

## **AUTHORS GUIDELINES - *Journal of Medical Radiation Sciences***

Thank you for your interest in *Journal of Medical Radiation Sciences*. Please consult the following instructions to help you prepare your manuscript, and feel free to contact us with any questions. To ensure fast peer review and publication, manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review. We are looking forward to your submission.

### **1. AIMS AND SCOPE**

*Journal of Medical Radiation Sciences* (JMRS) is an international and multidisciplinary peer-reviewed Journal that accepts manuscripts related to medical imaging / diagnostic radiography, radiation therapy, nuclear medicine, medical ultrasound / sonography, and the complementary disciplines of medical physics, radiology, radiation oncology, nursing, psychology and sociology. Manuscripts may take the form of: original articles, review articles, commentary articles, technical evaluations, case series and case studies.

JMRS promotes excellence in international medical radiation science by the publication of contemporary and advanced research that encourages the adoption of the best clinical, scientific and educational practices in international communities.

JMRS is the official professional Journal of the Australian Institute of Radiography (AIR) and the New Zealand Institute of Medical Radiation Technologists (NZIMRT).

### **2. EDITORIAL REVIEW AND ACCEPTANCE**

The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership. All manuscripts are peer reviewed and considered for publication by both an Editor and the Editor-in-Chief. Final acceptance or rejection rests with the Editor-in-Chief, who reserves the right to refuse any material for publication.

Manuscripts should be written in a clear, concise, direct style. Where contributions are judged as acceptable for publication on the basis of content, the Editor-in-Chief and the Publisher reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between the author and the reader.

*Journal of Medical Radiation Sciences* employs a plagiarism detection system. By submitting your manuscript to this journal you accept that your manuscript may be screened for plagiarism against previously published works.

### **3. PRE-SUBMISSION RESOURCES**

#### ***Author Services***

Prior to submission, we encourage you to browse the "Author Resources" section of the Wiley-Blackwell

“Author Services” website: <http://authorservices.wiley.com/bauthor/author.asp>. This site includes useful information covering such topics as copyright matters, ethics, electronic artwork guidelines, and ways to optimize articles for search engines. Authors of accepted papers will receive an invitation to sign up to Author Services that will enable them to track accepted articles through the production process.

#### ***Pre-submission English-language Editing***

Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. A list of independent suppliers of editing services can be found on the Author Services web pages ([http://authorservices.wiley.com/bauthor/english\\_language.asp](http://authorservices.wiley.com/bauthor/english_language.asp)). Japanese authors can also find a list of local English improvement services at <http://www.wiley.co.jp/journals/editcontribute.html>. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication.

## **4. MANUSCRIPT PREPARATION**

### **Manuscript Categories**

#### **i. *Original Articles***

Word limit: 4000 words maximum including abstract and references

Abstract: 250 words maximum and must include subheadings (Introduction, Methods, Results, Conclusions)

References: In general, fewer than 30

Figures/tables: Total of no more than 7 figures and tables (15 images in total)

Description: This category of paper should describe a research including a systematic review and meta-analysis; and quality improvement.

#### **ii. *Review Articles***

Word limit: 5000 words maximum including abstract and references

Abstract: 250 words maximum, unstructured

References: No limit

Figures/tables: Total of no more than 7 figures and tables (15 images in total)

Description: This will usually be at the invitation of the Editors, who will request that the article meets a firm deadline and indicate the length of article required

#### **iii. *Commentary***

Word limit: 2500 words maximum including abstract and references

Abstract: 250 words maximum, unstructured

References: No limit

Figures/tables: Total of no more than 7 figures and tables (15 images in total)

Description: The aim of this category of paper is to discuss relevant aspects of a practice or an issue. Authors should review the literature pertaining to the topic and address the various perspectives that exist. Opinions and recommendations are then expressed with the support of evidence from the literature. Author(s) are requested to submit to the editors relevant educational and professional experiences as these will be considered prior to acceptance for publication.

**iv. Study Protocol**

Word limit: 2500 words maximum including abstract and references

Abstract: 250 words maximum, unstructured

References: No limit

Figures/tables: Total of no more than 7 figures and tables (15 images in total)

Description: The aim of publishing study protocols is to inform readers of research projects that are proposed to commence or are ongoing. The study protocol must have full research ethics approval to be considered for publication. Authors should describe in detail the rationale behind the methodology of the study. The relevant sections of a paper as described under layout of paper should be included.

**v. Technical Evaluation**

Word limit: 2500 words maximum including abstract and references

Abstract: 250 words maximum, unstructured

References: In general, fewer than 30

Figures/tables: Total of no more than 7 figures and tables (15 images in total)

Description: An emerging technology or a new technique in medical radiation sciences

**vi. How To Do It**

Word limit: 2000 words maximum including abstract and references

Abstract: 250 words maximum, unstructured

References: In general, fewer than 30

Figures/tables: Total of no more than 7 figures and tables (15 images in total)

Description: An invited educational article relevant to medical radiation sciences professionals.

