CDA *Journal* Manuscript Submission Frequently Asked Questions

All manuscripts and reviews are submitted via our online content management system, Editorial Manager. We do not accept submissions through any other method. Go to **www.editorialmanager.com/jcaldentassoc** to register.

What kind of manuscripts does the *Journal* publish?

The *Journal* publishes scientific review or original research manuscripts. The *Journal* will also publish well-written and referenced manuscripts on other topics of interest to dentists, including law and practice management. Manuscripts should be no less than 1,000 words and no more 7,000 words.

Does the *Journal* accept unsolicited manuscripts?

Yes. The *Journal* accepts unsolicited manuscripts from members of CDA and dentists residing outside California, who qualify to submit if they are members of the American Dental Association. Allied professionals — such as lawyers, practice management consultants and dental hygienists — may submit manuscripts if they are on topic of interest to the readership.

What kind of writing style does the *Journal* use?

The *Journal* is a peer-reviewed, scientific journal. Manuscripts should be written in a formal scientific style. The manuscript must have an abstract of no more than 75 words, introduction, body and conclusion. Manuscripts missing any element could be sent back for revision. Other requirements:

- Manuscripts should be written in third person (he, she, it). Second person (you) and first person (I) may be edited.
- Formal language is expected. An overly casual tone is subject to editing.
- Recent references from respected sources are expected. References must be numbered in order of appearance within the text.
- Overly long titles are subject to editing.

How does the *Journal's* review process work?

The *Journal* draws its reviewers from a list of experts maintained by CDA's Council on Dental Research and Developments. Manuscripts are sent out for double-blind review. Authors are not told who the reviewers are; reviewers are not told who the authors are. Manuscripts are reviewed for scientific accuracy, writing style, subject appropriateness and quality of information. Reviewer recommendations are shared with the author. If a substantial revision is called for, the manuscript may be re-reviewed by the original reviewers. Once a manuscript passes peer review, it is scheduled for publication. The review process can take from two to six months.

How should references be formatted?

The *Journal* follows the JADA reference style and information from JADA's author guidelines is below:

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 Journal articles are not archived, future readers may encounter a "File Not Found" error when clicking on a cited URL. A web citation archived on **www.webcitation.org** will not disappear in the future.

Citations in the reference list should follow this basic style:

Periodical

1. Lauterbach M, Martins IP, Castro-Caldas A, et al. Neurological outcomes in children with and without amalgam-related mercury exposure: seven years of longitudinal observations in a randomized trial. JADA 2008;139(2):138-145.

Book

2. Cohen S, Burns RC. Pathways of the Pulp. 8th ed. St. Louis: Mosby; 2002:196.

Book chapter

3. Byrne BE, Tibbetts LS. Conscious sedation and agents for the control of anxiety. In: Ciancio SG, ed. ADA Guide to Dental Therapeutics. 3rd ed. Chicago: American Dental Association; 2003:17-53.

Government publication

4. Medicine for the public: Women's health research. Bethesda, Md.: U.S. Department of Health and Human Services, Public Health Service, National Institutes of Health; 2001. DHHS publication 02-4971.

Website

5. Hoffman ED, Klees BS, Curtis CA. Brief summaries of Medicare & Medicaid: Title XVIII and Title XIX of the Social Security Act as of November 1, 2007. Baltimore, Md.: U.S. Department of Health and Human Services, Center for Medicare & Medicaid Services, Office of the Actuary; 2007. www.cms.hhs.gov/MedicareProgramRatesStats/downloads/MedicareMedicaidSummaries2007.pdf Accessed Aug. 28, 2008.

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.

Presentation

7. Eichenstadt L, Brenner T. Caries levels among low-income children: report of a three-year study. Paper presented at: 146th Annual Session of the American Dental Association; Oct. 7, 2005; Philadelphia.

What could cause a manuscript to be rejected?

Causes for rejection can include:
- Opinion within the manuscript
- Insufficient or outdated references
- Poorly referenced material that falls outside the mainstream thinking of dentistry
- Information that is at too low a level for *Journal* readers
- Information that does not target the profile of *Journal* readers, the majority of whom are general dentists
- Extremely poor organization and writing style

When is my manuscript due?

Unsolicited manuscripts may be submitted at any time. Solicited manuscripts and all supporting materials are due by the stated deadline in the Invitation to Submit email.

