RADIOLOGY
MANAGEMENT

Instructions for Authors

Radiology Management is the leading professional journal for administrators, managers, and directors of medical imaging services.

Feature Articles
Features run from 3500-4000 words and are eligible for Quick Credit™ designation (where readers can complete an accompanying exam for CE credit). The content is evidence-based, formal, researched, and in depth. Topics include but are not limited to business management, human resources, technology, regulations, asset management, operations, communication, and finance as related to the imaging industry.

Columns
Columns run from 725-1500 words and content is presented more informally and less researched than a feature. Topics include human resources, technology, coding, imaging center operations, finance, management, and op/ed (this column is limited to a single page and should be kept to 725-800 words for space considerations).

Book Reviews
Radiology Management accepts book reviews on business management and imaging related topics. The word count should be between 725-1500. Guidelines from the AMA: "Readers of such reviews seek both an overview of the product and an assessment of its quality relative to similar works. Thus, these reviews usually include description and opinion, both of which may extend to broader issues raised by the work. Individual style and expression can be included in these critiques, but supporting evidence for the reviewer's praise or criticism is essential."

Letters to the Editor
Letters to the editor are welcome, but must not exceed 300 words. They will be printed as space allows and are subject to editing.

Vendor/Consultant Manuscripts

Radiology Management is proud of its working relationships with individuals, firms, companies, and organizations that provide products and services to AHRA members. The journal maintains its integrity by publishing educational manuscripts written by vendors and consultants. It is essential, however, that these manuscripts in no way promote a specific product or service, and they must be substantiated by neutral, unbiased research and/or documentation.

Editing Process

Radiology Management reserves the right to edit, revise, and otherwise change manuscripts to meet the journal's style and standards. The editor works to collaborate with authors and, in each case, a copy of the edited manuscript is provided to the author before the production process begins.

Peer Review Process

Radiology Management is a peer reviewed journal. All manuscripts and supporting tables, graphs, illustrations, and photos are submitted to members of AHRA's Editorial Review Board (ERB). All manuscripts will have the author and affiliation information blinded to ensure an unbiased review process. Upon review, authors may be required to submit a revised manuscript based upon reviewer recommendations. The editor works closely with the author throughout the peer review process. Manuscripts are published only after official acceptance by the ERB and the editor.

CE Credit

Authors of *Radiology Management* are eligible for up to 4 ARRT Category A credits. If your article is published in the journal, submit the title page of the journal plus the first page of the actual document to ARRT when renewing registration.

Copyright

Each manuscript is accepted with the understanding that it is to be published exclusively in *Radiology Management*; other arrangements must be made in advance and in writing. Except in cases where other arrangements have been made, authors must sign an agreement that:

- Transfers and assigns all copyright ownership to AHRA in the event the manuscript is published;
- Declares the original manuscript contains nothing that is libelous or unlawful, or infringes on the common law or statutory copyright of any individual, publication, corporation, or any other entity; and
- States the manuscript is not under consideration by other publishers at the time of submission.

Manuscript Publication

Radiology Management cannot guarantee publication of all manuscripts, although every effort is made to do so. In addition, *Radiology Management* cannot guarantee manuscript publication in a specific issue. While priority is given to solicited manuscripts, unsolicited manuscripts are considered for publication.

Submissions

Material must include:

- **Author's full name, credentials, title, affiliation(s), contact information, and a brief (2 to 3 sentence) biography.**
- Accurate and complete references, if applicable. **References must be listed in the order in which they appear in the text and be in AMA style** (see examples below). Authors should use current reference material (i.e., published within the past 5 years).
- **For every reference, please add a URL (if available) at the end so we can verify citations.**
- Tables, graphs, and artwork (if applicable) must be submitted as separate electronic files; do not embed within the manuscript. They must be numbered in order of their reference within the manuscript and captions, credit lines, and permissions should be provided. Artwork must be **high-resolution** (minimum of 300 ppi at 7.25" or 3.5" wide) jpg, tiff, or eps files.

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Style Guidelines

Radiology Management's style is based on the American Medical Association (AMA) Manual of Style, 10th edition (www.amamanualofstyle.com).

Abbreviations/Acronyms

AMA style for abbreviations rarely calls for the use of periods. Punctuation is not used with any AMA abbreviations other than initials in names, or when quoted from another source.

Scholarly and Latin	Latin abbreviations such as etc, eg, and ie may be used only in parenthetical notes or references, otherwise spell out the equivalent term. Do not use periods in these abbreviations.
	Example: Authorities support this rule (*eg*, the *Chicago Manual of Style*).
Plurals	Write the plural form of an acronym without an apostrophe.

	Example: The Master of Business Administration (MBA) program is popular because MBAs command high starting salaries.
Possessives	If the full term is possessive, the acronym in parentheses should also be possessive.
	Example: The American Medical Association's (AMA's) style manual has a mass of 1.9 kg.
Departments	Authors may spell out department names throughout a manuscript. However, if an acronym is to be used, the author must spell out the department name in its first reference, followed in parentheses by the acronym. The acronym should be used through the remainder of the manuscript.
	Example: The radiology department and the emergency department (ED) worked together to determine the need for an additional ultrasound unit.
Names	First names and surnames are never abbreviated. Senior and junior are abbreviated; the abbreviations follow the surname and are set off by commas. These abbreviations are used only with the full name. There is no period after the abbreviation.
	Example: John Doe, Sr, PhD
	Names with roman numerals do not use a comma.
	Example: Robert M. Smith III
Organizations	The full name of an organization should be spelled out in its first reference, followed in parentheses by the acronym. The acronym should be used through the remainder of the manuscript.
	Example: The Cerified Radiology Administrator (CRA) credential was established in 2002.
States	Use 2-letter abbreviations for US state and Canadian province names in addresses (with US ZIP Codes and Canadian postal codes) and in references, but not in the text.
	Examples: The Fall Conference will be held in Las Vegas, Nevada.

| **Titles** | Titles should be spelled out when they are used before a surname alone, used at the beginning of a sentence, or used after a name. There is no period placed after the abbreviation. |

	Examples:	Senator Warren
		Sen Elizabeth Warren (D-MA)
		Elizabeth Warren, US senator

Capitalization

Official Names   Capitalize the official titles of conferences, congresses, postgraduate courses, organizations, institutions, business firms, and governmental agencies, and their departments and other divisions. Do not capitalize if the title is not official.

