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 is pleased to invite original submissions of articles that encompass a wide range of topics within the field of oral health care. We welcome contributions that effectively translate the latest literature and best evidence into clinical implementation, as well as research articles, clinical case reports, clinical techniques, evidence-based reviews, perspectives, and practice management articles. Manuscripts 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.

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

Manuscripts must be submitted in Microsoft Word files via email. Manuscripts should be formatted to fit on one side of an 8 ½ -x 11-inch page with ample margins (at least one inch) on all four sides. **Formatting should be minimal, as it will be removed prior to typesetting.** Sorry, we cannot accept hard-copy only submissions. Articles should be submitted to the Journal editor-in-chief <u>and</u> managing editor:

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

David Foe, MA, 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.

Authors are expected to disclose any financial, economic, or professional interests that may have influenced positions presented in their articles. Such interests should be disclosed with the author acknowledgements. Compliance with the disclosure request will be inferred at the time of the submission of the article.

MDA, ADA, or CDA membership: Lead authors who are dentists must be members of the Michigan Dental Association, American Dental Association, or Canadian 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.

Abstracts: All clinical or research articles should include an Abstract of up to 150 words published on or near the first page of the article. Authors are expected to provide a minimum of 3-4 keywords useful for search engine optimization and greater visibility in our searchable digital archive following publication. Helpful guidance for selecting keywords and titling your submission include:
- https://www.nlm.nih.gov/mesh/authors.html
- https://authorservices.taylorandfrancis.com/publishing-your-research/writing-your-paper/using-keywords-to-write-title-and-abstract/

Author credentials: Academic degrees, university affiliations, and a short (two or three paragraph) biography should all be provided upon submission. An "About the Author" box of two or three paragraphs will be published, along with a photograph of the author, if the article is accepted for publication. These should be included with the manuscript submission.

PART THREE: REFERENCES

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 included as a separate file. See examples below for references.

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 Eary 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 Nov. 6, 2019.

PART FOUR: 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, file-sharing software, or on a 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 submit 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.

PART FIVE: ADDITIONAL NOTICE TO SUBMITTING AUTHORS

Original content: Submitted articles are reviewed and accepted for publication only if they are original content, have not been previously published, and are submitted exclusively to the Journal of the Michigan Dental Association. Authors must confirm that their article is not being considered for publication elsewhere. Manuscripts previously rejected by other publications must include rejection notices received for the manuscript.

Copyright: All accepted manuscripts and photos published in the Journal of the Michigan Dental Association become the property of the Michigan Dental Association. Illustrations not owned by the author(s) must be accompanied by a release from the intellectual property holder granting permission for their use. MDA copyright includes electronic and print publication rights and the use of content in promotion. Articles published in the *Journal* may be reproduced or reprinted only after written permission has been granted by the MDA.

Peer review and editing: Authors of clinical content accept that their work will be peer-reviewed as part of the submission process. Based on the reviews and editorial input, the authors must promptly address revision recommendations. The Journal reserves the right to edit submissions to fit within available space and ensure conciseness, clarity, and stylistic consistency, and to revise or retitle articles. The author (s) acknowledge that artificial

intelligence (AI) tools may be used in the review and revision process (see below). In addition to support from AI writing tools, this includes checking citations and generating abstracts and keywords for publication to support literature searches in digital archives. Authors will be provided with edits for approval before publication. The author reserves the right to withdraw their submission up to this time.

AI and AI-Assisted Technologies: Authors utilizing generative artificial intelligence (GAI) and AI-assisted technologies in their writing process must adhere to the following guidelines:

- Use GAI and AI-assisted technologies to enhance readability and verify references, spelling, grammar, etc. These tools must only support the revision of the author's original content and not replace critical research, including data interpretation or the drawing of scientific conclusions.
- Employ GAI technology under human oversight and control, carefully reviewing and revising the output. AI does not "know facts" and has been shown to hallucinate, generating potentially incorrect, incomplete, or biased content that must be intercepted and corrected by the human author(s).
- AI-generated content must be cited from an original source. It is inappropriate to attribute authorship to AI or AI-assisted technologies. Authors must not list AI as an author or co-author or cite AI as an author or contributor of content.
- To ensure transparency and uphold the integrity of the research and publication process, authors must disclose the use of generative AI and AI-assisted technologies in the writing process. This disclosure should be included in a new section titled "Declaration of Generative AI and AI-assisted Technologies" at the end of the manuscript, prior to the References section.
- The statement must include the name of the tool or service utilized and how AI was applied to produce the research and manuscript, including elementary support from AI writing tools. Example:
  During the preparation of this work the author(s) used [NAME TOOL / SERVICE] to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the publication's content.
- This declaration also applies to tools that check for grammar, spelling, and references if they suggest alternative text in response to prompts. If there is nothing to disclose, no statement is needed.
- Professional integrity: The undisclosed use of any artificial intelligence (AI-powered programs) in authoring a submission constitutes a breach of professional integrity. If the employment of AI-powered technology outside of these established guidelines is detected, the matter will be referred to the Editorial Advisory Board for appropriate remedial action. This may include publishing a notice to readers in a subsequent issue or retracting the article by the *Journal*. If warranted, violations may be referred to the Peer Review-Ethics Committee of the Michigan Dental Association for further action."

(Revised 3/25)