

## Information for Authors

**Updated November 2021.** This update includes several changes to required forms, including the Copyright Release and Authorship Statement and procedures for submitting documentation of patient consent for publication.

*General Dentistry* welcomes the submission of original clinical manuscripts that have not been published in the past and are not under publication consideration, accepted for publication, or pending publication elsewhere.

*General Dentistry* is peer reviewed; the review process may take **up to 4 months**. To ensure that your manuscript moves through the review process as quickly as possible, please follow the steps outlined below when preparing your submission.

**Manuscripts and corresponding materials should be submitted to [mc04.manuscriptcentral.com/gendent](https://mc04.manuscriptcentral.com/gendent).**

If you have questions about the submission requirements described below, please email us at [generaldentistry@agd.org](mailto:generaldentistry@agd.org).

A *Manuscript Submission Checklist* is available [here](#) to guide you through the process.

### Scope of General Dentistry

With a readership of more than 35,000 dentists, *General Dentistry* seeks to publish technique papers, case reports, literature reviews, and original research containing insights and information that are applicable to everyday practice. The journal content mirrors the scope of general dental practice, covering topics ranging from anesthesiology to dental materials, esthetics to oral medicine, implants to prosthodontics and beyond.

#### **Technique papers...**

Should be clear, concise, and thorough descriptions of a clinical or laboratory procedure and cite references that recognize contributions of others or clarify information. Manuscripts that feature information about specialized or improved techniques or treatments should be supported by the documented experience but need not relate specifically to individual cases.

#### **Case reports...**

Should demonstrate a comprehensive treatment plan and indicate why one course of action was chosen in lieu of others. The manuscript should document and illustrate results and include general practice applications.

#### **Literature reviews...**

Should explain why the topic is relevant to the practice of general dentistry, describe the literature search process, synthesize the information found, and provide a critical analysis of the quantity and quality of the available evidence related to the subject under discussion. *General Dentistry* accepts submission of systematic literature reviews. *General Dentistry* does not accept submission of meta-analyses. Manuscripts of meta-analytic studies will be unsubmitted from the system.

#### **Research reports and clinical or laboratory investigations...**

Should reflect a practical application to general dentistry and the etiology, diagnosis, treatment, or prevention of disease or abnormalities. The manuscript should document the purpose, methods, controls, and results of the investigation and include a discussion of relevant literature.

## Preparing your manuscript

**Every manuscript must offer unique ideas presented in the author's own words.** Unattributed use of phrases and sentences from previously published works (including works by the author[s] of the submission) constitutes plagiarism and is grounds for immediate rejection of a manuscript. Verbatim copying of other authors' words is plagiarism, even if the source is cited as a reference. Changing a few words in a direct quote is not sufficient to avoid plagiarism. Direct quotes from other sources must be enclosed in quotation marks. Upon submission to *General Dentistry*, manuscripts may be screened with iThenticate plagiarism detection software. If plagiarism is detected after an article has been accepted, acceptance will be withdrawn.

All manuscripts must be written in English and prepared as Microsoft Word documents. Manuscripts prepared in incompatible word processing software will not be reviewed. Manuscript pages should have 1-inch margins and must be numbered consecutively throughout the document. Manuscripts should be approximately 10 double-spaced pages (roughly 3000 words), not including the cover page and figure captions. Manuscripts and corresponding materials should be submitted to [mc04.manuscriptcentral.com/gendent](http://mc04.manuscriptcentral.com/gendent).

Each manuscript submission should contain the following:

- Copyright Release and Authorship Statement
- Permission to reprint copyrighted materials, if applicable
- Author Declaration of Patient Consent, if applicable
- Academic thesis disclosure, if applicable
- Conflict of interest disclosure, if applicable
- Cover page file (including Acknowledgments, if applicable)
- Abstract file
- Article file (body of text and references)
- Graphics files, if applicable
- Figure captions file, if applicable

Please only include author names or identifying information on the cover page. All other manuscript elements must be anonymized.

A Manuscript Submission Checklist is available [here](#) to guide you through the process.

