Contents

ASRT Style Guide

The ASRT Style Guide is designed as a supplement to the *Associated Press Stylebook.* Entrees listed here supersede AP entries; however, the Stylebook should be followed where no ASRT guidance exists. Contact an editor for any style questions.

abbreviations and acronyms   A glossary at the end of this style guide lists the full names and proper abbreviations of many radiology and health care organizations. Always spell out the organization's entire name upon first reference; use the abbreviation or acronym for second and subsequent references. Do not use periods in acronyms. It is not always necessary to follow an organization's name with its abbreviation or acronym in parentheses.

Many abbreviations used internally at ASRT should not be used for external purposes, as they have no external meaning. For example, do not use abbreviations such as RADT, AGHOD, RTT, BOD and HOD with external audiences.

Do not invent acronyms. If an acronym does not exist, repeat the organization's name or use a generic term such as the association, the agency or the company. For other abbreviations, see the **academic degrees, addresses, a.m. / p.m., credentials, dates** and **state names** entries.

Consult Stedman's Medical Dictionary for medical acronyms.

academic degrees   Use an apostrophe in master's degree and bachelor's degree. Associate degree does not have an apostrophe. Do not capitalize master's, bachelor's or associate degree. Do not use an reviewapostrophe with bachelor of or master of. Also, a bachelor's or a master's is acceptable in any reference. Use periods when abbreviating a degree such as B.S., M.A. or M.B.A. Note the use of periods and capitalization in the abbreviations Ph.D. and Ed.D. The degree and any other credentials should be set off by commas.

Capitalize degrees such as Bachelor of Arts, Bachelor of Science, Master of Science, but lowercase any words that follow. Try to rephrase sentences to use other formats. Also see the **doctorate vs. doctoral** entry.
>   Examples: The candidate has a Bachelor of Arts in creative writing from the University of New Mexico. Editorial Review Board members must have minimum of a Bachelor of Science degree and experience writing or editing professional materials. Not preferred: He received a Bachelor of Science in radiologic science. Preferred: He received a bachelor's degree in radiologic science.

If an individual has earned multiple degrees, include only the highest degree in a list of credentials. If an individual has earned multiple degrees that are equal, list all degrees. Academic degrees and credentials can be used but are not required after names in Marketing copy. Also see the **credentials** entry.
>   Examples: He has a master's in education. John Smith, B.A., R.T.(R), attended the meeting. Lucy Van Pelt, Ph.D., R.T.(R)(QM). Linus Van Pelt, M.Ed., M.B.A., R.T.(T).

academic titles   Titles such as professor or department chair are capitalized only when they directly precede a name; they appear in lowercase when they follow a name. When an academic title appears without a name, use lowercase. See also the **Titles** entry.
>   Examples: I asked Associate Professor Susan Craig, Ph.D., to review the book. Sam Jones, chair of the radiography department, will write the letter. I asked the associate professor to review the book.

addresses   Use the abbreviations Ave., Blvd. and St. with a numbered address. Spell out these words when used without a street number. Always spell out and capitalize Road, Drive and Circle when used in an address. Lowercase street references when addresses share a common location.
>   Examples: ASRT is located at 15000 Central Ave. SE. ASRT is located on Central Avenue. The hotel is one block west of the intersection of Broadway and Lomas boulevards.

advanced practice   Not "advance practice." Use advanced practice as a noun. Use advanced-practice (with a hyphen) as an adjective.
>   Examples: Advanced practice offers technologists a new career path. The committee discussed advanced-practice radiography and advanced-practice radiation therapy.

adviser   This is the ASRT preferred spelling because it concurs with AP.

Advocacy Action Blog Always capitalize.

affiliates   See the **<u>Society</u>** entry**.**

ages   Always use figures. Hyphenate ages when used as an adjectival phrase.
> Examples: Her youngest son is 5 years old. She graduated from college at age 17.
> A 60-year-old man was admitted to the ward last night.

ALARA   Abbreviation for, as low as reasonably achievable. Generally, use the abbreviation, ALARA, then spell out.
> Example: Technologists are aware of the principle of ALARA, as low as reasonably achievable, when performing examinations

although / while   See the **<u>while / although</u>** entry.

a.m. / p.m.   Always lowercase, with periods. Also see the **<u>time</u>** entry.
> Example: The meeting will begin at 9 a.m.

among / between   Use between for two items and among for more than two.
> Examples: There is no consensus among our members. The cost of the meeting was divided among the ASRT, the ARRT and the JRCERT. Dick and Jane divided the cost between them.

amount   Use amount when referring to quantities that are measured in bulk or mass. Do not use number unless you are referring to things that (or people who) can be counted individually.
> Examples: The project will require ordering a large amount of ink and paper. We didn't expect such a large number of people to attend the conference. Fortunately, only a small number of vehicle accidents occurred during the snowstorm, despite the amount of snow.

ampersand (&)   The only place an ampersand is used instead of the word in text is when it is part of an organization's name or product name. Use of the ampersand is acceptable in headlines in Marketing copy. Also see the **<u>headlines (capitalization in)</u>** entry.

and/or   Avoid using this phrase. Most choices can be represented adequately by using either "and" or "or." When neither option is suitable, try adding the phrase "or any combination of these" at the end.
> Not preferred: Pizzas can be ordered with pepperoni, sausage, extra cheese, mushrooms and/or green chile. Preferred: Pizzas can be ordered with pepperoni, sausage, extra cheese, mushrooms, green chile or any combination of these toppings.

apostrophe   For most singular nouns, add 's to indicate possession. For singular and plural nouns ending in s, add an apostrophe only. For plural nouns not ending in s, add 's. Use an apostrophe in contractions and in the place of an omitted letter or figure. Do not use an apostrophe in a simple plural, but apostrophes are used for plural, single letters.
> Examples: When she gestured to the table, I took the hostess' invitation. The technologists' meeting is at the doctor's office. Leave it on Agnes' desk. I can't go

because I'm working; let's go later. Rock 'n' roll changed in the late '60s. I'm from the class of '86. Mind your p's and q's. Eight R.T.s attended (Incorrect: Eight R.T.'s attended).

app   Refers to an application used on a mobile device. App is acceptable on all references; lower case app any time it doesn't start the sentence. See the **ASRT apps** entry.

ARRT   Abbreviation for the American Registry of Radiologic Technologists. Either "ARRT" or "Registry" may be used on second and subsequent references. In Marketing copy or where space is a concern, ARRT and similar registries and certification boards (See **Related Organizations**) do not need to be spelled out on first reference. Be aware that readers can confuse ASRT and ARRT, so make the distinction as clear as possible.

ASRT   Abbreviation for the American Society of Radiologic Technologists. Either "the ASRT" or "ASRT" may be used; let your ear be your guide. It is acceptable to use the abbreviation on first reference when printing on letterhead or in any other instances where the association name is prominently displayed with the logo.

ASRT Annual Drawing   Capitalize when referring to the ASRT Foundation Annual Drawing; on second reference, Annual Drawing is acceptable. Lowercase drawing when referring to drawings in general.
>   Examples: The ASRT Foundation Annual Drawing raised more than $50,000. The RSNA drawing closes next month.

ASRT Annual Governance and House of Delegates Meeting   On second reference, call this event the annual governance meeting, the ASRT governance meeting or the annual meeting. If referring only to the two sessions of the House, use the annual meeting of the House of Delegates or the ASRT House of Delegates meeting, depending on context. Do not use the abbreviation AGHOD in external documents. When referring just to the House of Delegates, the use of "House" is OK on second reference. For the meetings that were held virtually, use 2020 Virtual Special Meeting of the House of Delegates on first reference and special meeting of the House of Delegates on second reference.

ASRT apps   When referring to app stores in which ASRT apps are available for download, use the preposition that is natural for the context. Note the preferred style for the Apple App Store (do not use Apple Store or iTunes). A general instruction to access "the app store for your device" is preferred, rather than references to the specific app stores that support the ASRT app. The ASRT apps are the ASRT Conferences app, the ASRT Communities app and the ASRT app. Note which words are capitalized and which words are plural. Collectively they are the ASRT apps.
>   Example: Find the ASRT app in the app store for your device.

ASRT Diversity Leadership Development Program   ASRT program dedicated to ensuring members' voices are being heard at the leadership level. Its goals are inspiring a new generation of leaders to take part in ASRT's governance structure; bringing together members of all

backgrounds to drive creativity and innovation in the field; and building relationships among members to spread ideas and solutions to care for our diverse patient populations.

Spell out program name on first reference; DLDP is acceptable on subsequent reference.

ASRT Professional Mentor Program An ASRT program that typically pairs first-year Student to Leadership Development Program participants with mentors.

ASRT@RSNA No spaces before or after the @ symbol. Include the event year (e.g., ASRT@RSNA 2020). Also see the **<u>Radiological Society of North America</u>** entry.

ASRT Board of Directors Capitalize Board of Directors and the word Board when referring to the ASRT Board of Directors. Lowercase when referring to boards of directors in general.
>
> Examples: They discussed Board policy. He will attend the Board of Directors meeting. The ASRT Board of Directors met in Albuquerque, New Mexico.

ASRT Bylaws Capitalize ASRT Bylaws, but lowercase bylaws when it's not preceded by the name of the Society.
>
> Example: The ASRT Bylaws state that the House of Delegates must vote on all bylaws changes.

ASRT Centennial Use **the ASRT Centennial** on first reference and in headlines. Use **the Centennial** on subsequent reference.
>
> *Note the capping of **Centennial** when referring to ASRT's 100-year anniversary event; lowercase centennial when referring to a 100th anniversary in general (e.g., Planning the museum's centennial celebration is no small feat.). The bolding of **Centennial** in this entry is to highlight the name for ease of reading; do not bold it in copy about the event (exceptions are headlines and subheads).*

Alternate ways to refer to **the Centennial** in copy include:
- over the past 100 years
- the 100-year anniversary celebration
- a full year of celebrating 100 years of service to the profession
- the 100th anniversary
- the celebration or the event

Don't use 2020 in the name (e.g., the 2020 centennial, the 2020 celebration, the 2020 event).
>
> *Note: you can refer to the annual meeting as the 2020 Annual Governance and House of Delegates Meeting because the year normally is used with the event name; also ok is to use (on subsequent reference) the year in sentences such as: The annual meeting is in Albuquerque in 2020.*

The **Centennial** campaign tagline is **Leading the Profession Into the Next Century**.
>
> *Note the initial caps in the tagline. Use the tagline whenever the situation calls for it, such as: **"In 2020, ASRT is celebrating the Centennial. The theme for the year is***

Leading the Profession Into the Next Century.” *Do not bold the tagline in copy about ASRT's centennial event (exceptions are headlines and subheads).*

ASRT chapters, committees and other groups   Capitalize the names of ASRT chapters, committees and other groups. Do not capitalize groups when the reference is generic or informal.
> Examples: The Committee on Nominations submitted its report. She is a member of the Mammography Chapter. He is an Education Chapter delegate. The Radiation Therapy and Medical Dosimetry chapters met on Monday. The *Radiologic Technology* Editorial Review Board will meet in June. ASRT has 15 chapters. She is a chapter delegate. He thanked the committee members. Volunteer for one of the editorial review boards.

ASRT Communities   Capitalize when referring to the ASRT Communities as a whole. Also capitalize the names of individual ASRT communities and other groups. Do not capitalize groups when the reference is generic or informal. When referring to the ASRT Communities on second reference, Communities should be capitalized and ASRT does not have to be included. If referenced as a group, treat as a collective noun. See the **collective nouns** entry. If referenced as individual entities, treat as a plural noun. Do not use "pages" or "page" after Communities when referred to individually or as a group.
> Examples: Find more information in the ASRT Communities. The Radiation Therapy Community posted a new discussion. He is a member of the Radiography Community. ASRT has 18 active communities. She is a member of a community. Incorrect: Visit the Communities pages to learn more. Discover what members are posting on the Radiography Community page. Correct: Visit the ASRT Communities to learn more. Make sure to check out the Radiography Community.

ASRT departments   Capitalize ASRT department and division names. Lowercase departments when used in a list. Lowercase department names when referring to departments at other organizations.
> Examples: Visit the ASRT Publications Department. Please call the Finance Department. The Publications and Marketing departments collaborated on the project. The ARRT's publications department is not listed in the directory.

ASRT Educational Symposium   A separate event that is held in conjunction with the ASRT Annual Governance and House of Delegates Meeting. Write about the events separately, but refer to the other event when appropriate. When both events need to be mentioned together, use ASRT Educational Symposium and Annual Governance and House of Delegates Meeting (may also use "the" in front of this name if it sounds better with sentence structure). On second reference, use Educational Symposium, symposium, educational courses, educational tracks or CE courses.
> Examples: Come for the ASRT Educational Symposium and stay for the Annual Governance and House of Delegates Meeting. The symposium offers six courses related to patient care.

ASRT election   Not "elections," even though more than one office is on the ballot. Notice that election is lower case; ASRT Election is used only in headlines.

ASRT Expo   The Expo is a feature attached to the ASRT Annual Governance and House of Delegates Meeting. On first reference, refer to it as the ASRT Expo. On second reference, use the Expo; also acceptable is generic terms such as vendor displays, tabletop displays or tabletop vendor displays. Use Expo only in relation to AGHOD; see the RTC entry for how to refer to that conference's exhibit hall.

ASRT Foundation   On second reference, use the Foundation (always capitalized). ASRT Foundation can appear in bylines if part of a job title. Lowercase when referring to foundations in general. ASRT Foundation is the legal name of the Foundation; do not spell out ASRT, even on first reference, when used as part of the name. Add ® after the logo. Also see the [RAD-AID](#) entry.

ASRT Foundation Board of Trustees   Not "Board of Directors." On second reference, use Board of Trustees, the Board or the Foundation Board.

ASRT Foundation Corporate Roundtable   In 2023, the HCIAC Corporate Roundtable changed to the ASRT Foundation Corporate Roundtable. The Corporate Roundtable is a year-long partnership with the ASRT Foundation. Membership levels are lowercased (e.g., platinum-level member). The ASRT Foundation Corporate Roundtable Summit is an annual event that takes place in spring with partner organizations. It is OK to use Corporate Roundtable on second and subsequent references. When referring to the Corporate Roundtable Summit, lowercase summit when the term is used alone.
>Examples: The Corporate Roundtable Summit is held annually. The summit has been rescheduled this year.

ASRT JobBank®   Note capitalization and spelling of JobBank. In editorial copy, include the ® symbol after the first or most prominent use of the name. In advertising or promotional copy, include the ® symbol after every use of the name. When referring to content in the ASRT JobBank, use in (not on or at). See the **brand names / trademarks** and **Copyright Standards** entries.
>Example: Learn more about the position in the ASRT JobBank.

