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**CE Course Handout**

**Preparing a Successful Manuscript: What You  
Need to Know**

**Saturday, June 20, 2015  
10:00am-1:00pm**



American  
Dental  
Hygienists'  
Association

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# Preparing a Successful Manuscript: What You Need to Know!

ADHA CLL  
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Boston, MA

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## Types of Publications

**Letter to the Editor-** Letters to the editor are written by readers of the publication to address diverse topics, opinions of the reader, and further clarification of the paper. Letters are usually brief (100-200 words) due to space limitations.

**Review of the Literature--**A presentation of relevant and primary published material on a specific topic constitutes a comprehensive literature review. Such a review includes a summary and critique of the current status of the topic, and the aspects requiring further study.

**Systematic Review--**A systematic review is a critical assessment and evaluation of all research studies that address a particular clinical issue. The researchers use an organized method of locating, assembling, and evaluating a body of literature on a particular topic using a set of specific criteria. A systematic review typically includes a description of the findings of the collection of research studies. The systematic review may also include a quantitative pooling of data, called a meta-analysis.

<http://effectivehealthcare.ahrq.gov/index.cfm/glossary-of-terms/?pageaction=showterm&termid=70>

**Case Reports—**A case report describes a unique aspect of patient care not previously documented in the literature. Such reports usually focus on a single patient or groups of patients with similar conditions. Suitable topics include, but are not limited to, innovative preventive methods or programs, educational methods or approaches, health promotion interventions, unique clinical conditions, or pathologies and ethical issues.

**Short Reports—**A short report may describe a clinical case study, an educational innovation, a research method, a concept or theory, or other current topics. They include a concise introduction (which includes a literature review); detailed description of the topic or activity, and discussion, conclusion and recommendations must also be included. References are necessary to support the rationale and methods presented.

**Book Reviews—**A book review is a format of academic writing that serves to describe and critically evaluate the content, quality, meaning and significance of a book.

<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2870990/>

**Proceedings of a Symposium/Conference-** Proceedings publications consist of the collection of academic papers published in relationship to an academic conference. The proceedings are usually distributed before or after the conference in either electronic or print format. It serves as a written record of the work presented by the speakers.

**Original Research Article—**Original research articles are sometimes referred to as refereed or peer reviewed. Original articles consist of study reports and describe results obtained from original research including all parts of a scientific paper.

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## **Top Tips for Manuscript Preparation**

Before you begin the writing process, learn a reference managing system such as *Endnote* ([www.Endnote.com](http://www.Endnote.com)) or *Mendley* ([www.mendeley.com](http://www.mendeley.com)).

Choose the Journal you wish to submit and read the Guidelines to Authors.

Type of paper you wish to submit...does the journal publish that content?  
Formatting style required from journal (APA, MLA, etc)

Make an outline to include all parts of the paper.

- **Introduction and Literature Review**
- **Methods**
- List of all **Results**
- List of topics for the **Discussion** section
- List of **Conclusions**
- A working title
- A list of **References** (use primary references when possible)
- List of all **Tables and Figures** you wish to include
- List of authors, acknowledgements

Once you have written the paper, give it to someone (or several people) to review.

Once you have suggestions from others, revise and have someone read it again!

Make sure there are no grammatical or typographical errors.

Submit the paper according to Author Guidelines. Make sure you have followed EVERY step! If you do not understand something in the guidelines, call or email the staff editor / editorial staff.

Once you receive reviews of your paper from the editor, respond to every comment following the process outlined by the editor or editorial staff.

Send the paper back to the journal in the timeframe requested or it may be considered a new submission.

Remember, the review process may take several attempts before a decision is made on the manuscript.

If you are in academia, find out if you can list the paper on your CV once it has been accepted for publication (but not yet published) as the publication time may take months once the paper is finalized and accepted.

Stay focused, organized, ask for help, keep at it and once it has been published ---start writing again! The best way to become a better writer is to do it as often as possible!

