

Compendium

of Continuing Education in Dentistry

Author Guidelines

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Compendium

of Continuing Education in Dentistry

Author Instructions Continuing Education Articles

Continuing Education articles in *Compendium of Continuing Education in Dentistry* should be educational, non-promotional, and non-commercial. Articles can review existing concepts and techniques, convey information beyond basic dental education, and update knowledge on advances in dental and medical sciences. The objective is to further the individual's knowledge base in order to help him or her deliver the highest quality of service to the public and profession. Articles should present a balanced view of all available therapeutic options and any promotional aspects of the material must be fully disclosed, as well as examples of main competitive products provided in order to avoid the appearance of being promotional. It is not a requirement to include a case report but, if a case is presented, references to specific products are not permitted in order to avoid any appearance of conflict of interest or commercialism.

Product Names/References

- Mention of a specific product name should be avoided and the generic name should be used instead so as not to appear as a commercial endorsement.
- If an article is a scientific study devoted primarily to a specific product, the author must include educational background on the clinical conditions the product addresses, the clinical relevance of the research, as well as other existing treatment options.
- If it is necessary to use a specific product name, a list of competitive products and their manufacturers must be provided to ensure fair play requirements as a CE provider are met.

Review Process

All articles are peer reviewed in a double-blinded fashion (neither the reviewers nor the author are aware of the other's identity). Any article that has failed peer review will not be considered for publication as CE in *Compendium of Continuing Education in Dentistry*. Authors will be informed when their manuscript has returned from review and advised as to its status (Passed, Failed, Modifications Requested). It is the author's responsibility to comply with requested modifications. Modified articles will be subject to a second blinded review.

Manuscript Components and Format

The manuscript should be approximately **3,000 words** (including references and captions), and include:

- necessary author information (see Author Information section for specific requirements);
- a 1-paragraph abstract;
- 3 or 4 learning objectives (see Learning Objectives section for specific requirements);
- a quiz with 10 questions (see Quiz section for specific requirements);
- **A maximum of 20 images [Please note that each individual image counts as 1, regardless of how they are labeled; for example, Figure 1A-1D is 4 images, not 1]** (see Illustrations & Captions section for specific requirements)
- figure captions corresponding to the images;
- 25 to 30 references (see References section for specific requirements);
- no more than 3 tables.

Author Information

The manuscript **must** include the author's full name, degrees, practice/academic affiliation, location (city and state), and e-mail address. The author should also submit a high-resolution (300 dpi or greater at 3 inches) color headshot photograph (in JPEG, TIFF, or EPS format).

Learning Objectives

All CE manuscripts must have 3 or 4 learning objectives that identify what readers should learn from the article. They should appear before the abstract in this format:

After reading this article, the reader should be able to:

- describe mast cell functions.
- discuss the three plasma protein systems associated with the inflammatory process.
- list the features of chronic inflammation.

Quiz

Manuscripts should include a quiz of 10 multiple-choice questions that reinforce the learning objectives stated. Four possible answers (marked a,b,c,d) must be included and the correct answer noted. Questions should proceed in

sequential order from the beginning of the article to the end. The phrasing of questions and correct answers must be verbatim to the text in the article. The review quiz allows readers to gain CE Credits. Only multiple-choice questions are acceptable.

Example:

1. *What is the dividing line between acute and chronic inflammation:*

a. 3 days

b. 7 days

c. 3 months

d. There is no clear dividing line (correct answer: d)

Illustrations & Captions

- Digital images must be supplied as separate JPEG, TIFF, or EPS files. **Do not embed your images into a PowerPoint, Microsoft Word, or other document.** We cannot use them in these formats.
- Images must be **at least 300 dpi (dots per inch) when enlarged to 3 inches wide.**
- **Do not crop** photos.
- Images should be in a 4-color (CMYK) format.
- All images must be cited in the article by a parenthetical reference that corresponds to the Figure number you have assigned it. Example: *The patient presented with a Class IV fracture on tooth No. 8 (Figure 1).*
- Image files should be named to reflect the figure number within the text of the article.
- All images must be accompanied by a brief caption that describes the image. These captions should be clearly labeled to correspond to Figure 1, Figure 2, etc. **When numbering your images, please do not use letters** as in Figure 1A and 1B. Captions should be listed at the end of the article.

NOTE: If full-facial or other identifying images of patients are submitted, they must be accompanied by a signed and dated consent form from the patient agreeing to the publication of that/those images.

