

Journal of Dental Hygiene Ethics Policy

Conflict of Interest

Authors must disclose any conflict of interest, perceived or real, that could undermine the integrity of the research. Disclosures should be included on the title page of their manuscript and will be included in any published work. Examples of where conflicts of interest may arise include (but are not limited to) where the author is currently employed or has been employed and sources of funding or personal financial interests by any of the authors.

Financial Considerations

If applicable, the source of research funds should be clearly identified in the title page of the manuscript but will be blinded during the review process. Manuscripts detailing studies funded by contracts (not grants) from any source including commercial firms, private foundations or a government must include a statement detailing the authors' and the contractor's role in the design of the study; the collection, analysis and interpretation of data; the writing of the paper; and the decision to submit the paper for publication. The Journal of Dental Hygiene (JDH) will not review or publish manuscripts based on studies that are conducted under conditions that allow a contractor of the research to have sole control of the data.

Copyright

The American Dental Hygienists' Association (ADHA) owns the copyright for all content published in the JDH. An author agreement form, requiring copyright transfer from authors and signed by each author, must be signed prior to publication. Manuscripts without a signed author agreement form will not be published. All accepted manuscripts and accompanying illustrations become the permanent property of ADHA and may not be published elsewhere in full or in part, without written permission.

Authors are responsible for obtaining permission to use any materials (tables, charts, figures and photographs) that are not owned by the authors. Written permission must be obtained from the copyright owner prior to publication.

Personal Communications and Unpublished Data

Authors must receive permission from individuals identified in a manuscript as a source of information via personal communication or as a source for unpublished data. Authors must represent and warrant to JDH that such permission has been obtained, if applicable. Such permissions must be in writing, and authors should maintain the signed statements in their records for a reasonable period of time after publication of their work in the JDH. Authors must specify in the manuscript the date of the communication or the data, in addition to whether the communication was written or oral.

Research Ethics

Manuscripts involving investigations on human or animals should clearly state that the research has complied with all relevant federal and state guidelines and institutional policies. In addition, Institutional Review Board (IRB) review and approval should accompany all manuscripts that involve human participants or research material derived from human participants. Manuscripts involving human subjects must also include information on how informed consent was obtained. This information should be clearly stated in the Methods section of the manuscript.

Research Misconduct

Allegations of fabrication or falsification of data, or of plagiarism will be investigated fully by the Managing Editor. All evidence of misconduct that is discovered by the Managing Editor will be shared with the authors in writing. Authors will be asked to provide a detailed explanation in writing for the evidence of misconduct found. JDH recognizes that many instances of research misconduct arise from a lack of understanding of reporting and citation requirements. Once the investigation is complete, an editorial decision will be made regarding publication, correction or retraction of the manuscript.

Responsibility of Editorial Review Board (Peer Reviewers)

Reviewers must declare any real, potential or perceived conflict of interest to the Managing Editor prior to accepting the invitation to review a manuscript. Reviewers must be capable of providing an objective and thorough assessment of the manuscript submitted. Manuscripts under peer review must be treated as confidential documents both during and after the completion of review. The manuscript must not be shown to or discussed with others without prior consent from the Managing Editor. Research or insights gained from a reading of the manuscript must not be used for personal advantage by the reviewer. If a reviewer suspects that the manuscript includes text or ideas that have not been properly attributed, he or she should contact the Managing Editor immediately and provide as much detail (citations to the original work) as possible. If the reviewer suspects that the manuscript has been published previously, they need to alert the Managing Editor immediately.

Managing Editor of JDH

The Managing Editor is an independent contractor appointed by the association but is not employed by ADHA. The Managing Editor signs a yearly contract outlining the roles and responsibilities of their position. The Managing Editor is responsible for maintaining the integrity of the journal. He or she oversees the peer-review process and has the final authority to accept or reject manuscripts after carefully considering the evaluations of the reviewers. Editorial decisions are free from bias and based solely on the quality, originality, clarity, and relevance of the research to the journal's readership. The Managing Editor may consult with members of the Editorial Review Board regarding decisions for a manuscript's initial review and acceptance for publication. The Managing Editor must recuse themselves when a potential conflict of interest arises regarding a submitted manuscript and refer the review process to a member of the Editorial Review Board.

Authority over the entire editorial content as well as the timing of when manuscripts will be published is the responsibility of the Managing Editor. The ADHA will never interfere with the evaluation, selection, scheduling, or editing of manuscripts and will have no influence whatsoever in the decisions that are made by the Managing Editor. JDH readers are encouraged to correspond to the Managing Editor at cathyd@adha.net. Letters to the editor will be published in JDH. If there is criticism of a manuscript, the authors will have the opportunity to respond.

Corrections/Retractions/Re-Publications of Manuscripts

The Managing Editor must investigate all concerns of possible research misconduct or ethical breaches, either in reference to a submitted or published manuscript or editorial. The Managing Editor shall publish, as soon as possible, any corrections, clarifications, retractions, and apologies on an as need basis after a thorough investigation has been completed. The table of contents will note that it is a correction to ensure proper editing. If changes are made to a manuscript previously published in the JDH, the corrected manuscript will be published detailing the changes that were made from the original manuscript along with the date the changes were made. All versions of the manuscript will be archived. The original manuscript will prominently show that an updated version is available, and the citation will be to the most recent version of the manuscript. The Managing Editor and Editorial Review Board will ensure that JDH's publishing ethics policies are being followed at all times.

Journal of Dental Hygiene Appeals Process

Authors who disagree with an editorial decision must be advised of their right to appeal. Appeals of editorial decisions may be submitted by e-mail (cathyd@adha.org) to the Managing Editor. The Managing Editor will review and investigate all submitted appeals.