

Policies (Adopted by the 2006 General Assembly 10/14/06)

The following statements reflect the policy of the Tennessee Dental Assistants' Association with regard to specific areas of activity associated with the website www.tndaa.org :

1. Web Sponsors

One year ads on the "Sponsors" page of the TNDAA web site are placed upon receipt of \$1000 or the equivalent in services as determined by the editorial review board. Those sponsors will also be recognized 4 quarterly issues of Mega-Bites, and the bonus Annual Session issue of Mega-Bites, during the year of the sponsorship, and will be recognized at meetings of the TNDAA. The sponsor must in some way be affiliated with or contribute the dental or dental auxiliary professions. Submit inquiries to admin@tndaa.org

2. Scholarship sponsors:

Sponsors who contribute at least \$300 may have a representative present the scholarship to the recipient at the TNDAA Annual Session. The sponsor's name will be published on the "Scholarship" web page until the end of the calendar year and the sponsors names will be published in the July issue of Mega-Bites with the names of the recipients. Those who contribute less than \$300 to the scholarship fund will be recognized on the TNDAA Scholarship page. A printable sponsor contribution form is available at <http://www.tndaa.org/tndaa/Scholarship.html>

3. "Link trading"

Web links will be traded only with businesses that are affiliated with or that contribute to the dental or dental auxiliary professions. Inquiries should be addressed to admin@tndaa.org

4. Mega-Bites ads

Ads in Mega-Bites shall be priced as follows:

	Per issue	1 year (bonus Annual Session issue)
1/8 page	\$ 25	\$ 100
1/4 page	\$ 50	\$ 200
1/2 page	\$100	\$ 400
Whole page	\$500	\$1000

Ads must be approved by the Editorial Review Board, composed of the web administrator and the Managing Editor of Mega-Bites. The TNDAA board of Trustees may be consulted. Inquiries should be addressed to mega-bites@tndaa.org

5. Articles submitted for publication in Mega-Bites or on the web site:

Articles and other content must be approved by the Editorial Review Board. Articles should be submitted electronically as a word document attached to an e-mail addressed to mega-bites@tndaa.org

6. On-line CE articles

Articles must be reviewed by the CE Review Board made up of at least 4 educators appointed by the president of the organization, who will approve the content and assign the number of CE hours. Articles must be submitted electronically as a word document attached to an e-mail addressed to ce@tndaa.org . Articles and must be original unpublished works by the author(s). Articles must include:

- a. the title and the name of the author(s)
- b. the author's biography
- c. an introduction
- d. specific course objectives
- e. a course outline
- f. the article itself (at least 1500 words per CE credit awarded)
- g. a glossary (if indicated)
- h. images, tables must be captioned
- i. references numbered consecutively in the order they are cited in the text of the article
- j. at least 10 questions per hour of CE credit to be awarded (The review board reserves the right to edit the post-test questions)

The Tennessee Dental Assistants' Association reserves the right to decline an opportunity to accept sponsorship and to refuse to publish ads, articles, on-line CE course articles without the necessity of defending the decision of the respective review board.