

## INFORMATION FOR AUTHORS

The [Journal of Dental Education](#) (*JDE*) is a peer-reviewed monthly journal that publishes a wide variety of educational and scientific research in dental, allied dental and advanced dental education. Published continuously by the [American Dental Education Association](#) since 1936 and internationally recognized as the premier journal for academic dentistry, the *JDE* publishes articles on such topics as curriculum reform, education research methods, innovative educational and assessment methodologies, faculty development, community-based dental education, student recruitment and admissions, professional and educational ethics, dental education around the world and systematic reviews of educational interest. The *JDE* is one of the top scholarly journals publishing the most important work in oral health education today; it celebrated its 80th anniversary in 2016.

### Submission Guidelines and Instructions

#### I. Types of Manuscripts Considered and Requirements for Each

The Editor will consider the following types of manuscripts for publication:

Submissions for Peer Review:

- [Original Articles](#) (see below for categories within this type)
- [Review Articles](#)

Solicited or Pre-approved by the Editor:

- [Guest Editorials](#) (solicited by the Editor)
- [Letters to the Editor](#) (solicited or pre-approved by the Editor)
- [Perspectives](#) (pre-approved by the Editor)
- [Brief Communications](#) (pre-approved by the Editor)
- [Point/Counterpoint](#) (solicited by the Editor)

Special Reports:

- [Miscellaneous](#) (submitted by ADEA staff)

#### Submissions for Peer Review

##### 1. Original Articles

This type of article addresses subject matter in the following categories:

- a. Predoctoral Dental Education
- b. Advanced Dental Education
- c. Allied Dental Education
- d. Interprofessional Education
- e. Community-based Dental Education
- f. Global Dental Education—Manuscripts pertaining to global health education or issues pertinent to the global dental education community. (Not intended solely for submissions from international authors. International authors should submit manuscripts under pertinent topic areas provided in this section.)
- g. Use of Technology in Dental Education
- h. Assessment
- i. Faculty Issues/Development
- j. Continuing Education

Original Articles should report the results of hypothesis-based research studies and may be either qualitative, quantitative or of a mixed methods nature. Manuscripts must address how the findings advance our understanding of the questions asked in the study and make a novel contribution to the literature. The limitations of the study should also be addressed. Small studies of local relevance/interest, limited to one class/course, or small course/student-based surveys may not meet the criteria to be published as an Original Article.

Original Articles should be no more than 3,500 words, excluding the abstract, illustrations and references. A maximum of six figures and tables can be submitted (the figures can be multi-panel), and the number of references should not exceed 50 (unless the article is a systematic review).

Original Articles should have the following general organization (see “Document Preparation, Organization and Formatting” below for more detailed instructions):

**Title:** An informative and concise title limited to 15 words with no more than 150 characters.

**Abstract:** For research studies, a structured abstract of no more than 250 words should be submitted with the following subheads:

**Purpose/Objectives:** Briefly summarize the issue/problem being addressed.

**Methods:** Describe how the study was conducted.

**Results:** Describe the results.

**Conclusion(s):** Report what can be concluded based on the results, and note implications for dental education.

Abstracts for other types of manuscripts should be in paragraph form, with no subheads.

**Introduction:** Provide a succinct description of the study’s background and significance with references to the appropriate published literature. Detailed literature review/discussion should be reserved for the discussion section. Include a short paragraph outlining the aims of the study.

**Materials and Methods:** A statement that the study has been approved or exempted from oversight by a committee that reviews, approves and monitors studies involving

human subjects MUST be provided at the beginning of this section, along with the IRB protocol number.

In this section, provide descriptions of the study design, curriculum design, subjects, procedures and materials used, as well as a description of and rationale for the statistical analysis. If the design of the study is novel, enough detail should be given for other investigators to reproduce the study. References should be given to proprietary information.

**Results:** The results should be presented in a logical and systematic manner with appropriate reference to tables and figures. Tables and figures should be chosen to illustrate major themes/points without duplicating information available in the text.

**Discussion:** This section should focus on the main findings in the context of the aims of the study and the published literature. The authors should avoid an extensive review of the literature and focus instead on how the study's findings agree or disagree with the hypotheses addressed and what is known about the subject from other studies. A reflection on new information gained, new hypotheses and limitations of the study should be included, as well as guidance for future research.