Unsolicited proposals for **How To Do It** may be submitted; however, in this case authors should only send an outline of the proposed paper for initial consideration.

**vii. Case Report/Study**

Word limit: 3000 words maximum including abstract and references

Abstract: 250 words maximum, unstructured

References: In general, fewer than 30

Figures/tables: Total of no more than 7 figures and tables (15 images in total)

Description: This category of paper should describe one of the following:

- Previously unreported interventional technique in a recognised disease. Previously unreported, relevant imaging observations on recognised disease or lesion
- Previously unreported clinical condition
- Previously unreported complication of a radiological procedure

**viii. Pictorial Review**

Word limit: 1000 words maximum including abstract and references

Abstract: 250 words maximum, unstructured

References: In general, fewer than 30

Figures/tables: Total of no more than 7 figures and tables (15 images in total)

Description: The aim of a pictorial review is to provide an up-to-date visual portrayal of a topical issue,

having particular educational value. The article may be based on a poster presentation at a major meeting.

**ix. Editorials**

Word limit: 1500 words maximum

Abstract: No abstract required for this type of manuscript

References: 5 maximum

Description: An invited commentary on an article published in the same Journal issue. Unsolicited proposals for Editorials may be submitted; however, in this case authors should only send an outline of the proposed paper for initial consideration.

**x. Letters to the Editor**

Word limit: 500 words maximum including references

References: 5 maximum

Figures/tables: 1 maximum

Description: Letters to the Editor intended for publication may be submitted on any matters of interest to readers of *Journal of Medical Radiation Sciences*. A letter commenting on an article that has appeared in a previous issue of *Journal of Medical Radiation Sciences* are welcome. The letter may be forwarded to the authors of that article to allow them to reply. If accepted, both letters will be published together. All authors of a letter must sign the letter.

**Manuscript Style**

**Spelling**

Spelling should follow one of the Australasian conventions and must be consistent throughout the manuscript.

**Abbreviations**

In general, terms should not be abbreviated unless they are used repeatedly and the abbreviation is helpful to the reader. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.

**Author identification**

To protect anonymity in the reviewing process, authors should avoid disclosing their identity in the manuscript. Authors should withhold their name, affiliation, and acknowledgments from the paper until after it has been accepted. References that identify the author(s) should also be removed. A separate title page should accompany all submissions.

**Parts of the Manuscript**

Manuscripts submitted as Original Articles and Review Articles should be presented in the following order:

(i) title, (ii) abstract and keywords, (iii) text, (iv) acknowledgments, (v) references, (vi) appendices, (vii) supporting information, (viii) tables (each table complete with title and footnotes), (ix) figure legends, and (x) figures.

### **Title**

The title should be short and informative, and it should contain the major keywords. Do not use abbreviations in the title. A short running title (less than 40 characters) should also be provided.

### **Abstract and Keywords**

All articles should have an abstract not exceeding 250 words. In the case of original research articles the abstract must be structured using the following headings: Introduction (including purpose of the study); Methods; Results; and Conclusions. The abstract should not contain references.

Five key words, for the purposes of indexing, should be supplied below the abstract, in alphabetical order, and should be taken from those recommended by the US National Library of Medicine's Medical Subject Headings (MeSH) browser list at <http://www.nlm.nih.gov/mesh/meshhome.html>.

### **Tables**

Tables should be self-contained and complement, but not duplicate, information contained in the text. Number tables consecutively in the text in Arabic numerals. Type tables on a separate page with the legend above. Legends should be concise but comprehensive – the table, legend, and footnotes must be understandable without reference to the text. Vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations must be defined in footnotes. Footnote symbols: †, ‡, §, ¶, should be used (in that order) and \*, \*\*, \*\*\* should be reserved for *P*-values. Statistical measures such as SD or SEM should be identified in the headings.

### **Figures**

All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Each figure should be supplied as a separate file, with the figure number incorporated in the file name. For submission, low-resolution figures saved as .jpg or .bmp files should be uploaded, for ease of transmission during the review process. Upon acceptance of the article, high-resolution figures (at least 600 dpi) saved as .eps or .tif files should be uploaded. More information about figures is available on Author Services at: <http://authorservices.wiley.com/bauthor/digill.asp>.

### **Figure legends**

Legends should be concise but comprehensive – the figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.

### **Acknowledgments**

The source of financial grants and other funding must be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Personal thanks and thanks to anonymous reviewers are not appropriate.

