

# Dental ASSISTANT

JOURNAL OF THE AMERICAN DENTAL ASSISTANTS ASSOCIATION  
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## WRITER'S GUIDELINES

**M**anuscripts should be original, timely and valid. Material must justify conclusions reached. Manuscripts should be as concise as proper presentation of ideas will allow and organized so that the material follows in a logical sequence.

Manuscripts should include complete, accurate references. Inclusion of tables, charts, diagrams, figures or photographs that amplify the content of the article or enhance the visual appeal of the written material are encouraged.

Manuscripts are considered and accepted for publication with the understanding that they have not been published elsewhere and that they are being submitted to *The Dental Assistant* exclusively. A letter of transmittal should designate the senior author or corresponding individual.

All submissions to *The Dental Assistant* are reviewed by the editorial director and two members of the Editorial Review Board prior to publication. Acceptance of manuscripts for publication is pending such review.

After manuscripts are accepted, *The Dental Assistant* reserves the right to edit manuscripts for conciseness, clarity and style consistency.

### PREPARATION

All material should be typed double spaced on one side of an 8½" x 11" page, with 1½" margins on both sides. The first paragraph should start two inches from the top of the page. Title

and author's name should appear on the first page of the article as well as on the title page, if there is one.

Electronic submissions are preferred in Microsoft Word or PDF format, or may be sent on CD, with one printed "hard" copy.

**Author's biography and photograph** should be included with the manuscript. Biography need only include the author(s) present professional and educational affiliations:

*Amy M. McCarthy, CDA, EFDA is second vice president of the Indiana Dental Assistants Association and vice president of the Lake & Porter County Dental Assistants Society.*

**References** should be numbered consecutively in the order cited in the text (not alphabetically).

Periodical references must give authors' names (last names first), article title, publication name, year, volume, and page numbers of article:

1. Combs R. Combining High Tech Patient Comfort. *Dental Economics* 1990;82:39-42.

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1. Kroeger RF. *How To Overcome Fear of Dentistry*. Cincinnati: Heritage Communications; 1988.

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