**Conclusion:** The article should end with a short paragraph describing the conclusions derived from the findings and implications of the study for dental education.

**Acknowledgments:** The acknowledgments should report all funding sources, as well as any other resources used or significant assistance.

**Disclosure:** Authors must disclose any financial, economic or professional interests that may have influenced the design, execution or presentation of the scholarly work. If there is a disclosure, it will be published with the article.

**Clinical Trials:** Any educational research studies that are designed as "clinical trials" must register the trial before submitting to the *Journal of Dental Education*. The registration number must be provided in the manuscript.

The studies can be registered at [U.S. National Institutes of Health Clinical Trials Registry](#), [EU Clinical Trials Register](#), or [WHO International Clinical Trials Registry Platform](#).

## 2. Review Articles

The *JDE* will not consider articles that consist of a general review of topics or published information that is more appropriate for a textbook. However, systematic reviews that focus on trends, issues, new programs or innovations in dental education that are of global interest are welcome. These reviews should not be exhaustive reviews of the literature but should be concise and address important and relevant questions that affect dental education. Reviews should be presented in a scientific format and use the methods of a systematic review. Authors can refer to the [Cochrane Handbook for Systematic Reviews of Interventions](#) for more details. In addition, the Editor asks authors of reviews to make sure they follow the [PRISMA checklist](#) and [flow diagram](#) to ensure the highest quality of systematic reviews and meta-analyses.

For review articles, a structured abstract of 250 words or fewer that addresses the question of interest must precede the review. A brief background and significance section with a review of the literature should be provided. The question being asked and the justification for the review should be addressed. As with any systematic review, the search strategy and the inclusion and exclusion criteria should be outlined. The authors should describe the findings of the search and the quality of the studies retrieved. The discussion section should compare the findings of the study to the literature at large. Limitations and future areas of interest/research should be identified. Review articles should be limited to 3,500 words with no more than 80 references. No more than six tables and figures should be included. Acknowledgments and any conflicts of interest should be documented as described in the Original Article section.

## Solicited or Pre-approved by the Editor

### 1. Guest Editorials

Each issue opens with a "From the Editor" note or a Guest Editorial solicited by the Editor, usually consisting of a short commentary on articles in that issue or on critical topics of interest to readers. The Editor's annual report about the journal will be published in the January issue.

### 2. Letters to the Editor

Letters to the Editor should be responses to articles published in the *JDE* in the previous three-month period. They should add to the discussion in a scientific manner, without being personal reflections or reactions. On occasion, letters that deal with the profession, education and training, as well as issues critical to dental education, will be considered. Letters should be brief, focused on one or a few specific points or concerns, and can be signed by no more than four individuals. The letter should be limited to 400 words and six references in *JDE* format. Authors should submit letters directly to the Editor ([JDEeditor@adea.org](mailto:JDEeditor@adea.org)).

### 3. Perspectives

Perspectives articles should provide an opinion-based but well-supported commentary on controversies, innovations or emerging trends in dental education. On occasion, manuscripts addressing historical figures/perspectives that are impacting current practices will also be considered. Perspectives articles may also be solicited by the Editor on issues that are critical in dental education. Authors who want to independently submit a commentary should contact the Editor ahead of time by e-mail. These articles will be limited to 2,000 words, no more than 10 references, and no more than two figures and/or tables.

Perspectives articles should consist of a) an introduction that addresses why this topic is of general interest to a North American and/or global audience; b) a main section that contains the information relevant to the area being discussed, the author's perspective on it and the grounds for that perspective; and c) a summary that describes the importance of the commentary/perspective to the current and future status of the topic and recommendations concerning how these items can be addressed.

Authors should submit inquiries for submission of perspectives directly to the Editor ([JDEeditor@adea.org](mailto:JDEeditor@adea.org)).

#### 4. Brief Communications

Brief Communications should be used to inform readers about significant findings in studies based on a limited data set, such as a topic of local relevance/interest or limited to one class/course. These communications will typically contain novel items/findings that are time-sensitive. These articles should include an unstructured abstract of 150 words or fewer. This category of article will be limited to 1,000–1,500 words, no more than 10 references and no more than two tables and/or figures. Authors should submit inquiries for submission of Brief Communications directly to the Editor ([JDEeditor@adea.org](mailto:JDEeditor@adea.org)).

