

**ADHA/Sigma Phi Alpha**  
**Journalism Award Competition**  
*Sponsored by Johnson & Johnson Healthcare Products,*  
*Division of MCNEIL-PPC, Inc*

**Application Cover Page**

Please complete and return this page with the completed application to

**ADHA**  
**Division of Communications**  
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All application materials must be postmarked by **March 31, 2010**.

Please PRINT or TYPE this application cover page.

The paper MUST be submitted via hard copy as well as electronically, preferably in an MS Word format, to [Communications@adha.net](mailto:Communications@adha.net). Please put Sigma Phi Alpha Award in the subject line.

*Applicants must submit five (5) copies of the application form and 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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\_\_\_\_\_ Completed and Signed Application Cover Page Date Stamp:  
\_\_\_\_\_ Completed Application

## Author Guidelines

The guidelines for the Sigma Phi Alpha Award are identical to the *Journal of Dental Hygiene* guidelines presented below.

The *Journal of Dental Hygiene* is the refereed, scientific publication of the American Dental Hygienists' Association. It promotes the publication of original research related to the practice and education of dental hygiene. It supports the development and dissemination of a dental hygiene body of knowledge through scientific inquiry in basic, applied, and clinical research.

Starting with the Summer 2004 issue, the *Journal* is now published exclusively online. The online format offers unparalleled searching capabilities that bring significant advantages to *Journal* readers, including practitioners, educators, researchers, and students.

The value of the *Journal*, its overall substance, and the quality of articles it publishes has not changed. The equivalent processes for accepting and publishing manuscripts have not changed.

### 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.

### 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 manuscripts. Disclosures should appear at the beginning of the manuscript.

### Manuscript Categories

The publishes original scientific investigations, literature reviews, and theoretical articles, as well as short reports and special feature articles related to dental hygiene. All submissions are reviewed by the editor and referees.

### Original Research Reports

Reports of basic, clinical, and applied studies that provide new information, applications, or theoretical developments typically include an abstract, introduction, review of the literature, methods and materials, results, discussion, and conclusion.

- **Abstract:** Approximately 250 words. Use the headings "Purpose" (purpose), "Methods" (design, subjects, procedures, measurements), "Results" (summary of findings), and "Conclusion." At least four keywords should be listed at the end of the abstract.
- **Introduction:** Briefly orient the reader to the given subject with an overview of the research problem studied, providing enough detail to ensure clarity.

- **Review of the Literature:** Cite a variety of relevant, current studies. Compare findings, clearly indicating all sources of concepts and data. When a source is directly quoted, use quotation marks. Note the current status of the topic and, if further study is needed, provide a sound case for it. Define the variables, the hypotheses or research objectives, and how this study relates to previous research.
- **Methods and Materials:** Describe the research instruments, equipment, procedures, and method of data analysis. Specify the measurements and statistical tests used as well as their 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, including statistics and data characteristics.
- **Discussion:** Evaluate and interpret the findings. Compare them with those of other related studies. 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. Discuss how they relate to dental hygiene practice, profession, education, and research. Include overall health promotion and disease prevention, clinical and primary care for individuals and groups, and basic and applied science.
- **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

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 needing further study. Literature reviews begin with a non-structured abstract—a brief statement of purpose, content summary, conclusions, and recommendations. At least four keywords should be listed following the non-structured abstract.

## Short Reports

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. This abstract should contain at least four keywords. 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, 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.

## Manuscript Format

Standard usage of the English language is expected. Manuscripts should be typed, double-spaced, on standard 8.5" x 11" white paper. All pages should be numbered, including those with references, tables, and figures. Include a title, subtitle if necessary, and the name and credentials of each author

on the first page.

## 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:** Titles should be 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. Use Roman numerals to identify tables (Table IV).
- **Figures:** Includes charts, graphs, photographs, and artwork. All should include a brief caption and use Arabic numerals (Figure 4).
- **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. 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. 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).

Periodical citations: author (.) article title (.) periodical (.) year (;) volume (number) (: ) page numbers.

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).

### Example:

Smith MA, Jones BB. Curette sharpness: a literature review. *J Dent Hyg*. 1996;77:382-390.

For periodicals found only online—like the *Journal* of Dental Hygiene online—the same basic citation elements are required. Due to the nature of the Internet, however, a few adjustments are necessary.

Because the *Journal* no longer follows a traditional print pagination, we use the article number (with "e" before the number to denote "electronic") instead of page numbers. Also, because updates or revisions may be made to online content, please include the date you cited the content.

### Example:

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:** author (.) title. edition (.) editor (.) city of publication (state abbrev.) (: ) publisher (;) year of publication (.) page numbers.

**Example:**

Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2<sup>nd</sup> ed. Wieczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001. p. 1-15.

**Internet citations:** NLM requires the standard elements of a citation for an Internet resource, with a few modifications. The main elements required:

Author (.) title [Internet] (.) city of publication (state abbrev.) (: ) publisher (: ) date of publication [date of citation] (.) page or document numbers (.) availability

**Example:**

Lawrence, RA. A review of the medical benefits and contraindications to breastfeeding in the United States [Internet]. Arlington (VA): National Center for Education in Maternal and Child Health; 1997 Oct [cited 2000 Apr 24]. 40 p. Available from: <http://www.ncemch.org/pubs/PDFs/breastfeedingTIB.pdf>.

**Manuscript Submission**

Please submit two copies to the *Journal of Dental Hygiene*, ADHA, 444 N. Michigan Ave, Suite 3400, Chicago, IL 60611. We also accept Microsoft Word attachments in email. Please send electronic manuscripts to [communications@adha.net](mailto:communications@adha.net), with "JDH manuscript submission" in the subject line.

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.

For further information, please contact the *Journal of Dental Hygiene* by mail at the above address, at 800/243-ADHA, or by email at [communications@adha.net](mailto:communications@adha.net)