DESCRIPTION

Introduced in 1913, *The Journal of the American Dental Association* is the nation's premier dental journal—a reliable, peer-reviewed source of information on dentistry and dental science. Each monthly issue of JADA is available in print, online at JADA Online and via a mobile Web application. JADA Online provides full-text articles as an added member benefit from the current issue as well as a searchable archive dating to 1913.

Yearly independent readership studies consistently rank JADA as the nation's best-read dental journal. And ADA members rank it as one of the most important benefits of membership.

**What Does JADA Have to Offer?**

Today's JADA offers a wide range of information for ADA-member dentists and its other readers around the world:

- peer-reviewed research on current and developing topics in dentistry;
- clinical information in such areas as biomaterials, pharmacology, and cosmetic and esthetic dentistry as well as general dental practice;
- reports on the increasingly important relationship between dental health and overall health;
- news and views on the issues of the day;
- explorations of practice building and legal topics;
- a continuing education program.

**JADA Continuing Education**

Licensed U.S. dentists can earn up to three (3) continuing education credits each month through the JADA Online Continuing Education program.

**JADA's History**

- **1913**: the ADA-then known as the National Dental Association-introduced the quarterly Official Bulletin of the National Dental Association;
- **1915**: the Bulletin was renamed *The Journal of the National Dental Association*.
- **1917**: The Journal became a monthly publication.
- **1942**: The Journal started twice-month publication.
• 1948: The Journal reverted back to monthly publication.

Through the decades, JADA has changed with the times and the shifting needs of its readers to continue to appeal to its primary audience: dentists in clinical practice. Each issue includes full-text articles on emerging research and in-depth reviews of cutting-edge clinical developments. JADA also provides editorials and features on ethical and practice issues that dentists encounter each day. The Journal also covers the latest industry news and updates on policies affecting dental practice.

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GUIDE FOR AUTHORS

INTRODUCTION

Manuscript submission and review

New manuscripts. All new manuscripts must be submitted via JADA’s online submission and review website, Editorial Manager. (If you do not have an account on the Web site, click the “Register Now” link on the Editorial Manager home page and follow the step-by-step process to open an account.) On the main page, select author role, and click on “Submit New Manuscript” under “New Submissions”.

Author identification and roles. On the title page, you should provide each author’s name, degrees, professional title, work affiliations, complete address, telephone and fax numbers, and email address. In addition, you will need to answer a submission question regarding this. Each author must provide a statement of responsibility delineating what he or she contributed to the manuscript. That statement can be uploaded as a separate document (statements from all of the authors should be placed in a single document).

Originality and exclusivity. The JADA Editor will consider only articles that are original, have not been published elsewhere and have been submitted exclusively to JADA.

Peer review. As of February 2021, JADA uses a double-blind review process in which neither you nor the reviewers know the identity of the other. All contributions will be initially assessed by the Editor for suitability for JADA. Manuscripts deemed suitable are then typically sent to a minimum of 2 independent expert reviewers to assess the scientific quality of the manuscript. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor’s decision is final. You have an opportunity to suggest reviewers on Editorial Manager. they also have an opportunity to request the exclusion of particular reviewers from critiquing their manuscript. NOTE: You may not include as a preferred reviewer anyone who works at your own institution. Reviewers keep their critiques strictly confidential. Because the reviewers volunteer their time, reviews may take 3 to 4 weeks to complete.

Revisions. When submitting your revision, please include A clean revised manuscript file. This document should be in Microsoft Word doc format and remain blinded. A marked revised manuscript file showing the changes that have been made in the revision using highlighting or tracked changes. This document should be in Microsoft Word doc format and remain blinded. A response to reviewers document that includes each comment from the reviewers and editors with point-by-point responses about the changes that have been made in the manuscript to address the comment. This document should remain blinded.

Decision. Once the reviewers have completed their critiques, the Editor examines their comments and makes a decision about the manuscript’s disposition: accept, minor revision, major revision, revise-language, reject-out of scope, reject without review, or reject.

