

soundeffects



Author Guidelines



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soundeffects

Author guidelines

General information

What is soundeffects?

- The quarterly publication of the Australian Sonographers Association Ltd [ASA], renowned for its informative educational and feature articles, as well as providing an important forum for Australian sonographers to exchange ideas and issues. It is a highly valued benefit of membership with an expanding readership throughout the imaging community in Australia and overseas.
- As well as promoting communication and education within the ultrasound profession, soundeffects provides an ideal opportunity for supported sonographer authorship.
- An Honorary Editorial Committee, led by the Hon. Feature Editor and Hon. Education Editor, is responsible for the content of each issue. Assisting the committee is a panel of anonymous, independent reviewers with appropriate knowledge and training in a range of ultrasound specialties.

Contributions

soundeffects accepts contributions in the following categories:

Education articles

Ask the expert addresses questions commonly asked by sonographers. Prior to writing in this category, the author must submit a letter/email of intent to the Hon. Education Editor containing a short abstract of the topic and content of the potential article (up to 3000 words).

Clinical review manuscripts (peer reviewed at the request of the author/s) involve substantive examination of areas within the clinical practice of ultrasound (up to 3000 words).

Original research manuscripts (peer reviewed at the request of the author/s) report on original research in the 'IMRAD' format of: Introduction, Materials and Methods, Results, and Discussion. Research papers are based on the principles of critical argument where question, evidence and answer are incorporated into a narrative format that describes the sequence of steps in the research. Authors should be aware that publication in soundeffects may restrict later publication of the research in an alternate peer review journal (up to 3000 words).

Case reports document concisely a single or small number of cases that provide either a particular educational opportunity or report on a rare finding (up to 2000 words).

Competition – A short patient history should be given along with one or two images. A question should be posed at the end such as "What is this pathology?" or "What is shown in this image?"

Feature articles

The *feature* and *guest editorial* articles examine and inform on broad issues peripheral to the clinical practice of ultrasound. Prior to writing a potential feature article, the author should submit a letter/email of intent to the Hon. Feature Editor (featureeditor@a-s-a.com.au) containing a short abstract of the topic and content of the potential article (up to 3000 words).

The *guest editorial* is usually 1000-1500 words in length and sourced by the Hon. Feature Editor directly.

Letter to the Editor – a brief comment (one or two paragraphs) on any subject relating to ultrasound or a soundeffects article. It is preferable that the author's name is published.

Person Profile and *Day in the Life* – short articles profiling a member of the ultrasound community or sonography practice. Further guidelines on these articles can be obtained from the Hon. Feature Editor (featureeditor@a-s-a.com.au) or the National Office.

Articles for peer review

At the request of the author, manuscripts submitted for publication in soundeffects will be reviewed by an anonymous panel of at least two sonographers or other health professionals with relevant expertise.

The reviewers will provide detailed feedback to authors as necessary, with a view to ensuring the final article is of an appropriate standard for publication. When submitting their revised manuscript, authors will be required to respond to all points raised by the reviewers. If authors disagree with a recommendation, authors are free to explain their reasoning. The Editorial Committee reserves the right to refuse any material for publication.

Reviewers are required to return their reports to the Editorial Committee within four weeks. Peer-reviewed papers may take up to six months to publish. This includes reviewing and production, but excludes the time taken by the author for any revision required. In each case, the ASA will ensure the necessary effort is made to provide authors with a fair and timely review process.

The Editorial Committee retains the right to make a final decision on the suitability of each manuscript as follows:

- Accept.
- Accept with revisions.
- Possible acceptance following major revision and resubmission.
- Reject.

Copies of rejected manuscripts will be returned to the authors with explanation. The ASA will retain a copy of these manuscripts on file for 12 months.

It is important to note that NOT ALL manuscripts will be peer reviewed. Author/s must specifically request peer review at the time of submission and acceptance for peer review is at the discretion of the Editorial Committee. The ASA is committed to ensuring soundeffects remains a forum for communication, therefore, sonographers will retain the option of publication without peer review, subject to the Editorial Committee's discretion.

Guidelines for authors

All articles should be well organised and written in simple and concise language using appropriate headings.

All manuscript submissions are reviewed blind by a member of the Editorial Committee and/or an independent reviewer at the discretion of the Hon. Editors. Peer-reviewed articles are reviewed by an anonymous panel of at least two sonographers or other health professionals with relevant expertise.