References

- References **must** appear in the text as numbered superscripts (**not** footnote or endnote annotations) and should be listed at the end of the manuscript in the exact order of appearance in the text.
- If you cite an article or book chapter more than once, only use one number for it (the first number you cited it as) throughout the text.
- Websites may be used as references if the content is from a clinical journal, university, manufacturer, or other qualified source. Commercial websites such as Wikipedia, Yahoo, Ask, and WebMD are not acceptable.
- Provide **complete** bibliographic information for all materials cited. Journal references must include author(s), article title, journal title (use National Library of Medicine abbreviations only), volume number, issue number, inclusive page numbers, and year of publication).
- Follow these *AMA Manual of Style* examples:

Periodicals:

Mattis BA, Valadez D, Valadez E. The effect of the use of dental gloves on mixing vinyl polysiloxane putties. *J Prosthodont.* 1997;6(3):189-192.

Books:

Craig RG. Impression materials. In: Craig RG, ed; *Restorative Dental Materials.* 9th ed. St. Louis, MO: Mosby; 1993:306-313.

Conflict of Interest Disclosure

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Curriculum Vitae

Please include a current CV with your manuscript.

Editorial Responsibility

The journal's staff editors will edit manuscripts to enhance their communication value to readers. However, the accuracy is the author's responsibility, along with incorporating editorial suggestions, answering queries, and approving changes.

Notice

Failure to comply with the instructions above may result in rejection for publication as a CE article/lesson. The editor-in-chief and publisher reserve the right to make revisions in the text where appropriate. If questions arise, the author will be contacted.

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Compendium

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Author Instructions Case Reports

Case Reports discuss a clinical condition and the specific treatment techniques used. They are not intended to be commercial endorsements and should be presented objectively. A Case Report should present a case throughout the entire dental treatment process and help provide a learning tool for practitioners.

A Case Report must include a:

- brief overview of current research and treatments;
- discussion of the case;
- rationale for treatment approach;
- conclusion that encapsulates the article and the relevance to the dental practitioner.

A case report should include patient age and sex; patient presentation of concerns and complaints; patient's medical and dental histories; results of applicable dental examination and test(s); contraindications; preexisting conditions (medical and dental) that may affect treatment planning and outcome; any options presented to the patient; treatment plan in detail; treatment techniques, procedures, and progress; any interdisciplinary approaches; final treatment outcomes, and a follow-up of at least 1 year, including photos.

Product Names/References

- Whenever possible, products used in the case or mentioned in the article must be generic so as not to appear as a commercial endorsement.
- If it is necessary to use a specific product trade name, a list of competitive products and their manufacturers should be provided to ensure fair play.

Review Process

All articles are peer reviewed in a blinded fashion. Any article that has failed peer review will not be considered for publication as a Case Report in *Compendium of Continuing Education in Dentistry*. Authors will be informed when their manuscript has returned from review and advised as to its status (Passed, Failed, Modifications Requested). It is the author's responsibility to comply with requested modifications. Modified articles will be subject to a second blinded review.

Manuscript Components and Format

The manuscript should be approximately 2,000 words (including references and captions) and include:

- necessary author information (see Author Information section for specific requirements);
- a 1-paragraph abstract;
- 10-15 images (see Illustrations & Captions section for specific requirements)
- figure captions corresponding to the images;
- 15 to 20 references (see References section for specific requirements);
- no more than 3 tables.

Author Information

The manuscript must include the author's full name, degrees, practice name or academic affiliation, location (city and state), and e-mail address. The author should also submit a high-resolution (300 dpi at 3 inches) color headshot photograph (in JPEG, TIFF, or EPS format).

Images

- Digital images must be supplied as separate JPEG, TIFF, or EPS files. **Do not embed your images into a PowerPoint, Microsoft Word, or other document.** We cannot use them in these formats.
- Images must be **at least 300 dpi (dots per inch) when enlarged to 3 inches wide.**
- Please **do not crop** the photos.
- Images should be in a 4-color (CMYK) format.
- All images must be cited in the article by a parenthetical reference that corresponds to the Figure number you have assigned it. Example: *The patient presented with a Class IV fracture on tooth No. 8 (Figure 1).*
- Image files should be named to reflect the figure number within the text of the article.
- All images must be accompanied by a brief caption that describes the image. These captions should be clearly labeled to correspond to Figure 1, Figure 2, etc. **When numbering your images, please do not use letters** as in Figure 1A and 1B. Captions should be listed at the end of the article.