ASRT Live®   A webcast series offered for continuing education credit. Use the ® symbol: ASRT Live®.
>Example: The next ASRT Live® webcast is Tuesday, July 27, 2021.

ASRT Live® Recorded   The recorded version of the ASRT Live webcast series offered for continuing education credit. Use the ® symbol: ASRT Live® Recorded webcasts. (Note the capitalization of Recorded).
>Example: ASRT offers ASRT Live® and ASRT Live® Recorded webcasts to members.

ASRT membership categories   The ASRT membership categories are Active, Active Military, Associate, Student, Graduate Bridge, International, Radiologist Assistant, Limited X-ray Machine Operator, Retired, Life and Emeritus. Capitalize these terms when they refer to the membership categories. Also see the **Fellow** and **Life Member** entries.

Examples: You might qualify for Graduate Bridge membership. He joined ASRT as an International member. Even if you are not an R.T., you can support the ASRT by becoming an Associate member.

ASRT Premium membership   Refer to this as the Premium membership option. Do not refer to it as the Premium category, because it is not recognized as a membership category in the bylaws. For the same reason, do not refer to members as "Premium members." Premium is capitalized in references to membership options.
Examples: "Members who chose the Premium option…" or "If you choose the Premium option…"

ASRT Museum and Archives   Use the plural "archives" within the museum name; the singular "archive" might be appropriate in other contexts, depending on usage. The logo uses the ®
Example: The museum includes an archive of photographs.

ASRT newsletters   Do not capitalize or italicize "newsletter" in reference to any ASRT newsletter publications unless it is a part of the official name. For example, *ASRT Resources* newsletter. Reference to specific ASRT newsletter publications should be presented as follows:
- *ASRT Resources* newsletter
- *Leaders Connection*
- *ASRT Insider* newsletter

ASRT office   The preferred term for the Society's building in Albuquerque, New Mexico. Do not use "ASRT headquarters" or "ASRT executive office."

ASRT-PAC®   This is the official name of the ASRT political action committee; the hyphen is part of the name. In editorial copy, include the ® symbol after the first or most prominent usage of the name. In advertising or promotional copy, include the ® symbol after every use of the name.

ASRT Radiation Therapy Conference   Use this title for the Society's annual radiation therapy meeting. Spell out in copy on first reference and use RTC on subsequent uses. Use RTC in marketing material and as a brand/logo for headlines, on the web, and so on. The location at RTC where exhibits are displayed is called the exhibit hall. For meetings held virtually, use ASRT Radiation Therapy Virtual Conference on first reference and Virtual RTC on second reference.

ASRT Scanner   Italicize. Use *ASRT Scanner* if it's not clear you're referencing the ASRT publication, otherwise *Scanner* is acceptable on first and subsequent uses.

ASRT Speaker of the House and Vice Speaker of the House   When these come before a name, capitalize all main words. When they appear in running text, only capitalize House.
Examples: ASRT Speaker of the House Shellie Pike, M.S.R.S., R.R.A., R.T.(R)(CT), said she will run again. A new vice speaker of the House will be chosen at the next annual meeting.

ASRT Store   Do not call the ASRT Store "the Store" or "ASRT Online Store." You may use "online store" in a generic sense.

Examples: ASRT members can purchase CE products from the ASRT Store. This online store also sells other products.

ASRT Student to Leadership Development Program   Use ASRT Student to Leadership Development Program on first reference and SLDP or the program on second reference.

ASRT titles   Capitalize ASRT job titles when they precede a name; lowercase them when they come after the name. See the **ASRT departments** entry.
Examples: Please call ASRT Director of Window Washing Pat Doe at 800-444-2778.
Send your questions to Pat Doe, ASRT director of window washing.

average   See the **mean / median / average** entry.

The Beam   ASRT's conference magazine. It's published for the ASRT Annual Governance and House of Delegates Meeting and for the Radiation Therapy Conference. It was formerly referred to as a newsletter.

because / since   See the **since / because** entry.

because of / due to   These terms are not interchangeable. Due to means caused by. If caused by doesn't work, use because of.
Examples: Incorrect: Due to the fracture, the patient was in pain. Correct: Because of the fracture, the patient was in pain. (or) The patient's pain was due to the fracture.

beside / besides   Beside means next to; besides means in addition to.
Examples: Come stand beside me. Besides Lou and Sally, you and Tom are invited.

between / among   See the **among / between** entry.

bi / semi   Bi means "two" and semi means "half."
Example: The journal is published bimonthly (every two months). The report is due semimonthly (twice a month).

Board of Directors Capitalize board of directors when it appears after a specific board name.
Example: The Louisiana Society of Radiologic Technologists Board of Directors will meet to discuss new agenda items.
See **ASRT Board of Directors** entry or **ASRT Foundation Board of Trustees** entry.

book titles   See the **titles of works** entry.

brand names / trademarks   All brand names and trademarked terms should be capitalized. Brand names and trademarked terms should never be pluralized and should never be used as verbs (you can photocopy an article, but you can't "Xerox" it).

Do not use symbols such as ™ or ® after a company's name, product's name or trademark in editorial copy. The use of these symbols is allowed only in paid advertising copy, including advertisements, advertorials and exhibitor materials such as exhibitor listings and guides. The exception to these rules is ASRT-trademarked programs or services such as National Radiologic Technology Week®, the ASRT JobBank® or ASRT-PAC®. When referring to these programs or services in text or editorial copy, include the ™ or ® symbol after the first or most prominent usage of the name. In advertising or sales copy, include the symbols after each use of the name. Place the ™ or ® symbol immediately after the trademarked item and inside punctuation. See the **Copyright Standards** entry.

Bucky   Refers to an apparatus invented by Dr. Gustave Bucky and should always be capitalized.
　　　Example: Bucky tray, Bucky diaphragm.

bulleted list   Each bulleted item begins with a capital letter and is followed by a period.
　　Example: Following a two-hour debate, the committee agreed to:
- Add a glossary.
- Rewrite the introduction.
- Provide an abstract.

In Marketing copy, periods are not always required in bulleted lists, particularly when the bulleted text is not a complete sentence.

C

can / may / might   Can denotes ability; may denotes permission or possibility; might denotes possibility.
　　　Example: Deborah can fix the disk drive. You may go home now. Mom and dad might visit us this summer. Also see the **may** entry.

cannot   One word.

capital letters (all caps)   Do not use all caps or underline for emphasis. Limit your use of bold and italics**.** This applies to email correspondence as well. See also **email** entry.

capitalization in headlines   See the **headlines (capitalization in)** entry.

cardiac catheterization lab   Use cardiac catheterization lab on first reference, then use cath lab for subsequent entries.

C-arm A medical imaging device primarily used for its fluoroscopy capabilities but capable of radiography. The name comes from the C-shaped device that can move in all directions and has an x-ray source on one end and an image intensifier or flat-panel detector on the other. Always use an uppercase C and lowercase a.

CARE bill Acronym for the Consistency, Accuracy, Responsibility and Excellence in Medical Imaging and Radiation Therapy bill, the federal minimum standards bill previously introduced in the U.S. House of Representatives and the U.S. Senate. Refer to the CARE bill in a historical sense. The acronym may be used on first reference, but spell out the bill's name as early as possible in the copy. Do not refer to the bill as a "law" or an "act."

case / patient These terms are not interchangeable. A case is an instance of an illness, disease or injury. A patient is a person receiving medical care.
> Examples: Incorrect: Six cases were treated for food poisoning. Correct: Six patients were treated for food poisoning. Incorrect: The number of tuberculosis patients decreased last year. Correct: The number of tuberculosis cases decreased last year.

Additionally, use "patient with ___" or "patient who has ___" or "patient who is ___." This follows AMA style.
> Examples: "The patient with cancer needed a new treatment plan." or "The technologist assisted the patient who is homeless first." **Not** "Cancer patients often undergo radiation therapy."

catalog Not "catalogue."

Category A credit Always capitalize.
> Example: The ASRT tracks Category A credits for its members.

Category A+ credit There is no space between the A and the + symbol. Do not spell out "plus."

CE credit May be used on second reference for continuing education credit. Use figures, not words, to indicate the number of credits.
> Example: The webcast is approved for 1 CE credit. You earned 14.5 CE credits this year. You can earn continuing education credits at the conference.

CE Credit Bank The buckets in which ASRT members' continuing education credits are saved. They draw from their bucket when they select a course to complete for credit. Note capitalization of CE, Credit and Bank, and that CE is not spelled out, even on first reference.
> Example: As you complete a course and take a quiz, credits are deducted from your CE Credit Bank.

CE Library ASRT's online CE Library of courses, Directed Readings, articles, webcasts. Refer to it as "our CE Library" or "the CE Library." Use "your CE Library" to communicate the idea that each member's library is unique to them based on the courses they've taken. Include the word "online" (i.e., online CE Library) on first reference only. Note capitalization of CE and Library, and that CE is not spelled out, even on first reference.

Centers for Disease Control and Prevention   Note that Centers is plural. The abbreviation CDC is acceptable on second reference. The CDC is in Atlanta.

Centers for Medicare & Medicaid Services   Note that Centers is plural, and also note the use of the ampersand. Use CMS as the abbreviation (just one "M").

certification / registration   Radiologic technologists become certified by completing an accredited education program, demonstrating moral fitness and passing an exam given by the American Registry of Radiologic Technologists or another certification agency (e.g., the American Registry for Diagnostic Medical Sonography). Registration is the annual process of registering an existing certificate with the issuing organization.

CE Track and Transfer   Not CE Credit Track and Transfer. Do not use the & sign.

chair   The ASRT uses the title chair to refer to the person who presides over an ASRT committee, task force, board or program. Other organizations and associations use "chairwoman," "chairman" or "chairperson" as the official title of their presiding officer. When writing about one of those organizations, use the organization's official title for the position, even if it does not agree with ASRT's in-house style. If no official title exists, use chair.

city / cities   Spell out the names of cities unless in direct quotes: A trip to Los Angeles, but: "We're going to L.A." Capitalize the word city if it is part of an official name or a commonly used nickname: Kansas City, New York City, Windy City, City Beautiful. Lowercase elsewhere: the city government, the city of Minneapolis. When listing city and state after a hospital title in that city and state, avoid redundancy.
> Examples: Joe Smith, R.T.(R), works for the University of Chicago Medical Center. (Chicago stands alone, so you don't need to write the city name or the state.) Write out the location when needed for clarity: Joe Smith, R.T.(R), works for Childress Regional Medical Center in Childress, Texas.

Place a comma between the city name and the state name and after the state name unless it appears at the end of the sentence.
> Example: The ASRT Foundation Annual Drawing winner chose the trip to Grants, New Mexico, over the one to Maui, Hawaii.

Some city names stand alone (with no state, province or country). To avoid confusion with Washington state, always place D.C., with periods, after Washington when referring to the capital. Consult this AP list for the stand-alone cities:

Domestic

Atlanta	Denver
Baltimore	Detroit
Boston	Honolulu
Chicago	Houston
Cincinnati	Indianapolis
Cleveland	Las Vegas
Dallas	Los Angeles

Miami
Milwaukee
Minneapolis
New Orleans
New York
Oklahoma City
Philadelphia
Phoenix

Pittsburgh
St. Louis
Salt Lake City
San Antonio
San Diego
San Francisco
Seattle
Washington

International

Amsterdam
Baghdad
Beijing
Berlin
Djibouti
Geneva
Gibraltar
Guatemala City
Havana
Hong Kong
Jerusalem
Kuwait City
London
Luxembourg
Macau

Mexico City
Monaco
Montreal
Moscow
New Delhi
Ottawa
Paris
Quebec City
Rome
San Marino
Singapore
Tokyo
Toronto
Vatican City

co   When using the prefix co-, include the hyphen when forming nouns, adjectives and verbs that indicate occupation or status. Otherwise, follow the guidelines in the **hyphen** entry.
Examples: co-author, co-worker, co-owner, co-chair.

CME   This is the abbreviation for "continuing medical education," which is awarded to physician courses. Do not use it to refer to technologist CE courses.

collective nouns   A collective noun denotes a group of people or things acting as one unit. Examples of collective nouns are committee, jury, class, family, team, crowd, group and department. Collective nouns require singular verbs and pronouns. Collective nouns are referred to as "it" not "they."
The term "the ASRT" is a collective noun.
Examples: The jury is returning its verdict today. The ASRT published results of its survey on its website.

colon   Capitalize the first letter of the material following a colon if it can stand alone as a complete sentence. Don't use an unnecessary colon between a verb and its complement or object, between a preposition and its object or after "such as." If there are more than three items in a list, consider bulleting them. See the **bulleted list** entry.

collimation The method of restricting and confining the x-ray beam to a given area to reduce the amount of radiation exposure to the patient. Avoid using the term electronic collimation. Collimation is done pre-exposure. Masking or cropping, done postexposure, should not be done.

comma ASRT style does not use the serial comma (the scientific journals and continuing education products do). This means writers should not place a comma before the final item in a series.
> Example: The four disciplines in radiologic technology are radiography, radiation therapy, nuclear medicine and sonography.

There are two exceptions to this style convention. If omission of the final comma would create awkwardness or ambiguity, use the serial comma.
> Example: He put potato chips, cookies, and a ham and cheese sandwich in his lunchbox. (Leaving out the final comma could suggest that he brought "a ham" and "a cheese sandwich." Inserting the final comma makes it clear that the words "ham and cheese sandwich" belong together.) Also, use the serial comma in the ASRT Practice Standards for Medical Imaging and Radiation Therapy to aid in the interpretation of legal meaning.

Do not use a comma to link two clauses that have the same subject.
> Example: The man opened the door and yelled at the boys playing on the sidewalk.

Use a comma before a conjunction that links two clauses that could stand alone as separate sentences.
> Example: Alexander spent the entire day retyping his term paper, and his professor appreciated the extra effort.

Use a comma to set off long introductory clauses and phrases and to set off short clauses and phrases that would be confusing without the comma.
> Examples: Because the researchers altered some of the data, the results were unreliable. In 1949, 338 members joined the association.

Omit the comma following short introductory clauses and phrases if no confusion would result.
> Example: In 1970 the association had 15,900 members. For two months the workers walked the picket lines.

Do not use a comma in a cumulative adjective (an adjectival phrase that describes a single subject). In the sentence "We found three small white kittens under the porch," the words "three small white" form a cumulative adjective and therefore do not require the insertion of a comma between each element. To test whether a series of adjectives requires commas, try inserting the word "and" between each element. In the example above, "three and small and white" doesn't make sense, so don't insert commas. Now consider this sentence: It is an expensive, risky, foolish idea. Commas are necessary here because the word "and" could be placed between each adjective ("expensive and risky and foolish").

compared to / compared with Use compared to when you want to show that two or more items are similar. Use compared with when you want to show that two or more items are different.

