

# BCDHA Guidelines for Authors & Article Submission

## DO YOU HAVE SOMETHING IMPORTANT TO SAY?

The British Columbia Dental Hygienists' Association (BCDHA) publications often include articles from Key Opinion Leaders on topics of interest to dental hygienists. As you have been identified as someone who might be interested in submitting an article, the information provided here outlines the specifics of what is expected for the submission of an article for consideration in one or more BCDHA publications.

## Background about BCDHA

The British Columbia Dental Hygienists' Association (BCDHA) represents over 4300 dental hygienists who work in dental hygiene clinics, hospitals, community health centres, residential care facilities and dental offices across the province. Dental hygienists form the sixth-largest regulated health profession in Canada, with over 28,000 practitioners. A dental hygienist is a highly trained professional specializing in clinical therapy, oral health education and health promotion.



British Columbia Dental Hygienists' Association

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## The OUTLOOK publication



The **Outlook** is an electronic publication distributed to all members in five times per year; January, March, May, August, and October.

### Article Submission guidelines are as follows:

- Word count: 750 – 2000 words, including references (in Microsoft Word .doc or .docx format) Please ensure that the article has been proofed for typos, spelling errors and ambiguous language.
- Statements of fact or directly quoted material must be supported by citing references.
- References must be organized in a consistent, recognized style (APA, Vancouver etc.) using citation-sequence.
- Provide an interesting title.
- Author email and/or website address that may be published, included at the top of the article.
- Include your name and credentials, along with a short biography (approximately 25 words).
- Optional photo of yourself.
- Acknowledge that BCDHA reserves the right to edit/alter articles for length or clarity without notification to the author.
- Submission of an article does not guarantee that we will include it in one of our publications; additionally, BCDHA does not normally remunerate authors for the submission of an article(s).

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## Author Disclosure & Conflict of Interest

All authors must indicate whether potential conflict(s) do or do not exist (e.g. personal or financial). All authors must disclose of any writing assistance and identify any source(s) of funding for writing assistance. All authors must disclose relationship(s) with corporate or business entities that may be perceived to have an influence on the article.

### Introduction paragraph to accompany article as follows (this is a requirement for all submissions):

- Provide one graphic or logo in .jpeg or .pdf format, in high resolution (300 dpi+), 550w x 350h (pixels) and a two or three-sentence introduction to drive readers to the full-text article link.

### Image guidelines are as follows:

- **All images:** photo/graphics/tables submitted as separate JPG or GIF files, in high quality (at least 300 dpi for pictures and 600 dpi for graphics). Please include descriptive captions as required. **DO NOT** embed images into a Word .doc.
- Ensure that you reference any images that do not belong to you. **Copyright rules require written permission from the owner for most published images.** Consent is required from all people/clients in photos, and the BCDHA photo/video release form must be completed (this form can be provided on request).

Deadlines are the 15<sup>th</sup> of the month before the distribution month.

Please submit questions or your completed submission to Denise Pulice, Communications & Corporate Relations Manager [dpulice@bcdha.com](mailto:dpulice@bcdha.com).