

## DENTAL HYGIENE RESEARCH PAPERS

The Department of Dental Hygiene at TCC has adopted Journal of Dental Hygiene writing standards for use by students preparing academic research papers. AN overview of manuscript style and format is found in "JDH Author Guidelines," JDH July- August 1992, 273-274. Most questions concerning documentation (in-text references and endnotes) can be answered by the Guidelines, JDH documented articles, or both. This additional material, an effort to provide more detailed information concerning documentation procedures, should not be considered exclusive of the original Guidelines.

To preserve academic integrity, the writer must scrupulously indicate the source of any information used in a paper. Each place that "borrowed" material is directly quoted, paraphrased, or summarized must be indicated by a superscript number in the text immediately following the material's use. Generally this means that the number will appear at the end of the affected sentence and after the sentence's end punctuation.

EXAMPLE: . . . for the first fourteen years.<sup>1</sup>

On occasion, to prevent confusion, a number will appear in mid-sentence (for example, if two or more pieces of borrowed information appear at different places in the same sentence, or if a citation indicates a trademark).

References are numbered sequentially as they appear in the text. The first source used is referred to as **1**, the second source, if it is different, as **2**, etc. EXCEPTION: Once a source has been given a number, it will be identified by that number throughout the text.

A page titled References is included on a sheet at the end of the paper. It provides full publication data for each numbered source. The consecutive numbering system allows one complete citation to cover all uses of a given source within the paper.

Unlike other systems of documentation, JDH guidelines and examples frequently cite more than one source for a given piece of information. For example, sometimes a writer may draw conclusions based on material found in a combination of sources; at other times an idea may be supported by several sources, and the writer may wish to indicate that fact. In these sources, more than one reference number would be included in the citation.

EXAMPLE: . . . for great improvements in materials,<sup>2</sup> methods,<sup>3</sup> and cost-effective measures<sup>1</sup> during the next decade.

Most referenced material will refer to either articles or books. While both types of endnotes contain some of the same information, the arrangement is slightly different for each. (See References, JDH Author Guidelines.) NOTE: Each entry begins with the matching number from the text.

The following instructions list each item, including punctuation and spacing, that appears in various types of references.

(NOTE ON SPACING: The first line of each reference, beginning with its number, begins flush with the margin. All remaining lines begin underneath the first letter of line 1.)

**Periodicals:**

numerals; period; two spaces  
author(s) (each name inverted; no periods after initials; comma between names); colon [:], space  
title (capitalize only 1st word and, if the work has a subtitle, the first word after colon); period; space  
name of periodical (italicized or underlined); space (no punctuation)  
year; semi-colon [;]; no space  
volume; colon [:]); no space  
inclusive page numbers (connected by hyphen); period

EXAMPLE:

1. Smith, Jack L, Henry, JK: Dental phobia and its application to TJC students: A new concept. TJC Journal 1990; 23:1-4.

**Books:**

numeral; period; two spaces; name(s) of author(s), inverted; colon [:]); space  
title (capitalize all words except articles, conjunctions, and prepositions; underline); period; space  
place of publication (city only, state if city is obscure); comma; space  
publisher, (may use abbreviations, ampersands, etc); comma; space  
year of publication; comma; p(p).; space, inclusive pages connected by a hyphen; period

EXAMPLE:

2. Doe, John: Teeth, Glorious Teeth. Dallas, Heath & Crow, 1980.

**Interview:**

numerals; period; two spaces  
interview with name (not inverted); comma: title: comma: place of employment; period; date of interview; period

**Trademark:**

Holder of trademark; comma; city; comma; state; period

Chicago Manual of Style is available in many commercial bookstores. If not in stock it can be ordered for approximately \$40. One copy of the Manual is available for use in the Writing Center, MC-306.