

## Checklist for Submission of Manuscripts to the *Journal of Dental Education*

### Format

- Have you checked the *Journal's* [website](#) for the instructions to authors which delineate specific formatting requirements for submission?
- Does the manuscript have less than 3,500 words, excluding the abstract, figures and references?
- Does the manuscript have no more than six figures and tables combined? (figures can be multipanel)
- Do the manuscript references not exceed 50—unless the article is a systematic review?
- Are the margins at least 1 in. (2.54 cm)?
- Is the entire manuscript—including abstract, acknowledgments, references, table and figure captions—double-spaced?
- Are the title page, abstract, content, acknowledgments, references, tables, figures and appendices on separate pages?
- Is each table and figure on a separate page?
- Are the figure captions on the same page as the figures?
- Are manuscript elements ordered in sequence, with the text pages between the abstract and the references?
- Are all pages numbered in sequence, starting with the title page?
- Has the manuscript been carefully proofread for typographical errors and for correctness of grammar?
- Is a statement about IRB approval/exemption included at the beginning of the methods section for research studies involving human subjects?
- Are limitations and suggestions for further research included for all research studies?

### Title Page

- Is the title informative and concise?
- Is the title limited to 15 words and a total of no more than 150 characters?
- Does the title page include:
  - the title?
  - the name of each author (preferably as first name, middle name/initial and last name) with highest academic degrees?
  - each author's and coauthor's job title, department, and institution and the location of the institution?
  - full name and title, mailing address, phone, fax, and email address of author responsible for correspondence about the article and requests for reprints?

### Abstract

- Does the abstract have no more than 250 words?
- If the article is a research study, is the abstract structured with the subheadings Purpose/Objectives, Methods, Results, and Conclusion(s) and written as one paragraph?
- Is the abstract free of references?
- Are three to 10 key words or phrases listed below the abstract?
- Do at least the first three listed keywords come from the Medical Subject Headings listed in the [Index Medicus guidelines](#) for words found in the Medical Subject headings?

### Paragraphs and Headings

- Is each paragraph longer than a single sentence but not longer than one manuscript page?
- Do the levels of headings accurately reflect the organization of the paper?
- Are primary headings in all caps, secondary headings in both cases and bold, and tertiary headings in both cases and underlined? Are all of them aligned to the left-hand margin?
- Do all headings of the same level appear in the same format?

### Abbreviations

- Are necessary abbreviations written out in full before first use?

- Are abbreviations in tables and figures explained in the table and figure legends, notes or titles?

### References

- Are references numbered consecutively in the order in which they are first mentioned in the text?
- Are any references repeated?
- Does each source have one number?
- Are references identified by Arabic numerals placed as superscript numerals within or at the end of the sentence?
- Do reference numbers follow punctuation marks such as commas and periods?
- Are references cited both in the text and in the reference list so none appear in the reference list that is not cited in the text?
- Are journal titles in the reference list abbreviated according to the list of abbreviations of journal titles published by the [Index Medicus](#)?
- Are inclusive page numbers for all articles or chapters in books provided in the reference list?

### Tables and Figures

- Are there no more than six tables and figures?
- Are all tables and figures referred to in the text in the order in which they appear?
- Does the title of the table/figure adequately describe the content?
- Does every table column have a heading?
- Is the reader able to interpret tables/figures with the help of legends and/or notes without reference to the text?
- Are the elements in the figures large enough to remain legible after the figure has been reduced to the width of a journal column or page?
- Is lettering in a figure no smaller than 8 points and no larger than 14 points?

- Are abbreviations in tables and figures explained in the table and figure legends and/or notes?
- Are sources double-spaced in a source note below the table with Arabic numbers identifying the referenced material? Note that any sources should be included with the table, not cross-referenced to the article reference list.
- Are any scales used in figures and tables explained in the legend and/or notes?
- Are asterisks in tables only used with p-values?

### Copyright and quotations

- Is written permission to use previously published texts, tables or figures enclosed with the manuscript?
- Are page numbers provided parenthetically in the text for all quotations?

### Submitting the Manuscript

- Did you upload both a blinded and an unblinded version of your manuscript?

### For Revised Manuscripts

- Are the revisions made noticeable through the use of Track Changes, the highlighter tool, or a different font color?
- Have you uploaded a response to the reviewer comments?