## **References**

The Vancouver system of referencing should be used (examples are given below). In the text, references should be cited using superscript Arabic numerals after the punctuation in the order in which they appear. If cited in tables or figure legends, number according to the first identification of the table or figure in the text. Authors are responsible for the accuracy of the references.

In the reference list, cite the names of all authors when there are six or fewer; when seven or more, list the first three followed by et al. Do not use *ibid.* or *op cit.* Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g. Smith A, 2000, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list. Names of journals should be abbreviated in the style used in Index Medicus.

We recommend the use of a tool such as EndNote or Reference Manager for reference management and formatting. EndNote reference styles can be searched for here: <http://www.endnote.com/support/enstyles.asp>. Reference Manager reference styles can be searched for here: <http://www.refman.com/support/rmstyles.asp>

- **Journal article**

Soter NA, Wasserman SI, Austen KF. Cold urticaria: Release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *N Engl J Med* 1976; **294**: 687–90.

- **Book**

Kaufmann HE, Baron BA, McDonald MB, Wlatman SR (eds). *The Cornea*, 2nd edn. Churchill Livingstone, New York, 1998.

- **Chapter in a Book**

McEwen WK, Goodner IK. *Secretion of tears and blinking*. In: Davidson H (ed). *The Eye*, Vol 3, 2nd edn. Academic Press, New York, 1969; 34–78.

- **Electronic Material**

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000–01 [updated 2002 May 12; cited 2000 Jul 9]. Available from: <http://www.cancer-pain.org/>.

## **Appendices**

These should be placed at the end of the paper, numbered in Roman numerals and referred to in the text. If written by a person other than the author of the main text, the writer's name should be included below the title.

## **Supporting Information**

Supporting Information can be a useful way for an author to include important but ancillary information with the online version of an article. Examples of Supporting Information include additional tables, data sets, figures, movie files, audio clips, 3D structures, and other related nonessential multimedia files. Supporting Information should be cited within the article text, and a descriptive legend should be included. It is published as supplied by the author, and a proof is not made available prior to publication; for these reasons, authors should provide any supporting Information in the desired final format.

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## 5. SUBMISSION OF MANUSCRIPTS

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### ***Publication form***

You will be prompted to sign the [Open Access Agreement](#) electronically after manuscript review and acceptance.

### ***Submission Requirements***

Each submission must include: a covering letter, title page, signed open access agreement, and manuscript. The length of manuscripts must adhere to the specifications under the **Manuscript Categories** section.

### ***Covering letter***

Papers are accepted for publication in the Journal on the understanding that the content has not been published or submitted for publication elsewhere. This must be stated in the covering letter. It must also describe the contribution of each author and that all authors are in agreement with the content of the manuscript.

### ***Title page***

The submission should contain a separate title page as the Journal is double blinded (i) the title of the paper, (ii) the full names of the authors, (iii) the qualifications of all authors in abbreviated format and their profession (iv) the addresses of the institutions at which the work was carried out together with (iv) the full postal and email address, plus telephone number of the author to whom correspondence about the manuscript should be sent. The present address of any author, if different from that where the work was carried out, should be supplied in a footnote.

### ***Conflict of interest***

Authors must declare any financial support or relationships that may pose conflict of interest by disclosing at the time of submission any financial arrangements they have with a company whose product figures prominently in the submitted manuscript or with a company making a competing product. Such information will be held in confidence while the paper is under review and will not influence the editorial decision. If the article is accepted for publication, the Editor will usually discuss with the authors the manner in which such information is to be communicated to the reader. If tables or figures have been reproduced from another source, a letter from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be attached to the covering letter.

### **Ethics**

Manuscripts must contain a statement to the effect that all human studies have been reviewed by the appropriate ethics committee and have therefore been performed in accordance with the ethical standards laid down in an appropriate version of the 2000 Declaration of Helsinki as well as the Declaration of Istanbul 2008. It should also be stated clearly in the text that all persons gave their informed consent prior to their inclusion in the study. Details that might disclose the identity of the subjects under the study should be omitted.

Reports of animal experiments must state that the 'Principles of Laboratory animal care' NIH publication Vol 25, No. 28 revised 1996; <http://grants.nih.gov/grants/guide/notice-files/not96-208.html>) were followed, as well as specific national laws (e.g. the current version of the German Law on the Protection of Animals) where applicable.

### **Authorship**

The order of authorship should be a joint decision of the co-authors. All persons designated as authors should qualify for authorship. Each should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based only on substantial contributions (a) to conception and design, or analysis and interpretation of data; (b) to drafting the article or revising it critically for important intellectual content; and (c) on final approval of the version to be published. Conditions (a), (b) and (c) must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. The Editors may require authors to justify the assignment of authorship.

## **6. POST-ACCEPTANCE**

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### **Early View**

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