



INSTRUCTIONS TO AUTHORS

CORRESPONDENCE

The *Journal of the History of Dentistry (JHD)* is the official publication of the American Academy of the History of Dentistry (AAHD). Address all manuscripts and related correspondence to: David A. Chernin, DMD, MLS, Editor, Journal of the History of Dentistry, 284 Harvard St., Brookline, MA 02446 USA. Email: editor@histden.org. Note that email is the preferred means of correspondence concerning the *JHD*.

GENERAL POLICY

Manuscripts to be written in English (American spelling preferred) and should be original material that has not been submitted for publication elsewhere. Manuscripts previously published in any part or form in another publication are considered at the discretion of the Editor. The Editor will acknowledge receipt of the submitted manuscript; and at the conclusion of the review procedure, the author(s) will be notified of 1.) acceptance, 2.) need for revision, or 3.) rejection. Upon acceptance, all rights to the manuscript must be transferred to the AAHD. Each listed author must agree that the AAHD holds proprietary rights in the accepted manuscript including all copy-rights. Author(s) must sign a letter of transmittal to the *JHD*. No material published in the *JHD* may be reproduced elsewhere without the express written permission of the Editor prior to reproduction. The paper becomes the exclusive property of the AAHD when accepted for publication.

SUBMISSION FORMAT

The following instructions are necessary to minimize *JHD* formatting expenses to the AAHD and to ensure a uniform, professional editorial style throughout each issue and continuity from issue to issue. The preferred medium for manuscript submission is as a Microsoft (MS) Word® document along with high-resolution electronic images of related figures (if any) attached to an email message addressed to editor@histden.org. In addition, two paper copies of the manuscript double-spaced are to be mailed to the editor at the above address. Alternatively, the paper can be submitted as a MS Word document on a CD along with electronic images of the figures (if any) and two paper copies. The default serif typeface in MS Word is Times New Roman, the typeface in which the manuscript should be submitted. Authors should retain copies of all materials submitted. All pages, including the Title Page and Table and Figure legends, are to be numbered consecutively in the bottom right-hand corner. Whenever possible, the text should begin with an Introduction and end with separate Discussion and Conclusions sections. For clarity of presentation, logical subheadings should be used wherever possible. The last elements of the text should appear in the following sequence: Acknowledgements, References, Bibliographic Works Cited, and Bibliography. Papers with running footnotes on individual pages will be returned to the author(s) for revision prior to receiving further consideration.

TITLE AND AUTHOR

The first page should list the title of the manuscript with the first letters of the main words capitalized. The title should not have more than ten words. This is followed by the name(s) of author(s), including the first name(s) and academic degree(s); the institutional affiliation of each author, and a short title of not more than 45 characters. In instances of multiple-authorship, indicate the author designated to receive correspondence. The first page should also include reference to any grant support information that requires acknowledgement and whether the paper is based on a thesis submitted as a requirement for an advanced degree program.

ABSTRACTS

The second page should contain an abstract of no more than 200 words. This abstract should be factual and summarize reason(s) for the study, the main findings, and the principal conclusions. Include four to eight keywords for indexing purposes.

REFERENCES

References should be listed at the end of the paper; typed double-spaced, and numbered sequentially. When citing a reference in the text, follow these examples: Smith and Jones (1980) found.... Use *et al.* when the work cited is by three or more authors. When the cited work is by two authors, use both surnames separated by "and" not "&." List all authors if there

are three or fewer; when four or more, list the first three, followed by *et al.* In general, abstracts, internal reports, or other incomplete or inaccessible materials are not acceptable references. References to private communications should be used sparingly.

SAMPLE REFERENCES

Journal Articles:

Bruckner, R.J., Clarke, J.H., Bruckner, J.S. "Dental Preceptorships of the 19th century: What were they like?," *Bull Hist Dent*, 1988, 36:12-21.
Church, Lloyd E., "Simon P. Hullihen: Pioneer and Expert in Oral Surgery," *Bull Hist Dent*, 1988, 36:39-43.

Books:

Dummett, C.O. and Dummett, L.D. *The Hillenbrand Era: Organized Dentistry's Glanzperiode*. Bethesda, MD, American College of Dentists, 1986.

Chapters in Books:

Neatherell, J. and Robinson, C. Fluoride in Teeth and Bone; in *Fluoride in Dentistry* (eds.) Ekstrand, J., Ferjershov, O., Silverstone, L.M. Copenhagen, Munksgaard, 1988.

ABBREVIATIONS

If other than English abbreviations are used, they must be defined with first use: i.e., American College of Dentists (ACD).

TABLES

Tables should be typed one-to-a-page and numbered consecutively. Each table must have a title. Explanatory captions are to be used whenever possible to eliminate a separate "Remarks" section. References in table captions are cited in the same manner as in the text. Tables must be self-explanatory so that the reader will not have to consult the text to understand the captions. Additionally, all tables should be provided as figures in electronic format as discussed below.

ILLUSTRATIONS

Within the text, all tables, graphs, drawings, maps, photographs, scans, etc. are to be referred to as figures (abbreviated as Fig.). An original and two photocopies (or an original and a scanned image) of each figure must be submitted without sequence number or letter on the area to be reproduced. All figures must be provided as separate electronic files (on disk or as email attachments) in JPEG (Joint Photographic Experts Group), TIFF (Tagged Image File Format), or BMP (Bitmap) format. If the author does not have images in electronic format, most copy centers will scan images for a nominal fee. When preparing figures, it is important to consider the size of the *JHD*, and allow for necessary reduction. All lettering must meet professional standards and must be no smaller than 9 point type after reduction in size. This is especially important in lettering tables and graphs. Hand lettering is not acceptable. To ensure minimal reduction, extraneous material should be cropped out of all figures. All figures must be discussed in the text. In producing an article, it is recommended that the first step should be to create every figure in electronic format. Then, while producing the text, the author should make use of the Insert, Picture, From File features in the toolbar of MS Word. In this way, there will be no possible confusion as to placement and orientation of the various figures within the manuscript. Each inserted figure within the text should immediately be followed by the figure number and caption. In summary, the final manuscript submission should include the MS Word document and an electronic image for every single figure. Each electronic image file should be identified with the corresponding figure number, i.e., Fig1.jpg, Fig2.tif, Fig3.bmp.

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Where legends (not to be confused with captions) are required for tables, graphs, and certain other figures, they must be included within each figure and the corresponding electronic file. Any abbreviations used in the legends must be defined in the corresponding caption for each figure.