

CDHA Journal Author Guidelines

Guidelines for Submitting Manuscripts to the *Journal*

Editing Timeline: All submissions are required 6 weeks prior to publication

The *Journal* Editor will review all submissions for compliance with submission criteria. Manuscripts accepted for peer review are assigned to three reviewers.

2025 Submission Dates:	2026 Submission Dates
May 1 October 15	January 5 May 1 October 15

Purpose and Focus

The *CDHA Journal* is a peer-reviewed digital publication distributed three times per year to members and available through the CDHA website (www.cdha.org). The purpose of the *Journal* is to provide readers timely information on trends in clinical practice, updates on legislative efforts and issues, changes in dental hygiene regulations, continuing education articles, current activities of students in California dental hygiene programs along with special interest articles from around the globe. The *Journal* editor and committee accepts submissions of original work related to dental hygiene research, education, and evidence-based practice that supports all aspects dental hygiene careers. Manuscripts are accepted year-round. These guidelines have been developed to assist authors in successful publication.

CDHA Mission Statement

CDHA is the unifying voice and professional forum for dental hygienists in California, promoting the highest standards of dental hygiene education, scope of practice, and research. We advocate for the interests of dental hygienists and access to oral health care for all consumers.

Requirements of All Submissions

The *Journal* is a scholarly publication, and all submissions are peer-reviewed for quality, depth and significance to dental hygiene. Submissions must show comprehension of the subject matter and the author will have expertise in the subject or topic of the manuscript. It is the intent of the editing team to have each submission provide new information or significance to the dental hygiene profession.

NOTE: Authors are required to include a cover letter identifying whether the manuscript has been published previously or is under consideration by another publication.

All submissions to the *Journal* are reviewed by the editing team and may be screened by additional committee members.

Author Requirements

Authors must own the manuscript. Authors are responsible for obtaining permission to use any materials that they do not own such as tables, charts, figures and photographs. Written permission must be obtained from the copyright owner prior to publication and submitted with the manuscript.

Submission Categories and Requirements

A. Literature Review

A Literature Review manuscript presents a compilation of published material on a specific topic.

A literature review submission will include the following:

- a summary and critique of the topic presented;
- aspects requiring further study;
- it may focus on trends or areas interest/concern to the dental hygiene profession

Word Count: approximately 2000 (does not include title page, references, tables, figures, photographs)

B. Original Research

Abstract: 250-300 words

Manuscript: 4,000 words maximum (abstract, references, tables and figures)

Original research submissions should be hypothesis-based, qualitative or mixed methods studies of basic, behavioral, clinical, or translational research. Submissions in the original research category should provide new information, build on previous research applications, or be theoretical developments relevant to the discipline of dental hygiene. All submissions must include an abstract, introduction/review of the relevant literature, methods (including IRB protocol number or appropriate ethical review board approval), results, discussion and conclusions. Original research generally will include the following sections: abstract, introduction, methods, results, discussion, conclusion, references.

C. All Other

Manuscript: 2,000 words maximum

Short reports related to dental hygiene, product review, oral health special interest or entrepreneurial topics. limited in scope and may include a description of the topic or activity, discussion, conclusion and recommendations. References may be required and should be included to support the rationale as needed.

Abbreviations and Acronyms

Abbreviations and acronyms must be spelled out when they are first used in the manuscript followed by the abbreviation in parentheses.

Medication, Product or Device Names

Generic, non-proprietary names should be used for medications, products and devices. The trade name, along with the registered mark® or trademark™ symbol and the manufacturer's name and city/state, should be stated in parentheses.

Example: Metformin (Glucophage®; Bristol-Myers Squibb, New York, NY, USA)

References

References should be numbered in superscript in the order they appear in the text. Continuous references are connected with a dash, such as:^{7, 8-10} Authors are responsible for verifying that each reference cited in the text is also present in the list of references and vice versa. The use of current, correctly cited references is considered as a part of the manuscript review process. The National Library of Medicine (NLM)citation style is an extensive index of sample references and detailed use the link: https://www.nlm.nih.gov/bsd/uniform_requirements.html

Submission Format

Manuscripts are to be in Microsoft Word docx files using the 11-point Arial typeface, double-spaced and with one-inch margins All pages must be numbered, beginning with the abstract and ending with the references Standard usage of the English language is expected.

The *Journal* uses third-person, narrative style. First- or second-person narrative style can be used when describing special interest content applicable to the author(s).

Photos

Submitted photos must be in JPEG format and of high-quality resolution. Any individual depicted in the photos must have a signed Photo Release form included. All individuals in a photo must be identified by name and credentials (if applicable).