When will an unsolicited manuscript be published?

Unsolicited manuscripts are published on a space-available basis.

Journal of the California Dental Association Figure Specifications

Overview

Help us help you
We want your manuscript to be as visually strong as possible. The following steps will ensure a good result.

General requirements
Photo and artwork files must be suitable for print publication. Be aware that file requirements for print are vastly different than requirements for web. Additionally, Microsoft software is optimized for office printers and does not meet the requirements for professional offset printing. For that reason, we do not accept PowerPoint files.

If your figures do not meet the specifications, we may not be able to use them in the *Journal of the California Dental Association*.

Types of files

Vector and raster
There are two basic file types — vector and raster.

Vector files, such as line drawings, are comprised of paths. They can be scaled to any size and will stay sharp. Examples of vector formats are AI, EPS and SVG.

Raster images, such as photographs, radiographs and anything scanned, are made up of pixels. Their reproduction size is limited by the number of pixels they contain. Examples of raster formats are JPEG and TIFF. Resolution of raster images is measured in the number of pixels per inch (ppi).

For photographs, the number of pixels is set by the camera and this determines the resolution of the image.

Images in the *Journal of the California Dental Association* must be a *minimum* of 300 ppi at the size they are reproduced. Adding pixels in Photoshop or other software to artificially increase the resolution is not permitted.

Specifications

Raster images
For optimum quality, images should be 350 ppi (pixels per inch) at full size. Most figures will be reproduced at one column wide (2.5 inches). If a figure is made up of several images (i.e. 1A, 1B, 1C) *each image* must meet the specifications.

Submit photos individually as JPEGs or TIFFs, even if they are grouped. If you have a preferred layout, submit a sample and we will do our best to accommodate. We do not accept photos embedded in Microsoft documents or in PDFs produced from any program other than Adobe Illustrator.

If you are submitting radiographs from dental software, export at the highest resolution available. Most likely, this will be the TIFF format if that is an option.

Raster images (continued)

Any added text or arrows must be on a separate layer in Photoshop. If you are not using Photoshop, submit images stripped of all type and arrows with a marked up image as an example and we will place the arrows. Do not add figure numbers or letters to your image.

Charts and graphs

Submit bar charts, pie charts and other graphs as Excel files, including the data. If you use a dedicated chart program for your charts and graphs, export as SVG. We also accept Adobe Illustrator files in which fonts and images are embedded. Fonts will be automatically embedded by saving (not exporting) the file as a PDF. Images can be embedded through the links panel.

Tables

Submit tables in Microsoft Word using the table function. Tables should not exceed 7.375 inches wide. We do not accept tabbed columns as tables.

Color

Each issue of the *Journal of the California Dental Association* has a unique color palette that is applied to the charts and tables. If there is significance to your colors be sure to include a legend. Do not use color to decorate figures and tables.

Output from proprietary dental software

Your software should give you numerous export options. For raster files (i.e. radiographs), choose the one with the highest resolution. If you cannot determine the resolution, output as TIFF if that is given as a choice. For vector files, export at SVG.

Frequently Asked Questions

My figures have been published previously. Why can't I use them in the *Journal of the California Dental Association*?

One likely reason is that they were published online. Offset printing has different requirements, the rule of thumb being that the ppi of the image at 100% should be double the line screen. The *Journal of the California Dental Association* is printed on a web press using a 175-line screen.

I used a service to produce my figures. Why can't I use them?

Did you provide CDA's figure specifications to the service? Within the genre of scientific journals there are different means of production, each of which has its own requirements.

Why do my charts look different than the file I submitted?

To give the *Journal of the California Dental Association* a unified look, figures and tables are adapted to *Journal* style. You can see examples in the *Journal of the California Dental Association* issues on our website: https://www.cda.org/member-resources/journal.

Why can't I increase the resolution of my photos in Photoshop or other photo-editing program?

When you upsample an image to artificially increase its resolution, the software interpolates pixels which softens the image and degrades the quality.

Why can't I use Microsoft Word for my figures?

Microsoft products are designed for office printers and not for professional offset printing. The files they output do not meet the quality standards of the *Journal of the California Dental Association*. We use Word for tables and Excel for charts because our publishing software converts those files.