AUTHOR INFORMATION PACK

TABLE OF CONTENTS

- Description p.1
- Impact Factor p.2
- Abstracting and Indexing p.2
- Editorial Board p.2
- Guide for Authors p.4

DESCRIPTION

Introduced in 1913, the monthly 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 issue of JADA is available in print, online at JADA Online and via a mobile Web application.

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.

Best-Read Dental Journal

Judging from the feedback received, The Journal is meeting the needs of its readers. Yearly independent readership studies consistently rank JADA as the nation's best-read dental journal. And ADA members rank it among the most important benefits of Association membership.

JADA's 100-Year History

In 1913 the ADA was known as the National Dental Association, and the publication that would become JADA was introduced as the quarterly Official Bulletin, later to be renamed The Journal of the National Dental Association. In 1917, the Journal expanded to a monthly publication, with a lengthy subscription list that placed it at the forefront of dental literature.

The Journal’s ascendancy spurred a number of other, long-respected dental periodicals to cease publishing. The once venerable Dental Register stopped the presses for good in 1923. And even the Dental Cosmos, long the bellwether of dental journalism, disappeared in 1938. One year later, the Journal adopted its current title, The Journal of the American Dental Association, or JADA.

Just after World War II, JADA became a twice-monthly publication. The goal was to reduce the bulk of each issue and to boost readership and advertising revenues. But that experiment failed, and The Journal returned to a monthly publication schedule in 1948. Through the decades, JADA has changed with the times and the shifting needs of its readers, improving its 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 feature articles on the many ethical and practice issues that dentists encounter each day. The Journal also covers the latest industry news, ADA events and updates on policies affecting dental practice.

**IMPACT FACTOR**

2016: 2.150 © Thomson Reuters Journal Citation Reports 2017

**ABSTRACTING AND INDEXING**

Cumulative Index for Nursing and Allied Health Literature  
Current Contents / Clinical Medicine  
MEDLINE®  
Dental Abstracts  
PubMed  
Scopus  
BIOSIS databases/Zoological Records

**EDITORIAL BOARD**

*Editor*

Michael Glick, DMD, Professor and William M. Feagans Chair, University at Buffalo, The State University of New York, Buffalo, NY

*Clinical Dentistry*

Mark S. Wolff, DDS, PhD, Professor and chair, Department of Cariology and Comprehensive Care, and Associate Dean, Pre-doctoral Clinical Education, College of Dentistry, New York University, New York, NY

*Dentistry and Medicine*

Douglas E. Peterson, DMD, PhD, Professor of oral medicine, Department of Oral Health and Diagnostic Sciences, School of Dental Medicine, University of Connecticut, Farmington, CT; and chair, Program in Head and Neck Cancer and Oral Oncology, Neag Comprehensive Cancer Center, University of Connecticut Health Center, Farmington, CT

*Evidence-Based Dental Practice*

James D. Bader, DDS, MPH, Research professor, Operative Dentistry, School of Dentistry, University of North Carolina, Chapel Hill, NC

*Research*

Bruce L. Pihlstrom, DDS, MS, Professor emeritus, Department of Surgical and Developmental Sciences, School of Dentistry, University of Minnesota, Minneapolis, MN

*Clinical Scans*

Romina Brignardello-Petersen, DDS, MSc, PhD, Lecturer, Evidence-Based Dentistry Unit, Faculty of Dentistry, University of Chile, Santiago, Chile; and postdoctoral fellow, Department of Clinical Epidemiology and Biostatistics, McMaster University, Hamilton, Ontario, Canada

*Diagnostic Challenge*

Catherine M. Flaitz, DDS, MS, Professor and chair, Division of Pediatric Dentistry, College of Dentistry, The Ohio State University, Columbus, OH; and chief of dentistry, Nationwide Children’s Hospital, Columbus, OH  
Michael Siegel, DDS, MS, FDS, RCS£d, Professor and chair, Department of Diagnostic Sciences, College of Dental Medicine, Nova Southeastern University, Fort Lauderdale-Davie, FL; and past president, American Academy of Oral Medicine

*JournalScan: Selections From the Current Literature*

Bruce L. Pihlstrom, DDS, MS, Professor emeritus, Department of Surgical and Developmental Sciences, School of Dentistry, University of Minnesota, Minneapolis, MN

*Nutrition*

Riva Touger-Decker, PhD, RD, FADA, Professor and chair, Department of Nutritional Sciences, Rutgers School of Health Related Professions, Newark NJ; professor and director, Division of Nutrition, Rutgers School of Dental Medicine, Rutgers, The State University of New Jersey, Newark, NJ
INTRODUCTION

Manuscript submission
New manuscripts. All new manuscripts must be submitted via JADA’s online submission and review website, JADA ScholarOne Manuscripts. (Authors who do not yet have an account on the website should click the “Create Account” link on the upper right-hand corner of the JADA ScholarOne Manuscripts welcome page and follow the step-by-step process to open an account.) On the dashboard page, authors should select the Corresponding Author Center. In the Corresponding Author Center, they should click the “Click here to submit a new manuscript” link.