Editing. JADA reserves the right to edit manuscripts for conciseness, clarity, and style and to fit articles to available space. After accepted articles are edited, you will receive proofs for review and comment

BEFORE YOU BEGIN

Use of inclusive language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Content should make no assumptions about the beliefs or commitments of any reader; contain nothing which might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions. We advise to seek gender neutrality by using plural nouns (“clinicians, patients/clients”) as default/wherever possible to avoid using "he, she," or "he/she." We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid. These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.
Clinical trials
CONSORT statement. Authors of articles about clinical trials must adhere to the Consolidated Standards of Reporting Trials statement (http://www.consort-statement.org/consort-2010). Authors of manuscripts about clinical trials must use intention-to-treat analysis.

Registration of clinical trials. Effective March 1, 2013, as a condition for publication of any report of a clinical trial that began enrollment of participants on or after March 1, 2013, JADA requires that the clinical trial be registered publicly before any participants are enrolled in the study. Trials that began enrollment prior to March 1, 2013 also must be registered, but registration of such trials after enrollment of participants has begun is acceptable. The specific trial registry name and the registry number (for example, "ClinicalTrials.gov identifier NCT00000000" must be submitted with each manuscript that is a report of a clinical trial. Observational studies—those in which the investigator does not assign the intervention—will not require registration. JADA editors will check manuscripts on submission to determine if the study required registration. Clinical trials need not be registered on any specific website; a list of registries acceptable to JADA is available on the International Committee of Medical Journal Editors website (http://www.icmje.org/about-icmje/faqs/clinical-trials-registration). If such a manuscript is accepted for publication, the trial registry name and registration number will be published at the end of the article’s abstract.

Animal studies. JADA does not publish animal studies.

ORCID identifiers
In April 2016, JADA began accepting author Open Researcher and Contributor IDs (ORCID). ORCID is a nonprofit organization that aims to solve the long-standing name ambiguity problem in research and scholarly communication through the creation and maintenance of a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit http://www.orcid.org. We encourage authors to register for an ORCID and include it in their submissions to JADA.

Systematic reviews and meta-analyses

Manuscript designation
When published, manuscripts will be placed in one of the JADA departments listed below. The editor will designate each submission to the appropriate section.

Unless otherwise noted, manuscripts must be no longer than 10 double-spaced pages (roughly 3,000 words), exclusive of title page, abstract, acknowledgments, references and illustrations (tables, figures, text boxes).

Peer-reviewed articles
Original Contributions. Articles with a clinical and practical focus, covering topics such as esthetic and restorative care, oral-systemic health, pharmacology, specialty dental practice, and informatics and technology; articles describing the results of clinical, laboratory and population-based research pertinent to dentistry and providing foundation knowledge for future application; articles regarding epidemiologic and policy issues.

Non-peer-reviewed material
Letters to the Editor. Brief comments on issues raised and articles published in JADA. A letter about a particular article will be forwarded to the article’s author for comment, if the letter is selected for publication. The JADA Editor reserves the right to edit the letters into a publishable format (550 words, maximum of five references, no illustrations). A letter concerning a recent JADA article will have the best chance of acceptance if it is received within two months of the article’s publication. Letters regarding articles published online ahead of print will be published after the article appears in print if the letter is selected for publication. Letter writers are asked to disclose any personal or professional affiliations or conflicts of interest that readers may wish to take into consideration in assessing their stated opinions. Brevity is appreciated. By sending a letter to the editor, the author acknowledges and agrees that the letter and all rights of the author in the letter become the property of The Journal. Letters may be submitted via email to jadaletters@ada.org; by fax to 312.440.3538; or by mail to 211 E. Chicago Ave., Chicago, Ill. 60611-2678.
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JADA supports responsible sharing. Find out how you can share your research published in JADA.

**Role of the funding source**
You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

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**National Institutes of Health public access policy: authors’ responsibilities**
The National Institutes of Health (NIH) Public Access Policy implements a law passed in December 2007 that affects authors who receive funding from the NIH. Effective April 7, 2008, the law mandates that 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 JADA—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. NIH provides a Website at [http://publicaccess.nih.gov](http://publicaccess.nih.gov) that contains answers to questions authors may have about this policy.

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 JADA makes its full text available to the public free of charge.

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Authors with NIH funding should note that access to their articles will be open to all readers, in accordance with the law.