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## **Science Writing – what makes it unique?**

### **The Act of Writing**

#### **When to write**

1. Personalized activity
2. Once structure is formulated in your mind or via outline
3. Need not be done “in order” although starting with intro may be helpful

#### **Writing is hard work – “the best form of writing is rewriting”**

1. Create a first draft
2. Edit – revise for style and accuracy
3. Check for overexplaining / underexplaining
4. Review multiple times
5. Distance yourself and review again
6. Rely on another pair of eyes

#### **Style and purpose**

1. Introduction:
  - a. Sets out logical structure of the work - maps out article
  - b. Explains the “why” of the work - the grabber; makes a case for your question/issue/concern
  - c. Which tense is the correct tense?
2. Sub-sections
  - a. Musts in all sections: each section should have a distinct aim
  - b. State at the start of a section or sub-section what its aim is so as to guide the reader throughout it to its end
  - c. It is when the aim changes that a new section or sub-section should be started
  - d. Re-ordering may be required
3. Stylistic rules
  - a. Avoid ambiguity
  - b. Maintain the flow
  - c. Allocate the correct amount of material
  - d. Be willing to revise sentences
  - e. Choose correct voice
  - f. Maintain clarity
  - g. Avoid “egotistical” writing
4. Sentence structure – is personalized
  - a. Short and sweet
  - b. Avoid complicated structure

- c. Select clear words
- d. Verb choice – active or passive
- e. Voice – we, I you, or the researcher....
- f. When to speculate
- g. Maintain consistent conventions throughout

**Common tips for effective writing**

1. Be tight about what the word "this" (or "it") refers to
  2. Vary the rhythm of sentences, by avoiding over-repetition of the patterns of sentence construction
  3. Understand the relationship between a paragraph and its sentences
  4. Be cohesive (one sentence leads to another)
  5. Be coherent (whole paragraph makes sense) – first and last paragraph should match
  6. Use simple subjects
  7. Use adverbs and adverbs sparingly
  8. Write economically
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# Author Guidelines

## Editorial Staff

**Editor-in-Chief**  
Rebecca Wilder, RDH, MS

**Administrative Editor**  
John Iwanski

**Staff Editor**  
Josh Snyder

**Editor Emeritus**  
Mary Alice Gaston, RDH, MS

## Statement of Purpose

The Journal of Dental Hygiene (JDH) is the refereed, scientific publication of the American Dental Hygienists' Association (ADHA). It promotes the publication of original creative work related to dental hygiene research, education and evidence-based practice. The JDH supports the development and dissemination of a unique dental hygiene body of knowledge through scientific inquiry in basic, behavioral, clinical and translational research.

## Author Guidelines

Starting with the Summer 2004 issue, the JDH has been published online. The online format provides searching capabilities to JDH readers by establishing a link to dental hygiene research indexed through the National Library of Medicine and PubMed.

## Manuscript Requirements

Manuscripts are evaluated for quality, depth and significance of research, comprehensive evaluation of the available literature, and the expertise of the author(s) in the given subject. Content must provide new information and be of general importance to dental hygiene. The JDH discourages submitting more than one article on related aspects of the same research. If multiple papers are submitted from the same project, significant differences in the papers must be evident.

## Originality

Manuscripts must be original, unpublished, owned by the author and not submitted elsewhere. Authors are responsible for obtaining permission to use any materials (tables, charts, photographs, etc.) that are owned by others. Written permission to reprint material must be secured from the copyright owner and sent to ADHA when the manuscript is accepted for publication. The letter requesting permission must specifically state the original source, using wording stipulated by the grantor.

## Manuscript Categories

The JDH publishes original scientific investigations, literature reviews, theoretical articles, brief reports and special feature articles related to dental hygiene. Specific categories of articles are as follows: Original Research Reports, Literature Reviews, Short Reports, Critical Issues in Dental Hygiene, and Innovations in Education and Technology. All submissions are reviewed by the editor and by members of the Editorial Review Board.

**Original Research Reports** – Limited to 4,000 words (excluding cover page, abstract, references and tables/figures).

Include reports of basic, behavioral, clinical and translational studies that provide new information, applications or theoretical developments. Original Research Reports include an Abstract, Introduction (including the review of the literature and ending with a statement of the study purpose), Methods and Materials, Results, Discussion, and Conclusion.

**Abstract:** Approximately 250 words. Use the headings "Purpose" (purpose), "Methods" (design, subjects, procedures, measurements), "Results" (principal findings) and "Conclusion (i.e. Major conclusions)." The abstract must be able to stand alone. References should therefore be avoided.

**Text:** The body of the manuscript should be divided into sections preceded by the appropriate subheading. Major subheadings should be in capital letters at the left-hand margin. Secondary subheads should appear at the left-hand margin and be typed in upper and lower case and in bold face.

