

AAMD Writing Competition Guidelines for Submission

Authors

- All interested authors will find information on manuscript submission on the AAMD website: <http://medicaldosimetry.org>. The committee co-chairs must verify that all authors are members in good standing or have applications in progress. All student authors must be a member of the AAMD and must submit a letter from their program director stating their student status. All authors will receive confirmation of their abstract submission by February 1st. All manuscript submissions are due by March 1st of the current year.
- **Criteria for judging papers entered for Medical Dosimetry Writing Competition is not the same as the standard for peer review for *Medical Dosimetry Journal*. Therefore, acceptance for the Medical Dosimetry Writing Competition does not guarantee publication in the *Medical Dosimetry Journal*.**

Abstract and Release Forms

- Potential authors must submit an abstract submission form and a release form (Appendix 2) which must be read and signed by the primary author (AAMD Member) releasing submitted manuscripts as the property of the AAMD. These documents must be submitted no later than February 1st of the current year.

Process for Submission of Manuscripts for the AAMD Writing Competition

- Manuscripts may be submitted via the *Medical Dosimetry Journal* website: <http://ees.elsevier.com/meddos>. Authors are requested to submit the text, tables, and artwork in electronic form. Authors are requested to include a cover letter (save as a separate file for upload), manuscript, tables, and figures, as well as any ancillary materials. Please note that an editable file is needed for production purposes; therefore, upload text files as Word (.doc) files not as PDFs. Files should be labeled with appropriate and descriptive file names (e.g., SmithText.doc, Fig1.tif, Table3.doc). Upload text, tables, and graphics (figures) as separate files (multiple figure files can be compressed into a zip file and uploaded in one step; the system will then unpack the files and prompt you to name each figure). Complete instructions for electronic artwork submission can be found at Elsevier: www.authors.elsevier.com/artwork.

Classification of Manuscripts

- Completed manuscripts should be submitted via the *Medical Dosimetry Journal* website: <http://ees.elsevier.com/meddos>, under the appropriate manuscript classification **i.e.**, research paper, case study, etc... (See MEDDOS instructions to authors).

Accompanying Letter

- An accompanying letter must be submitted to the *Medical Dosimetry Journal* website: <http://ees.elsevier.com/meddos>, indicating the author's intent in participating in the AAMD Writing Competition. Authors should state that the manuscript has not been nor will be submitted elsewhere for publication.

Online Submission Instructions

1. **Go to AAMD website:** <http://medicaldosimetry.org>
2. **Click on publications – journal:** www.meddos.org - **author information** - **Click on:**
3. <http://ees.elsevier.com/meddos>
4. **At top of page select - submit paper**
5. **Enter your**
 - a. **User name**
 - b. **Password**
6. **Author Login**
7. **Submit New Manuscript - Choose Article Type**
 - a. **Research Paper-**A Research Article is a report of original experimental or theoretical research. Authors should keep in mind that attention to clarity and conciseness facilitates the review process and also the impact of the published article. Limit: 10 journal pages.
 - b. **Review Article-** A Review Article is an authoritative review of a subject important to the field of radiation oncology. It may be either invited or proffered. In either case, the review process will be employed. Limit: 10 journal pages.
 - c. **Letter to the Editor-**A Letter to the Editor is a brief response to a published article of general interest to readers. It may be either invited or proffered. Letter must reference Medical Dosimetry articles no older than two issues from the last published volume. Limit: 1 journal page.
 - d. **Didactic Note**
 - e. **Case Study/ Technical Note-**A Case Study is a concise description of a technique, procedure, clinical implementation, or clinical patient-related complication of relevance to the practice of medical dosimetry. Appropriate for this article type are "tricks-of-the-trade," helpful hints to solve a specific problem, or "how-tos" on application to clinical practice. Limit: 3 journal pages. A Technical Note is a brief description of a specific new development, procedure, or use of a device that offers a solution to a current specific problem and has sufficient relevance to be useful to many readers of Medical Dosimetry. Limit: 3 journal pages.
 - f. **Click Next**
8. **Under Full Title**
 - a. In box type Title
 - b. Select next
9. **Under Add/Edit/ Remove Author**
 - a. Add Authors
 - b. Click Next
10. **Keywords - Type key words in the box**
11. **Select Classification**
 - a. 10 Quality Assurance