#### 5. Point/Counterpoint

Point/Counterpoint articles will be solicited by the Editor, who will provide those authors with information about required length and format.

### Special Reports

In addition to the above types of manuscripts, the *JDE* occasionally publishes several types of articles and reports that fall outside the standard peer-review process. These include Association Reports (which are written by ADEA staff members) and special reports/sections/issues (which are the result of special activities or studies conducted by ADEA or other groups and are considered on a case-by-case basis by the Editor). Each year, the ADEA Annual Proceedings and the abstracts of poster and TechExpo presentations at the ADEA Annual Session & Exhibition are also published in the *JDE*. All these types of documents undergo systematic internal review and selected external review as determined by the Editor.

## II. Requirements and Policies for Submitted Manuscripts

The *JDE* considers only manuscripts that are in MS Word and submitted electronically (see “Submission and Production Procedures” below for the submission process). All manuscripts submitted to the journal should follow the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals,” compiled and published by the [International Committee of Medical Journal Editors \(ICJME\)](#). Authors are also encouraged to refer to the [code on good publication practice](#) produced by the [Committee on Publication Ethics](#).

**No Prior Publication or Duplicate Submissions.** Manuscripts are considered for publication only if they are not under consideration by other journals and have not been published previously in the same or substantially similar form. Submitting authors should attest to their compliance with this requirement in their cover letters. Should a prior or duplicate publication be discovered, the Editor will address the matter with the affected author/s and the other journal’s editor following guidelines published by the [ICJME](#) and by the Committee on Publication Ethics.

**Plagiarism.** Plagiarism is a violation of scholarly standards and will not be tolerated. If a case of plagiarism is alleged or discovered, the Editor will address it with the affected author/s, following [ICJME guidelines](#). Authors should exercise extreme care in quoting or paraphrasing material from published sources, so as not to risk plagiarism.

**Conflict of Interest.** A conflict of interest exists when professional judgment concerning a primary interest may be influenced by secondary interests (professional, personal, financial, etc.). Forms declaring any conflict of interest must be submitted for each author when the manuscript is submitted for consideration. The form can be found on ScholarOne Manuscripts in the upper right-hand corner under "[Instructions & Forms.](#)"

**Human Subjects.** It is the author's responsibility to obtain approval or exempt status from his or her institution's Institutional Review Board for studies involving human subjects; this approval or exempt status must be mentioned at the very beginning of the Methods section. Failure to meet these requirements is likely to place the manuscript in jeopardy and lead to a rejection.

**Editorial Assistance.** Manuscripts considered for submission must be written in standard academic English that is comprehensible to English-speaking readers. The American Medical Writers Association (AMWA) offers a Freelance Directory with contact information for editors who provide assistance in the writing of medical literature, especially for authors whose first language is not English. Please visit their [website](#) for further information.

### III. Document Preparation, Organization and Formatting

Manuscripts submitted for consideration should be prepared in the following parts, each beginning on a new page:

- Title page
- Abstract and keywords
- Text
- Acknowledgments
- References
- Tables
- Figures
- Figure titles if figures are provided as images

**Blinding.** Both blinded and non-blinded manuscripts should be prepared once the original manuscript has been completed. All institutional references should be removed from the body of the manuscript to produce the blinded version; please indicate in the file name which version is blinded.

**Document Format.** Create the documents on pages with margins of at least 1 inch (25 mm) and left justified with paragraphs indented with the tab key, not the space bar. Use double-spacing throughout and number the pages consecutively. Do not embed tables and figures in the body of the text but place them after the references; include callouts for each table or figure in the text (e.g., see Table 1). Unless tables vary significantly in size, include all in one document. If any figures are large files, submit them as separate documents.

**Title Page.** The title page should carry 1) the title, which should be concise but descriptive, limited to 15 words and no more than 150 characters; 2) first name, middle

initial and last name of each author, with his or her professional and/or graduate degrees (if no professional or graduate degrees, provide undergraduate degree); 3) an affiliations paragraph with the name of each author or coauthor and his or her job title, department and institution, written in sentence style; 4) disclaimers if any; 5) name, address, phone and email of author responsible for correspondence about the article and requests for reprints; and 6) support or sources in the form of grants, equipment, drugs, etc. See published articles for examples.