**Introduction** (including the literature review): Cite a variety of relevant studies that relate to the need for the current study and its significance. References should be as current as possible, unless a hallmark study is included. Compare findings of previous studies, clearly indicating all sources of concepts and data. When a source is directly quoted, use quotation marks. However, use of quotation marks should be limited. End this section with a clear statement of the purpose of the study, hypothesis or research objectives.

**Methods and Materials:** Describe the research design (e.g. randomized controlled trial) and procedures (e.g. IRB approval, target population, inclusion/exclusion criteria, recruitment, informed consent, variables to be tested, instruments, equipment, procedures and method of data analysis). Specify the measurements and statistical tests used as well as related levels of significance. Furthermore, assure an adherence to all pertinent federal and state regulations concerning the protection of the rights and welfare of all human and animal subjects.

**Results:** Summarize all relevant data and study findings. Do not repeat in the text the data reported in tables and figures verbatim, but do refer to the data and emphasize important findings (e.g. Table 1 shows that most of the subjects were African American and between the ages of 12 and 16).

**Discussion:** Evaluate and interpret the findings. Compare them with those of other related studies. Discuss how they relate to dental hygiene practice, profession, education or research. Include overall health promotion and disease prevention, clinical and primary care for individuals and groups and basic and applied science. Discuss study limitations; implications for dental hygiene practice, education, and research; and recommendations or plans for further study.

**Conclusion:** State the conclusions, theories, or implications that may be drawn from the study. This section should be one to two paragraphs or can be listed as bulleted points.

**Literature Reviews** – Limited to 3,000 words (excluding cover page, abstract, references and tables/figures).

A presentation of relevant and primary published material on a specific topic constitutes a comprehensive literature review. Such a review includes a summary and critique of the current status of the topic, and the aspects requiring further study.

**Abstract:** Literature reviews begin with a non-structured abstract — a brief statement of purpose, content summary, conclusions and recommendations.

**Short Reports** – Limited to no more than 2,000 words (excluding cover page, abstract, references and tables/figures). Illustrations should be limited to a total of no more than two (e.g. two figures, two tables, or one figure and one table).

The JDH publishes short reports related to dental hygiene. Short reports are limited in scope and should begin with a brief, non-structured abstract that describes the topic.

**Text:** A concise introduction (which includes a literature review), detailed description of the topic or activity, and discussion, conclusion and recommendations must also be included. References are necessary to support the rationale and methods presented.

A short report may describe a clinical case study, an educational innovation, a research method, a concept or theory, or other current topics.

**Clinical Case Study:** A report that describes a unique aspect of patient care not previously documented in the literature. Such reports usually focus on a single patient or groups of patients with similar conditions. Suitable topics include, but are not limited to, innovative preventive methods or programs, educational methods or approaches, health promotion interventions, unique clinical conditions, or pathologies and ethical issues.

**Theoretical Manuscript:** A report that provides a well-supported explanation for natural phenomena that clarify a set of interrelated concepts, definitions, or propositions about dental hygiene care or processes. Such reports provide new knowledge, insight, or interpretation; and discussion, conclusions, and recommendations. These reports begin with a non-structured abstract. At least four keywords are listed at the end of the abstract.

**Critical Issues in Dental Hygiene** – Limited to 4,000 words (excluding cover page, abstract, references and tables/figures).

The purpose of this category is to highlight challenges and opportunities pertinent to the future directions of the profession of dental hygiene.

**Text:** Articles in this category should follow the basic structure for text outlined for Original Research Reports.

**Innovations in Education and Technology** – Limited to 4,000 words (excluding cover page, abstract, references and tables/figures).

The purpose of this category is to feature short reports of innovative teaching applications and techniques as well as new technologies available for increased communication and learning in dental hygiene education.

Text: Articles in this category should follow the basic structure for text outlined for Original Research Reports.

## Manuscript Submission

Authors submitting a manuscript to the JDH should utilize the BenchPress system, located at <http://submit-jdh.adha.org/>. Specific instructions for submission will be outlined on the BenchPress website. There is no charge for submission. Receipt of submission will be acknowledged by email.

All papers are reviewed by the editor and assigned to three reviewers. The editor reserves the right to return, without review, any manuscript that does not meet JDH criteria for formal review.

The review process takes approximately ten to twelve weeks, depending on the need for authors to make revisions. All reviewer comments, as well as notification of acceptance or rejection, are submitted to the corresponding author. For any questions about the manuscript submission process, contact Staff Editor Josh Snyder at [joshs@adha.net](mailto:joshs@adha.net).