The Hon. Editors retain the right to return to author/s any manuscript or letter that is not submitted in accordance with these guidelines as well as the right to make any necessary changes to the manuscript to ensure it conforms to the editorial standards of soundeffects. Commissioned articles are not automatically accepted for publication but are subject to the same editorial consideration process as other submissions.

When preparing an article please note the following instructions:

A cover page must be submitted with the manuscript and should include:

- Name of the author(s) together with their qualifications and workplace.
- Postal address, email address and phone number of at least one author.
- Special requests for the publication, including peer review.



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- Reference to other forums in which this work has been presented. (See page five of this document for the pro-forma cover page.) Manuscript text submitted as MS Word document using:
 - Double line spacing.
 - Times New Roman (size 12).
 - No formatting (list special requests on the cover sheet).
 - PC format.
 - *.rtf or *.doc files only can be accepted.
 - Do not embed images within the text; ensure these are supplied as separate images (see below).
 - Tables, and legends for figures/images and tables, should be placed at the end of the document.

Images

Images are essential to the comprehensive presentation of ultrasound manuscripts and are preferred in digital format. Alternatively, please include the images in their most original form (i.e. x-ray, paper, etc.). Electronic images should be submitted preferably as JPG or otherwise as TIF or BMP files and need to be a minimum of 300dpi. All images must be submitted as separate files to the MS Word document, not embedded in the MS Word document.

References

The International Committee of Medical Journal Editors (ICMJE) method is the required method of referencing. It is essential that author/s take the time to reference their article correctly. Inadequately or incorrectly referenced work reflects poorly on the publication and the author. For further information and hints refer to "How to reference your article for soundeffects" on the ASA website. This information is also available in hard copy or electronically from the ASA National Office or the soundeffects Hon. Editors.

Illustrations

Graphics cannot be reproduced from another publication without permission. This is the responsibility of the author/s. With advance notice, the ASA can provide an illustrator for up to two diagrams in an article. Further work will be invoiced to the author; however, this will not occur without the author's consent.

Tables and figures

The position of each table and figure should be indicated within the text by leaving two line spaces, typing the table or figure number and leaving two further line spaces before returning to the text. The tables and figures are to be numbered consecutively as they are referred to in the text and a list placed on a separate page from the text. List all captions [legends] on this sheet adjacent to the table and figure number.

Copyright

soundeffects requires that submitted work is original and has not been reproduced elsewhere unless alternative conditions have been discussed with the Hon. Editors. The author retains the ownership of the manuscript but transfers to ASA the right to reproduce and distribute the article in any form or medium including on the ASA website.

Article submission

The editors will accept email submission of articles when attached images number less than four. Where more than four images are to be submitted with the manuscript, the manuscript, text attachments and images are to be burned to CD or copied to disc and posted to the editors. Exceptions to this rule may be negotiated directly with the Editors.

Manuscript review

Review of articles is a confidential process and all effort will be made to encourage and aid the author in the best presentation of the manuscript. Delays may occur during the process of comment from the Editorial Panel. No major changes will be made to the manuscript without the author's consent. Acceptance of a manuscript for publication is at the discretion of the Editorial Committee.

Conflict of interest

soundeffects expects that authors of articles do not have a financial interest in products discussed. Any financial arrangements or other conflicts of interest must be declared.

Please do not hesitate to contact the editorial team if you have any questions.

Sue Anfruns
Hon. Education Editor
educationeditor@a-s-a.com.au

Gayle Tarrant
Hon. Feature Editor
featureeditor@a-s-a.com.au



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Author guidelines

Ask the expert

Purpose:

To address questions commonly asked by sonographers pertaining to a particular ultrasound examination, pathology or clinical condition.

Committee contact:

Prior to writing in this category, the author must submit a letter/email of intent to the Hon. Education Editor (educationeditor@a-s-a.com.au) containing a short abstract of the topic and content of the potential article.

Deadline:

Negotiable with Hon. Education Editor.

Length:

Up to 3000 words.

Format:

Text:

Word document (attached to email).

Images:

If relevant, images are preferred in digital format emailed as separate files (attached to email). JPG or TIF files – 300dpi required. Please supply a caption for each image.

Content:

This article often explains 'how to do' a particular procedure/scan.

Article (where relevant):

Anatomy – anatomical and ultrasound.

Ultrasound technique.

Pathology – patient presentation, signs and symptoms.

Special considerations such as advanced ultrasound technology or techniques that may aid diagnosis.

Complementary medical imaging examinations or clinical tests.

Provide helpful tips or advice to sonographer community in performing the examination.