Examples: The acceleration rate of the new Ford Ultracar has been compared to a jet plane. Children watched an average of 34 hours of television a week in 1993, compared with an average of 10 hours a week in 1963.

competence / competency   Competence is an overall ability to perform well in a broad category. Competency is measurable and specific to a skill or trait.
Examples: She demonstrates her competence daily as a radiation therapist. She was required to prove her competency in simulation, block cutting and shielding. She did not get the job because she did not meet the competency requirements.

complement / compliment   Complement means to supplement or complete. Compliment means to give praise or admire; it also means free.
Examples: Suzy complimented mom on her new necklace. The chocolate mousse was the perfect complement to dinner. Join now and receive a complimentary tote bag.

compound subject   A compound subject joined by "and" takes a plural verb, whereas a compound subject joined by "or" takes a plural verb if both elements are plural, a singular verb if both are singular.
Examples: Patience and charity are what she lacks (or make the sentence more active and rephrase to "She lacks patience and charity." A pencil or a pen is fine. Pens or pencils are acceptable.

comprise / compose   These terms are not interchangeable. Comprise means "is made up of" or "consists of." Compose means "make up" or "make."
Examples: The board (whole) comprises 12 elected officials (parts). Or, Twelve elected officials (parts) compose the board (whole).

computed tomography/CT   Spell out computed tomography on first reference then abbreviate as CT. This can be abbreviated on first reference for blurbs like Spectrum in *Scanner* or in sidebars or in Marketing Copy.

continual / continuous   Continual means repeated; continuous means uninterrupted.
Examples: The author's continual revisions annoyed the editor. We complained about the continuous drone of the neighbor's car alarm.

continuing education   A planned program having sufficient scope and depth of a given subject area to form an educational unit that is planned, coordinated, administered and evaluated in terms of educational objectives; at the same time, it must provide a defined level of knowledge or specific performance skill to be attained by participants. Spell out continuing education on first reference; use CE on second reference. CE can be used on first reference in Marketing copy. See also **X-ray CE**.

continuing education preference   Lowercase this term; do not italicize it. Use CE preference on second reference.
Examples: Please choose a continuing education preference. Selecting a CE preference allows ASRT to customize your membership.

Continuing Qualifications Requirements   An ARRT program. Capitalize and spell out the term on first reference, then use CQR on subsequent references. Spell out or abbreviate in headlines. Often seen as CQR prescription.

council / counsel   A council is a group of people; a member of the group is a councilor. The verb counsel means to advise. A person who gives advice is a counselor.

couple of   The word "of" is necessary.
      Example: We bought a couple of apples.

courtesy titles   Do not use courtesy titles such as Mr., Mrs. or Ms. See the **doctor / physician** entry.

COVID-19   The official name for the coronavirus disease is severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Referring to COVID-19 as "the coronavirus" is acceptable on first reference in stories about COVID-19. Although the phrasing incorrectly implies there is only one coronavirus, it is clear in this context. Also acceptable on first reference: "the novel coronavirus" or "the novel virus" for the virus; "COVID-19" for the disease caused by the virus. Because COVID-19 is the name of the disease, not the virus, it is not accurate to write "a novel virus called COVID-19." Do not shorten to COVID, even in headlines, unless part of a quotation or proper name. When referring to long COVID, use "long COVID" without a hyphen between "long" and "COVID." Do not capitalize "long."

CPR   The abbreviation is acceptable in all references for cardiopulmonary resuscitation.

CR / DR   See the **DR** entry

credentials   The credential **R.T.** means registered technologist, not **radiologic technologist**. The name of a person registered by the ARRT is followed by the designation R.T. plus an abbreviation for the category or categories in which registration is held. People who are no longer keeping up their certification should not have the R.T. credential. Check with ARRT to verify whether these members are still listed. To verify credentials, go to arrt.org, click "Verify Credentials" and type in the person's first and last name.

Entry-level designations are radiography (R), radiation therapy (T), magnetic resonance imaging (MR), sonography (S) and nuclear medicine (N). Postprimary designations awarded by the ARRT are bone densitometry (BD), breast sonography (BS), cardiac interventional radiography (CI), cardiovascular interventional radiography (CV), mammography (M), magnetic resonance imaging (MR), computed tomography (CT), quality management (QM), sonography (S), vascular interventional radiography (VI) and vascular sonography (VS).

An individual's credentials follow his or her academic degree and are set off by commas: Sally Lane, B.S., R.T.(R)(M), will attend the meeting. If an individual is an ASRT Fellow, the designation FASRT follows all other radiologic science credentials. However, credentials from

organizations outside the radiologic sciences should appear at the end of all other credentials. If a person has multiple fellowships, list them all, but list FASRT first.

   Example: Sal Martino, Ed.D., R.T.(R), FASRT, FASAE, CAE.

Credentials should not be used as nouns. Incorrect: The survey showed that R.T.(R)s and R.T.(N)s approve of the plan. Correct: The survey showed that radiographers and nuclear medicine technologists approve of the plan.

The credential R.R.A. stands for "registered radiologist assistant" and designates an individual who has passed the ARRT certification exam for radiologist assistants. It should precede the R.T. credential. Place advanced practice credentials (e.g., R.R.A., R.P.A.) before R.T. credentials. Place the certified medical dosimetrist (CMD) credential after the R.T.(T) credential.

   Examples: Don Gato, B.S., R.R.A., R.T.(R)(CT)(MR). Joe Smith, B.S., R.P.A., R.T.(R). Jane Smith, B.S., R.T.(T), CMD.

In addition to the ARRT, several other certification agencies award credentials in the radiologic sciences. These generally follow the R.T. credentials but allow for the individual's preference. Many of the credentials used in medical imaging and their abbreviations are provided in a list at the end of this style guide. The abbreviation for the certification agency is not a part of the credential. See the **academic degrees** entry.

In summary, academic degrees and credentials should appear in the following order: Academic degrees, followed by medical degrees or practitioner credentials, followed by advanced practice R.T. credentials, followed by R.T. primary credentials and postprimary credentials, followed by R.T. honors, followed by non-R.T. credentials, followed by non-R.T. honors. In Marketing copy, academic degrees and credentials can be used, but are not required.

   Example: Jane Luxor, Ph.D., M.D., R.R.A., R.T.(R)(CT), CNMT, CIIP, FASRT, CAE, FASAE

credentials, foreign Use the style of the person's home country. For example, Canadian credentials for medical radiation technologist, nuclear medicine would read MRT(NM), and the credentials for an ARRT-registered technologist would read R.T.(N). More information on Canadian credentials is available **here**.

credentials, medical   Use periods in all abbreviated medical credentials, including M.D., R.N. and D.O.

credit cards   Note capitalization and spacing of credit card names:
- MasterCard (may be abbreviated as MC on forms).
- Visa.
- American Express (may be abbreviated as AmEx on forms).
- Discover.

cross-section, cross-sectional; cross-train, cross-training   Hyphenate.

d

dash A dash may be used to signal an abrupt break or to set off a clause. Use it sparingly; it is not a substitute for a comma.
> Examples: She was working at her desk when — boom! — the shelf crashed to the floor. We will fly to Paris in June — if I get a raise. Smith listed the qualities — intelligence, humor, independence — that he liked in an executive.

data The word data is a plural noun and usually takes a plural verb. However, data sometimes is used as a collective noun, which takes a singular verb. See the **collective noun** entry.
> Examples: The data are being collected. The data is on Sue's desk.

database One word.

date ranges Use a hyphen to separate date ranges, not an en-dash (–) or an em-dash (—). Do not insert a space on either side of the hyphen.
> Examples: The Board of Directors will meet in Albuquerque on Feb. 10-11. The program term is from 2007-2009.

dates Never abbreviate the days of the week. Use numerals in dates. Do not use ordinals (st, nd, rd or th). Years are set off by commas. Spell out the names of months when using them alone or when a phrase contains only a month and a year. Abbreviate the seven months from August to February as Jan., Feb., Aug., Sept., Oct., Nov. and Dec. only when they are part of a specific date. Don't abbreviate March, April, May, June, or July.
> Examples: The conference begins on Monday, March 2. The subcommittee met on May 12, 1985, at the University of South Carolina. My sister was born in February 1974, and my father and brother both have September birthdays. The Senate reconvened Sept. 8, after returning from the traditional August recess. He joined the organization on Feb. 20, 1998, and will be installed as its president in December.

delegate The ASRT House of Delegates is composed of affiliate delegates and chapter delegates. Do not capitalize delegate, even when it appears directly in front of a person's name because it is not a formal title. Capitalize House of Delegates when it refers to the ASRT governing body; use House on second reference.

detector This term is specific to the image receptor in digital imaging and refers to the solid-state detector technology that measures image-forming radiation. It may also be called a "flat-panel detector." The term "detector array" is used in CT imaging.

diagnosed People cannot be diagnosed, only conditions or diseases can.
> Examples: Incorrect: The patient was diagnosed with leukodystrophy. Correct: Leukodystrophy was diagnosed (or) A diagnosis of leukodystrophy was made (or) The patient's condition was diagnosed as leukodystrophy.

dialogue   Do not use "dialog."

DICOM   Digital Imaging and Communications in Medicine, the standard system for managing medical imaging information. DICOM is acceptable on any reference. Don't include the copyright symbol.

different from   Not "different than." However, there are examples where "different than" is correct; consult the dictionary.

digital radiography   See the **DR** entry.

Directed Reading / Directed Reading quiz   Capitalize. Plural forms are Directed Readings and Directed Reading quizzes.

Directed Reading Classic   Do not use "DR Classic."

Directed Reading library   Not Directed Readings library.

Directed Reading Supplement   This biannual printed publication contains six Directed Readings each. When referring to it, follow the rule for publications (i.e., initial capitalize and italicize the name).
>   Example: Members can opt in to receive the *Directed Reading Supplement.*

disc / disk   These words are not interchangeable. Use disc to refer to compact discs and laser discs. Use disk to refer to computer disks, disk drives and anatomical disks (herniated disk, intervertebral disk, cervical disk).

discipline   The six primary disciplines (or credentials) in radiologic technology are radiography, radiation therapy, magnetic resonance imaging, sonography, vascular sonography and nuclear medicine technology. R.T.s can earn postprimary credentials in mammography, magnetic resonance imaging, cardiac interventional radiography, computed tomography and other imaging areas. See ARRT for full credential listings. See the **modality** and **practice area** entries.

disease / pathology / etiology   A disease is a lesion, abnormality or illness; pathology is the description of a disease; and etiology is the study of the causes of a disease.

diseases (names of)   When a disease name includes a proper noun, capitalize the proper noun only: Hodgkin's disease, German measles, Alzheimer's disease. Almost all other disease names appear in lowercase: hepatitis, pneumonia. Consult Stedman's medical dictionary if you're uncertain.

doctor / physician   People who have earned a Ph.D., Ed.D. or other doctoral degree are called doctors. Use the term physician when referring specifically to a medical doctor. The plural form is Drs. Anyone with a doctoral degree should receive the courtesy title Dr. [lastname] on second reference and thereafter.

Examples: She met Dr. Blackwitten for lunch. She met Drs. Blackwitten, Doppelganger and McCormick for lunch. Cheryl DuBose, Ed.D., R.T.(R)(CT)(MR)(QM), MRSO, FASRT, is the chair of medical imaging and radiation sciences at Arkansas State University. Dr. DuBose was elevated to Fellow in 2021.

doctorate vs. doctoral   Doctorate is a noun and never used to modify degree. Use doctoral degree instead.

Examples: He received his doctoral degree at Harvard University. She earned several doctorates. He holds a doctorate in psychology.

Doppler   Always capitalized.

dose / dosage   According the American Medical Association Manual of Style, a dose is the quantity to be administered at one time, or the total quantity administered during a specified period. Dosage implies a regimen; it is the regulated administration of individual doses and is usually expressed as a quantity per unit of time.

Examples: The patient received an initial dose of 50 milligrams. Thereafter, his dosage was 25 milligrams, three times a day, for six days. He received a total dose of 500 milligrams during the course of treatment.

dosimetry   See the **medical dosimetry** entry.

DR (digital radiography)   DR is acceptable on second reference, but on first reference, use digital radiography. The term is inclusive of CR / DR or computed radiography/direct radiography. In general, do not use direct radiography.

due to / because of   See the **because of / due to** entry.

DXA, SXA   These abbreviations stand for dual energy x-ray absorptiometry and single energy x-ray absorptiometry. Do not use "DEXA" or "SEXA."

ECG   Acceptable on second reference for electrocardiogram. Do not use "EKG."

Editorial Review Board   Capitalize when referring to a specific board. Do not capitalize when referring to multiple boards. ERB is acceptable on second reference.

Examples: Volunteer for one of the editorial review boards. She is chair of the *Radiation Therapy* Editorial Review Board.

ASRT has two editorial review boards: one for the *Radiation Therapy* journal and one for the *Radiologic Technologist* journal. *Scanner* has something similar, with its review panel.