## Manuscript Preparation and Style

Standard usage of the English language is expected. Manuscripts should contain one-inch margins, double spacing and Verdana 10 pt. font. All pages should be numbered, beginning with title page and ending with references.

**Title Page:** A title page must include: 1) title of article, which should be concise yet informative, 2) first name, middle initial and last name of each author, with academic credentials, 3) each author or coauthor's job title, department and institution or place of employment (if other than academic), 4) disclaimers/disclosures, if any, 5) name, address, all contact information of author responsible for correspondence about the manuscript, and 6) funding sources for the project, equipment, drugs, etc.

**Blinding Manuscripts:** All information that can identify the author(s) (such as author name, institutional affiliation, IRB approval, acknowledgements, etc.) should be included in the title page. Manuscripts must be blinded and any of the above identifying information should be removed from the text for the review process. If a manuscript is accepted for publication, this information can be added back into the manuscript for publication.

**Keywords:** When submitting a manuscript, please choose four to six keywords from the list

provided by BenchPress. These key words will be used for indexing purposes during the review process. If a manuscript is accepted for publication, a more detailed list of key words can be provided.

**National Dental Hygiene Research Agenda:** Identify how the study supports a specific topic area and related objective from the National Dental Hygiene Research Agenda (NDHRA). For example: This study supports the objective: Assess strategies for effective communication between the dental hygienist and the client, under Health Promotion/Disease Prevention. NDHRA statements can be found at: [http://www.adha.org/downloads/Research\\_agenda%20-ADHA\\_Final\\_Report.pdf](http://www.adha.org/downloads/Research_agenda%20-ADHA_Final_Report.pdf)

**Author Biography:** Please include a brief biographical sketch of each author at the end of the cover letter. List names, credentials, titles, affiliations and locations. Example: "Mary B. Jones, RDH, MA, is assistant professor and clinic director, Department of Dental Hygiene; Bill R. Smith, DDS, MEd, is associate professor, Department of Pediatric Dentistry. Both are at the University of Minnesota in Minneapolis."

**Disclosure:** Authors are obligated to identify any actual or potential conflict of interest in publishing the manuscript. This includes association with a company that produces, distributes or markets any products mentioned, or with funding provided to help prepare the manuscript. Disclosures should appear at the beginning of the manuscript.

**Acknowledgments:** Be brief and straightforward. Example: "The authors thank Jane Smith, RDH, for her assistance in developing the survey instrument." Anyone making a substantial contribution to the conduct of the research or the resulting report should be appropriately credited as an author.

**Acronyms:** Spell out abbreviations and acronyms on first mention followed by the abbreviation in parentheses. Limit the overall use of abbreviations in the text.

**Medication, Product or Device Names:** Throughout the text, use generic, nonproprietary names for medications, products and devices. At the first mention, state the generic name followed in parentheses by the trade name with the register® or trademark™ symbol and the manufacturer's name and city/state.

Example: Chlorhexidine (Peridex®; 3M ESPE, Minneapolis, MN) coded or abbreviated as CHX

## Visual Aids

Do not embed tables and figures in the body of the text. These should be provided as separate files, per BenchPress instruction. All tables and figures must be blinded for the review process.

**Tables:** All tables must have a title that is brief but self-explanatory. Readers should not have to refer to the text to understand a table. The main body of text should not overly depend on the tables. Indicate explanatory notes to items in the table with reference marks (\*, #). Cite each table in the text in the order in which it is to appear. Identify tables with Roman Numerals (example: Table I).

**Figures:** Includes charts, graphs, photographs and artwork. All should include a brief caption and use Arabic numerals (example: Figure 1). Cite each figure in the text in the order in which it will appear.

**Photographs:** High-resolution digital photos are preferred, with a resolution of at least 300 pixels per inch.

## References

The JDH follows National Library of Medicine (NLM) citation style. Please refer to <http://www.wsulibs.wsu.edu/quickguides/nlm> for specifics.

Each reference should be numbered in the order it first appears in the text. If a source is cited more than once, the first reference number it is given is used throughout. Each reference in the text should be in superscript format. Continuous references should be connected with a dash (example: 7,8-10). ADHA editorial staff does not assume responsibility for verifying references. For more information and detailed examples, please visit the International Committee of Medical Journal Editors at [www.icmje.org](http://www.icmje.org). Please ensure that every reference cited in the text is also present in the reference list and vice versa. Citation of a reference as "in press" implies that the item has been accepted for publication.

