

Written Contribution for Active Membership

THE EDWARD H. ANGLE SOCIETY OF ORTHODONTISTS, INC.

THE SOUTHWEST COMPONENT

WRITTEN CONTRIBUTION REQUIREMENTS AND PREPARATION FOR ACTIVE
MEMBERSHIP

REQUIREMENTS

General Information:

The Executive Board of the Southwest Component of the Edward H. Angle Society has set a time limit of five (5) years to complete the written contribution requirements. This limit of time shall commence upon completion of the affiliate membership requirements and end at the annual meeting of the Component in the fifth year from that date.

The purpose of the five-year period is to insure that the affiliate member has an adequate amount of time to complete his written contribution requirement properly, taking into account that an adequate amount of time must be reserved within the last few months for any changes that the Written Contribution Committee might require.

Applicants are encouraged to prepare and present their papers within three to four years of achieving affiliate membership. Experience has shown that those who wait until the last year may not have time to properly qualify their paper for presentation and publication. No time extensions are granted. Failure to submit the Written Contribution on time will result in termination of membership.

Submission of Papers:

Three copies of the Written Contribution must be submitted to the Chairman of the Written Contribution 120 days prior to the date of the membership meeting at which the paper is to be presented. The entire paper must be presented to the Chairman of the Committee including photographs, slides, line drawing and illustration. It is suggested that these be duplicates of the

originals; however this is not absolutely necessary. The Chairman will distribute the manuscript to the other members of the Committee.

The Chairman of the Written Contributions Committee may request additional information if he deems it essential for further understanding of the paper, and he will be the person with whom you will communicate regarding the acceptability of your paper.

Paper Length:

The paper should be completely prepared and ready for publication when submitted to the Written Contribution Committee. The paper should be between four (4) and twelve (12) pages in length, eight (8) being average.

Format:

The format should follow the suggestions on the back page of any issue of THE ANGLE ORTHODONTIST JOURNAL. Graphs, pictures, tracing, x-rays, and patient photographs must be of high quality. The manuscript should be double spaced and there should be no spelling or typographical errors.

Presentation:

Fort-five minutes is the usual amount of time granted for presenting the Written Contribution to the membership at the annual meeting. Additional time may be granted upon request and approval of the Written Contribution Committee.

The applicant will be introduced by his sponsor or the Chairman of the Written Contribution Committee.

The applicant shall read the paper and present the manuscript as it is written without any side comments. Any necessary side comments may be made during the discussion period following the reading of the paper.

Written Contribution Purpose:

The Written Contribution is presented to demonstrate the applicants' ability to analyze and present orthodontic educational material within the context of classically accepted parameters for publication.

The subject material should be original in concept and development so as to demonstrate the depth of his unique feelings as an orthodontist. The material should be of a sufficiently defined

focus of interest that it can be dealt with adequately in depth and within the time constraints required.

Not Acceptable Written Contribution:

- Papers that have been presented previously
- Master thesis material that has been marginally revised
- Material prepared in collaboration with a group of other investigators, even though not previously presented or published
- Descriptions or investigations of office procedures, practice managements, laboratory techniques, etc.
- Topics so broad in nature as to result in inconclusive analysis and findings. Multi-faceted subjects are to be avoided

PREPARATION

Organization:

1. Introduction – the purpose of the introduction is to answer briefly the questions: “Why did you start?”
“What initiated this research?” State the study’s objective and avoid excessive and verbose reviews of the literature such as is ordinarily found in a thesis.
2. Materials or Subjects and Methods/Case Histories – this section should answer the questions: “What did you do?” Describe the experimental design procedures and subjects used. Give the details only if the methods are original or essential for understanding; otherwise, give references. Never mix discussion with this section or with the results section.
3. Results – present the results with a minimum of discussion and answer the question: “What answer did you get?” Use tables, charts, and photographs to clarify the findings. Finally, check the statistics and quote statistical jargon only if you can vouch for it personally.
4. Discussion – point out the significance of the data and the limitations. Speculation should be clearly identified as such. Do not repeat the introduction in this section. Keep this section to approximately one third of the total manuscript. It should not exceed one half of the complete article’s length. Short paragraphs should answer the questions: “What did you find out?” “What does it mean?” This most important second question is answered by discussing your findings in the light of other reports, including opposite views, and is important in order to limit bias. Use the last paragraph to suggest extensions of your study.
5. Other – Measurements should use the metric system or have metric equivalents in parentheses
 - References should be placed at the end of the article and should include, in the order given, name of the author, title, journal, volume, page, and year
 - The manuscript should be typewritten with double spacing on one side of 8 ½” x 11” (22 cm x 28cm) white paper
 - Length should be four (4) to twelve (12) pages in length with eight (8) pages being the most desirable with no more than 350 words per page as an average
 - Only abbreviations and statistics that are absolutely necessary should be included
 - A footnote may be appended stating that pertinent original research data are available directly from the author

Abstracts:

An abstract should be no longer than 250 words, preferably one page in length.
The abstract should briefly state the problem or purpose, the major observations, the methods and the principal conclusions.

A sample of the abstract format is attached to this material.

The above conforms to the revised Standing Rules adopted by the Board of directors at the Southwest Angle Society meeting, June 12, 1987, Santa Fe, New Mexico.

_____Participation

_____Written Contribution

ABSTRACTION OF SOUTHWEST COMPONENT PRESENTATION

TITLE:

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PRESENTED

BY: _____ DATE: _____

PLACE: _____

STATEMENT OF PROBLEM:

(2 or 3 key references)

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TECHNIQUE OF ANALYSIS:

Sample/Analysis

CONCLUSIONS:

Clinical Application

1.

 2.

 3.

- Etc.

This form approved 6/12/87

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