Author identification and roles. The author should include a letter providing each author’s name, degrees, professional title, work affiliations, complete address, telephone and fax numbers, and email address. That cover letter can be typed in on the JADA ScholarOne Manuscripts site in the field provided, or it can be uploaded to the site as a word-processed document. In addition, each author must provide a statement of responsibility detailing what he or she contributed to the manuscript. That statement can be uploaded as a separate document (it is recommended that statements from all authors 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.

BEFORE YOU BEGIN

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.

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.

**Responsible Sharing**

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.

**Funding body agreements and policies**

Elsevier has established agreements and developed policies to allow authors whose articles appear in journals published by Elsevier, to comply with potential manuscript archiving requirements as specified as conditions of their grant awards. To learn more about existing agreements and policies, please visit http://www.elsevier.com/fundingbodies.

**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 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.

JADA holds the copyright to all material it publishes except for material authored solely by U.S. government employees.

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

Funding body agreements and policies
Elsevier has established a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some funding bodies will reimburse the author for the Open Access Publication Fee. Details of existing agreements are available online.
After acceptance, open access papers will be published under a noncommercial license. For authors requiring a commercial CC BY license, you can apply after your manuscript is accepted for publication.

Open access
This journal offers authors a choice in publishing their research:

Open access
• Articles are freely available to both subscribers and the wider public with permitted reuse.
• An open access publication fee is payable by authors or on their behalf, e.g. by their research funder or institution.

Subscription
• Articles are made available to subscribers as well as developing countries and patient groups through our universal access programs.
• No open access publication fee payable by authors.

Regardless of how you choose to publish your article, the journal will apply the same peer review criteria and acceptance standards.

For open access articles, permitted third party (re)use is defined by the following Creative Commons user licenses:

Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)
For non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

The open access publication fee for this journal is USD 2500, excluding taxes. Learn more about Elsevier's pricing policy: http://www.elsevier.com/openaccesspricing.

Green open access
Authors can share their research in a variety of different ways and Elsevier has a number of green open access options available. We recommend authors see our green open access page for further information. Authors can also self-archive their manuscripts immediately and enable public access from their institution's repository after an embargo period. This is the version that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review and in editor-author communications. Embargo period: For subscription articles, an appropriate amount of time is needed for journals to deliver value to subscribing customers before an article becomes freely available to the public. This is the embargo period and it begins from the date the article is formally published online in its final and fully citable form. Find out more.

This journal has an embargo period of 12 months.

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, a TIFF or an EPS 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 bearing the complete title of the manuscript and complete information on all authors. It should be the first page of the manuscript. Each author’s degrees must be listed on the title page. JADA generally does not publish U.S. 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.

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 ICGME Guidelines for Authorship can be found here: http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html.

All 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?”

List of resources. When possible, authors should provide information on further resources regarding the clinical and practical implications of their articles.

Acknowledgments. Acknowledgments should be submitted on a separate page.

Illustrations. A maximum of four figures—charts, graphs or photographs—and four tables 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, TIFF or EPS format. These may be uploaded on JADA ScholarOne Manuscripts. 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.

General points
• Make sure you use uniform lettering and sizing of your original artwork.
• Preferred fonts: Arial (or Helvetica), Times New Roman (or Times), Symbol, Courier.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Indicate per figure if it is a single, 1.5 or 2-column fitting image.
• Please note that individual figure files larger than 10 MB must be provided in separate source files. A detailed guide on electronic artwork is available on our website:
You are urged to visit this site; some excerpts from the detailed information are given here.

**Formats**
Regardless of the application used, when your electronic artwork is finalized, please 'save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

- **EPS (or PDF):** Vector drawings. Embed the font or save the text as 'graphics.'
- **TIFF (or JPG):** Color or grayscale photographs (halftones): always use a minimum of 300 dpi.
- **TIFF (or JPG):** Bitmapped line drawings: use a minimum of 1000 dpi.
- **TIFF (or JPG):** Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.

**Please do not:**
- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.
- Supply files that are too low in resolution.
- Submit graphics that are disproportionately large for the content.

Illustration services. Elsevier's WebShop (http://webshop.elsevier.com/illustrationservices) offers Illustration Services to authors preparing to submit a manuscript but concerned about the quality of the images accompanying their article. Elsevier's expert illustrators can produce scientific, technical and medical-style images, as well as a full range of charts, tables and graphs. Image 'polishing' is also available, where our illustrators take your image(s) and improve them to a professional standard. Please visit the website to find out more.