- b. 20 Imaging
 - c. 30 Case Study
 - d. 40 Technical Innovations-Dosimetry
 - e. 50 Technical Innovations- Physics
 - f. 60 Basic Dosimetry
 - g. 70 Computational Algorithms
 1. Select by placing check in the box
 2. Select
 3. Submit
 4. Next
12. **Enter comments**
- a. Type or copy and paste the description
 - b. Click Next
13. **Under Artwork Instructions Read instructions. Requires Manuscript and Cover Letter. If you have other Selections to be attached then add them.**
14. **Files on drop down**
- a. Select manuscript (*It is also required that you select cover letter the others are not necessary*)
 - b. Description box will now show manuscript
 - c. Click the browse button
 - d. Select the pre typed document typed in Arial, Courier, Symbol, or Times font
 - e. Click on Attach This File button
 - f. Wait for OK window
 - g. Box next to browse will appear empty
 - h. Scroll to lower page, in the table to far right click download
 - i. Click next
15. **Click Build My PDF For Approval**
16. **Click the Submissions waiting for Author's Approval**
- a. Under Ethics in Publishing - Click in box next to I accept
 - b. Wait for Action Links to appear in far left of table
 - c. Select Action Links
 - d. Select View submission
 - e. Select Approve Submission
 - f. Window asks are you sure you want to approve submission
 - g. Select OK
 - h. It sends the document to the Editor
 - i. There should be an email received stating Submission Confirmation

MANUSCRIPT PREPARATION

A. **Style:** Authors are expected to follow the conventional writing, notation, and illustration style prescribed in the American Institute of Physics (AIP) *Style Manual*. A free copy is available by clicking on the link provided below. Authors are encouraged to gain familiarization with the journal's form and style by reviewing recent issues of *Medical Dosimetry*.

<http://www.aip.org/pubservs/style/4thed/toc.html>

B. Title Page: The title should be brief and specific at the top of page, centered, and bold. The title page should contain the title, author and co-authors, as well as institutions and addresses for each author. If the paper was presented at a meeting, the name of the organization, place, and date of meeting should be listed. Provide the corresponding author's full mailing address, telephone and fax numbers, and e-mail address.

C. Abstract: An abstract must accompany every article (except for a Letter to the Editor). For Review Articles, Research Articles, and Case Study/Technical Reports, a structured abstract is required contain following information: Purpose, Methods, Results and Conclusions. The abstract should not exceed 300 words.

1. Headings

- a. Main Headings in ALL Caps, bold type and center. The following are examples of major headings: **INTRODUCTION, METHODS AND MATERIALS, RESULTS, DISCUSSION, CONCLUSION, and REFERENCES.**
- b. Sub headings italicized, in regular type (not bold), aligned to left margin, capitalize 1st Letter. The following are examples of sub headings: **Breathing motion, Imaging dose, and Real-time lung tumor localization.**
- c. Place the Heading Abstract in bold to left of page, Dash (no space), and then immediately follow with bolded abstract that is justified, aligned to the left and right of the page.

D. Key Words (*Typed as shown bold and italicized*): Up to 4 key words should be chosen that capture the topic and subject matter addressed in the article. These keywords are used for bibliographic searching and indexing and should be chosen thoughtfully. Bold, 1st Letter of each item is capitalized; if it is an acronym all letters are capitalized.

E. Format: Manuscripts must be in English and must be submitted through the journal website. Hard copy submissions are not accepted.

