



South Dakota Society of Radiologic Technologists

Paper/Exhibit Format and Style

Format

PAPER

| Element | Style |
|---------------------|--|
| <i>Title</i> | Times, 16 pt, bold |
| <i>Body text</i> | Times, 12 pt |
| <i>Margins</i> | 1 inch on all sides |
| <i>Line spacing</i> | 1.5 spacing |
| <i>Tables</i> | Single space on separate pages, flush left |

*Exhibits currently do not have specific format for use, please use best judgment for aesthetics

References

*Both Paper and Exhibits should follow reference information *

SDSRT requests (AMA) style for reference citations. References must be cited in two places: within the text (in the form of a number) and at the end of the article for paper submissions or on the table for exhibit submissions. The following guidelines briefly review reference citation. Consult the AMA Manual of Style for complete information.

In your manuscript, you must cite research that supports your points or findings; you also must correctly acknowledge the ideas and work of other authors. When choosing appropriate references and support materials, keep in mind the following general guidelines:

- References should be timely or historically significant, and sufficiently support the manuscript.
- Documentation of a personal communication, such as a telephone conversation or e-mail, should appear parenthetically within the text, not on the reference page.
- Internet references should be chosen carefully and used sparingly; they should represent reliable research sources, such as government Web sites (e.g., National Institutes of Health), universities or online scientific and medical journals (e.g., *Radiology*). Avoid using marketing or trade publications

Citing References Within the Text

References within the text should be listed in the order of citation, using superscript numerals. Separate numbers with a comma, but no space; a sequence of three or more consecutive references can be shortened to the range of numbers.

Example:

Development of a comprehensive marketing plan has been recommended as one solution.^{1,2} (See Fig. 1.) Others, however, recommend conducting a needs assessment first.³⁻⁸ Dr. Meyers has performed significant research in the area.^{4,6,9-12} He found that an adequate needs assessment can prevent improper allocation of resources (HR Meyers, Ph.D., personal communication, April 5, 2001).

Citing References at the End of the Paper or Separate Exhibit Reference Sheet

References should be listed in the order of citation in a separate section at the end of the paper for paper submissions or on a separate sheet placed in front of exhibit. Follow these general guidelines:

- Do not use commas to separate the author's name and initials.
- Do not put a period after the author's first and middle initials.
- Capitalize the first letter of the first word and all proper nouns in an article title; use lowercase for all other words in article titles.
- For articles or books with more than six authors, list the first three names, followed by "etal."
- Italicize the names of journals and books.
- For Internet sources, include the URL and the date the page was accessed.

Reference Citations End of Paper

References should be listed in the order of citation in a separate section at the end of the paper. National Library of Medicine journal abbreviations can be found at www.ncbi.nlm.nih.gov/entrez/query.fcgi. Use the Journals Database to find journal titles.

Examples:

| | |
|--------------------------|---|
| Journal Citation | <p>1. Lynch HT, de la Chapelle A. <i>Genomic medicine: hereditary colorectal cancer.</i> <i>N Engl J Med.</i> 2003;348:919-932.</p> <p>authors: Lynch HT, de la Chapelle A. title of article: Genomic medicine: hereditary colorectal cancer. name of journal (use National Library of Medicine abbreviation): N Engl J Med. year published: 2003 volume no.: 348 page numbers: 919-932</p> |
| Book Citation | <p>2. Netter FH. <i>Atlas of Human Anatomy.</i> 2nd ed. Teterboro, NJ: Icon Learning Systems;1981:559-596.</p> <p>author: Netter FH title of book: Atlas of Human Anatomy edition (if other than 1st): 2nd ed. city, state where publisher is based: Teterboro, NJ name of publishing company: Icon Learning Systems year of publication: 1981 page numbers: 559-596</p> |
| Web Site Citation | <p>3. National Center for Infectious Diseases. Viral hepatitis C. Available at: www.cdc.gov/ncidod/diseases/hepatitis/c. Accessed June 13, 2003.</p> <p>address of Internet page: www.cdc.gov/ncidod/diseases/hepatitis/c date page was accessed: June 13, 2003</p> |