

access

Author Guidelines

General Procedures

Authors receive an assignment specifying content and length for the article, suggested sources or source material if applicable, and a deadline and instructions for submission.

In addition, you will receive a pair of standard agreement forms to sign. You will be asked to return both signed copies. A countersigned agreement will be mailed to you with three published issues of the magazine in which your work appears.

Your article will be edited by staff and returned to you for review prior to publication.

For authors who are content experts (as distinct from staff or freelance writers), *Access* publishes author photos and biographical statements of 50 words or fewer. In your biographical information, be sure to disclose any relationships with entities that might stand to profit from publication of the article.

Sources: References and Interviews

Access sometimes requests or suggests sources for you to contact when writing your article. Do not limit yourself to these; please seek out and contact as many sources as you need to complete your assignment.

As a news magazine, *Access* prefers that authors interview their sources by telephone or email, particularly for cover features. However, should you decide that your best source for background information is published matter, please make every effort to cite the primary source—not a textbook or a review article. Reference all published source materials (see Reference Citation). Do not reference personal communications: these should be handled as quotes. Conduct a search using PubMed to make sure your references are current.

Whether conducting an interview by phone, by email, or in person, always identify yourself as a freelance writer for *Access* magazine, published by the American Dental Hygienists' Association.

Please tape record all phone interviews and mail the tapes to Access when you submit your manuscript. Please forward all email interviews along with your submission.

Quote verification is standard procedure for all sources quoted in cover stories, but we will conduct it for any source who requests it. When sources ask to approve an article prior to publication, please let them know that Access policy forbids it and that, instead, we will be happy to read applicable sections over the phone, or send them by email.

Please provide postal addresses for all sources along with email addresses and daytime phone numbers. This allows us to send courtesy copies to your sources once the magazine is published.

Submission Format

Access prefers that submissions be Microsoft Word documents (.doc files) attached to email. Plain text documents (.txt files) are also acceptable. Send submissions to the address provided with your assignment.

Double-space between paragraphs. Do not indent paragraphs. Press the space bar only once between sentences. Please respect the word count specified in your assignment.

Keep formatting as simple as possible to ensure cross-platform compatibility. Avoid use of color and high-ASCII characters. **Do not use automatic foot- or endnoting.** References should simply be indicated at the end of the appropriate sentences in bold or superscript, or in parentheses (see Reference Citation).

Images

Do not embed images in your manuscript. Instead, reference the figure in the text and attach the image as a separate file in .jpg format.

Please provide captions for all illustrative material. Name all people in photographs and include their complete academic/professional credentials where applicable. Photographs of people must be accompanied by documentation of permission that they be published, signed by the subject or their legal guardian.

If you must mail images for us to scan, note that they will not be returned unless requested.

Style Issues

Access uses Associated Press style with a few exceptions that we will handle in editing.

Include a city and state, professional affiliation, and complete academic/professional credentials for each person quoted.

Reference Citation

Assign one number to each published (print or online) source you use. Where it is referenced in the text, follow the material with that number. List all references at the end of the article in order of their appearance in the text.

Unsolicited Manuscripts

Access occasionally considers unsolicited material. As a courtesy before submitting your manuscript, please email a query and outline to Jean Majeski, managing editor, at jeanm@adha.net. Include notification of any potential conflict of interest such as employment with the manufacturer of a featured product.

Simultaneous Submissions

Access will not consider manuscripts previously published in or currently under consideration by other publications.

Contact:

Jean Majeski

| Managing Editor, Access

JeanM@adha.net

312/440-8916