

# Thinking of submitting an article?

The NZIMRT Journal 'Shadows' is the official voice of the New Zealand Institute of Medical Radiation Technologists membership.

We publish papers, case studies, reviews and reports on a broad range of topics relevant to this professional organisation.

## Article Submission Guidelines

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*'Shadows': The New Zealand Journal of Medical Radiation Technology is the official professional journal of the New Zealand Institute of Medical Radiation Technology (NZIMRT). It is published three times per annum and is structured in two sections. Section A consists of peer reviewed articles, while Section B includes articles, book reviews and reports from NZIMRT committees and education providers that have been through an editorial process.*

### Section A

The peer-review process ensures that material that is published has been examined by experts in the field. This, in turn, ensures that claims made in the papers are accurate, well written and include all substantial and up-to-date evidence for or against any case being made. Review of research papers ensures that studies include a well thought out and substantiated methodology that stands up to public scrutiny.

The peer reviewed section, therefore, aims to publish the highest quality material on all aspects of medical imaging and radiation therapy. Articles for peer review may include:

- Original paper based on research: A report on any original research, with a qualitative or quantitative approach. Note: qualitative research may require a higher word limit.
- Original paper based on a clinical study: A paper describing or critiquing a clinical matter relating, for example,

to patient care, technique and/or treatment. This includes case studies/ reports. Preferably a case will include illustrations and will provide a 'teaching' perspective. View points need to be supported by reference to literature.

- Professional perspective paper: A paper that addresses professional issues in medical imaging or radiation therapy. This includes general health care and education. View points need to be supported by reference to literature.
- Literature review: The review needs to advance an argument or inform the reader about a coherent area of professional interest. Sources that have been used must be accurately indicated.

Articles should include an abstract of no more than 250 words and be approximately 3000 words in length.

Authors are requested to submit an electronic version of their typescript as a Microsoft Word document, following the general guidelines given under 'Presentation of Manuscript'. Copies will then be made of these and the articles will be 'blind' reviewed by two senior MRT practitioners or educationalists. If revisions are required, feedback will be given to authors from the reviewers, who will not be identified. A timeframe for revision and re-submission will be given.

Once accepted, page proofs will be sent to the author for checking. The article will be in its final form other than for minor proofreading or layout corrections. No changes or additions to the accepted manuscript will be allowed at this stage. Proofs, with any minor corrections, must be returned by email, as an attached Microsoft Word document, or post to the Editor within 48 hours of receipt.

### Section B

This section publishes papers, case studies, reviews and reports on a broad range of topics relevant to the medical radiation technology profession. The preferred method of submission within this section is via email as an attached Microsoft Word document. The document will follow the general guidelines given under 'Presentation of Manuscript.' On submission, the Editor will decide whether to publish the document and may either request changes or make corrections.

**Copyright.** Authors submitting a manuscript do so on the understanding that if it is accepted for publication, copyright will be transferred from the author to the NZIMRT. If excerpts from other copyrighted material are included,

the author(s) must credit the sources in the article and obtain written permission from the copyright owner where required. No limitation will be placed on the author's freedom to use material contained in the paper, providing acknowledgement is made to the journal as the original source of publication.

The Editor reserves the right to make editorial and literary corrections. Opinions expressed or policies advocated do not necessarily reflect the opinions or policies of the Editor or the NZIMRT.

## Presentation of Manuscript

### Instructions for formatting:

Please read these instructions carefully, as this will aid the formatting of the article for publication.

- Use bold, italics, superscript etc. as appropriate
- Do not underline headings
- Do not use 'enter' at the end of lines within a paragraph. Use this only at the end of a paragraph or after a heading
- Bullet points, numbers, dashes etc. can be used if rational and consistent
- Retain a copy of the article after submission
- If submitting the article on a CD, please label it carefully
- Complete a title page as outlined below

## Full Papers

Papers should be set out as follows, with each section clearly identified:

### Title Page

The title page should include the following information

- A title that accurately reflects the intent of the paper - a short version of the title will be used as a running heading. Please avoid the use of abbreviations
- The surname and first initial of each author, in the order in which they are to be acknowledged
- Relevant qualifications and/or titles of each author
- Name and address of the departments or institutions to which the work should be attributed

- Name, address, telephone and email address of the author responsible for correspondence

### Abstract

A concise and factual abstract is required. This is to be no longer than 250 words and should state the purpose of the paper, what was done (methodology for a research paper) and major findings/ conclusions. This should be provided on a new page in order that author and correspondence details can be removed before being distributed for peer review.

### Keywords

Provide a maximum of six keywords that indicate the content/field of the paper. These will be used for indexing and electronic retrieval purposes

### Body of the article

This will normally include an introduction, body and conclusion. A research article may follow a format including: introduction; review of literature; methodology; results; discussion; conclusions.

