



## AAMD Student Writing Competition Guidelines for Submission

### Authors

- All student authors must:
  - Be a member of the AAMD
  - Submit a letter from their program director stating their student status.
  - Note that students who will have graduated by the time of the submission deadlines can submit papers they completed while enrolled in a dosimetry program. A letter from the program director confirming that this is the case is required.
- All entrants will receive confirmation of their abstract submission by April 15<sup>th</sup>. Manuscript submissions are due by May 1<sup>st</sup>.
- Criteria for judging papers entered for the AAMD Student Writing Competition is not the same as the standard for peer review for publication in the *Medical Dosimetry Journal*. Therefore, acceptance for the AAMD Student Writing Competition does not guarantee publication in the *Medical Dosimetry Journal*.
- AAMD Student Writing Competition winners will be recognized in the *Medical Dosimetry Journal*.
  - 1<sup>st</sup> Place = Manuscript published in its entirety
  - 2<sup>nd</sup> Place = Abstract published
  - 3<sup>rd</sup> Place = Abstract published
- After the student writing competition has closed, authors are encouraged to resubmit their manuscript for peer-review publication even if they didn't place.

### Abstract and Release Forms

- Potential authors must electronically submit an abstract submission form and a release form signed by the primary author, releasing submitted manuscripts as the property of the AAMD. These documents must be submitted no later than April 15<sup>th</sup>.

### Process for Submission of Manuscripts for the AAMD Writing Competition

- AAMD Student Writing Competition manuscripts must 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:
  - Cover letter
  - Manuscript (Do not embed tables or figures in the text file)
  - Tables and figures
- Please note that an editable file is needed for production purposes, upload the manuscript files as a Word document. Files should be labeled with appropriate and descriptive file names (e.g., Manuscript.doc, Fig1.tif, Table3.doc). Upload text, tables, and figures as separate files. Complete instructions for electronic artwork submission can be found at <https://www.elsevier.com/authors/author-schemas/artwork-and-media-instructions>

## Article Type

- Choose AAMD Student Writing Competition as article type from the pull-down menu.

## Cover Letter

- An accompanying letter must be submitted indicating the author's intent in participating in the AAMD Student 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](http://www.meddos.org) - author information - Click on <http://ees.elsevier.com/meddos>
  3. At top of page select - submit paper
  4. Enter your:
    - User name & Password
  5. Author Login
  6. Submit New Manuscript - Choose Article Type:
    - AAMD Student Writing Competition
  7. Enter Title
  8. Add/Edit/ Remove Authors
    - Add necessary authors
  9. Section Category (select one of the following)
    - Dosimetry Contribution
    - Medical Physics Contribution
  10. Clinical Radiation Oncology Contribution
  11. Keywords - Type key words in the box
    - Provide up to 6 keywords
  12. Select Classification (Select all that apply)
    - Quality Assurance
    - Imaging
    - Case Study
    - Technical Innovation Dosimetry
    - Technical Innovation Physics
    - Basic Dosimetry
    - Calculation algorithms
- Attach Files
    - Cover Letter
    - Manuscript
    - Figures
    - Tables
  - Click Build My PDF For my Approval
  - Click the Submissions waiting for Author's Approval
    - Under Ethics in Publishing - Click in box next to I accept
    - Wait for Action Links to appear in far left of table
    - Select Action Links
    - Select View submission

- Select Approve Submission
- Window asks are you sure you want to approve submission
- Select OK
- It sends the document to the Editor
- 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://kmlh-lanl.hansonhub.com/AIP\\_Style\\_4thed.pdf](http://kmlh-lanl.hansonhub.com/AIP_Style_4thed.pdf)

B. **Title Page:** The title should be brief and specific. 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. **Please note that students must be listed first on the list of authors in order to be eligible for the writing competition.** 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 manuscript. Abstracts must contain the following information: Purpose, Methods, Results and Conclusions. The abstract should not exceed 300 words.

### 1. Headings

- Main Headings in ALL Caps, bold type and center. Examples of major headings: INTRODUCTION, METHODS AND MATERIALS, RESULTS, DISCUSSION, CONCLUSION, and REFERENCES.
- Sub headings italicized, in regular type (not bold), aligned to left margin, capitalize 1<sup>st</sup> Letter. Ex. Breathing motion, Imaging dose, and Real-time lung tumor localization.

D. **Key Words:** Up to 6 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.

E. **Format:** Manuscripts must be in English and must be submitted through the journal website.

- **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.
- **Type**-is the same size throughout the text with a size of 12 points.
- **Line Spacing** set to double spacing.
  - Should remain constant throughout. Do not add extra spacing between paragraphs and headings.
- **Sentence spacing** 1 space.
- **Page margins** set to 1 inch for all borders.
- **Page number** Consecutively numbered, placed in the footer, and centered.

- **Paragraph**
  - a. Indention one-half inch or 5 spaces. Usually tab Key will automatically do this amount.
- **Abbreviations** – Type the meaning of the abbreviation then the abbreviation in parenthesis. Example – PTV (planning target volumes).
  - 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.
  - 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.
- **Figures**- include graphs, charts, maps, photographs, and drawings. List in order.
  - 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 center, regular type (not bold), and ends with a period. Example- Fig. 2. The planning CT data and its corresponding MRI counterpart.

**F. 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.

**G. Tables:** Extensive numerical material should be presented in tables rather than in the body of the text.

- 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
- The text below the table uses the left margin. Begins with a capital letter and ends with a period.
- 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.
- Footnotes to a table are indicated by a sequence of lower-case letters <sup>a,b,c</sup>, ect., with a new sequence starting with <sup>a</sup> 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.

**H. 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.

**I. Acknowledgments:** Are placed 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

**J. 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 1<sup>st</sup> listed references should be 1, the 2<sup>nd</sup> listed reference should be 2, and so on.

The following are reference examples that are formatted:

1. **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.
2. **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.
3. **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.
4. **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. <https://www.rtog.org/>
5. **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/>
6. **AAPM Reference:** AAPM Code of Practice for Brachytherapy Physics: Report of AAPM Radiation Therapy Committee Task Group No. 56. New York: American Institute of Physics; 1997. Include a page number for this type of reference. .  
<http://www.aapm.org/pubs/reports/>