

AUTHOR'S GUIDELINES

THE NEW YORK STATE DENTAL JOURNAL

AIMS AND SCOPE

The New York State Dental Journal is a peer-reviewed journal which publishes original research, scientific reviews and case reports in all areas of the oral health sciences, clinical dental practice and dental practice-related social, political, practice management, ethical and legal commentary. *The Journal* strives to be of interest to dental clinicians, educators, researchers, residents and students.

PEER REVIEW

The New York State Dental Journal subjects original scientific manuscripts, as described below, to a double-blind, peer-review process. Authors do not know who the reviewers are; reviewers do not know who the authors are. Review criteria include scientific merit and accuracy, writing style, subject appropriateness, quality of references, study design and statistical analysis. All manuscripts are assessed as rapidly as possible, and acceptance for publication is based on the peer reviewers' comments. Results of the reviews are conveyed to the author(s). If major revisions are recommended by a reviewer, the revised manuscript is re-reviewed by the original reviewer.

PEER-REVIEWED ARTICLES

Original contributions. Articles with a clinical and practical focus covering topics, including esthetic and restorative care, oral systemic health, pharmacology, specialty dental practice, and informatics and technology; articles describing the results of clinical, laboratory and population-based research pertinent to dentistry and providing foundation knowledge for future application; articles regarding epidemiologic and policy issues.

NON-PEER-REVIEWED ARTICLES

Opinion-based editorial articles, "Dental Pearls," and Letters to the Editor with comments on issues raised related to articles published in *The NYSDJ*. A letter about a particular article will be forwarded to the article's author(s) for comment if the letter is selected for publication. *The NYSDJ* Editorial Staff reserves the right to edit the letters into a publishable format. Dental Pearls are clinical tips, techniques or unusual cases submitted by clinicians not familiar with research methodology, and may be exempt from the peer-review process.

CONFLICTS OF INTEREST

Financial contributions and any potential conflict of interest must be clearly acknowledged. Authors must list the source(s) of financial support for the conduct of research and/or preparation of the manuscript and describe the role of the sponsor(s), if any, in study design, in the collection, analysis and interpretation of data, in the writing of the report, and in the decision to submit the manuscript for publication. If the funding source(s) had no such involvement, then this should be stated. This information and acknowledgment must be obtained for each author.

PATIENT INFORMED CONSENT

The author(s) must be able to provide documentation of patients' consent for research or participation in a study as per the applicable laws and regulations regarding the privacy and/or security of personal information, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and other federal and state laws relating to confidentiality and security of personally distinguishable evidence.

The Editor may request that authors provide documentation for the formal review and recommendation from the institutional review board or ethics committee responsible for oversight of the study. The Editor reserves the right to reject manuscripts that do not comply with the above-mentioned requirements. The author(s) will be held responsible for false statements or failure to fulfill the above-mentioned requirements.

Waivers must be obtained for the publication of photographs showing persons or for photos copyrightable by photo houses. Photo releases are available upon request.

HUMAN RIGHTS

For all manuscripts reporting data from studies involving human participants, formal review and approval by an appropriate institutional review board or ethics committee are required.

ANIMAL STUDIES

The New York State Dental Journal does not publish animal studies.

UNETHICAL BEHAVIOR

Unethical behavior and misconduct by the author(s) in the undertaking of any research, study, systematic review or case report, or in the preparation of a submitted manuscript, may be pointed out with sufficient evidence by anyone to the Editor. The Editor, in consultation with the Managing Editor, will determine the need to initiate an investigation related to the alleged misconduct. Confidentiality will be maintained throughout any investigation and the author(s) will be given the opportunity to reply to all allegations.

USE OF INCLUSIVE LANGUAGE

It is recommended the author(s) use inclusive language that acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities.

MANUSCRIPT PREPARATION

The Journal accepts original manuscripts of up to 2,500 words (approximately five pages—excluding title page, abstract, references, legends and other related material). We regret we are unable to accept previously published manuscripts or manuscripts being considered for publication elsewhere. The manuscript must have an abstract of no more than 100 words, introduction, body and conclusion. Manuscripts missing any element may be returned for revision.