**Checklist**
Please indicate in your submission whether any of the following statements applies to you or any co-author of your article. If so, Elsevier will deposit your manuscript, if accepted, with PubMed Central on your behalf. directly funded by an NIH grant or cooperative agreement active in Fiscal Year 2008 (October 1, 2007–September 30, 2008) or beyond directly funded by a contract signed on or after April 7, 2008 directly funded by the NIH Intramural Program paid a salary by NIH

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**PREPARATION**

**Manuscript format**
Technical specifications. Manuscripts submitted to JADA must be prepared in Microsoft Word. No manuscripts prepared in WordPerfect or other word processing software can be reviewed. Also, no illustrations or other material prepared in PowerPoint will be accepted for review. If your material was prepared in PowerPoint, please copy it into a Microsoft Word document or submit it as a PDF, a JPEG, or a TIFF file.

Length. Unless otherwise noted above, manuscripts must be no longer than 10 double-spaced pages (roughly 3,000 words), exclusive of title page, abstract, acknowledgments, references and illustrations.

NOTE: The Journal does not accept submissions of serial articles (Part I, Part II, etc.).

Page setup. Pages should have 1-inch margins and must be numbered consecutively throughout the document.
Title page. Each manuscript should have a title page submitted as a separate file from the manuscript to preserve the double-blind peer review process. The title page should include the complete title of the manuscript and complete information for all authors. Each author’s full name, degrees, professional title, and work affiliations. JADA generally does not publish US fellowships and honorary degrees and designations. Degrees below the master’s level generally are not listed, unless they are the highest degree attained. The title page should designate the corresponding author and list that author’s complete mailing address for the purposes of directing reprint requests after publication. A conflict of interest statement for all authors is required. A funding statement, a statement of institutional review board approval or waiver, a Clinical Trial information, if applicable, and Acknowledgements, if applicable.

Authors. All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted. Further information on the ICMJE Guidelines for Authorship can be found here: http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html.

Authors should be listed with their affiliations, their academic degrees and their scientific or clinical contributions to the paper. Again, the editor and publisher reserve the right to ask for justification for each author’s inclusion.

Practical implications. Authors must ensure that their articles describe practical implications of their findings. In other words, they must answer the question, “What does this mean for a dentist’s practice?”

Acknowledgments. Acknowledgments should be submitted on the title page.

Illustrations. A maximum of four figures—charts, graphs or photographs—and four tables or any combination thereof may be submitted. (See next paragraph for an exception to this rule.) Each separate chart, graph or photograph will be counted as a separate illustration; illustrations should not be grouped together as a single illustration. Tables and figures should augment, not repeat, the text. Figures and tables should be numbered consecutively according to the order in which they are cited in the text. Regarding clinical figures, JADA will accept only digital files of at least 4 inches (roughly 100 millimeters) in width and at least 300 or more dots per inch and in JPEG or TIFF format. These may be uploaded on Editorial Manager. JADA cannot accept original histologic slides and radiographs. However, The Journal will accept digital files of radiographs, magnetic resonance images and magnetic resonance angiograms. The publisher reserves the right to reject any figure that does not meet the necessary quality standards for publication. (Exception. For only articles on esthetic care, authors are invited to provide sufficient numbers of high-quality photographs to present their material comprehensively, provided that there is an appropriate ratio of text to photographs: the length of the manuscript must be sufficient to support placement of photographs within the text. As a rule of thumb, assume an outside limit of three photographs per manuscript page.) Any patient who is clearly identified in the article (either in text or in photographs and/or videos) must sign a form indicating his or her consent to be thus depicted in the article. This consent form (PDF) must be submitted with the manuscript.

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Features in the Original Contributions section in JADA include structured abstracts, the formats for which are described below. The headings indicated here should be included in the abstract. Authors should develop the abstract according to the type of manuscript they are submitting, with the understanding that the editors could designate the manuscript as a different type and require a revision in the abstract.

No abstract may exceed 250 words. The word counts given in parentheses after each subhead are not requirements, merely suggestions to help keep authors within the 250-word limit. As long as an abstract in total does not exceed 250 words regardless of the length of the individual sections, it will be acceptable.

Original Contributions: full article
Background (30 words). A summary of the general topic and the purpose or hypotheses of the study.

Methods (50 words). A description of the materials (generic names of drugs and equipment should be used, unless the particular brands are crucial to the study); the methods (including the type of study design); the participants (important eligibility criteria, number and selection process).