Please list all authors. Capitalize only the first word of the journal article title, and use the NLM journal abbreviations found at [www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals](http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals). If more than six authors are listed, list the first three followed by et al.

### Examples of reference citations:

Example Article in a Journal: Michalowicz BS, Hodges JS, DiAngelis AJ, et al. Treatment of peri-

odontal disease and the risk of preterm birth. *N Engl J Med*. 2006;355(18):1885-1894.

Smith MA, Jones BB. Curette sharpness: a literature review. *J Dent Hyg*. 1996;77:382-390.

Book citations: Spolarich AE, Gurenlian JR. Drug-induced adverse oral events. In: Daniel SJ, Harfst SA, Wilder RS, ed. *Mosby's Dental Hygiene: Concepts, Cases and Competencies*. 2nd ed. St. Louis, MO: Mosby/Elsevier Publishing. 2008. p. 259-276.

Internet citations: NLM requires the standard elements of a citation for an Internet resource, with a few modifications. The main elements required:

Polgreen PM, Diekema DJ, Vandenberg J, et al. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. *Infect Control Hosp Epidemiol* [Internet]. 2006 Jan [cited 2007 Jan 5];27(1):34-7. Available from: <http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069.web.pdf>

Poole KE, Compston JE. Osteoporosis and its management. *BMJ* [Internet]. 2006 Dec 16 [cited 2007 Jan 4];333(7581):1251-6. Available from: <http://www.bmj.com/cgi/reprint/333/7581/1251?maxtoshow=&HITS=10&hits=10&RESULTFORM AT=&andorexactfulltext=and&searchid=1&FIRST INDEX=0&sortspec=relevance&volume=333&first page=1251&resourcetype=HWCIT>

## Publication

Accepted manuscripts are edited and sent to the principal author for approval of technical accuracy. Editors reserve the right to edit or rewrite copy to fit the style requirements of the JDH. All authors must sign agreements that permit the article to be published and to transfer copyright.

For further information, please contact the JDH by phone at 312-440-8900 or by e-mail at [JoshS@adha.net](mailto:JoshS@adha.net).

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The JDH strongly recommends that such permissions be in writing and that authors should maintain the signed statements in their records for a reasonable period of time after publication of their work in the JDH. Authors must specify in the manuscript the date of the communication or the data, as well as whether the communication was written or oral.

Example: Additionally, the efforts of the office administrator, with regard to accommodating schedules and financing, could have been a factor (Vaccari, personal communication, April 2008).

### **Copyright Transfer**

The ADHA owns the copyright for all editorial content published in the JDH. An author agreement form, requiring copyright transfer from authors, signed by each author, must be signed before the manuscript is published in the JDH. Manuscripts without a signed author agreement form will not be published until the JDH's Editorial office receives a valid, executed author agreement form from each author. If the manuscript is rejected by the JDH, all copyrights in the manuscript will be retained by the author(s). All accepted manuscripts and their accompanying illustrations become the permanent property of the ADHA and may not be published elsewhere in full or in part, in print or electronically, without written permission from the ADHA's Communications Division.

### **NIH Open Access Policy**

National Institutes of Health Public Access Policy: Authors' Responsibilities – The National

Institutes of Health (NIH) Public Access Policy implemented a law passed in December 2007 that affects authors who receive funding from the NIH. As of April 7, 2008, all peer-reviewed articles that arise, in whole or in part, from direct costs funded by NIH, or from NIH staff, that are accepted for publication by a peer-reviewed journal—including JDH—must be deposited with the National Library of Medicine's PubMed Central, in the form of a copy of the manuscript's final version on its acceptance. Please see the following NIH site regarding questions that authors may have about the policy: <http://publicaccess.nih.gov>.

For JDH papers, when the author deposits the accepted manuscript with PubMed Central, he or she should specify that the manuscript is not to be made available until 12 months after publication (not acceptance). Thereby, the manuscripts will be made publicly available by PubMed Central at the same time that the JDH makes its full text available to the public free of charge.

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## References

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### Websites:

<http://www.brown.edu/about/administration/sheridan-center/teaching-learning/resources-students/scientific-writing-skills>

<https://cgi.duke.edu/web/sciwriting/>

<http://abacus.bates.edu/~ganderso/biology/resources/writing/HTWgeneral.html>

<http://writingcenter.unc.edu/handouts/sciences/>