### References

The accuracy of the references is the responsibility of the author. They should follow the American Psychological Association (APA) referencing style, as per the examples given. Citations within the text are also to be given in APA style (author/date) rather than as numbers. Please ensure that every reference cited in the text is also present in the reference list (and vice versa).

### Tables and figures:

Each table or figure must be given a number and heading and is to be presented on a separate page at the end of the article. Within the text, please indicate approximately where you wish the table or figure to appear. Ensure that each one is referred to in the text and that appropriate referencing is included.

### Illustrations, photographs and radiographs:

These are notated as 'Figures' (see above). They should be submitted as clear, highly contrasted prints. Digital photographs should be taken at maximum resolution and files not compressed. If they are not in electronic format, ensure that they are clearly labelled with the figure number,

author's name and the top of the figure indicated with an arrow or the word 'Top'. Protect patient confidentiality by removing any identification.

## Referencing

### Citations within the text:

#### » Acknowledging the work of other authors

When a reference is made in the body of the article, it is sufficient to mention the name of the author and the year of publication. A page number is only necessary for direct quotes.

*For example:*

It is suggested (Travis, 1989) that the reasons for radiation increasing the incidence of cancer, remain speculative.

or... It is suggested by Travis (1989) that the reasons...

or... It is suggested that the reasons... remain speculative (Travis, 1989).

There should then be a full entry in standard bibliographical form at the end of the project.

#### » Direct quotes

Direct quotations should be carefully selected, used sparingly, brief, woven into the context of the discussion, clearly marked with quotation marks and acknowledged correctly. Long quotations should be placed in a separate, indented paragraph and should not be placed within quotation marks. The acknowledgment should consist of the author's surname, the year of publication and the page number, in brackets.

*For example:*

These welfare interests would include such things as "bodily and mental health, normal intellectual development, adequate material security, stable and non-superficial interpersonal relationships and a fair degree of liberty" (Kleinig, 1982, p.205).

#### » Online references

These should follow the same format as the above where possible, however where a date is not given, write (n.d.) in place of the year in the text. If an author is not given, then the group or institution who maintains the website is referenced.

## Reference format within the reference list:

The reference list should be entered in alphabetical order of the author's surname on a new page, following the guidelines given below:

### » Journal

- Author's surname and initial
- Year of publication (in brackets)
- Title of article (no underlining/italics; first word only with capital letter)
- Title of journal (italicised, each word beginning with capital letter)
- Volume (italicised) or part number (in brackets)
- Page numbers of article

*For example:*

Wilkinson, T., Frampton, C., Thompson-Fawcett, M. & Egan, T. (2003).

Objectivity in objective structured clinical examinations: Checklists are no substitute for examiner commitment. *Academic Medicine*, 78 (2), 219-223.

### » Book

- Author's surname and initial
- Year of publication
- Book title (italicised; first word only with capital letter) and edition (if necessary)

- Place of publication, followed by a colon
- Publisher

*For example:*

Gunn, C. (1984). *Bones and joints*. London: Churchill Livingstone.

### » Chapter within edited book

- Author's surname and initial
- Year of publication (in brackets)
- Title of the chapter (no underlining/italics; first word only with capital letter)
- Editor/s initial, surname and 'Eds' indicated in brackets
- Title of the book (italicised; first word only with capital letter)
- Page numbers of article, in brackets
- Place of publication, followed by a colon
- Publisher

*For example:*

McClelland, J. (1997). The neural basis of consciousness and explicit memory. In J. Cohen & J. Schooler. (Eds). *Scientific approaches to consciousness*. (pp. 499-509). New Jersey: Lawrence Erlbaum Associates, Inc.

### » Online source

- Author's surname and initial (or website)
- Year of publication (in brackets)

- Title of the document (italicised; first word only with capital letter)
- Retrieval date
- Website and website address

*For example:*

Soy, S. (1997). *The case study as a research method*. Retrieved August 25, 2000, from the University of Texas Website: <http://fiat.gslis.utexas.edu/~ssoy/usesusers/1391d1b.htm>.

## Covering Letter

Please submit a covering letter when you submit a manuscript, to include confirmation:

- » that the manuscript has not been submitted for publication elsewhere
- » that all authors who have contributed to the manuscript have been acknowledged, with appropriate details included on the title page
- » that publication is approved by all authors
- » that the author/s or author/s' institutions have no conflicts of interest
- » of whether any parts of the manuscript have been sent by post, for example, radiographs

## Submission

The Journal is published in March, July and November. Any copy for inclusion should be submitted to the Editor/s by:

**May 3rd, 2008**  
**September 13th, 2008**  
**January 24th, 2009**  
**May 2nd, 2009**

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Please ensure that the subject line of your email indicates the content you have supplied.

*For example:*

Article: Title of article. Or... Report: Region Branch etc.

Hardcopy (radiographs/photo's etc.) should be sent to:

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