All manuscripts and reviews are submitted via our online content management system, Editorial Manager. We do not accept submissions through any other method. Go to www.editorialmanager.com/jcaldentassoc to register.

What kind of manuscripts does the Journal publish?
The Journal publishes scientific review or original research manuscripts. The Journal will also publish well-written and referenced manuscripts on other topics of interest to dentists, including law and practice management. Manuscripts should be no less than 1,000 words and no more 5,000 words.

Does the Journal accept unsolicited manuscripts?
Yes. The Journal accepts unsolicited manuscripts from members of CDA and dentists residing outside California, who qualify to submit if they are members of the American Dental Association. Allied professionals — such as lawyers, practice management consultants and dental hygienists — may submit manuscripts if they are on topic of interest to the readership.

What kind of writing style does the Journal use?
The Journal is a peer-reviewed, scientific journal. Manuscripts should be written in a formal scientific style. The manuscript must have an abstract of no more than 75 words, introduction, body and conclusion. Manuscripts missing any element could be sent back for revision. Other requirements:

- Manuscripts should be written in third person (he, she, it). Second person (you) and first person (I) may be edited.
- Formal language is expected. An overly casual tone is subject to editing.
- Recent references from respected sources are expected. References must be numbered in order of appearance within the text.
- Overly long titles are subject to editing.

How does the Journal’s review process work?
The Journal draws its reviewers from a list of experts maintained by CDA’s Council on Dental Research and Developments. Manuscripts are sent out for double-blind review. Authors are not told who the reviewers are; reviewers are not told who the authors are. Manuscripts are reviewed for scientific accuracy, writing style, subject appropriateness and quality of information. Reviewer recommendations are shared with the author. If a substantial revision is called for, the manuscript may be re-reviewed by the original reviewers. Once a manuscript passes peer review, it is scheduled for publication. The review process can take from two to six months.

How should references be formatted?
The Journal follows the JADA reference style and information from JADA’s author guidelines is below:

All published references should be cited in the text and numbered consecutively. No references should be cited in the abstract. Each reference should be cited only once; on subsequent citations, the original number should be used. Personal communications and unpublished data should not be numbered, but should be cited in the text as follows: (G Edmunds, DDS, oral communication, November 2004)

Authors citing sources from the World Wide Web should make use of WebCite. WebCite is an entirely free service for authors who want to refer to web material, regardless of the publication for which they are writing. It is an archiving system for web references (cited webpages and websites) that can be used by authors, editors and publishers of scholarly papers and books to ensure that cited Web material will remain available to readers in the future. If web references cited in Journal articles are not archived, future readers may encounter a “File Not Found” error when clicking on a cited URL. A web citation archived on www.webcitation.org will not disappear in the future.

Citations in the reference list should follow this basic style:

**Periodical**

**Book**

**Book chapter**

**Government publication**

(continued next page)
Website

Publication in press

Presentation

What could cause a manuscript to be rejected?
Causes for rejection can include:
• Opinion within the manuscript
• Insufficient or outdated references
• Poorly referenced material that falls outside the mainstream thinking of dentistry
• Information that is at too low a level for Journal readers
• Information that does not target the profile of Journal readers, the majority of whom are general dentists
• Extremely poor organization and writing style

When is my manuscript due?
Unsolicited manuscripts may be submitted at any time. Solicited manuscripts and all supporting materials are due by the stated deadline in the Invitation to Submit email.

When will an unsolicited manuscript be published?
Unsolicited manuscripts are published on a space-available basis.

What format should images and illustrations be submitted in?
Images, charts and graphs must be attached as individual files Editorial Manager. Each image must be jpeg or tiff format that is at least 2.5 inches wide and at least 350 dpi in size. Do not embed figures, charts, graphs or tables into a Word document. Do not use any software program to increase the resolution artificially. Charts and graphs should be attached as Excel, Illustrator or Photoshop files. Supply native files; Photoshop and Illustrator files should be layered. Videos should be uploaded as individual files. To ensure maximum picture and sound quality, videos should be shot in horizontal/landscape mode.