### **Copyright Release and Authorship Statement**

Articles that have been published previously or submitted or accepted for publication elsewhere are not eligible for submission. All manuscripts must be accompanied by a Copyright Release and Authorship Statement that lists and is signed by all authors. **No authors can be added after submission.** Please note that bylines published in *General Dentistry* do not identify the corresponding or lead authors. The Copyright Release and Authorship Statement is available [here](#).

### **Permission to reprint copyrighted materials, if applicable**

If an original manuscript contains materials (including tables, photographs, charts, and radiographs) that have been published previously, the submission must include written permission from the copyright holder, even if the material is presented in adapted form. The permission to reprint must allow reuse of the material in both printed and electronic forms.

### **Author Declaration of Patient Consent, if applicable**

If manuscripts contain any information or images that may identify an individual patient, the corresponding author must sign and submit an Author Declaration of Patient Consent form to confirm that they have received written consent from the patient or patient's guardian.

**Do not** submit the consent form signed by the patient unless requested by *General Dentistry*.

The Author Declaration of Patient Consent states: (1) the patient has provided written, informed consent for both print and electronic distribution of the potentially identifying content; (2) the consent complies with the privacy laws of the authors' locale; (3) the authors will retain the signed consent for a minimum of 7 years; and (4) the consent form will be made available to *General Dentistry* upon request. The Author Declaration of Patient Consent is available [here](#).

If the patient's permission has not already been obtained, please download the *General Dentistry* Patient Release form and ask the patient to sign it. Again, **do not submit** the release form signed by the patient; instead, submit the Author Declaration of Patient Consent as described.

#### ***Academic thesis disclosure, if applicable***

Articles that are based entirely or in part on academic theses or papers are eligible for submission, provided that (1) the thesis has been approved by the educational institution; (2) the material has not been published previously or submitted for publication in other scholarly journals, books, or monographs; (3) all coauthors of the thesis agree to publication; and (4) the submitted article falls within stated word count limits. The existence of the thesis, along with the thesis URL, must be disclosed upon submission of the manuscript. **Failure to disclose that an article is based on a thesis may be grounds for rejection.** This disclosure should be made directly in the field provided by ScholarOne; please do not upload a separate document.

#### ***Conflict of interest disclosure, if applicable***

Authors are required to disclose any financial, economic, commercial, or professional conflicts of interest related to topics presented in the manuscript. Conflicts of interest include, but are not limited to, financial support, honoraria, provision of materials and equipment, and other forms of funding. This disclosure should be made directly in the field provided by ScholarOne; please do not upload a separate document.

If a manuscript could be perceived to have commercial overtones (for example, a study comparing various products), authors who do not have financial, economic, commercial, or professional conflicts of interest should include a disclaimer to that effect.

#### ***Cover page file***

Each manuscript submission should include a cover page file that is separate from the manuscript file. The cover page must contain the title of the article, and names, academic degrees, and current professional affiliations of all authors. It may also include acknowledgments, if applicable. Previous affiliations should not be listed unless the research in the manuscript was carried out at that institution. For authors in private practice, affiliation should include city and state or country of practice. For institutionally affiliated authors, affiliation should include department (if any), institution name, city, and state or country. All authors should be listed on the cover page. **No authors can be added after submission.**

The cover page should also identify the corresponding author and list that author's email address and complete mailing address.

**INTERNATIONAL AUTHORS:** The agd.org email domain is frequently blocked by internet service providers outside the United States and Canada (particularly university servers). To ensure timely and effective communication, we request that authors with such email addresses create an address from providers such as gmail.com or yahoo.com.

#### ***Article file***

- **Abstract:** The abstract should be no more than 250 words and must contain the article's objective and/or background, design and methods, primary results, and principal conclusions. The abstract should include the stated hypothesis, if any. The abstract should not cite references or include proprietary or manufacturers' names. The abstract page can contain up to 5 keywords, listed in alphabetical order.
- **Body of text:** The body of the article should follow this basic order: Introduction, Methods, Results, Discussion, and Conclusion. The headings may vary in technique papers, case reports, and literature reviews. Manuscripts should be a minimum of 1500 words and a maximum of 6000 words. Not including the cover page and captions, a length of approximately 3000 words is typical.
- **References:**
  - » Literature must be cited in the text accurately and numerically, and the sources should be numbered in order of first appearance in the text. The reference list should be provided at the end of the article file (not as footnotes at the bottom of the page).
  - » References should be up to date and reflect the current literature. As a rule, the majority of references should be no more than 10 years old, unless used in a historical context.
  - » Self-citations should not exceed 10% of the manuscript's total references. This includes any coauthored articles in the reference list. Excessive self-citation may be grounds for rejection.
  - » A broad, thoughtful review of the literature is critical to the value of an article. The reference list should not consist mainly of reports from one researcher or group of researchers. In general, no single researcher should be cited in more than 20% of references.

