their mention in the text, and each should be included on a separate page with the table title and footnotes, if any.

Permissions: Permission of author and publisher must be obtained for the direct use of previously published material (text, photos, drawings). Up to 100 words of prose usually can be quoted without permission, provided the material quoted is not the essence of the complete work.

Photo releases: Waivers must be obtained for the publication of photographs showing persons or for photos copyrightable by photo houses. Photo releases are available upon request.

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(Revised 7/23)