

AUTHOR GUIDELINES

General Overview

Please be sure to review these guidelines carefully when submitting a course for consideration. Should you have questions, call the Foundation's development staff at (800) 255-2100, ext. 282.

The Foundation accepts two types of courses for consideration.

Online Courses for Lecture Credits: These courses offer participants an opportunity to fulfill their live/lecture credit requirements online. All of these courses are entirely Internet-based and must be submitted to the Foundation in PowerPoint or video/audio format. Those submitting courses for consideration in this category consent to the Foundation contacting them by e-mail in the event a course participant has a question.

Online Courses for Home Study Credits: These articles are published on the Foundation's Web site. Articles must be submitted to the Foundation in Microsoft Word format. Those submitting home study courses for consideration are not required to make their e-mail available for follow-up questions.

These guidelines provide an overview of the Foundation's submission guidelines regarding the following:

- Online Course Content Submission (Courses for Lecture Credits)
- Manuscript Submission (Courses for Home Study Credits)
- Review
- Authors' Responsibilities
- Disclosure

The proposed course should be e-mailed to jamodeo@nysdental.org. All courses submitted for consideration must be accompanied by an abstract of at least 1-2 paragraphs, which clearly and concisely defines the overall objective of the proposed course. Curriculum vitae for each author collaborating on the development of the course must also be included with the initial submission.

With your submission, please include a cover letter that provides the following:

- *Author Identification:* The author(s) should provide contact information, including name, professional title, affiliations, address, telephone number and an e-mail address.
- *Proposal Designation:* The course author(s) should indicate which venue the abstract should be considered for (online lecture credit course or home study credit course).

Proposals for Courses to be offered for Lecture Credits

Format: All courses submitted for consideration as an Internet-based lecture credit course **must** be submitted in an annotated PowerPoint format or as a video-based course. There is no slide or time limit on the length of the course; credit designation will be assigned based on the estimated time it would take to complete the course.

Authors: Those listed as authors should have contributed to the development of the course. A CV must be submitted for each author, as well as a headshot if available.

Acknowledgements: Any acknowledgements must be submitted separate from the course content and will be considered for inclusion in the final course.

Illustrations: Figures are welcome, along with tables, charts, graphs, and photographs. Restrictions beyond our control, or pertaining to space limitations, may not allow all illustrations to be included. All figures must be submitted in JPEG, TIFF, or PNG format.

References: Published references should be cited in the text and numbered consecutively. References should appear as endnotes.

Exam Questions: In submitting a course to the Foundation, the author agrees to author a quiz of not less than 10 questions that corresponds to the material presented in the course.

Proposals for Courses to be offered for Home Study Credits

Format: Courses submitted for consideration as an Internet-based home study credit course **must** be submitted in Microsoft Word (2003 or later) format. There is no word limit for home study articles/courses. Credit designation will be assigned based on the estimated time it would take to read the article and complete the corresponding exam.

Authors: Those listed as authors should have contributed to the development of the course. A CV must be submitted for each author, as well as a headshot if available.

Acknowledgements: Any acknowledgements must be submitted separate from the course content and will be considered for inclusion in the final version of the article.

Illustrations: Figures are welcome, along with tables, charts, graphs, and photographs. Restrictions beyond our control, or pertaining to space limitations, may not allow all illustrations to be included. All figures must be submitted in JPEG, TIFF, or PNG format.

References: Published references should be cited in the text and numbered consecutively. References should appear as endnotes.

Exam Questions: When submitting a course to the Foundation, the author agrees to author a quiz of not less than 10 questions that corresponds to the material presented in the course.

Review

Peer Review: Home study articles and courses offered online for lecture credits are subject to a single-blind peer review process by the Foundation's Editorial Review Board. During this process, reviewers know the identity of a manuscript's author(s), but authors do not know the identity of the reviewers. Reviewers keep their critiques strictly confidential.

Decision: Once the reviewers have completed their critiques, the Foundation's development team examines their comments and makes a decision about the submitted course's disposition: accept, accept with minor revisions, revise and resubmit, or reject.

Editing: The New York State Dental Foundation maintains the right to edit any course content for the purpose of conciseness, clarity, accuracy, or stylistic consistency. Edited materials are returned to the author for their review and comments before the launch of a new lecture or home study course.

Author's Responsibility

Copyright transfer: The author agrees that upon the acceptance of his or her course by the New York State Dental Foundation, the course will become the copyrighted property of the Foundation, with appropriate attribution given to the author. The New York State Dental Foundation will grant to the author a nonexclusive license to use the course material.



Reprint Permission: If the course content contains any material, either text or illustrations, that is either exactly reproduced or adapted from a published source, the author is responsible for obtaining written permission from the publisher of that source work, or the person or agency holding the copyright if not the publisher, to reproduce the material on the Foundation’s Web site. The New York State Dental Foundation **will not** reproduce such material without the **written permission** of the necessary published source, publisher, agency and/or person.

Disclosure

Each author must disclose any financial, economic, or professional interests that may influence positions presented in the course content/article. This disclosure will be published with the course content/article. The conflict-of-interest form on which disclosure must be made can be obtained by contacting the New York State Dental Foundation at (800) 255-2100. This form **must** accompany the initial abstract and course content submission.

I, _____, have read the above Author Guidelines and understand and agree to each area of the guidelines as set forth in this document.

Signed _____ Date _____
 Author

#