Educational   Use the adjective "educational," not the noun "education," to modify other nouns, as in Educational Symposium or minimum educational standards for those delivering medical imaging examinations and treatments. Use education when referring to a program, as in "The school's education program is being audited."

effect/affect   The noun effect means result. The verb affect means to influence.
> Examples: The benefits affect everyone who participates in the development program. The effects of the medication will not be apparent until four to six weeks after the first dose.

e.g., i.e.   These abbreviations are not interchangeable. e.g. stands for "exempli gratia," the Latin term that means "for example." Use it to suggest more than one item or alternative. i.e. is the abbreviation for the Latin "id est," which means "that is." Use it to refer to one specific item or thing. Place commas before and after these abbreviations, and use them sparingly.
> Examples: Advertisers may request special placement in the magazine, e.g., the back cover, the inside front cover or the first right-hand page. We like to keep the cassettes in the area where they will be used most frequently, i.e., the radiology department.

eLearning Avoid using at the start of a sentence. Use "online education" as an alternative if needed. Do not use e-Learning or E-Learning except as part of proper nouns.

ellipsis   Use the ellipsis to indicate the omission of quoted material, as in "I pledge allegiance to the flag … and to the republic for which it stands." If words are omitted from the middle of a sentence, type a space, three periods, another space and then the rest of the sentence. If the words on either side of the ellipsis form full sentences, place a period at the end of the last word before the ellipsis, followed by a space, three periods and another space. Capitalize the first word of the next sentence.
> Examples: In his letter, the senator explained how the legislation will improve health care for all Americans. "This law will restore trust to the system. … It will revolutionize medicine," he wrote.

email   Do not include the hyphen. Capitalize the "e" only when it falls at the beginning of a sentence or is used in a headline. Use a hyphen in other constructions, such as e-newsletter, e-survey, e-reader and e-book. See also **capital letters** and **eLearning** entries.

email addresses   Use lowercase for all email addresses, whether they are internal ASRT addresses or external addresses.
> Examples: Send your comments to **asrtbod@asrt.org**. For more information write to **unclesam@unitedstates.gov**.

emergency department   Not emergency room. Can use ED on second reference.

ensure / insure / assure   To ensure is to make certain or guarantee; to insure is to provide insurance or assure against loss; to assure is to convince or give confidence to.

entitled   Entitled means privileged. Use titled when referring to the name of a book, article, movie or other work.
> Examples: As an ASRT employee, you are entitled to various benefits. She needs permission to reprint an article titled "Gamma Ray Emissions." Twelve articles titled "How About Those Cowboys?" appeared in the sports section last year.

etc.   Rewrite any sentence that contains this expression, which means "and the other things."
> Examples: Incorrect: A magazine editor needs to understand typesetting, layout, photography, plate making, etc. Correct: A magazine editor needs to understand every step of the printing process, from typesetting to bindery. Incorrect: A well-stocked kitchen should include cinnamon, nutmeg, paprika, etc. Correct: A well-stocked kitchen should include all the basic spices.

etiology   See the **disease / pathology / etiology** entry.

everyday, every day   Everyday is an adjective that means ordinary, common or usual. Use the two words "every day" when you mean each day or daily.
> Examples: She wore an everyday dress to the party. She wears that dress every day.

exam   Use when referring to tests such as an ARRT exam or CE exams. Also see the exposure / examination entry.

exposure / examination   Exposure occurs due to **ionizing radiation**. Technologists sometimes say they prepare a patient for an exposure, but the entire process is an examination, so examination is the preferred term. When possible, avoid the shortened form, "exam," unless referring to a test such as an ARRT exam.
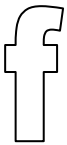
Faraday shield, Faraday effect   Always capitalize Faraday.

farther / further   Farther means more distant in space or time. Further means going beyond what exists.
> Example: He asked for further monetary assistance in his goal to walk farther than anyone in history.

fax   Not "FAX." This is the shortened term for facsimile and should not appear in all caps.
> Example: ASRT's fax number is 505-298-5063.

feel   Don't use the word feel when you mean believe.
> Examples: Incorrect: Although it caused an uproar, the president felt her decision was the right one. Correct: Although it caused an uproar, the president believed her decision was the right one.

Fellow   Capitalized when it refers to a Fellow of the ASRT. The acronym FASRT (with no periods) follows all other R.T. credentials to indicate that an individual is an ASRT Fellow. To become a Fellow, members submit a Fellows application. Lowercase the word when it refers to members of other organizations. Also see **Life Member** and **ASRT Membership Categories** entries.

> Examples: Colleen McCabe, M.Ed., R.T.(R), will be elevated to Fellow at the ASRT Annual Governance Meeting in June. Ms. McCabe also is a fellow of the Association of Educators in Imaging and Radiologic Sciences Inc.

female / male   In general, use these words as adjectives, not nouns. Incorrect: A 28-year-old female contracted the virus. Correct: A 28-year-old female patient contracted the virus (or) A 28-year-old woman contracted the virus.

fewer / less   Use fewer for individual items. Use less for amounts or quantities. Hint: If you can count them, use "fewer."

> Examples: Less than one-third of the contrast agent was administered. Fewer students enroll in the spring. Fewer than 50 students submitted essays.

Figure   Capitalize the word figure when used as a specific designation within text and legends. Use Arabic numerals, not Roman numerals: See Figure 3.

file pathways   Use a caret > to indicate file pathways when explaining how to navigate to a webpage or document. Put one space before the caret and one space after it. See also **website section names**.

> Example: For more information and to print an application, visit **www.asrt.org** > Members > Governance > Student Intern Program.

film-screen   Not screen-film.

first, second, third   Not firstly, secondly, thirdly.

fiscal year   Spell out on first reference. The abbreviation FY is acceptable on second reference. Don't include a space between FY and the year: FY15.

501(c)(3) / 501(c)(6)   Use a lowercase "c" inside parentheses. There is no space between the "1" and the opening parenthesis.

fluorescent   Note spelling.

fluoroscopy   Note spelling.

fMRI   Abbreviation for functional magnetic resonance imaging. Note the inclusion of imaging within this term. Spell out on first reference.

follow up, follow-up   Use follow up as a verb; hyphenate when used as an adjective or a noun. Don't use phrases like "Researchers followed 112 patients for a year," unless you really mean the researchers followed them everywhere.

> Examples: Researchers followed up patient visits with telephone surveys. Dr. Scheuer presented follow-up data in her article. The mean follow-up time was 11 months.

forums, hearings and meetings   Capitalize official ASRT meetings, forums and hearings. On second reference, downcase hearing, forum and meeting. If you are referencing multiple hearings, forums or meetings, refer to the rules described in the **ASRT chapter** entry. See also **ASRT Educational Symposium** and **ASRT Annual Meeting**.

> Examples: The Affiliate Open Forum was well attended. The forum was held in Orlando.

Foundation   See the **ASRT Foundation** entry.

401(k)   Use a lowercase "k" inside parentheses for the name of this retirement plan. There is no space between the "1" and the opening parenthesis.

freestanding   One word, no hyphen: a freestanding clinic.

front line   Two words as a noun. One word as an adjective. Do not use a hyphen.
> Examples: Medical imaging professionals do important work on the front line of health care. Frontline health care workers prioritize patient safety.

full sentences in Marketing copy   Full sentences are not required in advertising and promotional materials when emphasis is needed or space is limited.

fundraiser, fundraising   One word in all uses.

Fusion / hybrid imaging   List the nuclear medicine procedure first and use a hyphen between the two types of fused examinations: PET-CT, SPECT-CT, PET-MR. Fusion imaging is when two separate imaging technologies are used to create two separate images that are fused together. Hybrid is when one machine can do two types of imaging.

g

geography   Lowercase north, south, east, west, northeast and other compass designations when they indicate direction, but capitalize these words when they designate specific regions. Lowercase geographic regions with names of nations unless part of a proper name or used to describe a politically divided nation.
> Examples: We traveled south. The restaurant is at the northeast corner of the intersection. The Midwest suffered another year of drought. He attended a West Coast college. She

visited the Far East. Also: eastern Canada, western United States, South Korea, Northern Ireland.

GPA   Use grade-point average on first reference if no number is given. Use GPA on first reference if a number is given. Use GPA on second reference in both situations.
>   Examples: Bob has a very high grade-point average. (Note the hyphen.) Bob's GPA was 3.8 his first year in college.

grassroots   AP and the dictionary prefer this as one word as an adjective; two words as a noun. He is a grassroots lobbyist for the ASRT.

gray   Not "grey." However, "greyhound" is correct.

gray scale   Two words, hyphenate when compound modifier.

GXMO   Abbreviation for general x-ray machine operator (term used only in Ohio). Spell out on first reference. Also see the **LXMO** entry.

h

HCIAC   Do not use. See **ASRT Foundation Corporate Roundtable** entry for current use.

headlines   It is acceptable to use second reference wording in a headline, then spell out the first-reference wording in a subhead or the body copy.

headlines (capitalization in)   Capitalize the first and last word and every noun, verb, pronoun, adjective and adverb in a headline or a subhead. If a headline is more than one line long, capitalize the first word of each line. Use lowercase for articles (the, a, an), conjunctions (and, or) and prepositions with fewer than four letters (by, of, in) unless they are the first or the last word in the headline. Capitalize prepositions of four or more letters (With, From). Capitalize every verb in the headline, no matter how many letters it contains. For example, in the headline, "The World Is Not Flat," the word "is" is capitalized.

For hyphenated terms of equal weight in a heading or subheading, capitalize the second word: Cardiovascular-Interventional Procedures; Male-Female Ratio. Lowercase the second word when it modifies the first word, or is dependent on the first word: Age-related Side Effects; Home-based Learning; Top-selling Courses.

In Marketing copy, it is appropriate to keep all words capitalized in a headline (even if hyphenated) when emphasis is needed. When giving the date of a conference or event in a headline, the month can be spelled out even when written with the specific date.
>   Example: December 3. Use of the ampersand is acceptable in headlines in Marketing copy.

For short abbreviations, such as Clinic vs. Hospital, use lower case.

Also see the **ampersand** and **percent** entry.

health care   Two words.

hepatitis   The forms of hepatitis include hepatitis A, B, C, D and E. Note capitalization.

HIPAA   Abbreviation for Health Insurance Portability and Accountability Act. It does not need to be spelled out on first reference.

hyphen   In general, do not use a hyphen to join the following prefixes: ante, anti, bi, contra, counter, de, extra, infra, inter, intra, micro, mid, multi, non, over, pre, post, pro, pseudo, re, semi, sub, super, supra, trans, tri, ultra, un, under. Other examples include postprimary, semiannual, multiticket. Also see the **co, mid** and **work** entries.

A notable exception to the no-hyphen rule occurs when the prefix ends in the same letter that begins the following word. Use a hyphen in such an instance: re-entry, pre-existing, post-test. Consult Merriam-Webster Dictionary to confirm spelling.

Use a hyphen if the word following the prefix is capitalized: non-English-speaking patients, non-Hodgkin's lymphoma, trans-American journey.

Use a hyphen to reduce possible confusion between words: recreation vs. re-creation; resent vs. re-sent.

Do not use a hyphen after an adverb ending in ly: The newly elected chair called the meeting to order.

Use a hyphen to link all the words in a compound modifier that falls before a noun: A well-dressed woman stepped to the podium. Join now and enjoy member-only perks. "This is a once-in-a-lifetime opportunity," she said. Exceptions: health care and continuing education. For example, health care policies (not health-care policies) and continuing education credit (not continuing-education credit).

Do not use a hyphen if the descriptor falls after the noun: The woman was well dressed. An opportunity like this comes along once in a lifetime.

Do not use a hyphen for acute care unit, cardiac care unit or intensive care unit.

Do not hyphenate or italicize foreign phrases used as adjectives: an in vivo specimen, the per diem rate.

Hyphenate dual heritage, except French Canadian and Latin American. Correct: Jewish-American, African-American, Italian-American.

See the **date ranges**, **time ranges**, **headlines (capitalization in)**, **kick-start** and **mid** and **self** entries.

hypothesis / theory A hypothesis is an idea used for the sake of argument of further investigation. A theory is a well-substantiated explanation of some aspect of the natural world, based on a body of facts that have been confirmed through observation and experiment.

if / whether   If means in the event that or on the condition that: If you take my car, you'll have to fill up the gas tank. Whether means if it is so that, if it happens that or in case: Joyce asked whether the car needed gas. Do not follow whether with "or not."

If I were   Not If I was. Sentences that begin with "If I were" or "If she were" are written in the subjunctive mood. Were is the subjunctive form of the verb to be. Incorrect: If dad was here, this house would be clean. Correct: If dad were here, this house would be clean.

image receptor   This term refers to the medium that converts the x-ray beam into a visible image. It is inclusive of film, CR or DR technology.

Inc.   Abbreviate and capitalize when used as part of a corporate name. It usually is not needed, but when used, do not set off with commas: Send your order form to Jim Coleman Inc. She is a member of the Association of Educators in Imaging and Radiologic Sciences Inc.

incidence / prevalence   Incidence is a measurement of the number of new individuals who contract a disease during a particular period of time. Prevalence means widespread; it is a measurement of all individuals affected by the disease at a particular time.

inpatient / outpatient   Do not hyphenate these words.

in-service   Always hyphenated, whether used as a noun or an adjective: The department schedules one in-service per month. We arranged in-service training for all employees.

instructions, Microsoft Word   Use choose, select, go to, visit and see for instructions as appropriate. Use > between a ribbon or menu and its selection when referring to words and use bold to set off commands. Do not use quotation marks.
        Example: **Select** File > Print.

interface   This word is a noun. Do not use it as a verb.

internet   Lowercase internet and web in all references, including webpage and web feed.

interventional certifications The postprimary ARRT interventional certifications are cardiac interventional (CI) radiography and vascular interventional (VI) radiography. The certification in

cardiovascular interventional (CV) radiography is no longer open to new candidates, although some R.T.s still hold this credential. Pay attention to which terminology is used in ASRT materials. The ASRT educational curriculum is called the Cardiac Interventional and Vascular Interventional Curriculum. The ASRT Practice Standards, the ASRT chapter and the ASRT Community use the term Cardiovascular Interventional. The ASRT chapter is the Cardiac Interventional and Vascular Interventional Chapter. See **ASRT Chapters** entry. Also see the **headlines (capitalization in)** entry.

into / in to   Into is a preposition that indicates motion. Do not use into as part of the verb.
> Examples: He fell into the swimming pool. She walked into the room. No one was allowed in to see him. Log in to your web account.

isotopes   On first reference or at the beginning of a sentence, spell out the name of the element with the isotope number following the name: cobalt 60, iridium 192, strontium 89.
On second reference, use the element symbol preceded by the isotope number as a superscript: ^{60}Co, ^{192}Ir, ^{89}Sr.

IV   Acceptable on second reference for intravenous. No periods.

j

The Joint Commission   Do not abbreviate. When used as an adjective, "the" is lowercased or can be dropped. When used as a noun, include "The" as part of the commission's name.
> Examples: We are expecting a Joint Commission visit. There are three new Joint Commission policies. According to the Joint Commission recommendations, hospitals should have a defibrillator in every hallway. (In this example, "the" is modifying recommendations.) We received a letter from The Joint Commission. According to recommendations from The Joint Commission, hospitals should have a defibrillator in every hallway. (In this example, Joint Commission is used as a noun.)

Jr., Sr.   Use these abbreviations with proper names. Do not precede by a comma: Ed Jones Jr.

k

kick-start   Use a hyphen. It's also a kick-starter on a motorcycle. These rules apply to jump-start and jump-starter as well. The corporation is Kickstarter. See also **hyphen**.

kV   This abbreviation for kilovolts is acceptable on first reference when used with a numeral: 27 kV.

kVp   This abbreviation for kilovoltage peak is acceptable on first reference when used with a numeral: 27 kVp.

⬜

lay / lie   Lay means to put or place; lie means to recline. The past tense of lie is lay and its present participle is lying; the past tense of lay is laid and its present participle is laying. An easy way to remember the difference: People lie down, and they lay things down.
> Examples: Please lay the book on the table. My dog loves to lie in the sun. My dog is lying in the sun.

legislative bills (federal and state)   Use a concise description of a bill on first reference.
> Example: A bill introduced in the North Carolina legislature will require individuals to secure a license before performing medical imaging and radiation therapy procedures.