- » *General Dentistry* follows the most recent edition of the *American Medical Association (AMA) Manual of Style* for references. For more information and examples, please see the *AMA Manual of Style*, 11th edition.
  - Sample journal reference:  
Redmond EB. Shear bond strength of next-generation resin cements. *Gen Dent*. 2020;68(2):94-105.
  - Sample reference for an online-only journal article:  
Lechien JR, Descamps G, Seminerio I, et al. HPV involvement in the tumor microenvironment and immune treatment in head and neck squamous cell carcinomas. *Cancers (Basel)*. 2020;12(5):1060. doi:10.3390/cancers12051060
  - Sample book reference:  
Park NI, Kerr M. Terminology in implant dentistry. In: Resnik RR, ed. *Misch's Contemporary Implant Dentistry*. 4th ed. Elsevier; 2021:20-47.
- Product mentions: At the first mention of a brand name of a product, list the name of the manufacturer in parentheses. It is not necessary to list the manufacturer's location.

### **Graphics files, if applicable**

A total of 10 tables and graphics (including photographs, radiographs, and charts) may be submitted. *General Dentistry* reserves the right to remove tables and graphics from the article during editing, as dictated by space considerations.

Figures should be uploaded as individual, high-resolution image files (TIFF, JPEG, Postscript, or EPS formats). They should not be embedded in the article file or submitted as a group in a single PDF or Microsoft Word document. Images should not include any numbering or identification on the actual photo, with the exception of arrows or abbreviations that further define what is being shown in the image. Unlabeled electronic versions of the images must be made available upon request.

Each figure should be numbered consecutively (Fig 1, Fig 2, etc) according to the order in which they are cited in the text. For photomicrographs, the stain used must be specified in the caption, and original magnification must be indicated unless a scale bar is included within the image. In the case of compound figures, each lettered element of the image is counted separately and must be uploaded as an individual file. For example, 3 separate files must be uploaded if the manuscript includes a Fig 1A, Fig 1B, and Fig 1C.

If a photograph shows a patient's full face or other easily identifiable features, written permission from the patient is required for publication. Permission must cover print and digital media. See **Author Declaration of Patient Consent** above. If such permission cannot be obtained, the photographs will be cropped to prevent identification or deleted from the article.

Tables and charts must also be numbered consecutively according to the order in which they are cited in the text. They must be organized logically, include titles (and footnotes, when needed), and clarify or add to data presented, rather than simply repeat material in the text.

Tables should be provided in a single Microsoft Word document and not as graphic files.

Data points for charts (graphs) should be specified if the information is not included elsewhere in the text, so that the charts can be accurately reproduced by our graphic designers. For example, if a bar chart shows means and standard deviations, the exact numerical value of each mean and standard deviation should be provided (eg, in a table that will not be published). Do not provide all raw data.

### **Figure captions file, if applicable**

The caption list must include captions for every graphic (including figures and charts). Each caption should be limited to approximately 20 words. The captions list must be submitted as a single Microsoft Word document.

## **Submitting your manuscript**

*Manuscripts and corresponding materials should be submitted to [mc04.manuscriptcentral.com/gendent](https://mc04.manuscriptcentral.com/gendent).*

*Please note that if any required materials are missing, the review process will be delayed until all materials are received.*

## **Rejected manuscripts**

In the event that your manuscript is rejected, we return the copyright to you so that you may consider submitting the manuscript to another journal.

If you have any questions about the manuscript submission process, please contact us at [generaldentistry@agd.org](mailto:generaldentistry@agd.org).