Author guidelines

Under the microscope

Purpose:

To provide an explanation on a clinical area or concept that the sonographer may encounter, such as pathologies, medical tests or treatments.

Committee contact:

Prior to writing in this category, the author must submit a letter/email of intent to the Hon. Education Editor (educationeditor@a-s-a.com.au) containing a short abstract of the topic and content of the potential article.

Deadline:

Negotiable with Hon. Education Editor.

Length:

1000-2000 words.

Format:

Text:

Word document (attached to email).

Images:

If relevant, images are preferred in digital format emailed as separate files (attached to email). JPG or TIF files – 300dpi required. Please supply a caption for each image.

Content:

Should be a concise overview of the topic as well as explaining how the topic may be relevant to the sonographer.

The Editorial Committee at all times reserves the right to edit any submission.



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Author guidelines

Clinical review

Purpose:

- Papers submitted are a substantive examination of an area within the clinical practice of ultrasound.
- Clinical review manuscripts may also be peer reviewed at the request of the author/s.

Committee contact:

Prior to writing in this category, the author must submit a letter/email of intent to the Hon. Education Editor (educationeditor@a-s-a.com.au) containing a short abstract of the topic and content of the potential article.

Deadline:

Negotiable with Hon. Education Editor.

Length:

Up to 3000 words.

Format:

Text:

Word document (attached to email).

Images:

Images are preferred in digital format emailed as separate files (attached to email). JPG or TIF files – 300dpi required. Please supply a caption for each image.

Content:

- Should be a detailed evaluation of a relevant area of ultrasound clinical practice.
- Should have a well-defined purpose.
- Should provide helpful tips or advice to the sonographer community in performing the examination.
- Needs to explain, describe or argue your point.

The Editorial Committee at all times reserves the right to edit any submission.



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Author guidelines

Original research

Purpose:

- To promote and publish research related to the sonographic profession.
- Original research manuscripts may be peer reviewed at the request of the author/s.

Committee contact:

Prior to writing in this category, the author must submit a letter/email of intent to the Hon. Education Editor (educationeditor@a-s-a.com.au) containing a short abstract of the topic and content of the potential article.

Deadline:

Negotiable with Hon. Education Editor.

Length:

Up to 3000 words.

Format:

Text:

Word document (attached to email).

Images:

Images are preferred in digital format emailed as separate files (attached to email). JPG or TIF files – 300dpi required. Please supply a caption for each image.

Content:

- Research papers are based on the principles of critical argument where question, evidence and answer are incorporated into a narrative format that describes the sequence of steps in the research.
- Original research should be carried out utilising the 'IMRAD' format of Introduction, Materials and Methods, Results, and Discussion.

Note: Authors should be aware that publication in soundeffects may restrict later publication of the research in an alternate peer review journal.

The Editorial Committee at all times reserves the right to edit any submission.



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Author guidelines

Case report

Purpose:

To present a case.

Committee contact:

Hon. Education Editor.
educationeditor@a-s-a.com.au

Deadline:

Negotiable with Hon. Education Editor.

Length:

1000 - 2000 words.

Format:

Text:

Word document (attached to email).

Images:

Images are preferred in digital format emailed as separate files (attached to email). JPG or TIF files – 300dpi required. Please supply a caption for each image.

Content:

The case report requires five elements:

- A statement of why the case is worth reading about.
- An account of the case, with all relevant data.
- Discussion of evidence that the case is unique or unexpected.
- Possible alternative explanations for case features.
- Conclusion with implications.



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Introduction

The reader needs to know right away what there is about the case that justifies the report. The Introduction, therefore has to compress into one paragraph or two a concise summary of how the case came to the author's attention, its main features worth reporting, in brief what literature search or other studies were carried out, and why the case is unique or unexpected.

Details on the literature search (if any) can be presented in the discussion, where you must assess the strength of the evidence for your conclusion.

Case description

Usually the clearest way to 'tell the story' is to describe the case in a chronological sequence. The narrative sequence may have to be interrupted by a 'flashback' if events in the past turned out to be important. Text that follows this jump back in time must clearly state that the story is returning to the present time of the case narrative.

All truly relevant data should be included. Dates and times that data were collected should be specified as needed for clear sequence and adequate interpretation. A long case description with extensive data can be more clearly presented with most of the detail set up in a table with a chronological structure rather than strung out in the text.