For federal legislation, use House Resolution on first reference and HR on second reference; use Senate Bill on first reference and S on second reference. For state legislation, use House Bill on first reference and HB on second reference; use Senate Bill on first reference and SB on second reference. Use the following numerical designations on second reference. Federal bills: HR XXX and S XXX. State bills: HB XXX and SB XXX.

less than / under   Do not use under unless you mean underneath. If you mean a smaller quantity or amount, use less than. See the **fewer / less** and **under** entries.
> Example: The annual budget was cut by less than 3%.

letters used as letters   Insert an apostrophe into letters used as letters; do not italicize them or put them inside quotation marks. Individual letters usually are italicized. Also see the **words used as words** entry.
> Examples: He earned A's and B's during his second semester. This course will highlight the ABC's of Microsoft Excel. Mind your P's and Q's. His name ends with the letter *w*. To form the plural, add *s* or *es*. The meticulous editor makes sure to dot every *i* and cross every *t*.

level I trauma center   Use a Roman numeral to indicate trauma center levels. The word trauma is not capitalized.
> Example: There are 190 level I and 263 level II trauma centers in the United States.

Life Member   The honorary status recognizing active members who have maintained continuous ASRT membership for at least 30 years and whose participation as a member reflects a wide range of exceptional service and dedication to ASRT and the profession. Also see the **Fellow** and **ASRT Membership Categories** entries.

linear accelerator   Spell out linear accelerator unless it is used in a quote where it is clear what is meant. For quotes, use lower case linac.

listserv   Note spelling. A listserv is a specific type of mailing-list program. The generic term is list server**.** The generic term is probably the better choice in most uses.

lobbyist   Avoid using this term unless the individual is a registered state or federal lobbyist.

login / log in, logon / log on, logoff / log off   Use these terms as one word when used as a noun and two words when used as a verb.
> Examples: He often forgets his login for the website. I log in to my computer every morning, and I log off when I leave work.

LXMO   Abbreviation for limited x-ray machine operator. Spell out on first reference. Also see **GXMO** entry.
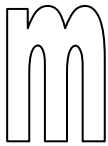
mA   This abbreviation for milliamperage may be used on first reference when accompanied by a numeral: 300 mA.

mAs   This abbreviation for milliampere-seconds may be used on first reference when accompanied by a numeral: 300 mAs.

magazine titles   See the **titles of works** entry.

magnetic resonance / MR   Spell out on first reference then, generally, abbreviate as MR: He is an MR technologist. Dr. Collins ordered an MR scan. These can be abbreviated on first reference for blurbs like Spectrum in *Scanner* or in sidebars. Use magnetic resonance imaging, then MRI, when there is the possibility of confusing the examination with other types of MR technology, which include MRA (magnetic resonance angiography), MRS (magnetic resonance spectroscopy), MRV (magnetic resonance venography), fMRI (functional magnetic resonance imaging), magnetic resonance guided radiation therapy (MRgRT) and magnetic resonance imaging-guided radiation therapy (MRIgRT). MRI is acceptable in Marketing copy. The abbreviation MR is acceptable on first reference in Marketing copy to save space.

mail lists   Do not use "mailing lists."

male / female   See the **female / male** entry.

may   See the **can / may / might** entry. In bylaws language, "shall" is not permissive and "may" is permissive.

mean / median / average   The arithmetic mean also is known as the "average." It is computed by adding the numbers in a series and dividing by the total number of items in the series. For example, the sum of the values 6, 8, 11, 12 and 13 is 50, so the mean (or average) is 50 divided

by five items, or 10. The median is the value that lies at the midpoint of a distribution (half the values are above and half are below). For example, in the series 6, 8, 11, 12 and 13, the median is 11. If the series has an even number of numbers, the median is the average of the two middle numbers. For example, in the series 6, 8, 11 and 12, the median is 9.5 (8 + 11 ÷ 2 = 9.5).

media   This is a plural noun that requires a plural verb: The media have covered the story from every angle.

median   See the **mean / median / average** entry.

medical dosimetry   The word medical should precede dosimetry when it refers to the measurement of absorbed dose from exposure to ionizing radiation: medical dosimetry, medical dosimetrist.

medical imaging and radiation therapy profession ASRT refers to medical imaging and radiation therapy as a single profession, not as separate professions.

Medicare Access to Radiology Care Act (MARCA)   Federal bill introduced for registered radiologist assistants. Spell out on first reference; include "better known as MARCA" after full spelling if needed for clarification; use acronym on subsequent references.

Member Perks   Capitalize Member Perks, but lowercase when not referring to the member benefit program.

Member Services Department   **Member Services** without **Department** is acceptable.

method   See the **position / projection / method / view** entry.

mGy   This abbreviation for milliGray may be used on first reference when preceded by a numeral: 15 mGy
mid   This prefix usually is not hyphenated (midstream, midweek, midair). However, use a hyphen when the prefix precedes a capitalized word (mid-Atlantic) and when it precedes a figure (temperatures in the mid-60s, developed in the mid-1800s). See the **hyphen** entry.

might   See the **can / may / might** entry.

MIMPS   Abbreviation for medical image management and processing system. This term replaces PACS, which was sunset by the FDA in 2021. Follow first reference with "formerly known as PACS." Spell out on first reference. MIMPS abbreviation acceptable on subsequent references. Note singular use: medical image management and processing system. Do not use MIMPS system.
> Example: In this course, you'll learn more about the medical image management and processing system, formerly known as PACS.

modality   Use only to refer to a type of technology, not to individuals or their practice areas (disciplines).

> Example: Researchers compared MR to CT to determine which modality was better at visualizing kidney lesions.

R.T.s work "in" disciplines and practice areas and "with" modalities. R.T.s often use modalities and disciplines interchangeably. In copy, change to disciplines or practices areas, unless referring to a type of technology. For information on how to refer to individuals and their areas of practice, see the **discipline**, **practice area**, and **radiologic technologist** entries.

monetary amounts   Use figures and the $ symbol, omitting zeros after the decimal: She borrowed $5 from me. The accompanying workbook is available for $9.95. In casual references, spell out the word dollar: It cost a few dollars more than I had expected. Ellen found a dollar on the sidewalk. To express millions, billions and trillions, use the $ symbol, figures and the correct word. Incorrect: The radiology department has a $2,500,000 budget. Correct: The radiology department has a $2.5 million budget.

more than   Use more than to indicate a larger quantity or amount: The annual budget was cut by more than 3%. Although more than is preferred, over is acceptable. See the **over** entry.

MQSA   Use Mammography Quality Standards Act on first reference. Use MQSA on second reference.

My ASRT   Include a space between My and ASRT.

n

National Institutes of Health   Note that Institutes is plural. Use the abbreviation NIH on second reference.

National Radiologic Technology Week®   Celebrated each year during the week that includes Nov. 8 to commemorate the discovery of the x-ray by Wilhelm Roentgen in 1895. The abbreviation NRTW may be used on second reference. In editorial copy, use the ® symbol after the first or most prominent reference. In advertising or marketing copy, use the symbol after every reference (whether it is abbreviated or spelled out).

needle stick   Two words when used as a noun; hyphenated when used as an adjective: A needle stick can be avoided. What is the rate of needle-stick injuries?

none   Use a singular verb when none means not one; use a plural verb when none means no amount or two or more.
Example of not one: None of the technologists was present when it happened.
Example of no amount: None of the supplies were recovered.
Example of two or more: None of them agree where they should go for lunch.

normal Be careful in your use of this word when describing patients or cases. For example, instead of writing, "The study compared diabetic patients with normal patients," write "The study compared patients who have diabetes with patients who do not." Also, note that the findings of medical examinations and tests, not the examinations and tests themselves, can be "normal" or "abnormal."

> Incorrect: Laboratory tests were normal.
> Correct: Laboratory tests yielded normal findings.
> Incorrect: Endoscopy was normal.
> Correct: The results of endoscopy appeared normal.

Nuclear Regulatory Commission The abbreviation NRC may be used on second reference.

No. 1 Use No. 1 instead of number one or #1 except in quotes. For example: "My number one reason for going to Vegas was continuing education," he said.

numbers In general, spell out whole numbers below 10; use figures for 10 and above: The psychology professor was looking for eight volunteers who were willing to stay awake for 72 hours. Exceptions to this rule include ages, which are always designated by figures (see the **ages** entry); percentages, which are always designated by figures (4%); CE credits, which are always reported as figures (2 CE credits); and numerals at the beginning of a sentence, which are spelled out: One hundred years ago today, Wilhelm Conrad Roentgen made a remarkable discovery. Use a comma in numerals higher than 999 and spell out fractions less than one: two-thirds, one-quarter (often can be rephrased to a third or a quarter). Numerals are appropriate for fractions and when using the numbers 1 through 9 in advertising and promotional materials.
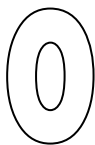
OK All caps, no periods. Do not use "okay."

online One word in all uses for the computer connection term.
> Examples: We are offering a new online service. She conducted her research online.
> Check the online AP Stylebook. The authors often refer to online news articles.

Online CE Library ASRT's online CE Library of more than 450 courses (Directed Readings, articles, webcasts). Refer to it as "our CE Library" or "the CE Library." Use "your CE Library" to communicate the idea that each member's library is unique to them based on the courses they've taken. Include the word "online" (i.e., online CE Library) on first reference only. Note capitalization of CE and Library, and that CE is not spelled out, even on first reference.

online navigation instructions When providing instructions for online navigation, select is preferred, but click is acceptable, depending on the context and use. Avoid the phrase "click here." Also acceptable are click on, go to and visit.
> Examples: Select a button. Select a link. Select a menu. Select a tab. Visit the website.

onsite   One word as adjective and noun. This is an exception to AP Style.

ordinals   Ordinals are the designations used to indicate numerical order or rank (1st, 2nd, 3rd, 18th, 25th and so on). Do not use superscripts in ordinals (1st). Use ordinals only to indicate order or rank: our 25th anniversary, his 18th birthday, the ASRT's 65th Annual Governance Meeting. Do not use ordinals for dates. Incorrect: He graduated on June 8th. Correct: He graduated on June 8. See the **dates** entry.

outpatient / inpatient   See the **inpatient / outpatient** entry.

over   In general, over is a spatial term and a preposition that indicates position. When indicating quantity, over is acceptable, but more than is preferred. See also the **more than** entry.
> Example: We flew over Miami. The annual budget was cut by more than 3%.

p

PACS   Do not use. Abbreviation for picture archiving and communication system. PACS was sunset by the FDA in 2021. See [MIMPS entry](#) for current information.

Page   Capitalize when you are referring to a specific page number or page numbers. Lowercase otherwise.
> Example: Turn to Page 22 to order.

Pap test / Pap smear   Capitalize Pap, a shortened version of the name of the inventor of these techniques, George Papanicolaou.

passive voice   In general, avoid using the passive voice in your writing. It weakens prose, contributes to wordiness and creates awkward phrases. If the subject of a sentence performs an action, the sentence is in active voice: Mary lost her lamb. If the subject of a sentence receives an action or is acted upon, the sentence is in passive voice: The lamb was lost by Mary.

Note how rewriting the following sentences in active voice makes them more forceful and direct.
> Passive voice: This pendant was given to me by my grandfather. Active voice: My grandfather gave me this pendant.
> Passive voice: The decision to rebuild the school was made by the advisory committee. Active voice: The advisory committee decided to rebuild the school.

There are occasions where passive voice is appropriate. For example, it may be used when the writer wishes to emphasize the action rather than the actor, or when the actor is unknown or unimportant: Fifteen parents have been banned from attending Garver County Little League games. A painting was stolen from the museum last night.

patient / case   See the **case / patient** entry.

pathology   See the **disease / pathology / etiology** entry.

payer   Do not use "payor."

peer-reviewed / peer review   Use peer-reviewed when it is an adjective, describing a noun: The ASRT journals are peer-reviewed journals. The ASRT published three peer-reviewed articles in the latest issue of *Radiologic Technology*. Use peer review when mentioning the specific process: The article is undergoing peer review.

percent / %   Use the % sign when paired with a number, with no space: *Average hourly pay rose 3.1% from a year ago*. Use percentage, rather than percent, when not paired with a number: *The percentage of people agreeing is small.* Use percent rather than % in casual uses: *He has a zero percent chance of winning.* Also use the % symbol in **headlines**, captions and online.

period   Type one space after a period at the end of a sentence. Do not put spaces between periods in initials: W.F. Jameson. Do not use periods in acronyms or in abbreviations of organization names: Representatives of the ASRT, ARRT and JRCERT met last week.

persons   Do not use this word. People is the plural form of person.

PET-CT, SPECT-CT, PET-MR   See the **fusion / hybrid imaging** entry.

phone numbers   Use hyphens, not parentheses, to divide telephone numbers into segments: 505-298-4500. Do not put a "1" in front of a long-distance number, even a toll-free number: 800-444-2778. To include an extension or dialing instructions as part of the phone number, follow this format: 505-298-4500, Ext. 1221, or 505-298-4500, Press 5. Notice the comma between the number and the extension, and capitalization of Ext. When the Member Services Department's phone contact details will appear in print, it is fine to omit Press 5. Callers will receive this instruction after dialing the main ASRT number.

physician / doctor   See the **doctor / physician** entry.

Plan to   Do not use plan on.

podcast   One word. A combination of the words "iPod" and "broadcast," podcasts are digital media files distributed over the internet using syndication feeds.

position / projection / method / view   These terms are distinct and not interchangeable. In discussing radiologic examinations, position refers to the position of the patient's body in relation to the radiographic table or image receptor and projection refers to the path of the central ray as it enters and exits the body.

> Example: We placed the patient in the posterior oblique position and performed an AP projection.

Method is used to acknowledge the person who developed a particular way to demonstrate a specific anatomical part: the Pawlow method, the Waters method. View and projection are not interchangeable; view refers to the resulting image. "Image" or "radiograph" are preferred in place of view. See also the image receptor and the detector entries.

possessives   See the **apostrophe** entry.

post-test   Hyphenate.

practice   With regard to the radiologic sciences, practice is performing an activity that involves:
- Administering ionizing or nonionizing radiation for diagnostic imaging or treatment.
- Managing individuals administering ionizing or nonionizing radiation.
- Educating or otherwise preparing individuals or institutions to administer ionizing or nonionizing radiation.
- Providing consultative services to facilities that administer ionizing or nonionizing radiation.

practice area   Practice areas include work in management, education and the corporate sector, among other areas that fall outside of the disciplines but are still a part of the profession. Practice areas do not refer to primary or postprimary credentials in radiologic technology. See **modality** and **discipline** entries.

practice standards   Use Practice Standards for Medical Imaging and Radiation Therapy on first reference. Use Practice Standards on second reference. Note that each of the 13 sets of Practice Standards should be referred to as standards, plural.
> Example: The Magnetic Resonance Practice Standards establish criteria and levels of certification.

When referring to practice standards in general, lowercase.
> Example: Professional practice standards define the role of the practitioner.

When the reference is to ASRT's Practice Standards, include ASRT as needed for clarity. The PSC prefers "scope of practice" (not scopes) for all references.
> Example: ASRT's Practice Standards are divided into six sections: introduction, scope of practice, clinical performance, quality performance, professional performance and advisory opinion statements.