Examples: The American College of Radiology (ACR) sponsored the event.
The organization sponsored the event.

Do not capitalize a conjunction, article, or preposition of 3 letters or less, except when it is the first or last word in a title or subtitle. In institution names, do not capitalize the unless it is part of the official title.

Example: The event was sponsored by the American College of Radiology (ACR).

Titles   Titles for individuals are capitalized when they precede the name (full name or surname). Titles for individuals are not capitalized when following a name.

Examples: Pres Barak Obama
President Obama
Barak Obama, president of the United States of America

World Wide Web   Capitalize World Wide Web, but do not capitalize "website" (one word).

Example: For more information, visit AHRA's website (www.ahraonline.org).

Dates

In dates and similar expressions of time, use commas according to the following examples. Commas are not used when the month and year are given without the date.

Examples: The AHRA Annual Meeting will begin Sunday, August 10, 2014.
The AHRA Annual Meeting will begin August 10, 2014, and end August 13.
The AHRA Annual Meeting will be held during August 2014.

Numbers

Whole Numerals Whole numerals should be used to express numbers. Exceptions include a number that begins a sentence, title, subtitle, or heading; common fractions; and numbers used as pronouns.

> *Examples:* Six mammography units were installed. (Begins sentence)
> Of those attending the meeting, nearly three fourths were members of the association. (Common fraction)
> The hospital replaced the out-of-date ultrasound unit with a new one. (Pronoun)

Fractions Mixed fractions may be used instead of decimals. These measurements usually involve time.

> *Example:* The meeting lasted 3 1/2 hours.

Common fractions are expressed with words. Hyphens are used only if the fraction modifies a noun.

> *Examples:* We require a two-thirds majority for consensus.
> Among the participants, two thirds were first-time attendees.

Percentages Use Arabic numerals and the symbol % for specific percentages.

> *Example:* A 5% increase was reported.

When a specific percentage begins a sentence, spell it out.

Example:	Ten percent of respondents indicated they would attend the next conference.

Punctuation

Commas
Use a comma before the conjunction that precedes that last term in a series. This is commonly referred to a using "serial commas."

Example:	The physician, the nurse, and the family could not convince the patient to take his medication.

Semicolons
Semicolons generally are used to separate two independent clauses.

Example:	The conditions of 52% of the patients improved greatly; 4% of the patients withdrew from the study.

Use a semicolon between main clauses joined by a conjunctive adverb…

Example:	The patient's fever had subsided; however, his condition was still critical.

...or a coordinating conjunction of one of the clauses has internal punctuation or is considerably long.

Example:	This consideration is important in any research; yet it is often overlooked, if not denied.

Quotes

Direct and indirect quotes should be in the present tense.

Examples:	"The conference is a wonderful opportunity to learn about the latest in PACS technology," says Dr John Doe. Dr Doe says the conference is a wonderful opportunity to learn about the latest in PACS technology.

References

References must be listed in the order in which they appear in the text and must be accurate and complete.

Journals   Author A, Author B, Author C, et al. Title of Article. *Title of Periodical.* date; volume(issue): pages. Include DOI if available.

                Example: Minnigh TR, Gallet J. Maintaining quality control using a radiological digital x-ray dashboard. *J Digit Imaging.* 2009;22(1):84-88.

Books (entire)   Author(s) Last Name First Initial. *Book Title.* Place of publication: publisher; year.

                Example: Sherlock S, Dooley J. *Diseases of the Liver and Biliary System.* 9th ed. Oxford, England: Blackwell Scientific Publications; 1993.

Books (chapter) Author(s) Last Name First Initial. Chapter name. In *Book Title.* Place of publication:publisher; year: inclusive pages

                Example: Huth EJ. Revising prose structure and style. In: *How to Write and Publish Papers in the Medical Sciences.* 2nd ed. Baltimore, MD: Williams & Wilkins: 1990:109-136

Newspapers   Author(s) Last Name First Initial. Article title. *Newspaper Name.* Date of the Newspaper; Section (if applicable):pages.

                Example: Auerbach S. Tomorrow's MDs unready for managed care? Studies say that medical schools' training methods are behind the times. *Washington Post.* September 17, 1996; Health section:11

Online   List as many of the following elements as are available: author, the name of the webpage, the name of the entire website, the URL,the published date, updated date, and the date accessed.

                Example: Mayo Clinic Staff. Organic foods: Are they safer? More nutritious? *The Mayo Clinic.* http://www.mayoclinic.com/health/organic-food/NU00255. Published December 20, 2010. Accessed March 13, 2008.

Seasons   Do not capitalize the names of the seasons.

                              Examples: The meeting will be held this summer.
                                                  The meeting will be held during the summer of 2014.
The meeting will be held in summer 2014.

<u>Time</u>   Measures of time usually are expressed as numerals, followed by designators in small caps.

                              Exception: 12:00 AM and 12:00 PM should be expressed as midnight and noon, respectively.

                              Examples: The meeting will begin at noon.
The meeting will end at 1:30 PM.