Individuals listed as authors must follow the guidelines established by the ICMJE: 1) substantial contributions to conception and design, or acquisition of data or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. It is the submitting author's responsibility to make sure that authors have agreed to the order of authorship prior to submission.

Abstract and Key Words/MeSH terms. The second page should carry the title and an abstract of no more than 250 words. For research studies, the abstract should be in the structured form described above. Abstracts should be written in the third person, and references should not be used in the abstract. The abstract should include the year of the study and, for survey-based research, the response rate. Below the abstract, provide three to five key words or phrases that will assist indexers in cross-indexing the article and will be published with the abstract. At least three terms should come from the Medical Subject Headings listed at the [National Library of Medicine](#). Guidelines for words found in the Medical Subject Headings can be found [here](#). Authors should confirm these terms still exist in the [Index Medicus](#) or should search for more accurate terms if not found in our list. NOTE: Authors will also be prompted to identify Key Words when submitting their manuscripts in ScholarOne. These Key Words may differ from the items presented here. The Key Words identified in ScholarOne are generated from a list that will best match the submitted manuscript to a Peer Reviewer with expertise in the area(s) identified.

Text. Follow American (rather than British) English spelling and punctuation style. Spell out numbers from one to ninety-nine, with the exception of percentages, fractions, equations, numbered lists and Likert scale numbers. The body of the manuscript should be divided into sections preceded by appropriate subheads. Major subheads should be typed in capital letters at the left-hand margin. Secondary subheads should appear at the left-hand margin, be typed in upper and lower case and be boldfaced. Tertiary subheads should be typed in upper and lower case and be underlined. For authors whose first language is not English, please use a [medical writer](#) or a native English-speaking colleague to edit the manuscript prior to final submission. Manuscripts will be rejected prior to peer review if there are numerous usage or grammatical errors.

Please Note: In preparing the main document for submission, save the original file with the word "unblinded" at the end of the file name. Please also remove all author names and affiliated institutions from the original manuscript, and save this version with the word "blinded" at the end of the file name.

References. Number references consecutively in the order in which they are first mentioned in the text. Each source should have one number, so *be careful not to repeat sources in the reference list*. Identify references by Arabic numerals, and place them in

the text as superscript numerals within or at the end of the sentence. Do not enclose the numerals in parentheses, and be sure to follow American rather than British or European style conventions (e.g., the reference number follows rather than precedes commas and periods). Two important reminders: 1) references should not be linked to their numbers as footnotes or endnotes and 2) references to tables and figures should appear as a source note with the table/figure, not numbered consecutively with the references for the article.

Follow the style of these general examples. Titles of journals should be abbreviated according to the [Index Medicus](#) style. Do **not** use italics or boldface anywhere in the references. If the publication has one to four authors, list all of them; if there are more than four authors, list the first three followed by et al.

*Book*

1. Avery JK. Essentials of oral histology and embryology: a clinical approach. 2<sup>nd</sup> ed. St. Louis: Mosby, 2000.

*Chapter in an Edited Volume*

2. Inglehart MR, Filstrup SL, Wandera A. Oral health and quality of life in children. In: Inglehart MR, Bragramian RA, eds. Oral health-related quality of life. Chicago: Quintessence Publishing Co., 2002:79-88.

*Article in a Journal*

3. Seale NS, Casamassimo PS. U.S. predoctoral education in pediatric dentistry: its impact on access to dental care. *J Dent Educ* 2003;67(1):23-9.

*Report*

4. Commission on Dental Accreditation. Accreditation standards for dental education programs. Chicago: American Dental Association, 2010.

*Web Source*

5. American Dental Hygienists' Association. Position paper: access to care. 2001. At: [www.adha.org/profissues/access\\_to\\_care.htm](http://www.adha.org/profissues/access_to_care.htm). Accessed: November 27, 2012.

