INSTRUCTIONS TO AUTHORS

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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@histdent.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.

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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.

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Journal Articles:

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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.

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