

# ADHA/Sigma Phi Alpha Journalism Award Competition

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## Application Cover Page

Please PRINT or TYPE this application cover page.

Please complete and return this page with the completed application to [Communications@adha.net](mailto:Communications@adha.net).

The paper MUST be submitted electronically in an MS Word format.

Please put Sigma Phi Alpha Award in the subject line.

All application materials must be submitted by **March 31, 2012**.

*Applicants must submit a MS Word document of their manuscript.*

### Applicant Information

Name: \_\_\_\_\_ ADHA Member ID: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

School: \_\_\_\_\_

Degree being sought:                       Baccalaureate  
    Masters  
    Doctoral

*I certify that the information contained in the attached application is true to the  
best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Author Guidelines

## Editorial Staff

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## Statement of Purpose

The *Journal of Dental Hygiene* is the refereed, scientific publication of the American Dental Hygienists' Association. It promotes the publication of original creative work related to dental hygiene research, education and evidence-based practice. The *Journal* 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 *Journal* has been published online. The online format provides searching capabilities to *Journal* readers by establishing a link to dental hygiene research indexed through the National Library of Medicine and Medline.

## 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 *Journal* 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Manuscripts must be original, unpublished, owned by the author and not submitted elsewhere.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.

## 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.

## Manuscript Categories

The *Journal* 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: Research, Critical Issues in Dental Hygiene, Innovations in Education and Technology, Literature Reviews and Short Reports. All submissions are reviewed by the editor and by members of the Editorial Review Board.

### **Original Research Reports – limited to 4000 words (excluding 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.

**Title Page:** This page should include: 1) title of article, which should be concise yet informative, 2) first name, middle initial and last name of each author, with highest academic degrees, 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.

**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.

**Keywords:** Four to ten keywords should be chosen that are consistent with Medical Subject Headings (MSH) listed in Index Medicus. These key words will be used for indexing purposes. Keywords should be listed at the end of the abstract.

**NDHRA:** Identify how the study supports a specific topic area and related objective from the National Dental Hygiene Research Agenda. 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)

**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 1-2 paragraphs or can be listed as bulleted points.

**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.

### **Literature Reviews – limited to 3000 words (excluding 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.

**Keywords:** At least four keywords should be listed following the non-structured abstract.

**NDHRA:** Identify how the literature review supports a specific topic area and related objective from the National Dental Hygiene Research Agenda. For example: This review supports the objective: Assess strategies for effective communication between the dental hygienist and the client, under Health Promotion/Disease Prevention.

**Short Reports – limited to no more than 2000 words plus references and illustrations. Illustrations should be limited to a total of no more than 2 (e.g. 2 figures or 2 tables, or 1 figure and 1 table)**

The *Journal* 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. The abstract should contain at least four keywords. Identify how the report supports a specific topic area and related objective from the National Dental Hygiene Research Agenda. A concise introduction; 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.

**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 4000 words**

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

**Innovations in Education and Technology – limited to 4000 words**

The purpose of this section 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.

## **Manuscript Preparation and Style**

Standard usage of the English language is expected. Manuscripts should be created in Microsoft Word with margins of at least 1 inch. Double spacing should be used throughout the manuscript. Font size is 12 point in Times New Roman style. All pages should be numbered, consecutively beginning with title page, to include references, tables and legends for illustrations. Begin each of the following sections on separate pages: title page, abstract and key words, text, acknowledgements, references, individual tables and legends. Do not embed tables and figures in the body of the text. If figures are large files, they can be submitted as separate documents. Clearly indicate who is willing to handle correspondence at all stages of the review process and publication. Ensure that telephone and fax numbers are provided for the corresponding author in addition to the email address.

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

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

## Author Biography

Please include a brief biographical sketch of each author at the beginning of the manuscript. 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."

## Visual Aids

**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. Also, 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 Arabic numbers (ex: Table 1).

**Figures:** Includes charts, graphs, photographs, and artwork. All should include a brief caption and use Arabic numerals (ex: 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. Submitting two positive prints of each quality photograph is also permitted. Color prints are preferred over black-and-white prints. Photographs are not returned unless requested by authors.

## References

The *Journal* follows National Library of Medicine (NLM) citation style. Please refer to <http://medlib.bu.edu/facts/faq2.cfm/content/citationsnlm.cfm> 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 6 authors are listed, list the first 3 followed by et al.

### Examples of reference citations:

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

**Article from a Journal published online only:** Hollister MC, Anema MG. Health behavior models and oral health: a review. *J Dent Hyg* [Internet]. 2004 [cited 2005 Feb 17];78(3):e6. Available from <http://www.adha.org>. Registration required for access.

**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&RESULTFORMAT=&andorexactfulltext=and&searchid=1&FIRSTINDEX=0&sortspec=relevance&volume=333&firstpage=1251&esourcetype=HWCIT>

## Manuscript Submission

Manuscripts should be submitted as a Microsoft Word attachment via email to the Staff Editor, Josh Snyder at [josh@sadha.net](mailto:josh@sadha.net). There is no charge for submission. The ADHA Communications Division will acknowledge receipt of the submission by email.

Each manuscript is assigned a log number, which authors should use for correspondence. All papers are reviewed by the editor, blinded to remove any author identification and assigned to three reviewers. The editor reserves the right to return, without review, any manuscript that does not meet *Journal* criteria for formal review.

The review process takes approximately 10 to 12 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.

## 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 *Journal*. All authors must sign agreements that permit the article to be published and to transfer copyright.

For further information, please contact the *Journal of Dental Hygiene* by phone at 312-440-8900 or by e-mail at [communications@adha.net](mailto:communications@adha.net).

## Author's Responsibilities

### Personal communications and unpublished data

The *Journal* 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 the *Journal* that such permission has been obtained, if applicable. The *Journal* 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 *Journal*. 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 American Dental Hygienists' Association owns the copyright for all editorial content published in the *Journal*. An author agreement form, requiring copyright transfer from authors, signed by each author,

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### **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 *Journal* 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 *Journal* makes its full text available to the public free of charge.

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