Variations in format

In most case reports, the case description can be followed immediately by the Discussion [see below]. Occasionally other elements have to be added at this point. If the case details suggested that the syndrome could be an inherited disorder and the patient's family was studied for evidence of genetic abnormalities, a section on this family study may have to be added after the Case Description, particularly if the evidence confirmed a family related genetic disorder. If the initial case observations led to special detailed laboratory studies, the author may have to insert Materials and Methods and results sections at this point, as in a research paper.

Discussion and conclusions

You will justify reporting the case in your Introduction, but your argument that the case is unique or unexpected belongs in the Discussion. The features of the case that justify the report are in the case description, but other evidence to support the argument is needed. Such additional evidence may be, in part, drawn from extensive case records in the author's institution. Additional evidence can also be obtained from a thorough search of the medical literature through one of the bibliographic services. This is the type of evidence that proves that the case is unique and has not previously been reported. This may or may not be relevant to case studies published in 'soundeffects' on ultrasound cases. In 'soundeffects' we are more interested in offering interesting cases to our membership, not necessarily proven one off, occurrences. It may be interesting still to do a literature search if the author feels it is warranted.

You will, however, need to include background material to explain the pathology or condition that you are reporting to a readership that may not necessarily have specialist knowledge in the area of your case report.

The conclusion 'rounds off' the preceding discussion and can suggest possibilities for further study or point to implications for clinical practice.

For further information regarding case reports or other soundeffects material please contact:

Hon. Education editor at educationeditor@a-s-a.com.au or Hon. Feature editor at featureeditor@a-s-a.com.au.



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Competition

Purpose:

To provide opportunity for sonographers to share interesting ultrasound images/cases through submission of images.

Committee contact:

Committee member – competition@a-s-a.com.au.

Deadline:

Negotiable with committee member.

Format:

Text:

Word document (attached to email).

Images:

One or two images are required. Images are preferred in digital format emailed as separate files (attached to email).

JPG or TIF files – 300dpi required. Images in their most original form (such as an x-ray) can be supplied for use.

Content:

A short patient history should be provided as well as a question posed such as “What is this pathology?” or “What is shown in this image?”

The Editorial Committee at all times reserves the right to edit any submission.



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CPD tests

Background

Many CPD tests are based on soundeffects articles. Others will be based on an image or series of images. All tests are based on approximately one hour of research, and are worth one (1) ASAR CPD point. Each test is presented as a series of multiple choice questions. For each question, there is only one correct response. The pass mark is 70%.

The majority of CPD tests are posted on the website. The system will only allow a member to pass each test. If the test is failed the member may re-sit within 24 hours. Should a member fail a test twice within a 24 hour period, they will not be eligible to re-sit that test for seven days. The test can only be passed once by the member.

A CPD test is included in each issue of soundeffects. The test is forwarded to the ASA National Office to process.

Responsibility for tests

1. soundeffects

Currently, a member of the soundeffects Editorial Committee writes this test. The article is chosen by the soundeffects Editorial Committee. The Education Committee reviews the test prior to publication.

2. Website

These CPD tests are written by members of the Education Committee.

Commonly these tests are based on soundeffects articles.

- Periodically the CPD Champion will review soundeffects articles to assess their suitability for CPD tests.
- The CPD Champion will assign articles to Education Committee members for them to write a CPD test for that article.

Other tests should be based on a series of images with associated multiple choice questions.

Process

Once the test has been written it must be reviewed by at least two Education Committee members.

When the review process is completed and any necessary changes are made, the test is to be forwarded to the CPD Champion.

The CPD Champion will record the author and reviewers of each test in the CPD test log. The CPD log will be tabled at each Education Committee meeting by the CPD Champion. The ASA National Office will archive the CPD log and its updates.

- The CPD Champion will forward completed tests to the ASA National Office.
- The National Office will post a new CPD test on the website each month. It is envisaged that a reserve of completed tests will be held by the National Office.

An audit of the number of CPD tests attempted on line will be presented at each face-to-face Education Committee meeting.



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Feature article (or guest editorial)

Purpose:

To examine or inform on broad issues peripheral to the clinical practice of ultrasound.

Committee contact:

Prior to writing in this category, the author must submit a letter/email of intent to the Hon. Feature Editor containing a short abstract of the topic and content of the potential article. While the guest editorial is most often sourced by the editor directly, articles offered for submission will be considered.

Deadline:

Negotiable with Hon. Feature Editor.
featureeditor@a-s-a.com.au

Length:

Up to 3000 words for a feature article and 1000-1500 for a guest editorial.

Format:

Text:

Word document (attached to email).

