

Guidelines for Submitting a Manuscript

The following guidelines have been provided to assist potential authors in writing and in submitting manuscripts to the *Journal of Cosmetic Dentistry (jCD)*. Please follow these instructions to help ensure efficient processing of your manuscript.

Original manuscripts submitted to *jCD* are accepted subject to the understanding that they are submitted exclusively to *Journal* and will not be reprinted without written consent from the publisher. The *Journal of Cosmetic Dentistry* is aimed primarily at practicing cosmetic dentists and laboratory technicians. Clinical, clinical research, and case study manuscripts are considered for publication. Material should be prepared with short sentences, simplicity of wording, and high-quality supporting visual material. Editorial alterations may be made to correct grammar, clarify meaning, and make the text consistent with the *Journal's* style. All manuscripts are peer-reviewed by the *jCD's* Editorial Review Board through a double-blind review process.

Manuscript Preparation

In preparing an article for submission, please follow these guidelines:

- Your name or identity **must not** appear on the manuscript or images.
- Spacing/Length: All text must be double-spaced. Manuscripts of 1,500 to 2,500 words will be considered for publication.
- Margins should be 1" around the document.
- Paragraphs: Indent at least five spaces.
- Number pages consecutively.
- Organize manuscripts in a manner that best fits the specific goals of the article.
- Use standard headings in preparing clinical manuscripts—abstract, introduction case report, diagnosis, treatment plan, discussion, and conclusion.
- Include an abstract of approximately 100 words summarizing the article.

- Include 5 keywords to your article.
- Submit manuscripts to <http://mc.manuscriptcentral.com/aacdjcd>.
- Be sure to complete the cover letter section in manuscript central, and include the author's name(s), address(es), telephone and fax numbers, and e-mail address(s), name, company, city, and state, phone and e-mail information for each of the following:
 - doctor
 - laboratory technician
 - photographer

References

Authors are responsible for ensuring the accuracy of all information in their references.

- A minimum of 15 references should be included with clinical manuscripts.
- References must be cited in numeric order in the text. Do not insert endnotes or a bibliography in word documents—simply type references in a list at the end of the article.
- Include references only to published work that directly pertains to statements made in the article.
- Authors may not reference their own work unless it pertains directly to their own original research.
- References must be cited.

When do you need a reference?

- When stating a fact.
- When you give credit to someone else.
- Use PubMed: <http://www.ncbi.nlm.nih.gov/pubmed>
 - Search by author or topic

Use the following style for the reference list:

- **Journal Article**

Info needed: Author(s), title of article, name of journal, volume and issue, pages, year.

Example: Morley J. Strategies for delivering veneers. Res Quarterly 4(1):3-8, 2001.

- **Book**

Info needed: Author(s), title of book, edition of book (if applicable), publisher's city and state, name of publisher, year.

Example: Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. Medical microbiology. 4th ed. St. Louis: Mosby; 2002.

- **Chapter in an edited book**

Info needed: chapter author(s), chapter title, names of book's editor(s), title of book, chapter pages, publisher's city and state, name of publisher, year.

Example: Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. P. 93-113.

○ **Lecture/course/seminar reference**

Info needed: Presenter(s); title of lecture, course, seminar; name of meeting at which lecture was presented; city and state in which meeting was held; specific date of lecture (day, month, and year).

Example: Terry D. Creating form and color: Creativity with direct composite resin [lecture]. Presented at the American Academy of Cosmetic Dentistry 18th Annual Scientific Session; Honolulu, HI, May 10, 2002.

○ **Web site reference:**

From a specific page:

Info needed: Author. Date of publication <often, this might not be available>. Web page title <often, this might not be available>. URL. Date accessed.

Example: Smith J. December 14, 2008. History of dental Implants.
<http://www.dental-implants.com/history.html>. Accessed January 17, 2009.

From an online journal article:

Info needed: Author. Date of publication <if available>. Article title. Journal name, Volume/issue <if available>. URL. Date accessed.

Example: Do K. Summer 2008. Direct resin veneers. Journal of Cosmetic Dentistry 24(2).
<http://www.aacd.com/journal/24-2do.pdf>. Accessed January 14, 2009.

Note: In many cases, it will not be possible to get all the information. The most important elements that authors need to give us are the page or article title, name of journal, and an accurate, up-to-date URL.

Images

- File Type

Manuscripts should be accompanied by images that reflect the article's content and purpose. The *Journal* reserves the right to edit the number of images, if necessary. Limit the number of images submitted to adequately illustrate the article (maximum of 25). When submitting **digital images** please use JPEG or TIFF files. If using TIFF, open the file in Photo Shop and click 'save as' a LZW compression (This will compress the image making the upload to Manuscript Central faster). Digital illustrations should not be altered.

- Captions and Style

All images must be mentioned in the text, **in numerical order**. A caption list must accompany the manuscript, with a caption listed for each image. Please limit captions to 25 words.

- Image Quality

Excellent print quality requires images with a minimum of 300 ppi (high resolution) with an appropriate output size (at least 3" wide). **Do not** embed images (photos, graphs, etc.) into the manuscript. **Do not** submit images in PowerPoint or in a Word document.

Line Drawings/Graphs

Keep the figures, charts, and graphs simple, with lettering large enough to read; a maximum of three per article. These must be professionally designed or computer-generated and ready for publication. Art must be in a vector format, a minimum of 300 ppi (high-resolution), and a minimum of 3" wide. When submitting digital images, please use JPEG or TIFF format. If using TIFF, open the file in Photo Shop and click 'save as' and choose LZW compression (This will compress the image making the upload to Manuscript Central faster). Digital illustrations should not be altered. Digital illustrations should not be altered.

Authorship Requirements and Disclosures

An Authorship, Photographer Consent, Patient Release, and Conflict of Interest Disclosure Statement must be completed and uploaded to Manuscript Central. The forms require authors to disclose authorship responsibility, statement of financial disclosure, and copyright transfer to the AACD. A manuscript will not be published unless these form has been signed.

Once you have submitted your manuscript and images, reviewers will be assigned and the process begins.

- Authors may not have more than two articles published in the *Journal* within a 12-month period, unless it is part of an already-accepted series.

If accepted for publication:

- An image of the author must be submitted; Dimension: 5" x 7" OR 4" x 6" at a minimum resolution of 300 ppi is required. Please submit your image to publications@aacd.com.

The Editorial Review Board looks forward to your submission.