1. **Font** – Arial, Courier, Symbol, or Times. This will ensure that the final, published version (in print and online) matches your electronic file as closely as possible.
2. **Type**-is the same size throughout the text with a size of 12 points.
3. **Line Spacing** set to double spacing. Per MEDDOS guideline Document
 - a. Should remain constant throughout. Do not add extra spacing between paragraphs and headings.
 - b. Submissions should not exceed 10 printed journal pages. Rule of thumb is to divide the double-spaced manuscript text by 3 and the number of figures/tables by 4 to estimate the total count of resulting printed pages.
4. **Sentence spacing** 1 space.

5. **Page margins** set to 1 inch for all borders.
6. **Page number** Consecutively numbered, placed in the footer, and centered (MEDDOS).
7. **Paragraph**
 - a. Indention one-half inch or 5 spaces. Usually tab Key will automatically do this amount.
 - b. Regular type (not bold).
8. **Abbreviations** – Type the meaning of the abbreviation then the abbreviation in parenthesis. Example – planning target volumes (PTV).
 - a. If the abbreviation is first used in the Abstract and then in the text, the meaning of the abbreviation must be followed by the abbreviation in parenthesis in the abstract and the first time that it is placed in the text. After the first time in text, only use the abbreviation.
 - b. If the abbreviation is used in the text only, the first time that it is placed in the text the meaning of the abbreviation needs to be followed by the abbreviation placed in parenthesis. After the first time in text, only use the abbreviation.
9. **Long quotations** greater than 3 or 4 lines indent one inch or 10 spaces, from the left and right margin.
10. **Visuals**-Place at end of text for writing competitions. Notate visuals in the order as they occur within the text.
11. **Figures**- include graphs, charts, maps, photographs, and drawings. (MEDDOS) List in order.
 - a. Type information: below the figure, abbreviate figure followed by a period, place a space between figure and the figure number, follow figure number with a period, space Capitalize first word, justified alignment, regular type (not bold), and ends with a period. Example- Fig. 2. The planning CT data and its corresponding MRI counterpart (MEDDOS).

F. Introduction: Every review and research article must include an introduction section that identifies the background and subject matter in the article, describing why it is important to address, and provide a summary of the approach utilized. This introduction should provide a context for a reader who is not intimately familiar with the issue or problem at hand.

G. Mathematics: Mathematical expressions should be formatted as completely as possible. Do not use mathematical derivations that are easily found elsewhere in the literature. Merely cite the references.

H. Tables: Extensive numerical material should be presented in tables rather than in the body of the text. They are documented above the table. (MEDICAL DOSIMETRY).

1. The text above the table is centered. The sentence begins with a capital and does not end with a period. Ex. Table 2. IMRT planning objectives
2. The text below the table uses the left margin. Begins with a capital letter and ends with a period.
 - a. Each table must have a caption that makes the data in the table intelligible without reference to the text. Provide a clear caption that identifies the subject. List in order. Complicated column headings should be avoided, but symbols used in the tables should be in the caption. Long tables should be avoided if possible. Footnotes to tables should be indicated by lower case letters in the following order: *, †, ‡, #, ||, §, **. Tables should not include extensive detail that could be included in the main manuscript.
 - b. Footnotes to a table are indicated by a sequence of lower-case letters ^{a,b,c}, ect., with a new sequence starting with ^a for each table. The ordering of footnote indicators should be left to right across one row, then left to right across the next row, and so on. Place the footnotes themselves below the double line at the end of the table.

Example of Caption and Footnotes:

TABLE III. Caption of a fictitious table illustrating the types of problems that may arise in preparing tables as part of a manuscript.

Author	Renormalized atom		T	Cross section	Assignment
	$\rho_{1,}$	$\rho_{2,}$	(s)	(10^{-6} cm^2)	
Clement ^a	11.2888	2.420 300	55 019	1.383 ± 0.002	$\nu_{1,}$, CH ₃ wag
Roth et al. ^b	9.5992	2.420 300	43 300	1.389 ± 0.006	$\nu_{16,}$ SiH stretch
Manchester ^c	10	... ^d	9 502	... ^d	Lattice vibration
Stark and Auluch ^e	9.0933	2.942 2	47 226	0.98 ± 0.03	$a = 32, c = 4.9$
This work	10.04	2.788 84	21 736	0.87 ± 0.01	$\nu_{10} - \nu_{17} = 241,$ CH ₃ symmetric deformation

^a Michael J. Clement, *J. Phys. Solids* 28, 16–21 (1967).