Supplementary data. This material should be submitted at each submission of the manuscript (in other words, with the original and any revisions) to permit full review.

**JADA structured abstracts**
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. If an abstract goes over that word count, JADA ScholarOne Manuscripts will flag it and direct the author to shorten the abstract. 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. Note: JADA ScholarOne Manuscripts offers an extensive list of key words from which authors may choose.
Original Contributions: systematic review

Background (30 words). A summary of the objective of the literature review, whether it is cause (etiolog), 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. Note: JADA ScholarOne Manuscripts offers an extensive list of key words from which authors may choose.

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. Note: JADA ScholarOne Manuscripts offers an extensive list of key words from which authors may choose.

**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)
Authors citing sources from the World Wide Web should make use of WebCite. WebCite is an entirely free service for authors who want to refer to Web material, regardless of the publication for which they are writing. It is an archiving system for Web references (cited Webpages and Websites) that can be used by authors, editors and publishers of scholarly papers and books to ensure that cited Web material will remain available to readers in the future. If Web references cited in JADA articles are not archived, future readers may encounter a "File Not Found" error when clicking on a cited URL. A Web citation archived on http://www.webcitation.org will not disappear in the future.

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

Data references
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

Reference management software
Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support Citation Style Language styles, such as Mendeley and Zotero, as well as EndNote. Using the word processor plug-ins from these products, authors only need to select the appropriate journal template when preparing their article, after which citations and bibliographies will be automatically formatted in the journal's style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide.
Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link: http://open.mendeley.com/use-citation-style/the-journal-of-the-american-dental-association
When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

**Review**

Peer review. Articles in JADA are subject to a single-masked peer review process: reviewers know the identity of a manuscript's author(s), but authors do not know the identity of the reviewers. (Authors do have an opportunity to suggest reviewers on JADA ScholarOne Manuscripts; they also have an opportunity to request the exclusion of particular reviewers from critiquing their manuscript. NOTE: Authors may not include as a preferred reviewer anyone who works at their own institutions.) Reviewers keep their critiques strictly confidential. Because the reviewers volunteer their time, reviews may take from three to four weeks to complete.

Decision. Once the reviewers have completed their critiques, the editor examines their comments and makes a decision about the manuscript's disposition: accept, minor revisions, major revisions, or reject.

Editing. JADA reserves the right to edit manuscripts to ensure conciseness, clarity and stylistic consistency and to fit articles to available space. After accepted articles are edited, they are returned to the authors for review and comment before publication. Authors will have the opportunity to review a PDF proof of their articles after they are typeset.

**Authors’ responsibilities**

Ethical approval of studies and informed consent/assent. For all manuscripts reporting data from studies involving human participants, human specimens or animals, JADA requires that the study have received formal review and approval, or formal review and waiver, by an appropriate institutional review board or ethics committee. This review and approval or waiver should be described in the manuscript's Methods section. Authors may be asked to request that the institutional review board provide directly to the editor documentation of the formal review and recommendation from the body responsible for ethical oversight of the study. For investigations involving humans or human specimens, authors should state in the Methods section that they obtained informed consent/assent from the study participants.

Personal communications and unpublished data. JADA requires that authors request and receive permission from each person identified in the manuscript as a source of information in a personal communication or as a source for unpublished data. By submitting their manuscripts, authors represent and warrant to JADA that such permission has been obtained, if applicable. JADA 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 JADA. Authors must specify in the manuscript the date of the communication or the data, as well as whether the communication was written or oral.

Copyright transfer. The American Dental Association owns the copyright for all editorial content published in The Journal. Each author on a manuscript must submit a statement transferring copyright to the ADA. After a manuscript is submitted and the editorial staff has checked it in, each author will receive an email prompting him or her to log into JADA ScholarOne Manuscripts, visit the Corresponding Author Center, complete the copyright transfer form (as well as the conflict of interest form, which is discussed in the Disclosure section below) and submit it as directed in ScholarOne. Manuscripts submitted without the requisite signed Copyright Transfer Agreements will not be reviewed unless and until JADA's Editor receives a valid, executed JADA Copyright Transfer Agreement from each author. If the manuscript is rejected by the ADA, 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 American Dental Association and may not be published elsewhere in full or in part, in print or electronically, without written permission from the ADA's Publishing Division.

Reprint permission. If the manuscript contains any material, either text or illustrations, that is either exactly reproduced or adapted from a published source, the author is responsible for obtaining written permission from the publisher of that source work—or the person or agency holding the copyright, if not the publisher—to reproduce the material in JADA. JADA will not reproduce such material without
written permission. The preferred and quickest method for obtaining permission is via the Copyright Clearance Center. Alternatively, you may use the official JADA template letter for situations in which this is not possible. The author must submit a signed copy of the permission letter and provide JADA with complete citation information for the reproduced material. For any questions about permissions and re-use, please consult the Elsevier permissions page at http://www.elsevier.com/permissions.

