

GUIDELINES FOR AUTHORS

Journal of the Tennessee Dental Association

Manuscript Submission

All manuscripts must be in Microsoft Word format, and submitted by e-mail to Vrushali Abhyankar, Scientific Editor of the *Journal of the Tennessee Dental Association*, vabhyank@uthsc.edu or journal@tndentalassociation.org

Article Formatting

In most cases, we do not impose strict limits on word count or page number. However, we recommend that you write concisely and stick to the following guidelines:

- Articles should ideally be no more than 3000 words.
- The main text should be no more than 2000 words (not including Abstract, Methods, References and figure legends).
- The title should be no more than 20 words.
- The abstract should be no more than 300 words.

Abstract

- Please do not include any references in your Abstract. Make sure it serves both as a general introduction to the topic and as a brief, non-technical summary of the main results and their implications.

Manuscript Style

The *Journal of the Tennessee Dental Association* style is based on the 11th edition of the [AMA Manual of Style](#).

Manuscript

Your manuscript text file should start with a **title page** that shows author affiliations and contact information, identifying the corresponding author with an asterisk. We recommend that each section includes an introduction of referenced text that expands on the background of the work.

For the main body of the text, there are no specific requirements. You can organize it in a way that best suits your research. However, the following structure will be suitable in many cases:

- Abstract
- Introduction
- Methods and materials
- Results (with subheadings)
- Discussion (without subheadings)
- Conclusion

You should then follow the main body of text with:

- References
- Acknowledgements (optional)
- Additional Information (including a Competing Interests Statement)
- Figure legends (these are limited to 250 words per figure)
- Tables (maximum size of one page)

Your submission must also include:

- A **cover letter**
- Individual figure files and optional supplementary information files

Cover letter

In your cover letter, you should include:

- The affiliation and contact information of your corresponding author
- A brief explanation of why the work is appropriate for the *Journal of the Tennessee Dental Association*

References

When formatting your references, make sure they:

- Run sequentially (and are always numerical, keyed to the text as a superscript).
- Only have one publication linked to each number.

Competing interests

The *Journal of the Tennessee Dental Association* is committed to transparency. Authors must supply a **conflict-of-interest declaration**. Please declare any competing financial and/or non-financial interests in relation to the work described. If there is no conflict of interest, you should include a statement declaring this.

Your statement must be explicit and clear, describing any potential competing interest (or lack thereof) for EACH contributing author.

Examples of declarations are:

Competing interests

The author(s) declare no competing interests.

Competing interests

Dr X's work has been funded by A. He/She has received compensation as a member of the scientific advisory board of B and owns stock in the company. He also has consulted for C and received compensation. Dr Y and Dr Z declare no potential conflict of interest.

Ethics declarations

If your research includes human subjects, you will need to include the appropriate ethics declarations in the Methods section of your manuscript.

Approval for human experiments

For experiments involving human subjects (or tissue samples), your Methods section must include a statement that:

1. Identifies the institutional and/or licensing committee that approved the experiments, including any relevant details.
2. Confirms that all experiments were performed in accordance with relevant named guidelines and regulations.
3. Confirms that informed consent was obtained from all participants and/or their legal guardians.

Consent to participate/Consent to publish

Please note that:

1. Study participant names (and other personally identifiable information) must be removed from all text/figures/tables/images.
2. For manuscripts that include information or images that could lead to identification of a study participant, your Methods section must include a statement that confirms informed consent was obtained to publish the information/image(s) in an online open access publication.

Figure legends

Please begin your figure legends with a brief title sentence for the whole figure and continue with a short description of what is shown in each panel. Use any symbols in sequence and minimize the methodological details as much as possible. Keep each legend total to no more than 350 words. Provide text for figure legends in numerical order after the references.

Tables

Please submit any tables in your main article document in an editable format and not as images. Tables that include analysis of data should describe their standards of error analysis and ranges in a table legend.

Revisions

Authors may be asked to revise their submission. When submitting a revision, please include a clean revised manuscript file. This document should be in Microsoft Word doc format. The manuscript file must show the changes that have been made in the revision using highlighting or tracked changes.

Copyediting Manuscripts

Submissions are not copyedited before publication. If you feel your manuscript would benefit from someone looking at the copy, please consider using a copy editing or language editing service. Please do this before submission. Authors will receive one proof and are allowed to make minor edits/corrections to the manuscript when the proof is received.

General figure guidelines

You are responsible for obtaining permission to publish any figures or illustrations that are protected by copyright, including figures published elsewhere and pictures taken by professional photographers. We cannot publish images downloaded from the internet without appropriate permission.

You should state the source of any images used. If you or one of your co-authors has drawn the images, please mention this in your acknowledgements.

General submission checklist:

- Electronic files of the manuscript and each table and figure should be submitted. Tables can be grouped and submitted as one zip file. Figures should be uploaded separately.
- All references are checked for accuracy, correct format, and completeness.
- If applicable, acknowledgments are included in the manuscript on the title page.
- Complete information-name, degrees, position or title, address, phone number, email address-is included for the corresponding author.
- Article type guidelines and limits for abstract structure, word count limits, and figure and table limits are followed.
- An Institutional Review Board statement is included for all studies involving human subjects.