^b Reference 9.

^c References 11 and 13.

^d See Table II and Ref. 4.

^e Reference 15.

I. Permissions: If a table or figure has been previously published, the manuscript should include a credit line and the author should include a permission letter from the original publisher.

J. Acknowledgments: Are place following **DISCUSSIONS** and **CONCLUSIONS** and prior to **REFERENCES**, the word acknowledgement is italicized and not bold, dash follows acknowledgement no space between the words, capitalize first letter, and end with a period.

*Example-Acknowledgment-*This work supported in part by Research Scholar Grant # 03-028001-CCE from the American Cancer Society and Siemens. Patient studies were performed under UCLA IRB # 03-10-036-01

K. References: References should be assigned consecutive numbers as they occur in the body of the text. They should also be listed in the same order on a separate sheet. Titles of articles, complete lists of authors, and inclusive pagination must be included. References must be in the accessible, archival literature. Private communications and commercial identifications and manuals are not appropriate for the reference list, but can be identified as footnotes to the text. When citing in text per the AIP manual the numbers in the text should be superscripted with the use of a comma between the numbers and with the use of a dash between a range of numbers. References should be placed with the consecutive number as they occur within the text. Meaning that the 1st listed references should be 1, the 2nd listed reference should be 2, and so on.

1. The following are reference examples that are formatted in (a-c) (MEDDOS)
 - a. **Journal:** 1. Ling, C.C.; Spiro, I.J.; Mitchell, J.; Stickler, R. The variation of OER with dose rate. *Int. J. Radiat. Oncol. Biol. Phys.* **11**:1367-1373; 1985.
 - b. **Book:** 2. Bentel, G.C.; Nelson, C.E.; Noel, K.T. Treatment planning and dose calculation in radiation oncology. 3d ed. Elmsford, NY: Pergamon Press; 1986.
 - c. **Chapter in Edited Book:** 3. Marks, J.E.; Lee, F. Irradiation techniques for head and neck cancer. In: Levitt, S.H.; Tapley, N.V., editors. Technological basis of radiation therapy: practical clinical applications. Philadelphia: Lea and Febinger; 1984:116-119.
2. **RTOG references:** Mickalsky, L.; Purdy, J.; Watkins-Brunner, D.; *et al.* A Phase I/II dose escalation study of high dose three dimensional-CRT/IMRT versus standard dose three dimensional-CRT/IMRT in patients treated for localized prostate cancer. RTOG protocol 0126; 2004. www.rtog.org/.
3. **ICRU references:**
 - a. ICRU Report 42. Use of Computers in External Beam Radiotherapy Procedures with High-Energy Photons and Electrons. 1987. <http://www.icru.org/>.
4. **AAPM Reference:** Nath, R.; Anderson, L.; Meli, J.; Olch, A.; *et al.* AAPM code of practice for brachytherapy physics: Report of AAPM Radiation Therapy Committee Task Group No. 56. New York: American Institute of Physics; 1997: 3-5. <http://www.aapm.org/pubs/reports/>.
5. **Cancer Society References:**
 - a. American Cancer Society, editor. American Cancer Society. Cancer Facts and Figures 2006. Atlanta; American Cancer Society; 2006. <http://www.cancer.org/>
 - b. BCCS/NCIC, editor. Canadian Cancer Society/National Cancer Institute of Canada: Canadian Cancer Statistics 2006. Toronto: Canadian Cancer Society; 2006. www.cancer.ca/
 - c. Australian Institute of Health and Welfare (AIHW) and Australasian Association of Cancer Registries. Cancer in Australia 2001. Canberra: AIHW; 2004: 1-157. www.aihw.gov.au/

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