NOTE: If full-facial or other identifying images of patients are submitted, they must be accompanied by a signed and dated consent form from the patient agreeing to the publication of that/those images.

References

- References **must** appear in the text as numbered superscripts (**not** footnote or endnote annotations) and should be listed at the end of the manuscript in the exact order of appearance in the text.
- If you cite an article or book chapter more than once, only use one number for it (the first number you cited it as) throughout the text.
- Websites may be used as references if the content is from a clinical journal, university, manufacturer, or other qualified source. Websites such as Wikipedia, Yahoo, Ask, and WebMD are not acceptable. Please provide an access date.
- A manuscript that has been rejected for publication in any journal cannot be used.
- Provide **complete** bibliographic information for all materials cited. Journal references must include author(s), article title, journal title (use National Library of Medicine abbreviations only), volume number, issue number, inclusive page numbers, and year of publication).
- Follow these *AMA Manual of Style* examples:

Periodicals:

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Editorial Responsibility

The journal's staff will edit manuscripts to enhance their communication value to readers. However, content accuracy is the author's responsibility, along with incorporating editorial suggestions, answering queries, and approving changes.

Notice

Failure to comply with the instructions above may result in rejection for publication. The editor-in-chief and publisher reserve the right to make revisions in the text where appropriate. If questions arise, the author will be contacted.

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Compendium

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Author Instructions Research Articles

Research articles present new research in an objective manner. All abstracts for Research articles will appear in print, and the full text of the article will appear online.

All research articles submitted to *Compendium* should include the following components:

1. **Abstract:** a concise, one-paragraph summary of the research, including the objective, methods, results, and conclusions
2. **Background/Introduction:** a short review of current literature to place the research in context, and a rationale for the research
3. **Purpose/Objective:** a clearly stated hypothesis or objective
4. **Materials/Methods/Design:** specifics of how data were collected and compiled, for example, participant criteria, group assignment, control set-up, sample size, timeline, methods of measurement and their reliability, and statistical analysis
5. **Results:** presentation of the final results
6. **Discussion:** interpretation of the results in relation to stated objective, significance of study in context with other published research, limitations of study, future directions
7. **Conclusion and Clinical Implications:** brief summary of the article, relevancy of the research and its application for the clinician

Please note: If the research is a comparative study, mention of a specific product trade name should be avoided and the generic name used instead.

Review Process

All articles are peer reviewed in a blinded fashion. Any article that has failed peer review will not be considered for publication in *Compendium of Continuing Education in Dentistry*. Authors will be informed when their manuscript has returned from review and advised as to its status (Passed, Failed, Modifications Requested). It is the author's responsibility to comply with requested modifications. Modified articles will be subject to a second blinded review.

Manuscript Components and Format

Each article should be approximately 2,000–2,500 words (including references and figure captions) and include:

- appropriate images, not to exceed 6-12 figures and 2 tables (see *Images* section for specific requirements)
- 20-25 references (see *References* section for specific requirements)
- necessary author information (see *Author Information* for specific requirements)

Author Information

The manuscript should include the author's full name, degrees, practice name or academic affiliation, location (city and state), and e-mail address.

Illustrations & Captions

- Digital images must be supplied as separate JPEG, TIFF, or EPS files. **Do not embed your images into a PowerPoint, Microsoft Word, or other document.** We cannot use them in these formats.
- Images must be **at least 300 dpi (dots per inch) when enlarged to 3 inches wide.**
- **Do not crop** photos.
- Images should be in a 4-color (CMYK) format.
- All images must be cited in the article by a parenthetical reference that corresponds to the Figure number you have assigned it. Example: *The patient presented with a Class IV fracture on tooth No. 8 (Figure 1).*
- Image files should be named to reflect the figure number within the text of the article.
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References

- References must appear in the text as typed, numbered superscripts (not footnote or endnote annotations) and should be listed at the end of the manuscript in their order of appearance in the text.
- If you cite an article or book chapter more than once, only use one number for it (the first number you cited it as), throughout the text.
- Please limit the number of references to 40 or fewer.
- Websites may be used as references if the content is from a clinical journal, university, manufacturer, or other qualified source. Commercial websites such as Wikipedia, Yahoo, Ask, and WebMD are not acceptable.
- Provide complete bibliographic information for all materials cited. Journal references must include author(s), article title, journal title (use National Library of Medicine abbreviations only), volume number, issue number, inclusive page numbers, and year of publication.
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Compendium

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Author Instructions Literature Reviews

Literature reviews should provide information that is useful in a general practice setting. Articles should contain a review of the literature, and discuss the applications/implications for practitioners. Because of the nature of these articles, the reference section must contain all relevant citations.

