



Information for Authors

The mission of *SCD Special Care in Dentistry* is to provide a forum for research findings, case reports, clinical techniques, and scholarly discussion relevant to the oral health and oral health care of "special care patients." The designation of the special care patient is not limited to hospitalized, disabled, or older individuals, but includes all patients for whom oral health and oral health care are complicated by physical, emotional, financial, and/or access factors. Manuscripts should be submitted to Ronald Ettinger, BDS, MDS, DDS, Editor, c/o the Special Care Dentistry, 401 N. Michigan Ave., Chicago, IL 60611.

Manuscripts.

Manuscript submission is via email and as a scanned file sent to SCD@SCDonline.org along with two paper copies of the manuscript mailed to the SCD Editor. **Original articles are considered and accepted for publication on the condition that they have not been published, or are not simultaneously submitted for publication, elsewhere. A letter signed by all authors stating that the submission is an original article, not previously published or simultaneously being considered for publication elsewhere, must accompany the submission.** The manuscript should be submitted with all material (text, references, tables, legends) double spaced, flush left (preferably in Courier typeface), with at least a 1" margin all around. All pages should be systematically numbered. The editor reserves the right to edit manuscripts to fit available space and to ensure conciseness, clarity, and stylistic consistency.

Title page: Titles of articles should be descriptive but as concise as possible. Long titles tend to discourage reading, present typographic and layout problems, and create difficulties in indexing. Also include with the manuscript an abbreviated title of no more than 50 characters (including punctuation and spaces) to be used on the journal cover. On the title page please include no more than 6 key words for the article. The corresponding author should include his or her E-mail address, daytime telephone and FAX numbers, as well as current address. Positions and professional degrees should be provided along with each author's full first and last names.

Abstract: A brief structured abstract not to exceed 150 words must be included with each article, and should state the following: purpose/aim of the article, the method/materials used, results, and conclusions or clinical relevance.

Scientific article content

Introduction: A critical review of the manuscript topic, the rationale and significance of the study, and as appropriate study aims and/or hypotheses should be presented in the introduction. **Methods:** All methods used must be detailed and referenced adequately and include a description of the statistical data analysis methods.

Results: Results must be presented in a logical order with references to appropriate tables, figures, and illustrations.

Discussion: Important findings from the study should be dis-

cussed and compared with the published literature on the topic. Any limitations of the study and any future research implications of the study findings must be discussed.

Conclusions: Study conclusions should be presented in sentence form and not in the form of a list of numerical or dot-points. These conclusions should parallel those presented in the structured abstract.

Case Report content

Case reports do not need to be as formally structured as scientific articles, but should be concise. They should include a brief introduction presenting a critical literature review and a statement of the clinical implications of the case. The case description should include: personal history of the subject, socioeconomic data, health and medications history, extra-oral and intra-oral examination findings; differential diagnosis; treatment options; final treatment plan and follow-up data for a minimum of 6 months. Any relevant techniques used and results and data obtained should be presented. A brief discussion should reinforce the clinical implications of the case report and discuss any unique findings and insights gained, which makes this patient or patients different from any patients previously reported.

Ethics in Science.

In all reports of original studies with humans, authors should specifically state the nature of the ethical review and clearance of the study protocol. Informed consent must be obtained from human subjects participating in research studies. Some reports, such as those dealing with intellectually disabled persons or institutionalized children and older adults, will need additional description of ethical clearance.

References.

All references must be typed, double-spaced, on a separate sheet. All authors must be listed if there are six or fewer; for seven or more authors, list the first three and add "et al." All references given must be cited in the text, and must be cited in numerical order. Bibliographies and readings lists are not used.

For journal references, give the author's name, title of article, abbreviated journal name, volume number, inclusive pagination, and year:

1. Olsen RA, Olsen DB. Hospital protocol for inpatients and outpatients. *Spec Care Dentist* 1987;7:257-60.

For books, give the author's name, book title, edition (if known), location and name of publisher, inclusive pagination, and year of publication:

Little JW, Falace DA. Dental management of the medically compromised patient. 2nd ed. St. Louis: Mosby; 1984:120-5.

For agency publications, give author, title, place of publication, publisher, year, and publication and series numbers:

1. Jones WF III. Dental offices. Hyattsville, MD: National Center for Health Statistics, Public Health Service, National Institutes of Health;1978. DHEW publication no. (PHS)-78-1785.

Tables.

Tables may supplement the article. Each table should be typed on a separate sheet, numbered consecutively in Arabic numerals and cited in the text. All tables must have a title. Do not use vertical rules.

Illustrations.

Illustrations include all material that cannot be set in type, such as photographs, line drawings, graphs, and charts. All illustrations must be numbered and cited in the text. All illustrations must have a title and should be sent as a scanned file. Titles for graphs and charts may be placed directly above the graph or chart. Accompanying text and titles for all other illustrations should be typed and double spaced on a separate sheet, not on the illustration. Figures, charts, and graphs must be drawn professionally, preferably computer generated and laser printed. Lettering must be large and clear. Glossy black-and-white prints of drawings must be submitted, rather than original artwork. Radiographs are not acceptable and must be submitted as glossy prints or as scanned files (eg., JPEG). In addition to scanning, all photographs and line drawings must be submitted in duplicate. Photographs should be unmounted and untrimmed, and should be high-quality, sharp, black-and-white glossy prints. On the back of each photograph, write the figure number, and indicate top edge. Reproduction of color photographs is allowed and, in certain instances (particularly for some intra-oral lesions), encouraged for illustrative purposes. Additional reproductive costs for color photos will be borne by the author(s).

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Acknowledgements.

Acknowledgements should be kept to a minimum, and describe the source of support for any research or work in the article. Any support by manufacturers or suppliers of materials and equipment must be acknowledged.

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Costs.

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If manuscript changes are suggested by the reviewers' prior to acceptance for publication, the reviewers' comments/suggestions will be sent to the authors electronically. The authors will be asked to address all the reviewers' comments and concerns in a letter to the editor and will need to identify the page and paragraph where they have made or omitted the reviewers' comments/suggestions. If the authors choose to omit a reviewer's suggestion in the revised manuscript, they need to justify that decision in a clear and concise statement in the letter to the editor. Authors must revise their manuscript appropriately by either highlighting or tracking any manuscript changes. The revised manuscript file is then to be resubmitted to the editor via e-mail to SCD@SCDOnline.org or on a disk or CD, and labeled with the manuscript title, author(s), the word processing version used (i.e., WordPerfect, Word for Windows 2.0, etc.), and whether it is Mac or pc-compatible.

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