

JOURNAL HISPANIC DENTAL ASSOCIATION MANUSCRIPT SUBMISSION GUIDELINES

We appreciate your interest in the *Journal Hispanic Dental Association (JHDA)*.

1. EDITORIAL AND CONTENT CONSIDERATIONS

Welcome to our Journal's guidelines, designed to assist authors in preparing submissions that meet our publication standards and facilitate a smooth review process.

JHDA is a bilingual (English and Spanish) peer-reviewed journal that disseminates information on Hispanic/Latino oral and systemic health. The Journal welcomes reviews, research articles, case reports, technical perspectives, and any other evidence-based articles related to:

- Innovations in dentistry
- Esthetics
- Oral-systemic health
- Informatics and technology (electronic health records, teledentistry, etc.)
- Public health (epidemiology, social determinants of health and access to care)
- Allied health professions- dental hygiene, dental assistant, dental therapist
- Dental specialties
- Ethics and professionalism
- Community outreach
- General Dentistry
- Higher education/academic careers
- Recruitment and retention of dental and allied health students

JHDA adheres to the ethical guidelines for publication and research. It should be noted that submission indicates that the content has not been published or offered for publication anywhere else. Before submitting, please carefully read the entire set of author guidelines.

1.1. Plagiarism and Artificial Intelligence Detection

JHDA employs plagiarism and artificial intelligence content detection systems. By submitting your manuscript to this Journal, you accept that your manuscript may be screened for plagiarism and artificial intelligence.

2. ETHICAL GUIDELINES

2.1. Authorship and Acknowledgements

2.1.1. Authorship

When authors submit a manuscript to the JHDA, they do so with the understanding that all authors have reviewed and accepted the work and that submission is acceptable to all.

The JHDA uses the International Committee of Medical Journal Editors (ICMJE) definition of

authorship. The ICMJE standards state that authorship should be determined by three factors: (1) making a significant contribution to the manuscript's conception and design or acquisition of data or analysis and interpretation of data, (2) drafting it or critically editing it for significant intellectual content; and (3) final approval of the version to be published. All authors must fulfill requirements 1, 2, and 3.

It is necessary that, at the time the manuscript is submitted, all authors receive the proper credit. Those contributors who do not meet the requirements for authorship ought to be acknowledged under Acknowledgments.

2.1.2. Acknowledgements

Under acknowledgments, please list any other contributors to the manuscript other than the authors accredited, along with all funding sources for the study. *JHDA* requires that sources of institutional, private, and corporate financial support for the work within the manuscript must be fully acknowledged, and any potential grant holders should be listed. It should not include thanks to anonymous referees and editors.

2.2. Conflict of Interest

Authors are required to disclose any possible conflict of interest. These include financial (for example, patent, ownership, stock ownership, consultancies, speaker's fee). The author's conflict of interest (or information specifying the absence of conflicts of interest) will be published under a separate heading entitled 'Conflict of Interests.'

2.3. Use of Inclusive Language

All manuscripts must refrain from using phrases or terms that could be seen as excluding specific groups of individuals. Additionally, inclusive language must be truthful, impartial, courteous, and in line with the desires of the people and groups it discusses.

2.4. Research Participants

Research involving human participants will be published only if such study has been conducted following ethical principles, including the World Medical Association [Declaration of Helsinki](#) (version 2008) and the additional requirements (if any) of the country where the research has been carried out. Manuscripts not in agreement with the guidelines of the Helsinki Declaration (as revised in 1975) will not be accepted for publication.

Manuscripts must be accompanied by a statement that the research was undertaken with each participant's understanding and written consent and according to the abovementioned principles.

Additionally, all studies should include an explicit statement in the Methods section identifying each study's review and ethics committee approval, if applicable. Editors reserve the right to reject papers if there is doubt about whether appropriate procedures have been used. Use the term "participant" instead of "subject" when reporting on your study.

2.5. Ethics of Investigation

2.5.1. Animal Studies

If experimental animals are used, the methods section must indicate that adequate measures were taken to minimize pain or discomfort. Experiments should be carried out following the Guidelines laid down by the [National Institute of Health \(NIH\)](#) in the USA with respect to the care and use of animals for experimental procedures or with the [European Communities Council Directive of 24 November 1986 \(86/609/EEC\)](#) and following local laws and regulations.

2.5.2. Clinical Trials

Clinical trials should be reported using the CONSORT guidelines available at <http://www.consort-statement.org>.

JHDA encourages authors submitting manuscripts reporting from a clinical trial to register the trials in any of the following free, public clinical trial registries: www.clinicaltrials.gov, <https://www.ifpma.org>, <http://isrctn.org/>. The clinical trial registration number and name of the trial register will then be published with the manuscript.

2.5.3. Observational and Other Studies

Reports on observational studies such as cohort, case-control, and cross-sectional studies should be consistent with guidelines such as [STROBE](#).

Systematic reviews should be reported consistent with guidelines such as [PRISMA](#).

Meta-analysis for systematic reviews should be reported consistent with guidelines such as [QUOROM](#) or [MOOSE](#).

Case reports and series should be reported consistent with guidelines such as [CARE](#).

Practice guidelines should be reported consistent with guidelines such as [AGREE](#).

Qualitative research should be reported consistent with guidelines such as [SRQR](#) or [COREQ](#).

Studies focusing on health economics should be consistent with the Consolidated Health Economic Evaluation Reporting Standards (CHEERS) statement and the [CHEERS](#) checklist.

These guidelines can be accessed at www.equator-network.org.

2.6. Permissions

If all or parts of previously published illustrations are used, permission must be obtained from the copyright holder concerned. The corresponding author is responsible for obtaining these in writing and providing copies to the publishers.

