

RULES AND REGULATIONS FOR THE NCSRT, INC. SCIENTIFIC PAPERS

I. CATEGORIES FOR SUBMISSION

Subject matter will be from the radiologic sciences in the following categories:

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

A. 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

1. 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.
2. Limited to 75 words
3. 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.

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 below.
- I. To qualify for first or second place, an average minimum score of 60 points must be received on the paper.

1. JUDGING SCALE

a. Educational or Technical Value

Does the material presented promote or advance the knowledge of technology? Will the paper be of value within the disciplines of diagnostic, therapy, nuclear medicine, radiology management, etc., regardless of the technologist's, therapist's, or student's length of time or experience in the field?

<u>Scale</u>	<u>Point Value</u>
Knowledge Greatly Increased	30
Knowledge Somewhat Increased	24
No New Knowledge Gained	10

b. Development of Content

Was the thesis/hypothesis appropriately developed through the paper's content and discussion? Was sufficient effort given to individual investigation and research?

<u>Scale</u>	<u>Point Value</u>
Fully Developed Thesis/Hypothesis	20
Acceptable Development	14
Limited Development of Content	9

c. Application of Technology

Does knowledge gained from this research have clear application to a radiologic specialty? As a result, is the knowledge presented of use in the daily tasks of the technologist, therapist, or student?

<u>Scale</u>	<u>Point Value</u>
Broad Application	20
Limited Application	14
No Clear Application	9

d. Organization of Material

Is the text self-explanatory? Are data, charts, graphs or other illustrations that are presented helpful in clarifying the text? A text should not be penalized if illustrations are not supplied, providing the text is self-explanatory.

<u>Scale</u>	<u>Point Value</u>
Promotes Clear Understanding	10
Acceptable Level of Understanding	5
Overall Unclear	0

e. Mechanics

Does the paper use correct grammar and spelling? Is the paper neat in appearance? Is an acceptable documentation form followed (including a bibliography and reference list)?

<u>Scale</u>	<u>Point Value</u>
Superior	10
Acceptable	5
Needs Major Improvement	0

J. ILLUSTRATIONS/TABLES/FIGURES

1. Illustrations/tables/figures are not mandatory. If they are needed to further explain the text, they must be supplied for all copies.
2. Illustrations/tables/figures should carry no mark or identification of the author or source, i.e., no hospital identification, patient name or number. Illustrations, identification, patient name or number. Illustrations, charts, diagrams, etc., utilized from other sources should be appropriately referenced with permission from the appropriate source.
3. All illustrations/tables/figures must be placed at the end of the paper.
4. Captions may appear on the same page as the illustration/table/figure if size permits. When many illustrations/tables/figures are used or size does not permit captions are all on one page.
5. Any human subjects used for this purpose must not be identifiable.
6. Tables must be double-spaced. The title and table number must be flush left.
7. Abbreviations used must be explained at the bottom in a footnote.

K. MANUSCRIPT GUIDELINES-The following guidelines should be closely followed:

1. Manuscripts must be typed, double-spaced, on white 8 1/2 x 11 inch paper on one side only.
2. All papers must have a 1 1/2" margin on all sides.
3. Length of manuscript may vary, not over 1500 words.
4. Four copies must be submitted: three unidentified and one identified copy. During the judging process the identified papers will remain with the Committee Chair.
5. The manuscript must be original with the author and cannot have been published or accepted for publication prior to entry.

L. NOTIFICATION

1. Any author whose paper is disqualified will be notified by certified letter, after the decision is made by the Committee.
2. Thirty days prior to the Annual Conference all placing authors will be notified by certified letter.
3. Placing authors must prepare to present at the Annual Conference.
4. Authors not placing will be sent certified letters of notification after the judging is complete.

M. PRESENTATION

1. The papers which place **must be presented at the Annual Conference in order for the author to receive the award**. The winner(s) may designate another member to present the paper for them.
2. The reading time is limited to fifteen minutes or less.
3. The content of the paper cannot be altered; however, the text may be changed to be consistent with visual aids.
4. Any illustrations, tables, figures or charts included in the original paper should be on PowerPoint, overhead transparencies, handouts or slides used for the presentation.

N. PRIZES

Following the judging, two qualifying manuscripts from each category in each division will be selected for presentation. Awards will be presented at a specified time during the Annual Conference. Oral presentation is required to qualify for final awarding. Awards will be given for Staff, Advanced Student, and Student Divisions in the following categories:

- Category 1: Integrated Review of Literature
 First and Second Place
- Category 2: Primary Research Paper
 First and Second Place

O. GRATIS MEETING REGISTRATION AND GRATIS MEAL TICKET

Paper presenters will receive gratis meeting registration, including honors function, for the day of the presentation.