Images:

If relevant, digital format emailed as separate files (attached to email). JPG or TIF files – 300dpi required. Please supply an appropriate caption for each image.

Content:

Should be well structured and organised.

Should be comprehensive, concise and relevant to sonographers and the sonography profession.

Any personal opinion should be supported by well-researched (and appropriately referenced) evidence.

The Editorial Committee at all times reserves the right to edit any submission.

Author guidelines

Occupational health and safety dilemma

Purpose:

A forum to discuss topical issues related to the occupational health and safety of sonographers.

Committee contact:

Hon. Feature Editor.
featureeditor@a-s-a.com.au

Deadline:

To be submitted via email by the OH&S Committee no later than:

issue 1 – 10 Feb
issue 2 – 10 May
issue 3 – 10 Aug
issue 4 – 10 Nov

Length:

650-750 words.

Format:

Text:

Word document (attached to email).

Images:

If applicable, digital images should be emailed as separate files (attached to email). JPG or TIF files – 300dpi required. Please supply a caption for each image outlining names of people and any other relevant details of the photograph.

Content:

May be in the form of a letter received by the OH&S Committee and should be accompanied by an appropriate response from the committee (i.e. letter and response to appear in same issue).

Alternatively, it may be in the form of a short discussion of a topic that the committee feels important to share with ASA members.

The Editorial Committee at all times reserves the right to edit any submission.

Author guidelines

Resource review

Purpose:

To objectively critique an educational resource available to sonographers. For example; book, conference, website, CD-ROM or DVD.

Committee contact:

Hon. Feature Editor.
featureeditor@a-s-a.com.au

Deadline:

Negotiable with Hon. Feature Editor.

Length:

Up to 400 words.

Format:

Text:

Word document (attached to email).

Images:

Single image required representative of the resource being evaluated. For example; a scan of the book, CD-ROM or DVD cover, or a photo or logo from conference. Images preferred in digital format emailed as separate files (attached to email). JPG or TIF files – 300dpi required. Please provide a caption if supplying a photograph.

Content:

Initial summary: Title of resource, edition number (if relevant), author, publisher, year of publication, ISBN (if relevant), recommended retail price.

Body of text should be well structured and organised.

Be brief and to the point.

Summarise aims and content of the resource and make an assessment of its relevance and usefulness to sonographers.

The Editorial Committee at all times reserves the right to edit any submission.



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Person profile

Purpose:

To put the 'spotlight' on a sonographer.

To highlight his/her achievements within the ultrasound profession or to introduce a newer sonographer to the wider community. It is intended to provide 'light relief' from the educational aspects of soundeffects.

Committee contact:

Hon. Feature Editor.

Deadline:

Negotiable with Hon. Feature Editor.

Length:

700-800 words.

Format:

Text:

Word document (attached to email).

Images:

Digital format emailed as separate files (attached to email). JPG or TIF files – 300dpi required. One or two photographs required. Please supply a caption for each image outlining names of people and any other relevant details of the photograph.

Content:

Should be light, enjoyable and easy to read.

Should be written in third person (i.e. she, Amanda, her NOT I).

Should have an introduction, body and conclusion.

Possible information includes:

Beginning

Life/career before ultrasound.

How they got started in ultrasound.

Why they got started in ultrasound.

Initial goals.



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Career background

Workplaces/roles.
Current role/s – work and extracurricular.
Any particular career highlights.
Current goals/aspirations.

General information

Family.
Interests/hobbies.

Thoughts on

The ASA.
Anything topical at the time (e.g. training of students, MSK supervision and role evolution).
May include comments/quotes from person being profiled.

Five to six questions will appear after the article, space allowing. You can choose from the list of suggestions below or you can ask some of your own.

Suggested questions:

Who are three people you would like to have dinner with?
What was the last movie you saw?
What are you reading?
What are you listening to?
What talent do you wish you had?
What did you cook for dinner last night?
What are your pet hates?
What are your strengths?
What are your weaknesses?
What is your favourite ultrasound accessory?
What is your most memorable case?
What do you consider the perfect weekend?
Where is your favourite holiday spot?
Do you have any pets?

The Editorial Committee at all times reserves the right to edit any submission.

Author guidelines

Day in the life

Purpose:

To showcase a workplace within the ultrasound profession and provide 'light relief' from the educational aspects of soundeffects.

Committee contact:

Hon. Feature Editor.
featureeditor@a-s-a.com.au

Deadline:

Negotiable with Hon. Feature Editor.

