

# GENERAL DENTISTRY MANUSCRIPT SUBMISSION CHECKLIST

## Documentation

- ☐ Has the copyright release form been completed and signed by all authors? No new authors can be added after the manuscript has been submitted.
- ☐ If the submission is based in whole or in part on an approved thesis or other academic paper, has a copy of the thesis been provided, either as a link or as a digital file?
- ☐ Have any conflicts of interest or disclosures been documented in a separate file?
- ☐ Have permissions been obtained for use of copyrighted materials (eg, tables or figures)?
- ☐ Have releases been obtained for use of patient photographs or any identifying personal or medical information?

## 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 the corresponding author?
- ☐ Does the cover page list all authors? No new authors can be added after the manuscript has been submitted.

## 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 10 years old)?

#### ***Acknowledgments file***

- ☐ Are acknowledgments submitted in a separate file?
- ☐ If the submission is based in whole or in part on an accepted thesis or other academic paper, have the thesis author, title, and accepting institution been acknowledged?

### **Graphics files**

#### ***Figures and graphs***

- ☐ 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?
- ☐ If charts (graphs) are included, are the exact data points used to create the chart provided? For example, if a bar graph shows means and standard deviations, is the exact numerical value of each mean and standard deviation provided so that our graphic designers can reproduce the chart?
- ☐ 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)?

### **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?