When the reference is to a Practice Standards Council Subcommittee, use the full subcommittee name on first reference: "Practice Standards Council Subcommittee" OR "Subcommittee," if the Practice Standards Council has already been mentioned. On second and subsequent references, use the abbreviation of specific committees.
> Examples: The Practice Standards Council Computed Tomography Subcommittee held a meeting in December to discuss new developments. The CT Subcommittee decided to suggest changes to the Practice Standards.

pre- and post-conference OR preconference and postconference   Hyphenate when used together as adjective, as in "pre- and post-conference meetings" but use preconference and postconference when used as nouns or seperately as adjectives. Note spacing around hyphens.

>   Examples: The Board members attended pre- and post-conference meetings. The preconference provided the Board with time to plan for the annual meeting, and the postconference gave the Board members a chance to discuss the future.

premier / premiere   Premier means first in status or importance; premiere means the first performance.

Press 5   Treat the same as a phone extension: Call 800-444-2778, Press 5. Call 800-444-2778, Ext. 1903. But: Call 800-444-2778 and press 5 to reach a Member Services specialist. See the **phone numbers** entry.

prevalence / incidence   See the **incidence / prevalence** entry.

preventive   Not preventative.

principal / principle   Principal means first in rank. Principle means doctrine or rule.
>   Examples: The principal of our school will attend. The principal reason for our decision is cost. Our guiding principle is customer service. We follow the established principles.

programmed   Do not use programed.

projection   See the **position / projection / method / view** entry.

proper names (individual)   For news releases and news announcements, on first reference use full name and credentials. Use last name or Dr. and last name on subsequent references. For Scanner and all other copy, use full name and credentials on first reference and use first name or Dr. and last name on subsequent references. In general, *Scanner* photo cutlines don't include credentials, so it's appropriate to include Dr. before the first and last names in cutlines. See also the doctor / physician entry.

P **value**   Capitalize and italicize the P within this term for statistical probability.

q

QR code   QR code is acceptable on all references.

quarter   The abbreviations Q1, Q2, etc., are acceptable within tables. Spell out first quarter, second quarter, and so on, in running text.

question mark   Use a question mark after a direct question: Who will attend the ceremony?

Do not use a question mark after an indirect question: The chair wants to know who will attend the ceremony.

quotation marks   Commas and periods always appear inside quotation marks; semicolons always appear outside. Question marks and exclamation points appear inside the quotation marks if they are part of the quoted material. In the case of quotes within quotes, alternate between double and single quotation marks: "I asked him how long he planned to be in college," she said, "and he replied, 'As long as my parents keep sending the tuition.'" In headlines, use single quotation marks around direct quotes and certain proper nouns. See the *Associated Press Stylebook* entry "composition titles" for more details. See also **titles of works**.

r

race   ASRT follows the AMA Style Guide when referring to race. Capitalize names of racial categories, ethnicities, languages, nationalities, political parties, religions and religious denominations. Do not capitalize political doctrines (conservative, progressive) or general forms of government (democracy, monarchy). Capitalize Black and White as a designation of race; avoid using in noun form. When referring to the races, use the U.S. Census Bureau's list of categories and definitions from its webpage, the Topic of Race.

> **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Do not use Caucasian.
>
> **Black or African American** – A person having origins in any of the Black racial groups of Africa.
>
> **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
>
> **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. For example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
>
> **Hispanic** – A person from, or whose ancestors were from, a Spanish-speaking land or culture. Latino, Latina or Latinx are sometimes preferred. Follow the person's preference. Use a more specific identification when possible, such as Cuban, Puerto Rican or Mexican American. (Category and definition are from Associated Press Stylebook because the Bureau's list omitted them.)
>
> **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

radiation (origin)   When it is necessary to refer to the origin of a source of radiation, use the terms "artificial" or "medical" for patients and "occupational" for staff and "background" or "natural." Do not use the phrase "man-made radiation."

radiation exposure   The National Council on Radiation Protection and Measures has five major areas of radiation exposure.
> **Background radiation exposure**   Also called ubiquitous background radiation, this type of exposure includes radon in the home.
> **Medical radiation exposure**   This is patient exposure due to medical procedures.
> **Consumer product or activity exposure**   This is exposure due to consumer products or activities involving radiation sources.
> **Industrial exposure**   This category includes exposure due to industrial, security, educational and research radiation sources.
> **Occupational exposure**   This is exposure to workers due to their occupations.
> (Source: Principals of Radiographic Imaging: An Art and a Science, 5th Edition, Chapter 8, Sources and Magnitude of Ionizing Radiation Exposure.)
>> Examples: Naturally occurring background radiation comes from the air we breathe, the rocks beneath our feet and from the sky above. Occupational exposure typically is tracked for workers in professions that have a strong chance of encountering ionizing radiation, such as airline crews, workers in nuclear power plants and medical personnel. Medical radiation exposure should be minimized.

Radiation Oncology Safety Stakeholders Initiative   No hyphen between Oncology and Safety and no apostrophe before s in Stakeholders; spell it out on first reference and then use RO-SSI.

radiation source   Sources of radiation are natural or man-made. An example of a natural source of radiation is naturally occurring radioactive material in the ground. An example of a man-made source of radiation is radiopharmaceuticals used for medical procedures. (Source: Principals of Radiographic Imaging: An Art and a Science, 5th Edition, Chapter 8, Sources and Magnitude of Ionizing Radiation Exposure.)
> Examples: Cosmic rays are a natural source of radiation. Consumer products and nuclear weapons testing fallout are man-made sources of radiation.

RAD-AID International   The ASRT Foundation partners with RAD-AID International to provide opportunities for medical imaging technologists and radiation therapists to participate in medical relief projects in underserved communities around the world. The program is a subset of the ASRT Foundation Outreach Fellowship for Imaging and Therapy Volunteers program, which provides patient care services, education for the local health care personnel, and information on equipment, positioning and patient safety. According to the Foundation's contract with RAD-AID, a volunteer is to be identified as a RAD-AID/ASRT Foundation Outreach Fellow on first reference. On second reference use outreach fellow, lowercase.
> Example: In September 2017, RAD-AID/ASRT Foundation Outreach Fellow Nancy Barge, B.S., R.T.(R)(M)(CT), RDMS, traveled to Kamuzu Central Hospital in Lilongwe, Malawi, where she provided cardiac sonography education.

Radcademy®   Include the ® symbol on first reference in editorial copy and throughout for Marketing copy.

radiation therapy   Do not use the British term "radiotherapy," except in Marketing materials that address U.K. Commonwealth and Canadian audiences.

Radiation Therapy Student Exam Assessment Library® and Radiation Therapy SEAL® Spell out Radiation Therapy Student Exam Assessment Library and include the ® symbol on first reference in editorial copy. Use Radiation Therapy SEAL on second reference and use the ® symbol. Do not include the symbol on subsequent uses. In Marketing copy, Radiation Therapy SEAL® is acceptable on first reference. Use the appropriate symbol throughout for both Radiation Therapy Student Exam Assessment Library and Radiation Therapy SEAL. SEAL and Student Exam Assessment Library are not trademarked and can't be trademarked, so they don't get a symbol when used on their own. Radiation Therapy Student Exam Assessment Library and Radiation Therapy SEAL receive the ®:

- Radiation Therapy Student Exam Assessment Library®
- Radiation Therapy SEAL®

radiograph   See the **x-ray** entry.

radiographer   Use radiographer when referring to a radiologic technologist whose primary practice area is radiography. Do not use radiographer when speaking generally about radiologic technologists, whose practice areas vary based on their credentials, certifications, disciplines and job roles. See the **radiologic technologist** entry.

Radiography Roadmap®   Part of the ASRT Roadmaps or the Roadmaps. Always capitalize Roadmap when referencing an ASRT Roadmap, even if the reference is nonspecific. See also Roadmap.
> Example: ASRT has developed several Roadmaps.

Radiography Student Exam Assessment Library® and Radiography SEAL®   Spell out Radiography Student Exam Assessment Library and include the ® symbol on first reference in editorial copy. Use Radiography SEAL on second reference and use the ® symbol. Do not include the trademark on subsequent uses. In Marketing copy, Radiography SEAL® is acceptable on first reference. Use the appropriate trademark symbols throughout for both Radiography Student Exam Assessment Library and Radiography SEAL. SEAL and Student Exam Assessment Library are not trademarked and can't be trademarked, so they don't get a symbol when used on their own. Radiation Therapy Student Exam Assessment Library and Radiation Therapy SEAL also receive the ®:

- Radiation Therapy Student Exam Assessment Library®
- Radiation Therapy SEAL®

See the **brand names / trademarks** and **Copyright Standards** entries.

radiologic science, radiologic sciences   Use radiologic science as an adjective and radiologic sciences as a noun: She is enrolled in a radiologic science program. The ASRT raises awareness

of the radiologic sciences. To include all parts of the community when referring to the profession as a whole, use:

- radiologic technology.
- the radiologic sciences.
- medical imaging and radiation therapy.

See the **radiologic technology** entry.

radiologic technologist   The term used to describe personnel working in any primary or postprimary discipline of radiologic technology. Titles such as radiographer, mammographer, CT technologist, MR technologist, nuclear medicine technologist, sonographer and radiation therapist also may be used to describe personnel who spend most of their time working in a specific area of the radiology department. Do not use informal titles such as "x-ray tech." Informal titles, such as "rad tech," are acceptable to use on merchandise when radiologic technologist or R.T. won't work or would cause confusion. It is also acceptable to use #radtech on social media posts.

Umbrella terms for people who practice in the profession are:

- radiologic technologists.
- medical imaging and radiation therapy professionals.
- medical imaging technologists and radiation therapists.

In Marketing copy, when referencing R.T. or R.T.(T) products, use medical imaging technologist for R.T. and radiation therapist for R.T.(T).

radiologic technology   This term is used to describe the medical disciplines and practice areas that use ionizing and nonionizing radiation for diagnostic medical imaging, interventional procedures and radiation therapy. Also see the **radiologic science**, **radiologic sciences** entry.

Radiological Society of North America   Spell out on first reference; use RSNA on second reference when referring to the medical society. Do not use RSNA to refer to the society's annual meeting (Radiological Society of North America Scientific Assembly and Annual Meeting). Use of the appropriate ordinal reference is optional when referring to the annual meeting. Example: The 100th Scientific Assembly and Annual Meeting was held in Chicago in November. It's acceptable to use the RSNA meeting on second reference. Also see the **ASRT@RSNA** entry.

radiologist assistant   The abbreviation is RA, without periods. Periods are not used in this abbreviation because "RA" is a simple abbreviation similar to MR, CT, or OSHA; it's not a certification. The certification for RAs is R.R.A., which does take periods. See the **registered radiologist assistant** entry.

radiology practitioner assistant   The abbreviation is R.P.A., with periods. Periods are used because "R.P.A." is a certification awarded by the Certification Board for Radiology Practitioner Assistants.

radiology physician extender   Generic term for an advanced-level radiographer. Do not use the abbreviation RPE. See **radiologist assistant** and **radiology practitioner assistant** entries.

RCEEM   Abbreviation for Recognized Continuing Education Evaluation Mechanism. Use "a RCEEM" not "an RCEEM."

reference citations   ASRT's scientific publications follow American Medical Association style for reference citations.

registered nurse   The abbreviation is R.N., with periods.

registered radiologist assistant   The abbreviation is R.R.A., with periods. This is a credential awarded by the American Registry of Radiologic Technologists. The R.R.A. credential should precede the R.T. credential: Peter Piper, B.S., R.R.A., R.T.(R)(CT)(MR). (See the **credentials** entry.) Verify that the academic degree includes a bachelor's degree or higher.

registered technologist   The abbreviation is R.T., with periods. See the **credentials** and **R.T.** entries.

registered trademark   See the **brand names / trademarks** and **Copyright Standards** entries.

resolution   Capitalize when referring to a specific ASRT resolution: The Commission recommended nonadoption of Resolution 99-1.09 but recommended adoption of the 12 other resolutions on its agenda.

Resources   Italicize. See the **ASRT Newsletters** entry.

résumé   Include accent marks.

Request for Approval   Capitalize when referring to the process, the forms or the packet used to request the review and approval of a continuing education program for radiologic technologists. May use the abbreviation "RFA" on second reference.

RIS   Radiology information system is a networked software system for managing medical imagery and associated data. RIS is acceptable on any reference.

Roadmap   Capitalize when used as part of the ASRT Roadmaps or the Roadmaps. The Roadmaps are: Radiography Roadmap®, Computed Tomography Roadmap®, Magnetic Resonance Roadmap®, Radiation Therapy Roadmap®, Mammography Roadmap®, Employment Roadmap® and Volunteer Roadmap® (Faculty Roadmap, Management Roadmap and New Member Roadmap do not take any symbol).

Roentgen, Wilhelm Conrad   Discovered the x-ray in 1895. Conrad and Roentgen are the preferred spelling in ASRT publications, although some other organizations or historians use Konrad and Röntgen.

room numbers   Capitalize the word room when it is used with a number: The radiation therapists will meet in Room 302. Lowercase otherwise.

RSNA   See the **Radiological Society of North America**.

R.T.   The abbreviation "R.T." stands for "registered technologist" when it is used in a credential. For example, the credential "R.T.(R)(T)(CT)" indicates an ARRT-registered technologist, certified in radiography and radiation therapy, and with a postprimary designation in computed tomography. (See the **credentials** entry.) The abbreviation "R.T." also may be used as an informal abbreviation for "radiologic technologist," but not for students. R.T. is always a person, not the entire field; an alternative to indicate field would be "radiologic science." See also the registered technologist entry.

R.T. in D.C.   This is the name of an ASRT-sponsored advocacy event that has taken place in Washington, D.C. On first reference, use the phrase "the R.T. in D.C. advocacy event": More than 100 technologists participated in the R.T. in D.C. advocacy event. On subsequent references, the event can simply be called "R.T. in D.C.": Technologists' efforts during R.T. in D.C. resulted in 53 new co-sponsors for the bill. Do not use "lobbying."

S

Safety FiRsT   The ASRT Foundation registered Safety FiRsT as a trademarked name. First reference should read Safety FiRsT® in editorial copy and the trademark symbol should be included throughout for Marketing copy.

seasons   Lowercase spring, summer, fall (or autumn) and winter: We met last spring in Chicago. Uppercase when part of a formal name: Winter Olympics or Spring Fling 2006. In references to *Radiation Therapist* issues, which come out in the spring and fall, the season should be capitalized only when the full title of the journal and year are included.

> Examples: We have a great spring *Radiation Therapist.* We have a great Spring 2016 *Radiation Therapist.* We have a great *Radiation Therapist* for spring 2016.

self-   Always hyphenate: The speaker emphasized the importance of a positive self-image. Breast self-examination should be performed monthly by women older than 25.

semi / bi   See the **bi / semi** entry.

semicolon   Use a semicolon to separate the independent clauses of a compound sentence. (An independent clause has its own subject and verb.)

