



Connecticut State Dental Association

Article Submission Guidelines

The Communicator:

Introduction:

The Communicator is published quarterly. Most of the Connecticut State Dental Association's (CSDA) editorial content is written by the Association's staff, members of the CSDA, or other qualified professionals. A clear distinction shall be made for the reader between news reports and opinion. Articles that contain opinion or personal interpretation must be clearly identified. Viewpoints expressed will be those of the authors and do not necessarily reflect the views or the policies of the CSDA.

Submissions:

Submissions are published at CSDA's discretion. The CSDA will review all contributions and accept, return to the author for revision, or reject the article. All submissions accepted for publication by the CSDA will be acknowledged in writing to the original author (either hard-copy or via e-mail) prior to publication. PDF's, Excel documents, e-mails with content in the body, and any other graphic files will not be accepted for content submission. All content submission must be submitted in a word document format.

Deadlines:

Winter Issue: December 15

Spring Issue: March 15

Summer Issue: June 15

Fall Issue: September 15

**Deadline extensions may be possible, but advanced notice is required.*

Criteria:

- Length for feature articles should be approximately 1 to 3 double-spaced typed pages.
- Include a title and subheads.
- Spell out acronyms or abbreviations the first time you use them.
- Include all titles of standards, in addition to standard designations.
- Articles must not appear to promote the products or services of authors who represent vendors of said products.
- Every effort must be made to assure that news content is accurate, free from bias and in context, and that all sides are presented fairly.
- Editorials, analytical articles and commentary will be held to the same standards of accuracy with respect to facts as news reports.
- All bylined submissions should be accompanied by an author's biography of no more than 75 words.
- Include charts, graphs, diagrams, photographs, illustrations, cartoons, etc. to break up text where needed.
- Suggested captions and credits should accompany suggested artwork.
- A permission statement for use must accompany original photographs or illustrations.

**All contributions are subject to editing for space, clarity and conformity with CSDA's editorial guidelines.*

The E-Communicator (E-Newsletter):

Introduction:

The *E-Communicator* is published electronically bi-weekly on Fridays. Most of the CSDA's editorial content is written by the Association's staff, members of the CSDA, or other qualified professionals. A clear distinction shall be made for the reader between news reports and opinion. Articles that contain opinion or personal interpretation must be clearly identified. Viewpoints expressed will be those of the authors and do not necessarily reflect the views or the policies of the CSDA.

Submissions:

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Deadlines:

Content for this publication is due Wednesday 5 p.m. before each issue. Due the nature of this publication, no extensions will be granted. Any late content will be saved for the following E-Communicator, if applicable.

Criteria:

The E-Communicator follows the same guidelines outlined above with the following exceptions:

- Content should be brief: 100-150 words only. No Scientific articles will be accepted.
- Headlines should be short and catch the reader's attention
- Include all URL links in the article.

**All contributions are subject to editing for space, clarity and conformity with CSDA's editorial guidelines.*