Length:

Minimum 400 and maximum 800 words.

Format:

Text:

Word document (attached to email).

Images:

Digital format emailed as separate files (attached to email). JPG or TIF files – 300dpi required. Four to eight photographs required of practice, people, or anything else of interest (one or two may be omitted due to limited space). Please supply a caption for each image outlining names of people and any other relevant details of the photograph.

Content:

Should be light, enjoyable and easy to read and written to provide insight into your practice/workplace.

Tell your story. What is fascinating about your situation?

May include:

Number of staff (in various roles).

Case mix (examination and local community aspects).

Your location (if of interest).

Types and number of ultrasound units.

Specialist role of your practice (e.g. do you scan a lot of IVF patients or high-risk obstetrics, or do you do a lot of pre-op vein marking for local vascular surgeons?).

The Editorial Committee at all times reserves the right to edit any submission.

Author guidelines

Branch reports

Purpose:

The purpose of the Branch reports is to inform members of Branch activities including members' meetings. It can also serve as an opportunity for Branch Committees to invite input from members in each State.

Committee contact:

Hon. Feature Editor.

Deadline:

Submit a Branch report within the guidelines to the Event Co-ordinator (events@a-s-a.com.au) by:

- 5 February
- 5 May
- 5 August
- 5 November

Missing the deadline will result in your Branch report not being included in the appropriate issue of **soundeffects**. When writing your report, you must consider that the release date for the publication is around the 10th of March, June, September and December.

Length:

Between 250 and 400 words, if the report is any more than this it will be cut back due to space restrictions within **soundeffects**

Format:

Text:

The text should be supplied in a Word document (attached to the email, not embedded)

Images:

Digital format emailed as separate files (attached to email – do not embed).

JPG or TIF files – 300dpi required. One to three photographs required.

Please supply a caption with each image outlining names of people and any other relevant details of the photograph.

Content:

Report on the meeting(s) held since the last issue.

Possible information includes

- Information on each speaker – name, occupation, workplace, or any other interesting information; e.g. nationality (if not Australian), or special ultrasound interests.
- Brief highlights of each presentation.



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- The number of attendees at the meeting.
- Thank the sponsor for the meeting.

Please avoid using abbreviations; e.g. use Royal Prince Alfred Hospital, not RPAH.

Do not include any references to alcohol (in text or photographs).

Please be mindful that the distribution date of soundeffects is about 4-5 weeks after your branch report is due and omit obsolete information. If a meeting falls in this 4-5 week time period, reference could be made as follows: 'A meeting was held at... on 2 June covering paediatric ultrasound topics. A full report will be included in the next issue of soundeffects.'

Calendar dates should be listed in a separate paragraph, as these will appear with your Branch report as well as on the separate calendar page.

It is recommended that the Branch Committee meeting dates also be published in each issue of soundeffects as an 'all welcome' meeting, to encourage new people to become involved. Changes to dates should be submitted to the Event Co-ordinator.

An updated State committee listing should be provided each quarter.

Think about what will interest readers and keep the language light and easy to read. You may include changes to the State Branch committee or other significant local happenings but be brief and to the point.

Reports will be edited by the Hon. Feature Editor and also proofread by the National Office.

The Editorial Committee at all times reserves the right to edit any submission.

Author guidelines

President's report

Purpose:

To communicate to ASA members 'wins', progress towards meeting strategic objectives and relevant governance items.

Committee contact:

Production Manager.

Deadline:

To be submitted on or before 10 February, 10 May, 10 August, 10 November, via email to communications@a-s-a.com.au.

Length:

800-900 words.

Format:

Text:

Word document (attached to email).

Images:

If relevant please email as separate file (attached to email).

JPG or TIF file – 300dpi required.

Content:

Progress towards reaching strategic objectives, significant industry news, governance initiatives including recognition of volunteers and promotion of key events/dates.

Author guidelines

News from the national office

Purpose:

Informs members of National Office news.

Committee contact:

Production Manager.

Deadline:

To be submitted on or before 10 February, 10 May, 10 August, 10 November, via email to communications@a-s-a.com.au.

Length:

450-850 words.

Format:

Text:

Word document (attached to email).

Images:

If relevant please email as separate file (attached to email).

JPG or TIF file – 300dpi required.

Content:

It should provide an update on the operational and administrative side of the Australian Sonographers Association. This could include updates on important ASA events (including reminders of important dates), changes in website, staff and location changes, membership renewal reminders, Board of Director changes and anything else of interest to the sonographic community.

