submissions:
formatting requirements

_**Please note** that all the textual elements of your submission:

_the complete article,
_all the figure captions,
_the complete literature list, and
_the contact info (bio, mailing address, E-mail address, etc.)

must be combined into one Word document. Please do not submit multiple files for each of these items.

In addition, images (tables, charts, photographs, etc.) must not be embedded into the Word document. All images must be submitted separately, and details about how to do this appear below.

Text length
Article lengths can vary greatly—from a mere 1,500 to 5,500 words—depending on the subject matter. Our approach is that if you need more or less words to do the topic justice then please make the article as long or as short as necessary.

We can run an extra long article in multiple parts, but this is usually discussing a subject matter where each part can stand alone because it contains so much information. In addition, we do run multi-part series on various topics.

In short, we do not want to limit you in terms of article length, so please use the word count above as a general guideline and if you have specific questions, please do not hesitate to contact us.

Text formatting
Please use single spacing and un-indented paragraphs for your text. Just place an extra blank line between paragraphs.

We also ask that you forego any special formatting beyond the use of italics and boldface, and make sure that all text is left justified.

If you would like to emphasize certain words within the text, please only use italics (do not use underlining or a larger font size). Boldface is reserved for article headers.

Please do not 'center' text on the page, add special tab stops, or use underling as all of this must be removed before layout. If you require a special layout, please let the word processing programme you are using help you to do this formatting rather than doing it by hand on your own.

If you need to make a list, or add footnotes or endnotes, please let the Word processing programme do it for you automatically. There are menus in every programme that will help you to do this. The fact is that no matter how careful one might be, errors have a way of creeping in when you try to hand number footnotes and literature lists.

Image requirements
Please number images consecutively throughout the article by using a new number for each image. If it is imperative that certain images are grouped together, then use lowercase letters to designate the images in a group (ie, 2a, 2b, 2c).

Please put figure references in your article wherever they are appropriate, whether that is in the middle or end of a sentence. If you are not directly mentioning the figure in the body of your article, when it appears at the end of the sentence the figure reference should be enclosed within parenthesis and be inside the sentence, meaning before the period.

In addition, please note:

_We require images in TIF or JPEG format.
_These images must be no smaller than 6 x 6 cm in size at 300 DPI.
_Images cannot be any smaller than 80 KB in size (or they will print the size of a postage stamp!).

Larger images are always better, and something on the order of 1 MB is best. Thus, if you have an image in a large size, do not bother sizing it down to meet our requirements but send us the largest file sizes available. (The larger the starting image is in terms of bytes, the more leeway the designer has in terms of resizing the image to fill up more space should there be room available).

Also, please remember that you should not embed the images into the body of the text document you submit. Images must be submitted separately from the textual submission.

You may submit images through a zipped file via E-mail, unzipped individual files via E-mail, or post a CD containing your images directly to us (please contact us for the mailing address as this will depend upon where in the world you will be mailing them from).

Please do not forget to send us a head shot photo of yourself that also fits the parameters above so that it can be printed along with your article.

Abstracts
An abstract of your article is not required. However, if you choose to provide us with one, we will print it in a separate box.

Contact info
At the end of every article is a Contact Info box with contact information along with a head shot of the author. Please note at the end of your article the exact information you would like to appear in this box and format it according to the previously mentioned standards. A short bio may precede the contact info if you provide us with the necessary information (60 words or less).

Questions?
Please contact us for our Author Kit, or if you have other questions:

Managing Editor
Claudia Salwiczek
c.salwiczek@dental-tribune.com