Guidelines for *VDA Journal* Authors

Editorial content other than peer-reviewed manuscripts

The *Virginia Dental Journal* seeks to publish articles that improve the lives of its dental professional readers, both in the form of peer-reviewed scientific abstracts, and articles that seek to inform and stimulate professional discussion. We offer guidelines for the latter in this document to help authors create content that supports the mission of VDA publications. Authors are advised to consider these guidelines in manuscript preparation, with the knowledge that articles may be referenced in online databases.

First, authors should consider that length and word count of their proposed article.   One printed page can accommodate approximately 800-1000 words. Readers may fail to read beyond the first page of an article, and every effort should be made to condense the text to fit on one page. Second, to help readers more effectively scan and identify the most important messages, please consider the use of secondary headlines to help organize your article into distinct sections and emphasizeimportant points . Third, every article should have an opening and closing statement, with the final paragraph linked to the first, if possible. Fourth, and perhaps most important, authors should carefully proofread for correct grammar and spelling, as well as accuracy of references. Authors are encouraged to have trusted advisers review documents for errors prior to submission.

The *Journal* may, at the discretion of the Editor, make changes in the following without the permission of the author:

- Length (word count)
- Style
- Grammar
- Spelling

Authors are encouraged to consult references on writing and composition such as *The Elements of Style* (William Strunk, Jr. and E.B. White, 2005; Penguin Press, New York), *The Associated Press Stylebook* (AP Editors, 2015; Basic Books, New York) and *On Writing Well* (William K. Zinsser, 2006; Harper Collins, New York). All manuscripts are to be submitted in Microsoft Word® format, and all photographs should arrive in JPEG format. Do not insert photographs into Word® documents. To stimulate reader interest, we encourage authors to include a photo with their submission. Please allow up to twelve months for publication in print format after submission.

Finally, authors should make every attempt to include information that will interest and benefit the readers of the *Journal*, most of whom are members of the Virginia Dental Association. The author should not only address and explain the topic of the article, but also state why it is important to dentists, and when possible, provide accompanying VDA or ADA resources to help combat this issue. Addressing topics from a problem-solution format may help authors relate to peers facing similar challenges. Failure to consider this important feature may result in the manuscript being declined for publication.

All documents are to be submitted to one of the following email addresses: roadcap1@yahoo.com, or Jacobs@vadental.org.

Thank you for your attention to these *Journal* publication guidelines.