

# GENERAL DENTISTRY

## Manuscript Submission Checklist

### General formatting guidelines

Are the manuscript files (cover page, article, Acknowledgments, figure captions, and tables) in a Microsoft Word-compatible file format?

Are the manuscript files double spaced with 1-inch margins?

### Cover page file

Does the cover page include the following information: title of the article; names, degrees, and professional affiliations for all authors; and email address for corresponding author?

**INTERNATIONAL AUTHORS:** The agd.org email domain is frequently blocked by internet service providers outside the United States and Canada (particularly uol.com.br). In order 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.

Does the cover page list all authors? **No authors can be added after submission.**

### Article file

#### Abstract

Does the abstract explain the objective and/or background, design and methods, primary results, and principal conclusions?

Is the explanation limited to the important aspects of the research or clinical report?

Is the abstract limited to 250 words?

Are the key words (if any) limited to 5 or fewer?

#### Body of text

Has all identifying information been removed from the manuscript?

Are Acknowledgments (if any) listed in a separate document?

Do the headings match the headings listed on *General Dentistry's* Information for Authors page?

Does the Materials and methods section include information about institutional review and/or informed consent if human subjects were involved?

Is the Materials and methods section written in paragraph form rather than as a list of steps?

Is the manufacturer's name provided for all brand name products that are mentioned?

Does the Discussion section address the findings in terms of the original hypothesis, if applicable?

Does the Conclusion connect the findings, technique description, or clinical case to the stated objective of the manuscript?

Does the manuscript fall within the range of minimum-maximum allowable word count (1500-6000 words)?

### References

Does the reference list format follow the style guidelines of the *AMA Manual of Style*?

Are references numbered in order of citation in the text?

Is all information obtained from outside sources correctly cited and referenced?

Are any direct quotations from another source enclosed in quotation marks?

Are the references current to ensure relevance to contemporary research and clinical practice (in most cases, no more than 5 years old)?

### Acknowledgments file

Are Acknowledgments submitted in a separate file?

### Graphics files

#### Figures and charts

Are the figures submitted in separate files and not embedded in the manuscript?

Are the images clear and sharply focused?

Is the total number of graphics (figures, charts, radiographs, etc) limited to 10? (Note that composite figures are *not* counted as a single graphic.)

Are all included figures relevant and necessary?

Have redundant figures and charts been eliminated?

Are the figures oriented correctly?

Are the figures numbered correctly, in order of citation in the text?

Do the figures match the captions?

### **Electronic image files**

Are all figures in TIFF, JPEG, Postscript, or EPS format?

Are the figures 1200 × 1200 pixels or greater?

If the figures contain arrows or text overlays, are duplicate, unlabeled images available?

### **Tables**

Are tables provided in separate files and not embedded in the manuscript?

Are tables provided in a Microsoft Word-compatible format?

Do all tables provide new, necessary information that is not already presented in the text?

Are tables numbered in order of text citation?

Do all tables have a descriptive, specific title?

Are all references cited in the table included in the reference list?

Are all abbreviations defined in a footnote?

### **Figure captions file**

Is the list of captions submitted as a separate file?

Are all arrows, labels, abbreviations, etc, defined in the caption?

For photomicrographs, do captions include information about stain and magnification (in the absence of a scale bar)?

### **Documentation**

Has the copyright release form been completed and signed by all authors?

Have any conflicts of interest or disclosures been documented in a separate file?

Have permissions for use of copyrighted materials (eg, tables or figures) and releases for use of full-face patient photographs been obtained?

### **Revisions**

Is the revision correctly submitted as a revision and not as a new manuscript?

Has the revised text been highlighted in yellow?

Have all reviewers' comments been addressed in the author response letter, even if only to explain why a particular recommendation was not followed?