Author guidelines

Advocacy alert

Purpose:

To communicate to ASA members 'advocacy wins' as well as informing them of activities and outcomes related to representation initiatives.

Committee contact:

Production Manager.

Deadline:

To be submitted on or before 10 February, 10 May, 10 August, 10 November, via email to communications@a-s-a.com.au.

Length:

350-700 words.

Format:

Text:

Word document (attached to email).

Images:

If relevant please email as separate file (attached to email).

JPG or TIF file – 300dpi required.

Content:

Key issues and outcomes, including ongoing dialogue where appropriate.

Author guidelines

Referencing

Referencing is not only important but is a legal necessity. Articles may not accurately reflect original work and therefore readers should be given the direct reference to the original work. The following is a guideline on how to reference correctly. Referencing does not have to be too time consuming if done correctly initially. Referencing style and format in soundeffects is based on the Uniform Requirements of the International Committee of Medical Journal Editors (ICMJE). If you have any questions please contact your editor for guidance.

In text referencing

References should be numbered consecutively in the order in which they are first mentioned in the text.

Identify references in text, tables and legends as such: [1].

References cited in tables or figure legends should be numbered in the sequence established by the first identification in the article's text (regardless of where table appears).

Quotes: Direct quotes should be used sparingly and only when the way they are worded adds particular emphasis. When using a direct quote try to keep the person's name close to the text and the quote should be in speech marks. E.g. Nicolaidis (2002) states "The nuchal..."[1].

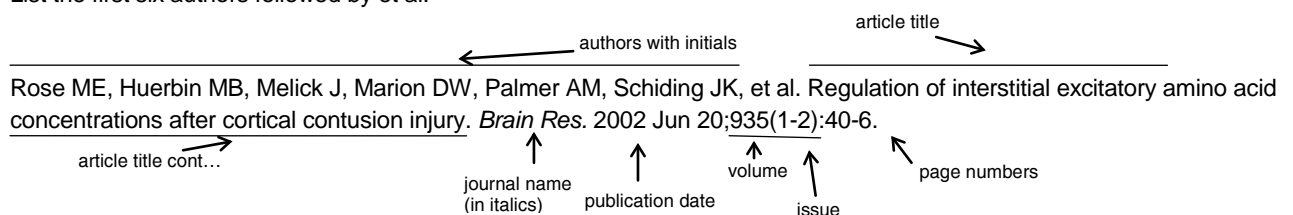
When referring to the work of others in similar fashion but not using direct quotes then: Nicolaidis (2002) discusses...[1].

When generically referring to the work of others then the reference number, e.g. [1] should simply be used at the end of the sentence before the full stop.

End of text references

Journal references

List the first six authors followed by et al.



If the author is an organisation

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension.* 2002 Jun 20;40(5):679-86.

Both personal authors and an organisation as author

Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *J Urol.* 2003;169(6):2257-61.

Volume with supplement

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache.* 2002;42 Suppl 2:S93-9.

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Volume with part

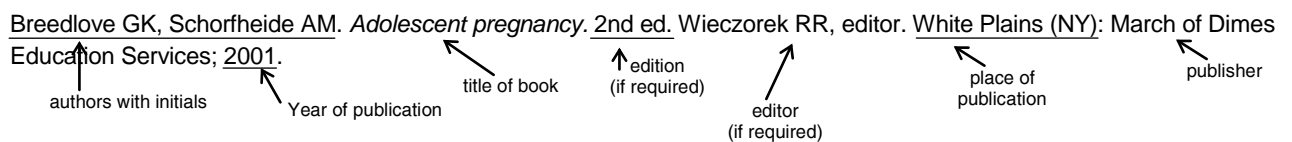
Abend SM, Kulish N. The psychoanalytic method from an epistemological viewpoint. *Int J Psychoanal.* 2002 Jun 20;83(Pt 2):491-5.

Other

If the article was: A type of article indicated as needed; an article containing retraction; an article retracted; an article republished with corrections; an article with published erratum; an article published electronically ahead of the print version, please contact your editor for the correct referencing. If unsure, include all information and enquire with the editor.

Books and other monographs

Breedlove GK, Schorfheide AM. *Adolescent pregnancy*. 2nd ed. Wieczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.



Organisation(s) as author

Royal Adelaide Hospital; University of Adelaide, Department of Clinical Nursing. *Compendium of nursing research and practice development, 1999-2000*. Adelaide (Australia): Adelaide University; 2001.