2.7. Photographs of People

JHDA follows current [HIPAA](#) guidelines for the protection of patient/participant privacy. If an individual pictured in a digital image or photograph can be identified, their permission is required to publish the image. The corresponding author may submit a letter signed by the patient authorizing

the *Journal Hispanic Dental Association* to publish the image/photo. The Editorial Office must receive this letter before final acceptance of the manuscript for publication. Otherwise, the image/photo must be altered so the individual cannot be identified (black bars over eyes, etc.).

2.8. Copyright Assignment

If your manuscript is accepted, the author identified as the formal corresponding author for the paper will receive an email prompting them to sign the copyright agreement.

3. SUBMISSION OF MANUSCRIPTS

3.1. Review Procedures

3.1.1. Submission

Authors must submit their manuscripts to the Journal in **English and Spanish** via email at journal@hdassoc.org. This involves adhering to the Journal's specific submission guidelines, often including formatting, structure, and ethical considerations. Questions about manuscript submission or general inquiries can be sent to the Editor at Yepes@uthscsa.edu.

3.1.2. Editorial Assessment

The Journal's editorial staff first screens the submission. They check if the manuscript adheres to the Journal's scope, submission guidelines, and basic quality standards. The manuscript may be rejected without peer review if it doesn't meet these criteria.

The Editor or an associate editor evaluates the manuscript for its content, significance, originality, clarity, and relevance to the Journal's audience. Based on this assessment, the Editor decides whether to send the manuscript for peer review or reject it.

3.1.3. Selection of Reviewers

The Editor selects experts in the field who are typically not part of the Journal's editorial staff. These peer reviewers are chosen based on their expertise and absence of conflict of interest with the manuscript's content.

3.1.4. Review Process

Reviewers evaluate the manuscript based on various criteria, including the quality of research, methodology, accuracy of results, and contribution to the field. This process is double-blinded (where neither authors nor reviewers know each other's identities).

3.1.5. Reviewer Reports

Reviewers submit their reports, recommending acceptance, revision, or rejection. They provide constructive feedback, identifying strengths, weaknesses, and necessary improvements.

3.1.6. Editorial Decision

The Editor decides based on the reviewers' reports and their own assessment. The decision could be:

Acceptance: The paper is accepted for publication.

Minor Revisions: The paper will be accepted after minor changes.

Major Revisions: The paper may be acceptable after significant changes and another round of review.

Rejection: The paper is not suitable for publication in the Journal.

Revision and Resubmission: If revisions are requested, authors revise their manuscript addressing the reviewers' and editor's comments. The revised manuscript is then resubmitted, often undergoing further review.

3.1.7. Final Decision and Publication

The final decision to publish is made once the manuscript meets the Journal's standards. The manuscript then goes through copyediting, typesetting, and proofreading before publication. The decision on a manuscript is final and cannot be appealed.

3.1.8. Transfer of Author(s) Rights to the Journal

Upon acceptance of a manuscript for publication, the author(s) grants the *Journal of Hispanic Dental Association* exclusive rights to publish and distribute the paper in all forms and media.

3.1.9. Post-Publication

After publication, the article is often subject to post-publication peer review and commentary by the broader community.

3.2. Editorial Board Submissions

Manuscripts authored or co-authored by the Editor or by members of the Editorial Board are evaluated using the same criteria determined for all other submitted manuscripts. The process is handled confidentially, and measures are taken to avoid real or reasonably perceived conflicts of interest.

4. MANUSCRIPT PREPARATION AND FORMATTING

Adhering to the following guidelines will significantly contribute to the smooth manuscript processing for publication.

4.1. Page Setup

Manuscripts (**English and Spanish versions**) must be submitted as Word documents and adhere to a maximum limit of 3,000 words. Abstracts accompanying these manuscripts have a 250-word limit. The authors are requested to provide a list of up to six keywords.

To maintain consistency in formatting, please ensure pages have 1-inch margins on every side of the paper and are consecutively numbered, use font size 10pt – 12pt in Times New Roman, and double line spacing throughout the manuscript.

4.2. Title Page

The title page should include the following:

The complete title of the manuscript and complete information for all authors.

Each author's full name, degree, professional title, and work affiliations, including position. JHDA generally does not publish US fellowships and honorary degrees and designations.

Designation of a corresponding author.

4.3. Visual and Supplementary Materials

Up to 8 total figures, pictures, and images combined are accepted.

Every table, image, and figure must have a concise and descriptive title. This title should indicate the content and purpose of the visual or tabular data.

Number each table, image, and figure consecutively in the order of their citation in the text (e.g., Table 1, Table 2, Figure 1, Figure 2, etc.).

Refer to each table, image, and figure by their corresponding number at the relevant point in the text.

Ensure high resolution for images and figures (300 dpi minimum). JPEG, TIFF, or Microsoft PowerPoint formats are accepted. If the image involves a patient or a specific part of the patient, ensure patient anonymity is maintained.

JHDA will accept digital files of radiographs, magnetic resonance images, and magnetic resonance angiograms. The JHDA reserves the right to reject any figure that does not meet the necessary quality standards for publication.

Indicate the analytic approach in the figure footnotes. As appropriate, present the hypothesis, test statistic, and associated P value. The actual P value should be reported, and statements such as " $P < .05$ " or "*" should always be avoided. A very low P value should not be reported as " $P = .00$ " but rather as " $P < .001$."

For all P values, it should be clear what hypothesis is being tested and what statistical method is being used.

4.4. Supplemental Data

This material should be submitted with each manuscript submission (original and revisions) to permit full review.

4.5. References

JHDA follows the American Medical Association Manual of Style, 11th Edition, for reference citations.

Thank you for your attention to these guidelines; we appreciate your cooperation in maintaining the quality of submissions to the *Journal Hispanic Dental Association (JHDA)*.