Results (50 words). A statement of the primary results of the study; the types of analyses used should be indicated, as should levels of statistical significance and confidence intervals.

Conclusions (30 words). A statement of the conclusions (the answers to the hypotheses posed at the beginning of the study). Only the conclusions that are directly supported by the evidence provided by the study should be included. Any need for further study should be indicated.

Practical Implications (30 words). A description of the practical implications of the findings; in other words, an answer to the question, "What does this mean for a dentist's practice?" Where possible, authors should provide information on further resources regarding the clinical and practical implications of their articles.

Key Words (3-10 words). A list of key words highlighting the article's most important topics.

Original Contributions: systematic review
Background (30 words). A summary of the objective of the literature review, whether it is cause (etiology), diagnosis, prognosis, therapy or prevention.

Types of Studies Reviewed (50 words). A description of the types of studies reviewed, including identification of the criteria used to select them and the method by which these criteria were applied.

Results (75 words). A statement of the main results of the review that outlines the methods used to obtain these results and identifies the sources of variation between studies.
Practical Implications (30 words). A description of the practical implications of the findings; in other words, an answer to the question, "What does this mean for a dentist's practice?" Where possible, authors should provide information on further resources regarding the clinical and practical implications of their articles.

Key Words (3-10 words). A list of key words highlighting the article's most important topics.

Original Contributions: case report

Background (30 words). A summary of the general topic, the disorder being discussed and the purpose of the article.

Case Description (75 words). A description of the disorder as manifested in the cases presented in the article, as well as the treatment undertaken and the expected vs. actual outcomes.

Practical Implications (30 words). A description of the practical implications of the findings; in other words, an answer to the question, "What does this mean for a dentist's practice?" Where possible, authors should provide information on further resources regarding the clinical and practical implications of their articles.

Key Words (3-10 words). A list of key words highlighting the article's most important topics.

Manuscript style

Basic style/writing requirements. The foundation of JADA style is the most recent edition of the American Medical Association Manual of Style. The purpose of any piece of writing is to deliver information. This requires the author to define his or her message and to present it in a way that is readily understood by and engaging to the reader. Manuscripts should be written in active voice and declarative sentences for a clear, concise style. The overall tone of these reports should be factual and professional, and thus suitable for a scholarly journal. Authors are allowed to express a personal opinion as long as the basis for that opinion is stated plainly. For example, an author may express an opinion “based on long experience and intensive observation.” Other statements of opinion and all statements of fact require references from the appropriate published literature (dental, medical, epidemiologic, practice management, etc.).

Manuscript title. Authors are invited to write titles for their articles. Titles should be as brief as possible while clearly conveying the main point or purpose of the article. Short subheads also should be used throughout the article to highlight key points. All submissions, including titles and subheads, are subject to change during the editing process.

Statistical material. Authors are required to include confidence intervals (CIs) with all P values.

References. All published references should be cited in the text and numbered consecutively. No references should be cited in the abstract. Each reference should be cited only once; on subsequent citations, the original number should be used. Personal communications and unpublished data should not be numbered, but should be cited in the text as follows:

(G Edmunds, DDS, oral communication, November 2004)

Citations in the reference list should follow this basic style: Periodical

Book

Book chapter

Government publication

World Wide Website

Publication in press
6. McCoy J. Alteration in periodontal status as an indicator of general health. JADA (in press). NOTE: Authors should double-check the status of any in-press work cited in their reference lists before submitting the final manuscript to JADA.

Presentation

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This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Example

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Response to letters to the editor. An author whose article is published in JADA is expected to prepare a response to any letter to the editor about his or her article that the editor deems appropriate for publication. (For further information, see the Letters to the Editor section above under Manuscript Designation, Non-Peer-Reviewed Material.)

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Submission checklist
Before submitting a manuscript, the author should make sure he or she has completed all the necessary steps. Electronic files of the manuscript and each table and figure should be uploaded. After the manuscript has been submitted and processed, each author will receive 2 emails with instructions to electronically submit both the conflict of interest and copyright transfer forms. The manuscript should include a structured abstract in the proper format (according to the JADA department to which it is being submitted). All references should be checked for accuracy, correct format and completeness. If applicable, acknowledgments should be included in the manuscript on a separate page. Complete information—name, degrees, position or title, address, phone and fax numbers, email address—should be included for the corresponding author.

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