Consent forms. Any person who is clearly identified in the article (either in text or in photographs) 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.

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.)

Disclosure
Each author must disclose any financial, economic or professional interests that may influence positions presented in the article. This disclosure will be published with the article. After a manuscript is submitted and the editorial staff has checked it in, each author will receive an email prompting him or her to log into JADA ScholarOne Manuscripts, visit the Corresponding Author Center, complete the conflict of interest form (as well as the copyright transfer form, which is discussed in the Review section above) and submit it as directed in ScholarOne. Manuscripts submitted without the requisite signed conflict of interest forms will not be reviewed unless and until JADA's Editor receives a valid, executed JADA conflict of interest form from each author.

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. A copyright transfer statement and a conflict of interest form, signed by each author, should be either scanned and uploaded to JADA ScholarOne Manuscripts or faxed to the JADA editorial office at 1-716.829.6053. Please do not submit your forms until you submit your manuscript. 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.

AFTER ACCEPTANCE

Proofs
One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post) or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to download the free Adobe Reader, version 9 (or higher). Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site.

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and scan the pages and return via e-mail. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. We will do everything possible to get your article published quickly and accurately. It is important to ensure that all corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

Online ahead of print
To make your research available as quickly as possible, JADA now publishes articles online ahead of print shortly after the author approves the page proofs. These can be found under the "Online ahead of print" section of the JADA website (http://jada.ada.org/inpress). The articles published online ahead
of print will be clearly marked as Corrected Proofs. Corrected Proofs are versions of articles that have been peer reviewed, accepted, and copyedited and include the author's corrections. No major changes are expected to be made to these articles before final publication.

The articles published online ahead of print can be cited as follows: Author(s). Article title (date article published online ahead of print). JADA. Digital object identifier (DOI). Once the article is assigned to a volume and issue of JADA, the Corrected Proof version will be removed and the Final version will appear online, accompanied by the year of publication and the volume, issue, and page numbers. The date an article was first made available online will be carried over.

**Complimentary copies and ShareLinks**
The corresponding author, at no cost, will receive two copies of the JADA issue containing the article, as well as a customized Share Link providing 50 days free access to the final published version of the article on ScienceDirect. The Share Link can be used for sharing the article via any communication channel, including email and social media. For an extra charge, paper offprints can be ordered via the offprint order form, which is sent once the article is accepted for publication. Both corresponding authors and coauthors may order offprints at any time via Elsevier's Webshop. Corresponding authors who publish articles open access do not receive a Share Link, as the final published versions of their articles are available open access on ScienceDirect and can be shared through the articles' DOI links.

**Open access policy**
Full-text JADA articles from 1995 to the present may be found on the ADA’s Website at http://jada.ada.org.

1. ADA members and paid JADA subscribers have full access free of charge to all issues and all content in the JADA Online archive.

2. The following content is free to all visitors at all times: Table of Contents and Abstracts Critical Summaries Ethical Moment News Health Policy Perspectives For the Dental Patient Supplements Government-funded articles published more than 12 months previous and back to 2000 3. All non-members and non-JADA subscribers must pay an access fee per article for all articles not listed in item 2 above.

**Reprinting of material published in JADA**
All accepted manuscripts and their accompanying illustrations become the permanent property of the American Dental Association, owner and publisher of JADA, and may not be published elsewhere in full or in part, in print or electronically, without written permission from the American Dental Association. Any party seeking individual or multiple copies of material published in JADA must request permission from Elsevier's Global Rights Department. Phone: (+1) 800-523-4069 x3808. Requests may also be completed online via the Elsevier homepage (http://elsevier.com/authors/obtaining-permission-to-re-use-elsevier-material). The request must state exactly what material is being borrowed, the issue in which it was published, the intended use of the material being borrowed, the name of the publication in which the reprinted material will appear (if applicable), the print quantity of distribution, the audience and whether the use is for financial gain.

Further guidelines on reprinting are available from the publisher.

**Publicity**
Any publicity (press releases, press coverage, etc.) about articles published in JADA must be coordinated through the ADA Communications Department (phone 312.440.2806, email mediarelations@ada.org).

**Author Inquiries**
For inquiries relating to the submission of articles (including electronic submission) please visit this journal's homepage. You may also contact the JADA editorial office at jadaoffice@ada.org. For detailed instructions on the preparation of electronic artwork, please visit http://www.elsevier.com/artworkinstructions. Contact details for questions arising after acceptance of an article, especially those relating to proofs, will be provided by the publisher. You can track accepted articles at http://www.elsevier.com/trackarticle. You can also check our Author FAQs at http://www.elsevier.com/authorFAQ and/or contact Customer Support via http://support.elsevier.com.

© Copyright 2014 Elsevier | http://www.elsevier.com