



North Carolina Society of Radiologic Technologists, Inc.  
AN AFFILIATE OF THE ASRT

## **RULES AND REGULATIONS FOR THE NCSRT, INC. SCIENTIFIC PAPERS**

### **I. CATEGORIES FOR SUBMISSION**

- Category 1: INTEGRATED REVIEW OF LITERATURE PAPER
- Category 2: PRIMARY RESEARCH PAPER

### **II. DEADLINE FOR SUBMISSION**

All manuscripts and paper application forms to be considered must be postmarked by a date set yearly based on committee and board input. The manuscripts will be sent to the Chairperson of the Scientific Paper Committee.

### **III. DESCRIPTION OF CATEGORIES FOR SUBMISSION**

#### **Category 1: Integrated Review of Literature**

An Integrated Review of Literature paper demonstrates the writer's ability to research the work of numerous authors in review of a particular topic. The goal is to develop a comprehensive review of what numerous authors say about a particular topic. The writer must research literature from various authors and synthesize an original explanation about the topic. The writer must not present facts in the manner of a book report. Instead, the writer must be able to present all authors' views in a collective manner, linking common ideas, thoughts, and/or differences among the authors.

For example: Bushong (1994), Burns (1995), and Carlton (1996) all state.... Thompson, however, believes...

#### **B. Category 2: Primary Research**

Papers should present a hypothesis or problem to be researched through experimentation/data collection and statements of results. Supporting literature can enhance the development and proof of the hypothesis stated.

#### **IV. ELIGIBILITY**

Technologists, advanced students, or student members holding active membership will be allowed to participate. Membership will be based on records, paper application information, and the decision of the Scientific Paper Committee. The President and Scientific Paper Committee members will be exempt from competing. There will be no more than two authors for any paper submitted for competition.

#### **V. FORMAT**

Author(s) are required to use the reference style that is specified in the *American Medical Association (AMA) Manual of Style*.

Below are suggested pages/headings for your paper:

##### **A. Title Page**

The purpose of the Title Page is to provide necessary information for communication from the committee. The title would be helpful for the judges also. The copies sent to the judges are not to be labeled with authors' names, addresses, or institutions.

1. Title of the Manuscript (on all 4 copies)
2. Division and Category of Competition (on all 4 copies)
3. Name of the institution and author(s), address and telephone number of the author(s) (on the single identified copy only)

##### **B. Abstract Page**

The purpose of the Abstract Page is to summarize significant information contained in the paper. It is recommended to write the abstract page after the paper has been completed.

1. Limited to 75 words
2. Should relay the essence of the paper

##### **C. Headings**

The purpose of headings is to assist the writer in the organization of the material, make the paper more easily read, and follow standard for technical writing. Categories should follow the main sections of the paper.

1. Integrated Review of Literature
  - a. Introduction
  - b. Review of Literature/Methods and Materials
  - c. Discussion/Results
  - d. Case Studies (if applicable)
  - e. Implications for Practice
  - f. Conclusion or Summary
  - g. References
2. Primary Research Paper
  - a. Introduction

- b. Methods/Materials
- c. Discussion/Results
- d. Case Studies (if applicable)
- e. Implications for Practice
- f. Findings
- g. Conclusion or Summary
- h. References

D. Content of Paper Sections

1. Introduction:  
The purpose of the Introduction is to provide a brief description and background to the paper.
2. Integrated Review of Literature/Methods and Materials:  
The purpose of this section is to provide the plan for either research or literature review.
3. Discussion:  
The purpose of this section is to provide the writer a place to present data, results, or current information in an organized sequence. It is appropriate to include case studies in this section, or to present them separately.
4. Case Studies:  
Case studies are optional, but should support information given in the Discussion section of the paper. They may also be a separate section if desired.
5. Conclusion/Summary:  
The purpose of this section is to provide details of the results and limitations of the author's research.
6. References:  
The purpose of this section is to give credit to the sources used in the paper. Credit must be given both within and at the end of the text.

Within the written text:

1. When more than two sources are listed as a reference, use hyphens to join numbers in a closed series.
2. Superscript numbers are placed in the text indicating reference outside commas, and periods and inside colons and semi-colons.
3. Commas are used without spacing (after the comma) to separate parts of a multiple citation.

End of text:

1. The reference page is the last page of the paper.
2. References should be listed in the order of presentation in the paper.
3. References must be double spaced, and in numerical order.
4. Capitalization, punctuation, and spacing is important.
5. There are no commas separating the author's last name and

- initials, and no periods within the initials.
6. Titles of the magazine or journal articles are lower case except for the first word and any proper nouns.
  7. The name of the magazine or journal should be underlined or in italics.
  8. The name of a book should be underlined or in italics.
  9. The names of all authors should be included with exception of more than six. In this case, the first three authors should be listed and "et al".
  10. Abbreviations of journals must be cited as in the Index Medicus.
- E. Footnoting should be limited, and at the bottom of the page with a separated horizontal line. Footnotes are designed in the text and the bottom by the following symbols, in this order: \*, +, +, ++, ++.
- F. Abbreviations must conform to the AMA Manual of Style.
- G. Page numbering begins with the first page of the body of the paper being page one.
- H. Running heads should include the title of the paper only. Running heads are not mandatory. Running heads should not be used with running feet.
- I. Running feet should include the title of the paper only. Running feet are not mandatory. Running feet should not be used with running heads.
- J. Font size should be of a specific size 12 point and be one of the following approved types: Universal, Arial, Times Roman, Helvetica, or Courier.

## **VI. GRATIS MEETING REGISTRATION AND GRATIS MEAL TICKET**

Paper presenters will receive gratis meeting registration for the day of the presentation. A gratis meal ticket for the awards presentation will also be given if the meal cost is separate from registration.

## **VII. JUDGING**

- A. The Scientific Paper Committee will designate at least three (3) persons to act as judges.
- B. All unidentified manuscripts will be judged by three (3) judges.
- C. The manuscripts remain the property of the Society until after the results are tabulated.

- D. By permission of the author(s), papers will be forwarded to the web liaison for possible web posting.
- E. Manuscripts will be screened by the Committee for proper format. Any paper not meeting published format guidelines will be automatically disqualified.
- F. Active membership status will be checked. Any author(s) not a member at the time of the application will be automatically disqualified.
- G. Judging of the manuscripts will be final.
- H. Judging of the manuscripts will be according to the scale that follows. Subject matter may be considered from the radiologic sciences.
- I. To qualify for first or second place, an average minimum score of 60 points must be received on the paper.

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