> Example: Writing a good book review takes time; some reviewers like to read a book twice before writing their review.

The semicolon also is used to separate the elements of a series that already contains commas.

Examples: The committee appointed Betty Ames, R.T.(R); David Lee, B.A., R.T.(R); and Annette Hamilton, R.T.(T). Our new officers are Dan Barnes, president; Lisa Melton, vice president; and Cindy Owens, secretary.

set up / setup   Use set up (two words) as a verb: The therapist set up the treatment room. Use setup (one word) as a noun and adjective: Move the table until you get a setup source skin distance of 97.

SI units   Use SI units (Système International d'Unités) to express radiation quantities. The following table shows how to convert conventional units to SI units for common radiation quantities. Use rem as a parenthetical. Editors should make use of an online converter.

Quantity	Conv. Unit	SI Unit	Conversion
Exposure	Roentgen (R)	coulomb/kg of air	1 C/kg = 3876 R
Dose	rad	gray (Gy)	1 Gy = 100 rad 1 rad = .01 Gy
Dose Equivalent	rem	sievert (Sv)	1 Sv = 100 rem 1 rem = .01 Sv
Activity	curie (Ci)	bequerel (Bq)	1mCi = 37 mBq

side effect   Two words, no hyphen. The scientific journals use the term "adverse effects" when referring to negative side effects.

sightseeing   One word, no hyphen.

since / because   Since conveys a sense of time — it means at a time between then and now, after or subsequently. Using since to mean because can cause confusion. For example, the sentence, "Since she left school, Alice has not been able to find a job" is ambiguous. Is Alice unable to find work because she left school, or did her inability to find work begin at some point in time after she left school? If your meaning is as a result of, it's better to use the word because.

smartphone   One word, no hyphen, lowercase; same with cellphone. Also: smartwatch. But smart home, smart car.

Social Security   Always capitalize: Please provide your Social Security number.

Society   Capitalize when referring to the ASRT: The Society's 100th Annual Governance Meeting will take place in Albuquerque, New Mexico. Call or write the Society for more information. She has been a member of the Society for 22 years.

Lowercase when used generically: The ASRT has 52 affiliate societies.

When referring to state affiliates on second reference (for example, Ohio Society of Radiologic Technology) do not use "the Society" or "Ohio SRT." Use "OSRT." If discussing two or more affiliates with similar acronyms, such as the Ohio Society of Radiologic Technology and the Oklahoma Society of Radiologic Technology, you may use "the Ohio affiliate" and "Oklahoma

affiliate" on second references. The names and abbreviations of each affiliate society are listed at **www.asrt.org/main/about-asrt/affiliates/affiliate-websites**.

SOP   Abbreviation for standard operating procedure. When referring to multiple SOPs, do not use an apostrophe.

Spanish translations   This list provides the Spanish translations of a few common phrases:

radiologic technologist	*tecnólogo radiológico*
radiologic technologists	*tecnólogos radiológicos*
radiologic technology	*tecnología radiológica*
radiographer	*tecnólogo en radiografía*
radiation therapist	*terapeuta de radiación*
sonographer	*sonógrafo*
MR technologist	*tecnólogo en resonancia magnética*
CT technologist	*tecnólogo en tomografía computerizada*
The American Society of Radiologic Technologists	*La Sociedad Americana de Tecnólogos Radiológicos*

specialty   Don't use. See the **discipline** entry.

St. (in a city name)   Do not spell out "Saint" in the name of a city; use the abbreviation "St."
Example: We visited St. Paul, Minnesota; St. Louis, Missouri; and St. Petersburg, Florida.

ST elevation myocardial infarction   Spell out on first reference and then use STEMI.

Standards   Acceptable on second reference for the JRCERT Standards for an Accredited Program in Radiologic Sciences.

state and federal level   Generally, if this phrase is acting as an adjective, use singular. If "level" is a noun, you can make it plural for clarity.
Examples: ASRT's state and federal level advocacy efforts were successful. ASRT is an advocate for its members at the state and federal levels.

state names   Spell out state names in all instances except in a list agate, tabular material. When a city and state are listed together, place a comma between the city name and the state name and another comma after the state name: We visited relatives in Chattanooga, Tennessee, and Tucson, Arizona, before we left for Honolulu, Hawaii.

Use the two-letter postal code in tables and lists and on addresses that include a street and ZIP code. Example: Write to the ARRT at 1255 Northland Drive, St. Paul, MN 55120-1155.

Consult this list for the proper AP or postal abbreviation:

State	Postal code
Alabama	AL
Alaska	AK

Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV

| Wisconsin | WI |
| Wyoming | WY |

stepping stone   Two words as seen in Merriam-Webster's dictionary. This is an exception to the Associated Press style guide, which has steppingstone, one word.

Structured Self-Assessment   An American Registry of Radiologic Technologists assessment required for registered technologists to ensure they stay up to date on technology and patient care techniques; it is part of the Continuing Qualifications Requirements process. The ARRT began requiring the self-assessment for new technologists in January 2011. Generally, spell out in all references. However, if clarity wouldn't be compromised, it's OK to use "self-assessment" on second and subsequent references. Members generally refer to the requirement as the "self-assessment."

t
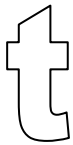
Table   Capitalize the word table when it is used as a specific designation within text. Use numerals. See Table 6.

tech / technician   Do not use in place of "technologist." Technician is a dirty word in this profession.

tesla   A way to describe magnetic resonance systems and also a unit of magnetic induction. If referring to the MR equipment, use # T magnetic resonance scanner (numbers will vary) and do not spell out tesla. If referring to the unit of magnetic induction, spell out and use a lowercase t.
> Examples: Last year, the facility purchased a 7 T magnetic resonance scanner to improve its research capabilities. The facility's other MR scanner has a 3 tesla field strength.

theory / hypothesis   See the **hypothesis / theory** entry.

there / their / they're   Use there to indicate position or direction: Put the desk there. Beatrice went there yesterday. Their is the possessive form of the pronoun they: Give them their packages. They are looking for their dog. They're is the contraction of they and are: They're planning to start their own catering business.

3D / 4D   Acceptable on first reference for three-dimensional or four-dimensional.

time   Use a colon to separate hours from minutes (9:15 a.m.), but do not use a colon or zeros to express a time that is "on the hour." Avoid redundant expressions such as "The meeting will begin Thursday morning at 8 a.m." Also note that there is no such time as "12 a.m." or "12 p.m." Use noon and midnight instead.
> Incorrect: Meet me at 4:00 p.m.

Correct: Meet me at 4 p.m.

time ranges   In tabular material, use a hyphen (not an en-dash or an em-dash) to separate time ranges. Do not insert a space on either side of the hyphen. If the times within the range are both "a.m." or both "p.m.," do not repeat the modifier.

Examples of correct style in tabular material:

7:30-8:30 a.m.	Session 1
8:45-10:45 a.m.	Session 2
11 a.m.-12:45 p.m.	Session 3
1-4 p.m.	Session 4

The same rules apply when the time range is in running copy, except you may use the word "to" instead of the hyphen.

Correct: The meeting is scheduled for 9:30-11 a.m. on Tuesday.
Also correct: The meeting is scheduled from 9:30 to 11 a.m. on Tuesday.
Incorrect: The meeting is scheduled for 9:30 a.m. – 11 a.m. on Tuesday.

time zone   When referring to time zones in the U.S., (Eastern, Central, Mountain, Pacific), use the shortened form (e.g., Mountain time, Central time), not the full form (e.g., Mountain Standard Time or Mountain Daylight Time) or their abbreviations (e.g., MST, MDT).

Example: The webcast is scheduled for 10 a.m. Central time.

titles   Job titles are capitalized only when they appear directly before a person's name. Titles appear in lowercase when they come after a person's name. Capitalize hyphenated titles when they comprise two roles of equal weight. Lowercase the second word in hyphenated titles when that word does not carry equal weight or is not a role. Lowercase titles when there is no name. See the **academic titles** entry.

Examples: Vice President Sweeney Todd, Chief Engineering Officer Jeanine Dolan. Gary Johnson, governor of New Mexico, attended the ceremony. The documents were shredded, said Lisa Perez, Bankcom's vice president of finance. Secretary-Treasurer Kevin Rush thanked everyone for their support. President-elect Sandra Hayden spoke to the group on Monday. The committee will meet tomorrow to elect a vice president.

titles of works   Capitalize the first letter of each word in the title of a work except prepositions and articles of three or fewer letters.

Italicize the titles of books, magazines, journals, newsletters and newspapers.

Examples: *Crime and Punishment*, *A Portrait of the Artist as a Young Man, Good Housekeeping*, *Journal of the American Medical Association*, *Atlanta Journal-Constitution.*

Place the titles of articles, films, plays, radio and television shows, paintings, musical compositions, lectures, webinars, webcasts, workshops, presentations and event themes within quotation marks.

Examples: "Cat on a Hot Tin Roof," "Parenthood," "Twinkle, Twinkle, Little Star." Did you read the op-ed article, "We Are Giving Ourselves Cancer," in *The New York Times*?

Example: The Educational Symposium course, "Wartime Imaging," received high ratings. This year's NRTW theme is "Aiming to Heal."

Titles of displays in the ASRT Museum and Archives should be placed in quotes.
Examples: "Assemble a Body," "Military R.T.s."

It's not necessary to place the titles of lectures and presentations within quotation marks **when the titles are listed in marketing material, schedules, programs or tabular copy**.

Do not use italics or use quotation marks for organization documents such as surveys, products (e.g., educational modules), white papers, curricula, bylaws and practice standards.
Examples: For guidance, the members referred to the ASRT Mammography Curriculum, the ASRT Bylaws and the ASRT Legislative Guidebook. Some of ASRT's most popular courses are Leadership Essentials, CT Basics and Essentials of Digital Imaging.

Use quotation marks for the titles of articles published by the ASRT.
Examples: We added the DR Classic, "Central Venous Access Devices," to the ASRT Store. One of our staff R.T.s wrote the column, "Affiliates Reignite Participation," for *ASRT Scanner*.

track and transfer   A collective noun; takes a singular verb when referred to as a service of ASRT.

trademarks / brand names   See the **brand names / trademarks** and **Copyright Standards** entries.

T-shirt   Not tee-shirt. Note capitalization.

tuberculosis   The abbreviation TB is acceptable on second reference.

24/7   Acceptable as jargon, but consider other phrases such as "around the clock" or "anytime."

U

under   This preposition indicates position and means underneath. Do not use it to mean less than or fewer than. Incorrect: The children were under 10 years old. Correct: The children were younger than 10 years old. Incorrect: Dr. Snyder said under 15 patients in the study were affected. Correct: Dr. Snyder said fewer than 15 patients in the study were affected.

underway / underwent   One word.
Examples: Negotiations are underway. The patient underwent a series of CT scans.

United States   See the **U.S.** entry.

URLs   A URL (uniform resource locator) is an internet address. When providing a URL in a document, follow these rules:

- For shortcuts, capitalize the first letter of two or more word names after the slash. Example: asrt.org/PracticeStandards. For ASRT@RSNA, use asrt.org/ASRTatRSNA. Also, capitalize abbreviations in URLs. Example: asrt.org/CTRoadmap.
- If the address falls at the end of a sentence, put a period after it. Readers will understand that the period is not part of the address.
- If you must break a long URL onto two lines, try to break it before a slash in the address. Don't insert a hyphen because some URLs contain hyphens as part of the address. For example:
    > **For details, visit the Library of Congress website at thomas.loc.gov/home /sencom.**
    > (Be aware that your software program might automatically insert a hyphen when breaking a URL across two lines, so delete it if it alters the address.)

    If you can't break the URL before a slash, the less preferred alternative is to break it before a dot. For example:
    > **Members can update their records at www.asrt .org.**

    Better still, rewrite the sentence so the URL doesn't fall at the end of a line.
- For internet sites located on the web, do not include the "http://" protocol at the beginning of the address. You can include "www." For example: Go to www.asrt.org to read the committee's full report.
- If the URL includes any protocol except "http://", provide the URL in full: Download the file from ftp://fetch.com.
- You can drop the www. With ASRT sites, be sure to include vital information such as subdomains and other aspects of the address: Go to asrt.org/main to learn more about continuing education.
- Be sure to test the sites by typing them into a web browser.

See also **website section names**.

US   This abbreviation for ultrasound may be used on second reference in medical writing. Avoid using it in other types of copy.

U.S.   The abbreviation is acceptable as a noun or adjective for United States. Do not use "US" without periods to mean "United States" unless it is part of a business name.

username   (noun) Always one word.

utilize   In most cases, the verb "use" works, sounds better and is preferable.

V

vice president   Two words, no hyphen. Capitalize only when used immediately preceding a name: At today's meeting, Arlene Lopez was elected vice president. We welcomed Vice President Arlene Lopez.

view   See the **position / projection / method / view** entry.

viewbox, viewboxes   One word.

vs.   Always abbreviate: The seminar focused on the risks vs. benefits of genetic testing. Use the period, except in medical writing.

W

web, webpage and webfeed   Lowercase web and internet in all references.

website   One word. Also webcam, webpage, webcast, webinar and webmaster.

website section names   Capitalize website areas like Student area and Governance area. Follow ASRT headlines style for specific page names like Who Do We Represent and ASRT History. See also **URL**.

whether / if   See the **if / whether** entry.

while / although   *While* conveys a sense of time; it means "during" or "at the same time." Using *while* to mean *although* can result in confusion. For example, the sentence "While we handed out Halloween candy, our front door was pelted with rotten eggs" is ambiguous. Was the door pelted with eggs at the same time candy was handed out, or even though the candy was distributed? If your meaning is even if, even though, despite the fact that, but or whereas, it's better to use the word *although*.

who / that   Who refers to a person; that refers to an object or animal. Incorrect: The woman that came in last week returned the book she borrowed. Correct: The woman who came in last week returned the book she borrowed.

who / whom   The rule to remember is that who acts; whom receives the action. The man who rescued my cat was very kind. We congratulated the six people whom the board appointed. It helps to rearrange the sentence. If the "turned around" sentence requires her, him or them, use whom or whomever. If it requires he, she or they, use who or whoever:

She is the person _____ we want to elect.
(We want to elect her = use whom.)
Give this book to _____ wants it.
(She wants it = use whoever.)

words used as words   When a word is being used to refer to the word itself, rather than being used functionally, the word should be italicized.
>Examples: The professor asked the students to define the term *computed tomography*.
>The origin of the word anemia is Greek, meaning *without blood*.

If the word is being used functionally, do not italicize it.
>Example: The patient received a computed tomography scan. The doctor diagnosed anemia based on medical and family histories, a physical examination and test results.