Other

If the reference was: chapter in a book; conference proceedings; conference paper; scientific or technical report; dissertation; patent, please contact your editor.

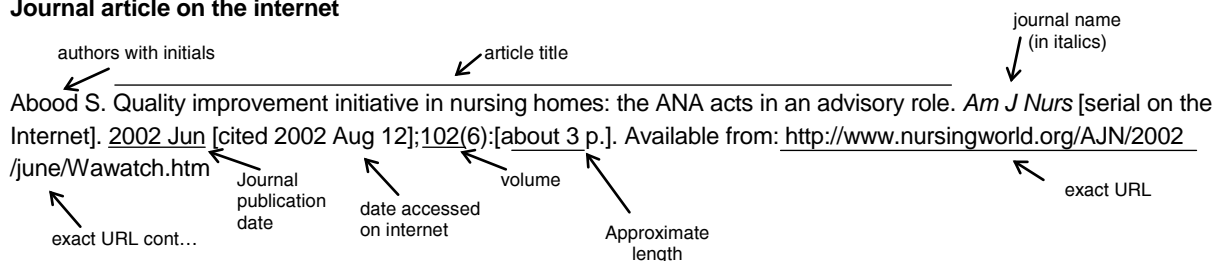
Electronic references

CD-ROM

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

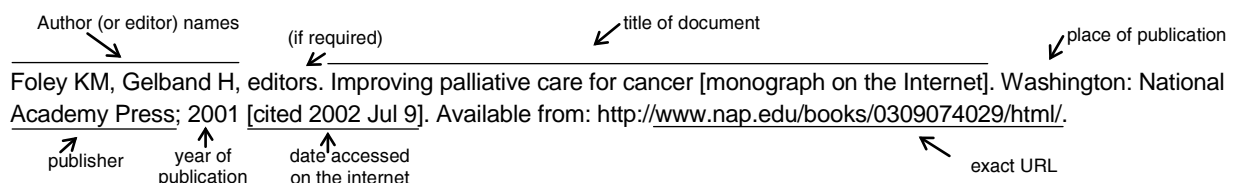
Journal article on the internet

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>



Monograph on the internet (to be used for pdf files that open from a website in a separate window)

Foley KM, Gelband H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.



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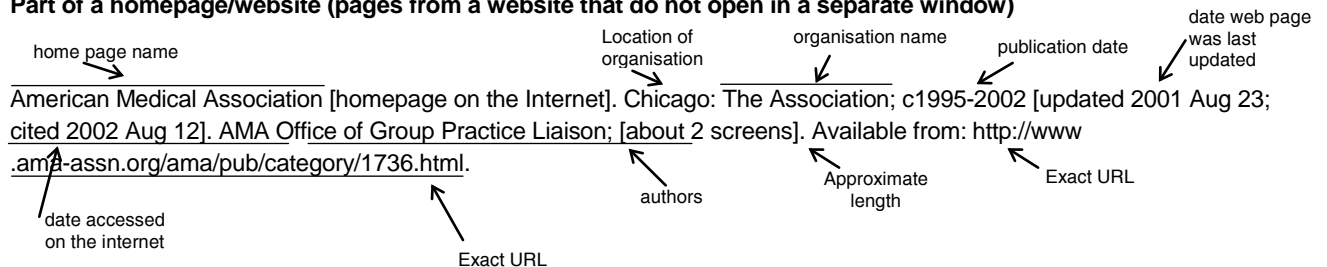


Do not include full point at end of references as this may be inferred to be part of the URL. If a web address/URL needs to be broken over two lines, take over the punctuation first (ie don't leave punctuation symbols at the end of the line). Eg:

<http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

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Part of a homepage/website (pages from a website that do not open in a separate window)



Other

If the reference was a database on the Internet or part of a database on the Internet, please contact your editor.

Other references

Newspaper article

Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. *The Washington Post*. 2002 Aug 12;Sect. A:2 (col. 4).

Dictionary and similar references

Dorland's illustrated medical dictionary. 29th ed. Philadelphia: W.B. Saunders; 2000. p. 675.

Other

If the reference was: a map; legal material; audiovisual material, please contact your editor.

Personal communications

Personal communications should be avoided unless it provides essential information not available from a public source. If cited the name of the person and date of communication is required. The author should obtain written permission and confirmation of accuracy from the source of personal communications.

Further resource

For further information refer to www.icmje.org/index.html under the heading "Manuscript Preparation and Submission" and www.nlm.nih.gov/bsd/uniform_requirements.html.