MANUSCRIPT GUIDELINES FOR ADAA CONTINUING EDUCATION COURSES

The ADAA Council on Education has established uniform guidelines for all ADAA continuing education courses. These guidelines are structured to insure that courses maintain consistent quality.

Manuscript Organization

The course should be submitted to the ADAA on a computer disk and/or electronically.

In general, the manuscript should be outlined as follows:

I. Course Introduction
II. Course Objectives
III. Course Outline
IV. Glossary
V. Body Sections – please place topic heading as needed for easy flow
VI. References
VII. Suggested Readings (optional)
VIII. Author's Biography
IX. Written Test
   A. multiple choice only
   B. true/false questions are only acceptable if choices are
      1. Both statements are correct.
      2. The first statement is true. The second statement is false.
      3. The first statement is false. The second statement is true.
      4. Both statements are false.

Course Introduction: This may be a general introduction, an abstract, outline or survey of central concerns.

Course Objectives: These should be in the form of a listing of primary objectives of the course. They should describe what knowledge the participants can expect to gain or what skills will be acquired as a result of taking the course.

Each objective should finish this sentence – Upon completion of this course, the dental professional should be able to:

Course Outline: This should be an outline of the body of the course. Please use the format above.

Glossary: The glossary should appear as a listing of terms relevant to the understanding of the topic. The list should include "need to know" terminology arranged in alphabetical order.

Example: analgesia – a decreased or absent sensation of pain
Body/Supporting Charts, Graphs, Illustrations, Photographs: The body is the bulk of the course and will consist primarily of written text. Supporting charts, graphs, line drawings, illustrations or photographs are encouraged when appropriate to explain or enhance understanding of detailed or technical concepts. Each print/drawing, etc. should be identified by a figure number (Fig. 1, Fig. 1A, etc.) that corresponds to an accompanying legend. In the case of photographs, the figure number and the top edge should be indicated in pencil on the back of each print. Please do not burn/embed images into the manuscript (Word Document). They should be received separately as high resolution JPEGS. Permission must be received by the owner of the picture or graphic if it has a copyright. If you have a question regarding the use of illustrative material, please call the Director of Education at 317-858-8321.

References: A listing of sources used in preparing the course, numbered consecutively in the order cited in the text (not alphabetically).

Periodical references must give authors' names (last name first), article title, publication name, volume, complete date and page numbers of article. For example:


Book References must give the authors' or editors' names, title, edition number, location and name of publisher and year of publication. (Exact page numbers are required for direct quotations from books.) For example:


The majority of the references should be less than three years old when possible and no more than 5 years.

Suggested Readings: (Not required.) A listing of sources which are not cited in the text but would be helpful to the reader in learning more about the topic. Entries are listed alphabetically, according to the authors' last names. For example:


Author's Biography: A brief synopsis of the author's credentials and current educational/professional affiliations.

Written Test: An examination covering the material presented in the main text (body) or supporting materials. The test should use a multiple-choice format with accompanying capital letter for each choice that allows the student to respond by circling the correct letter on the answer sheet. Questions should provide comprehensive coverage of the material presented in
the course with sufficient challenge to the student as to ensure mastery of the material. In general, continuing education credits are awarded on the basis of the amount of time required for an average student to read the course and complete the exam. Typically, this means that a 2-hour course contains 20-25 questions on the exam, a 3-hour course, 25-30 questions, a 4-hour course, 30-35 questions and a 6-hour course, 40-45 questions. The number of questions may vary depending on the degree of difficulty of the material and the breadth of information given in the course.

**Test Key:** This is a listing of correct responses to each question that appears on the course exam. The Department of Education and Professional Development uses this key to grade the answer sheets for the exam. Obviously, the test key is not published.

**Descriptive Paragraph**

When submitting the manuscript to ADAA, please include a separate paragraph that describes the main points covered in the course. The paragraph will be used in the continuing education catalog and other promotional materials to assist potential students in selecting the course(s) they wish to purchase.

**Submission/Review of Manuscripts**

Manuscripts are considered for publication with the understanding that they have not been published elsewhere. The ADAA reserves the right to edit manuscripts for clarity, conciseness and style consistency.

As a matter of policy, the Council on Education reviews all manuscripts prior to acceptance for publication. Reviewers primarily consider the course's technical accuracy and have the prerogative to accept the manuscript as submitted, accept with revisions, reject entirely or postpone until resolution of central issue(s).

As a general rule, the review process will be completed within 30 days after receipt of the manuscript to the Director of Education. If a delay is unavoidable, the author will be notified.

**Permissions**

Permissions, waivers and statements of informed consent must accompany the manuscript if previously published material, text photos or drawings are used. Waivers must be obtained for publication of photos showing identifiable persons.
Copyright/Payment of Honorarium

Once a manuscript has been accepted, the ADAA sends the author an acknowledgement of the acceptance along with forms assigning the copyright to ADAA. The forms are signed and returned to the ADAA for registration with the Copyright Office of the Library of Congress. The ADAA makes full payment of the agreed upon honorarium for works accepted by the panel upon receipt of the author's assignment of copyright and completion of revisions. Two complimentary copies of the published course will be sent to the author as soon as they are available.

ADAA Information

Please submit the manuscript requirements, disk (if applicable), and descriptive paragraph to:
   Jen Blake, CDA, EFDA, MADAA,
   ADAA Director of Education and Professional Relations
   4557 Dogwood Lane, Brownsburg, IN 46112

   or jenblakecda@indy.rr.com.

Any questions or inquiries should be directed to Jen Blake 317-858-8321 or jenblakecda@indy.rr.com.

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