AUTHOR'S GUIDELINES

THE NEW YORK STATE DENTAL JOURNAL

Manuscripts should be prepared in Microsoft Word file format, single-spaced, fully justified, adding extra line space between paragraphs. Do not use indents, bold face, italics, underlines or tabs. If you use Track Changes, be sure you are sending a final document with all changes accepted.

Cover letter and/or title page should include principal author's name, mailing address and email address and daytime telephone number. Names and email addresses for all other authors should be provided. If more than three authors, give nature and level of contribution of each, i.e., whether work was directed or independent.

Include an abstract of the article of no more than 75-100 words and, if available, head and shoulder photo(s) of author(s). Photos may be black/white or color. Jpeg files are preferred.

We encourage authors to make their submissions electronically. Submit manuscripts and related materials to Ms. Mary Stoll, Managing Editor, The New York State Dental Journal, Suite 602, 20 Corporate Woods Boulevard, Albany, NY 12211; mstoll@nysdental.org.

AI AND AI-ASSISTED TECHNOLOGIES

If authors use artificial intelligence (AI) and AI-assisted technologies in the writing process, authors must:

- Only use these technologies to improve readability and to check references, spelling and grammar, etc., not to replace key researcher tasks, such as interpreting data or drawing scientific conclusions.
- Apply the technology with human oversight and control, and carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or biased.
- Not list AI and AI-assisted technologies as an author or coauthor or cite AI as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans. Authors are ultimately responsible for the content of the work.
- Disclose, in a separate section at the end of the manuscript, the use of AI and AI-assisted technologies in the writing process beyond the use of basic tools to check language and readability that includes the name of the tool or service utilized and the reason for use.

REFERENCES

References must be keyed to the text and numbered consecutively, beginning with 1. They should include, in the following order: author, title, name of periodical, date of publication, volume number, page number(s). For books, include the location and name of publisher before the publication date.

Do not cite unpublished works; personal communications are acceptable provided they are dated, signed and a copy made available.

ILLUSTRATIONS

Only one set of illustrations is required. *The Journal* accepts black/white prints and radiographs, color prints and/or transparencies, charts and graphs. In all instances, the work submitted should be in its original form. If your illustrations are on disk, please identify the program used, and provide a laser print. With regard to elec-

tronic transmissions, we accept digital files only. We are unable to accept PowerPoint presentations or images embedded in Word files; all figures submitted electronically must be sent separate from the text, as jpeg files.

If you are submitting images electronically, we request that you include a composite of the images with photographs, X-rays, charts, tables, etc., numbered and oriented with an arrow that will clearly identify how these images are to be oriented.

Each illustration should be identified with a figure number (Figure 1, 2, etc.) that corresponds to an accompanying legend. Figure legends should appear at the end of the prepared manuscript, not affixed to the illustration. Cite each figure in the text in consecutive order.

TITLES AND CREDITS

The title of the article and the names of the authors, along with their academic and professional degrees, should appear on the first page. Indicate the author's university, hospital or other professional affiliation for use in author's credit. Include concise information conveying professional background and standing. Please divulge any financial, economic or professional interests that may influence positions presented in the article.

COPYRIGHT AND REPRINTS

Upon acceptance of a manuscript for publication in *The Journal*, the author(s) will be asked to transfer copyright ownership and to assign all rights under ownership of copyright to *The New York State Dental Journal*. *The Journal* reserves the right to edit manuscripts and revise titles.

The manuscript should not contain any such material or information that may be unlawful, defamatory, fabricated, plagiarized or which would, if published, in any way whatsoever violate the terms and conditions in the copyright agreement. The authors acknowledge that *The Journal* has the legal right to take appropriate action against the authors for any such violation of the terms and conditions of the copyright agreement.

ADDITIONAL INFORMATION

The Journal makes every effort to notify authors within 60 days of the acceptance of their articles. Authors should expect passage of up to a year from acceptance to publication of their articles. Authors will be notified when their articles have been scheduled, and they will receive final copy for approval prior to publication.

The Journal makes complimentary copies available to author(s), if requested.

ERRATA AND CORRECTIONS IN PUBLISHED ARTICLES

Authors and readers are encouraged to notify the Editor if they discover errors in published content, authors' names and affiliations, or if they have reasons for concern over the legitimacy of a publication. In such cases, *The Journal* will publish corrections, in consultation with the Editor and authors of the article, and at the sole discretion of the Editor, replace or retract the article.