Product Names/References

- Whenever possible, products used in the case or mentioned in the article must be genericized so as not to appear as a commercial endorsement.
- If it is necessary to use a specific product trade name, a list of competitive products and their manufacturers should be provided to ensure fair play.

Review Process

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Manuscript Components and Format

Each article should be approximately 2,000 words and include:

- necessary author information;
- 6-12 images
- figure captions corresponding to the images;
- 10-15 references;
- no more than 3 tables.

Author Information

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- Provide complete bibliographic information for all materials cited. Journal references must include author(s), journal (use National Library of Medicine abbreviations only), volume number, inclusive page numbers, and date of publication).
- Please limit the number of references to 40 or less.
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Author Instructions Practical Applications

Practical Application articles should provide information that is useful in a general practice setting. These articles are intended to discuss clinical conditions and treatment techniques. They are not intended to be commercial endorsements. These articles should feature background and educational information regarding the clinical scenario and technique. For example, a discussion of a new oral cancer biopsy technique might begin with a recapitulation of why early and accurate diagnosis is critical in cancer cases. It is typical but not necessary to use a specific case to illustrate the technique. When a clinical case is presented, a 1-year follow-up discussion with clinical photographs should be included.

Product Names/References

- Whenever possible, products used in the case or mentioned in the article must be generic so as not to appear as a commercial endorsement.
- If it is necessary to use a specific product trade name, a list of competitive products and their manufacturers should be provided to ensure fair play.

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- Please **do not crop** the photos.
- Images should be in a 4-color (CMYK) format.
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Author Instructions Products In Practice

Products In Practice discuss a clinical condition and the specific treatment techniques, demonstrating the proper application and benefit(s) of a specific product used by the clinician to address the condition. The article should present a case throughout the entire dental treatment process and help provide a learning tool for practitioners.

A Products in Practice article must include a(n):

- abstract;
- brief overview of current research and treatments pertaining to the case;
- discussion of the case;
- rationale for treatment approach;
- description of the primary products used in the case and the rationale for their selection in terms of clinical benefits;
- conclusion that encapsulates the article and the relevance to the dental practitioner.

The article should include these details: patient age and sex; patient presentation of concerns and complaints; patient's medical and dental histories; results of applicable dental examination and test(s); contraindications; preexisting conditions (medical and dental) that may affect treatment planning and outcome; any options presented to the patient; treatment plan in detail; treatment techniques, procedures, and progress; any interdisciplinary approaches; final treatment outcomes, and a follow-up (1 year if possible) including photographs.

The accompanying images should be a visual presentation of the clinical procedures used by the author and any specialist involved with the case, and should include pre- and posttreatment images, hallmark points in the treatment, and pertinent radiographs.

Manuscript Components and Format

The manuscript should be approximately **2,000 words** (including references and captions) and include:

- necessary author information (see Author Information section for specific requirements);
- up to **8 images** (see Illustrations & Captions section for technical specifications)
(Note: Each individual picture counts as 1 image: thus, Figures 1A-1D count as 4 images, not 1. Thank you for your attention to this detail.) These should be 300 dpi at 5x7 inches minimum.
- figure captions corresponding to the images;
- **An additional 4-6 images that we can use to make the opening spread collage.** These should be **300 dpi at 5x7 inches minimum** and should represent various aspects of the case (eg, a postoperative image from a different angle than the postop included in the article). Large file size is critical here, and the ability to render some horizontally and some vertically on the page is helpful. **Please see the attached pdf for an example of the collage.**
- **15 to 20 references** (see References section for specific requirements);

Images

- Digital images must be supplied as separate JPEG, TIFF, or EPS files. **Do not embed your images into a PowerPoint, Microsoft Word, or other document.** We cannot use them in these formats.
- Images must be **at least 300 dpi (dots per inch) when enlarged to 5 x 7 inches.**
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- If you cite an article or book chapter more than once, only use one number for it (the first number you cited it as) throughout the text.
- Websites may be used as references if the content is from a clinical journal, university, manufacturer, or other qualified source. Websites such as Wikipedia, Yahoo, Ask, and WebMD are not acceptable. Please provide an access date.
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Compendium

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