Figures. Figures may be charts or graphs, photographs, or scientific images; any illustration that consists of text should be called a table (see below). Each figure should have a title, numbered consecutively with Arabic numerals in the order in which they appear in the text. Figures may be provided pasted into an MS Word document or as a separate TIFF or JPEG. Do not put the title on the image itself. Rather, if the image is in a Word document, place the title below the image; if the image is in a TIFF or JPEG, provide the figure titles in a list at the end of the manuscript. For graphs, be sure to label both axes. Include a key to symbols, patterns or colors in the figure either as a legend on the image or as a note below the figure. Any sources should appear in a Source note below the figure. Remember that the total number of figures and tables submitted with an article must not exceed six.

Figures should be used selectively to illustrate major points that cannot be expressed well in textual format. Authors should be able to articulate (for themselves, not as part of the submission) why a figure is necessary and what it adds to the understanding of the points made in the manuscript. Figures should be of the highest possible quality—typically 1,000 dots per inch (dpi) for monochromatic images and 600 dpi for images including halftones. Illustrations should not exceed 8½ x 11 inches, and all lettering

should be at least 1½ mm high. If your article is accepted, we may request illustrations in higher resolution than those you've submitted.

*Display of Quantitative Information:* JDE readers expect authors to employ the highest standards of information design to display information in figures. It is recommended to review the seminal work by Edward R. Tufte, "The Visual Display of Quantitative Information," before designing figures that display quantitative information: Tufte, Edward R., *The visual display of quantitative information*. 2nd ed. Cheshire, Connecticut: Graphics Press; 2001, ISBN-13: 978-0961392147.

*Illustrations:* Illustrations should be employed to showcase complex relationships that can be explored by the reader to gain additional insight beyond what was already presented in the manuscript. While illustrations are part of the manuscript, they need to fulfill a purpose for themselves and must have value as standalone elements—telling a particular story or showcasing a relationship not easily expressed in words. It is recommended to review works on information design, such as *The Functional Art: an Introduction to Information Graphics and Visualization* by Alberto Cairo, before designing illustrations: PeachPit Press, 2012, ISBN-13: 978-0321834737.

#### *Figure Checklist:*

##### 1. Planning:

- Small, noncomparative and highly labeled data sets belong in tables rather than figures.
- Show data variations, not design variations.
- The number of information-carrying (variable) dimensions depicted should not exceed the number of dimensions in the data; i.e., no 3D bars for pocket depths in mm.
- Above all else show the data (data ink) not design variations.
- Range frame should replace non-data-bearing frame.
- The same ink should often serve more than one graphical purpose.
- Organize and order the flow of graphical information presented to the eye.  
(adapted from E. Tufte: *The visual display of quantitative information*.)

##### 2. Design:

- Variations in font size reflect importance and have meaning.
- Data sets are labeled directly, avoiding cognitive overhead for the reader to decode patterns or shades.
- All symbols (\*, #, etc.) are explained in the legend.

##### 3. Execution:

- All source files are available on request, and minimal resolution guidelines have been followed.
- If JPEG images or other compressed formats are used, export has been done with maximal quality setting.
- Color is not used.
- Vector graphics are preferred (using drawing or illustration programs such as Adobe Illustrator).

Tables. Each table should have a title, numbered consecutively with Arabic numerals in the order in which they appear in the text. All tables should be in column format. Arrange column headings so that their relation to the data is clear. Indicate explanatory notes to items in the table with symbols or letters (note that asterisks should be used only with p-values) or in a general note below the table. Any sources should appear in a Source note below the table. All percentages in tables should include the % sign.

Note that tables may be uploaded in PDF form for initial consideration and peer review; however, *tables must be uploaded as MS Word documents for final review and, if accepted, for production.* Remember that the total number of figures and tables submitted with an article must not exceed six.

Permissions. Any aspect of the article that is not the author's original work (e.g., figures or tables from other publications) must be fully credited to the original publication. It is the author's responsibility to acquire permission to reprint the material and pay any fees. Evidence of required permissions must be in the author's hands before the article can be published.

Manufacturers. Manufacturers of equipment, materials and devices should be identified with the company name and location in parentheses immediately after the first mention.

Commercial Products. Do not use brand names within the title or text, unless the paper is comparing two or more products. If identification of a product is needed, a generic term should be used and the brand name, manufacturer and location (city/state/country) mentioned in parentheses.