Also see the **letters used as letters** entry.

work   The words workflow, workforce, workout, workplace, workstation, workweek are all one word with no hyphen. See the **hyphen** entry.

X

x-ray   Hyphenate. Use a lowercase "x" in text. Note that a person cannot "look at an x-ray." An x-ray is an invisible stream of photons. Instead, a person "looks at a radiograph."
>Example: Use collimation to limit the x-ray beam.

Use a capital "x" and a lowercase "r" in headlines.
>Example: Understanding the Properties of X-rays

X-ray CE   Do not use this trademarked term. See also **continuing education**.

y

years   Use figures, even at the beginning of a sentence: 1993 brought many changes to the radiologic sciences. When used with a month and day, the year should be set off by commas: We left the farm on Oct. 31, 1957, in the middle of a blinding snowstorm. Do not use the words "the year," as in expressions such as "the year 2000." See the **dates** entry.

z

ZIP code Use all caps for ZIP, which stands for Zone Improvement Program: Please include your ZIP code.

CREDENTIALS AWARDED VIA CERTIFICATION

American Registry of Radiologic Technologists
Entry-level Certification

Radiography	R.T.(R)
Radiation Therapy	R.T.(T)
Nuclear Medicine	R.T.(N)
Sonography	R.T.(S)
Magnetic Resonance Imaging	R.T.(MR)

Radiologist Assistant   R.R.A.

Postprimary Qualifications (Listed after the entry-level credential)

Bone Densitometry	(BD)
Breast Sonography	(BS)
Cardiac Interventional Radiography	(CI)
Cardiovascular Interventional Radiography	(CV)
Computed Tomography	(CT)
Magnetic Resonance Imaging (also entry-level)	(MR)
Mammography	(M)
Quality Management	(QM)
Vascular Interventional Radiography	(VI)
Sonography (also entry-level)	(S)
Vascular Sonography	(VS)

American Registry for Diagnostic Medical Sonography

Registered Diagnostic Medical Sonographer	RDMS
Registered Vascular Technologist	RVT
Registered Diagnostic Cardiac Sonographer	RDCS
Registered Physician in Vascular Interpretation	RPVI

Medical Dosimetrist Certification Board

Certified Medical Dosimetrist	CMD

Nuclear Medicine Technology Certification Board

Certified Nuclear Medicine Technologist	CNMT
Nuclear Cardiology Technologist	NCT
Positron Emission Technologist	PET

Cardiovascular Credentialing International

Certified Cardiographic Technician	CCT
Registered Cardiac Electrophysiology Specialist	RCES
Registered Cardiovascular Invasive Specialist	RCIS
Registered Cardiac Sonographer	RCS
Registered Vascular Specialist	RVS

Radiology Administration Certification Commission

Certified Radiology Administrator	CRA

International Society for Clinical Densitometry

    Certified Clinical Densitometrist   CCD

    Certified Bone Densitometry Technologist   CBDT

    Certified Densitometry Technologist   CDT

Certification Board for Radiology Practitioner Assistants

    Radiology Practitioner Assistant   R.P.A.

American Board of Imaging Informatics

    Certified Imaging Informatics Professional   CIIP

RELATED ORGANIZATIONS

Spell out the name of the following organizations on first reference; use the abbreviation provided for second and subsequent references. There are several exceptions for Marketing Copy. See **ARRT** entry.

AAMD	American Association of Medical Dosimetrists
AAPM	American Association of Physicists in Medicine
ABII	American Board of Imaging Informatics
ACR	American College of Radiology
AEIRS	Association of Educators in Imaging and Radiologic Sciences Inc.
AHRA	Association for Medical Imaging Management (Spell out on first reference and put AHRA in parentheses no matter how many times its used.)
AIUM	American Institute of Ultrasound in Medicine
AMA	American Medical Association
ARDMS	American Registry for Diagnostic Medical Sonography
ARRT	American Registry of Radiologic Technologists
ASRT	American Society of Radiologic Technologists
ASTRO	American Society for Radiation Oncology (Note: the abbreviation is "ASTRO" even though there is no "T" in the organization's name. Spell out on first reference. Placing ASTRO in parentheses after full spelling is not required. Use ASTRO on second and subsequent references.)
CBRPA	Certification Board for Radiology Practitioner Assistants
CCI	Cardiovascular Credentialing International
CDC	Centers for Disease Control and Prevention
CMS	Centers for Medicare & Medicaid Services
FDA	Food and Drug Administration
IAC Vascular Testing	Intersocietal Commission for the Accreditation of Vascular Laboratories
IAC Echocardiography	Intersocietal Commission for the Accreditation of Echocardiography Laboratories
IAC Nuclear/PET	Intersocietal Commission for the Accreditation of Nuclear Medicine Laboratories
IAC MRI	Intersocietal Commission for the Accreditation of Magnetic Resonance Laboratories
IAC CT	Intersocietal Commission for the Accreditation of Computed Tomography Laboratories
IAC Carotid Stenting	Intersocietal Commission for the Accreditation of Carotid Stenting Facilities
ISMRM	International Society for Magnetic Resonance in Medicine
ISRRT	International Society of Radiographers & Radiological Technologists
JRC-DMS	Joint Review Committee on Education in Diagnostic Medical Sonography
JRCERT	Joint Review Committee on Education in Radiologic Technology
JRCNMT	Joint Review Committee on Educational Programs in Nuclear Medicine Technology
MDCB	Medical Dosimetrist Certification Board
NCI	National Cancer Institute
NCRP	National Council on Radiation Protection and Measurements
NIH	National Institutes of Health
NIOSH	National Institute for Occupational Safety and Health
NLM	National Library of Medicine
NMTCB	Nuclear Medicine Technology Certification Board
NRC	Nuclear Regulatory Commission
NSRPA	National Society of Radiology Practitioner Assistants
OSHA	Occupational Safety and Health Administration
RSNA	Radiological Society of North America
SROA	Society for Radiation Oncology Administrators

SCVIR	Society of Cardiovascular and Interventional Radiology
SDMS	Society of Diagnostic Medical Sonography
SIIM	Society for Imaging Informatics in Medicine
SMRT	Section for Magnetic Resonance Technologists
SNMMI	Society of Nuclear Medicine and Molecular Imaging
SNMMI-TS	SNMMI-Technologist Section

COPYRIGHT STANDARDS

Use of ASRT Logo and Other Registered Trademarks

Use of any ASRT registered trademark, logo or product name is strictly prohibited without written permission of the ASRT. The ASRT offers collaborative partners specific license or other written permission to use its registered trademarks, logos or product names. This occurs only after a lengthy review process to ensure that the partnership benefits the ASRT and supports the organization's mission of serving its members.

Why We Defend Our Trademarks

The registered trademarks of the ASRT are assets of the organization and must be protected. Just as we have a security system to protect our building, we must protect the assets that are part of the ASRT's good name and standing in the national and international health care communities. Trademark and copyright laws exist to protect our trademarks and copyrighted materials, but we as the owners are accountable for guarding against their unauthorized use and taking swift action against those who use them without our permission. If we allow others to use our marks and materials without proper trademark and copyright symbols, the courts could determine that we have allowed our trademarks to become diluted, and we could lose our ownership rights.

List of ASRT Trademarks/Registrations (Follow hyperlinked entries for more details)	Covered Uses
ACE	Acronym
American Society of Radiologic Technologists	Association name and blue logo
ASRT seal (round seal with x-ray tube)	Logo
ASRT Foundation	ASRT Foundation name and logo use ®
Radiologic Technology, Radiation Therapist, ASRT Scanner	Publication name and front cover logo
ASRT JobBank, ASRT PAC	Words and logo
Directed Reading Classics	Words
Directed Reading Flex Plan	Words
DR Flex Plan	Words, use ® (see Directed Reading Flex Plan entry)
Educator Institute	Logo, use ®
National Radiologic Technology Week	Words, abbreviation, use of phrase on products sold during NRTW
ASRT Essential Education	Logo, use ®
ASRT Essential Research	Logo, use ®
ASRT PAC	Logo
ASRT Museum and Archives	Logo, use ®
ALL ASRT Roadmaps except New Member & Faculty	Words and logo, use ®
ASRT Roadmaps to Your Future	Stacked logo, use ®
Radcademy	Words and logo, use ®
Radiography Student Exam Assessment Library	Words and logo, use ®
Radiography SEAL	Words and logo, use ®
Radiation Therapy Student Exam Assessment Library	Words and logo, use ®
Radiation Therapy SEAL	Words and logo, use ®

Photocopying Articles

Revised 7/31/23

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"Fair Use" Doctrine

Section 107 of the U.S. Copyright law contains a list of the various purposes for which the reproduction of a particular work might be considered "fair," such as for criticism, comment, news reporting, teaching, scholarship and research.

The best course of action is to obtain permission from the copyright owner before using copyrighted material. When it is impractical to obtain permission, use of copyrighted material should be avoided unless the doctrine of "fair use" would clearly apply to the situation.

Conference Speakers

The ASRT requires conference speakers to sign agreements that the material they present does not infringe on the copyrights of others. If speakers do use materials that belong to others, they must secure permission to do so from the copyright owners.

ASRT Staff Contact

If you have questions, see Beth Strong, who serves as the ASRT liaison for trademarks, copyrights and use.

GRAPHICS STANDARDS

The American Society of Radiologic Technologists logo is one of our most important assets. To ensure that our communications with the member, the profession and the public maintain a unified, cohesive look, we have developed these graphics standards. It is extremely important to follow these guidelines.

Corporate Signature

The corporate signature consists of the abbreviation/symbol and the association name. The ASRT abbreviation/symbol is the basis of our organizational identity. The symbol graphically represents the free electron emitting the radiation energy x-rays, which makes radiologic imaging possible. The graphic image of the electron represents the dynamic energy and unity of ASRT members and the strength of their unity. Consistent use of this signature strengthens the bond between the ASRT and the public.

The abbreviation/symbol is designed to present the association name in a clear, concise and contemporary manner. The acronym is set in Minion Regular type and should be all lowercase. Please note that the letters *r* and *t* in the acronym have been stylized. The electron symbol that appears to run through the letters can be used as a watermark in certain instances. The association name is always set in Minion Regular upper and lowercase. The association name is arranged below the abbreviation/symbol in two centered lines.

The association name always should be broken between *of* and *Radiologic*. The overall signature has been arranged carefully and thoughtfully, with special emphasis given to letter and line spacing to ensure a high level of readability.

Under no circumstances should ASRT signatures be reproduced in a poor or degrading manner. They should not be changed or altered without specific approval from the Graphic Design Department.
Consistent and proper use of the logo on all ASRT material is the responsibility of all managers and ASRT employees.

Signature Arrangements

Two basic versions of the corporate signature have been created — one using the brand abbreviation/symbol alone and one using the brand abbreviation/symbol and association name.
As a rule of thumb, the preferred signature for most marketing materials features the brand name and symbol alone. The version that includes the association name should be used in more formal applications, such as when the association address appears with the logo on brochures, business cards and mailing labels.

The preferred association name arrangement is below the abbreviation/symbol in two centered lines. In certain situations, the association name may be arranged in one horizontal line below the abbreviation/symbol or two lines staggered, as illustrated below.

Color Requirements

Always follow these color requirements:
• The official logo colors are PMS 280 and PMS 423 (or process color equivalents).
• The logo also can appear in black or in metallic gold or silver.
• The logo can be reversed to white on strong, dark color backgrounds in certain
  circumstances.

Improper Use

When using the ASRT logo, do not:
• Use the signature in a nonapproved color.
• Alter the size relationship of the abbreviation/symbol and the association name.
• Alter the arrangement of the abbreviation/symbol and the association.
• Outline the signature.
• Break the association name into more than two lines.
• Use a different typestyle for the association name.
• Set the association name in all capitals.
• Place the logo within another graphic element.
• Distort the signature.

Any questions regarding a specific application should be directed to the Graphic Design Team.

Logo Use by External Organizations

Unauthorized use of the ASRT trademark, logo or product name is strictly prohibited. Requests from external organizations for ASRT trademarks and logos should be made to the Graphic Design Team.

Templates

ASRT staff can access templates for stationery, forms and PowerPoint slides on SharePoint > Resources.

Logos Available for Staff and External Use

Staff can get logos on SharePoint > Resources > Document Management. Non-ASRT employees can access the Artwork Requirements at https://www.asrt.org/main/news-research/asrt-journals-magazines/authorguide/resources/format-requirements.
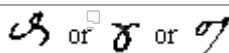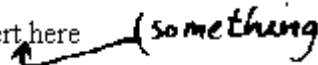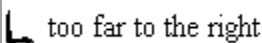
The Graphic Design Team can help place logos correctly in other software programs.

Help Is Available

If your project requires a new template, consult the Graphic Design Team. Please use the Request System on the home page of the SharePoint.

PROOFREADERS' MARKS
(from merriam-webster.com)

Symbol	Meaning	Example
ℰ or ℐ or ℴ	delete	take it out
ℂ	close up	print as one word
ℬ	delete and close up	close up
∧ or > or ⋀	caret	insert here ⌇ something
#	insert a space	put one here
eq#	space evenly	space evenly where indicated
stet	let stand	let marked text stand as set
tr	transpose	change order the
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
⌐	set farther to the left	⌐ too far to the right

Mark	Meaning	Example
⌉	set farther to the right	too⌋ far to the left
⌢	set as ligature (such as)	encyclopaedia
⇄	align horizontally	alignment
‖	align vertically	‖ align with surrounding text
x	broken character	imperfect
▢	indent or insert em quad space	
¶	begin a new paragraph	
(SP)	spell out	set (5 lbs.) as five pounds
cap	set in CAPITALS	set nato as NATO
sm cap or *s.c.*	set in SMALL CAPITALS	set signal as SIGNAL
lc	set in lowercase	set South as south
ital	set in *italic*	set oeuvre as *oeuvre*
rom	set in roman	set *mensch* as mensch
bf	set in **boldface**	set important as **important**
= or -/ or ⌢ or /H/	hyphen	multicolored
$\frac{1}{N}$ or *en* or /N/	en dash	1965–72
$\frac{1}{M}$ or *em* or /M/	em (or long) dash	Now — at last! — we know.
∨	superscript or superior	∨ as in πr^2
∧	subscript or inferior	∧ as in H_2O
◇ or ⋎	centered	◇ for a centered dot in $p \cdot q$
⟨comma mark⟩	comma	
⟨apostrophe mark⟩	apostrophe	
⊙	period	
; or ;/	semicolon	
: or ⊙	colon	
“ ” or ‹ ›	quotation marks	
(/)	parentheses	

[/]	brackets	
OK/?	query to author: has this been set as intended?	
↓ or ⊥ [1]	push down a work-up	an unintended mark
⑨ [1]	turn over an inverted letter	inverted
wf [1]	wrong font	wrong size or style

[1]The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.