## IV. Submission and Production Procedures

Submissions should be made via the ScholarOne system, following these steps:

1. Launch your web browser and go to the *JDE's* submission homepage at <http://mc.manuscriptcentral.com/jdentaled>.
2. Log-in, or click the "Register here" option if you are a first-time user of ScholarOne Manuscripts. Follow the instructions to create a new account. If you have forgotten your login details, go to "Password Help" on the journal's ScholarOne Manuscripts homepage and enter your email address. You will be sent instructions on how to reset your password.
3. Prior to starting the process of submission, please review your manuscript against the [Author Submission Checklist](#) and make sure you have the following items prepared for uploading:
  - a) Separate title page (with all author information/titles as requested)
  - b) Original manuscript (NOTE: MeSH terms must be provided as requested after abstract)
  - c) Blinded version of manuscript as described
  - d) Figures
  - e) Tables
  - f) IRB letter
  - g) Conflict of interest form

4. After logging in, select "Author Center." Click the "Submit a Manuscript" link. Enter data and answer questions as prompted. Click on the "Next" button on each screen to save your work and advance to the next screen. Keep advancing until you reach the "upload" page.
5. To upload your files, click on the "Browse" button, locate the file on your computer and select the appropriate designation. Click the "Upload" button when all files have been selected. Please review your submission (in both PDF and HTML formats) before sending to the Editor. Click the Submit button.

**Review Process.** Manuscripts submitted as Original Articles, Perspectives, Brief Communications and Review Articles will be peer-reviewed by individuals, selected by the Editor or Associate Editor, who have expertise and experience pertinent to the topic. The journal follows a blind peer review process. The Editor and/or Associate Editor also review all manuscripts. The review process can take up to four months.

**From Review to Acceptance.** If the manuscript is accepted or changes are recommended, it will be returned to the author with the reviewers' comments for the author's responses and revisions. After the author has made changes, the manuscript is returned for final review to the Editor. If the Editor finds it acceptable, he notifies the author of its formal acceptance and assigns it to an issue. Currently, the time from acceptance to publication is approximately eight to ten months.

**Agreement to Publish.** On acceptance or provisional acceptance of the manuscript for publication, the author will be asked to sign a publication agreement, which must be signed and submitted before the article is published. This form is a legal document specifying that the article is original and that the author holds all rights in it and grants the journal the exclusive first serial rights to it, for both paper and online publication. If the article is coauthored, all authors must sign the agreement.

**Page Proof Review.** Corresponding authors will receive page proofs of their articles by email from the Managing Editor. Corresponding authors should remember to update their email addresses in ScholarOne if it changes after the article is accepted. Changes at the page proof stage will be limited to correction of errors and updates to authors' titles or institutions. Authors will typically have two to three business days to review their proofs.

**Reprints and Permissions.** Authors are given the opportunity to order reprints of their articles and are urged to do so at the time the issue is printed for the most timely and efficient service; however, reprint orders will be accepted at any time after the issue is published. The price of reprints varies with the page count of the article and the quantity of reprints ordered. The Managing Editor sends detailed information and an order form to the corresponding author with the article proofs. A copy of an individual article may also be acquired online, whether by the authors or other readers, by visiting the [JDE website](#). Electronic versions can also be downloaded if you are a subscriber or have access to the *JDE* through a library. The *JDE* permits the photocopying of articles for the noncommercial purpose of educational and scientific advancement.

## V. Key Contacts

General questions (not for submission of manuscripts; see below). Contact Dr. Nadeem Karimbux, Editor, *Journal of Dental Education*, Tufts University School of Dental Medicine, One Kneeland St., DHS-15, Boston, MA 02111; [JDEeditor@adea.org](mailto:JDEeditor@adea.org).

Submission. Direct questions about submission of manuscripts through ScholarOne to Sarah Burstyn, *JDE Project Manager, Journal of Dental Education*, 655 K Street, NW, Suite 800, Washington, DC 20001; 202-962-9119 phone; 202-289-7204 fax; [burstyns@adea.org](mailto:burstyns@adea.org).

Proofs and production. Direct questions about proofs and other matters after article acceptance to Lynn Page Whittaker, Executive Managing Editor, *Journal of Dental Education*, [whittakerl@adea.org](mailto:whittakerl@adea.org).

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