### Introduction

The Contract Writers Guide will help you develop your manuscript and other materials. Refer to the guide for help in the following areas:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overview</strong></td>
<td>2</td>
</tr>
<tr>
<td>general introduction for new contract writers and an overview of ASRT's scholarly journals</td>
<td></td>
</tr>
<tr>
<td><strong>Directed Reading Articles</strong></td>
<td>3</td>
</tr>
<tr>
<td>describes the content, purpose, and the audience of ASRT's continuing education Directed Reading program</td>
<td></td>
</tr>
<tr>
<td><strong>Manuscript Submission Checklist</strong></td>
<td>4</td>
</tr>
<tr>
<td>quick reference for the contract writers guide and provides the requirements for each manuscript component</td>
<td></td>
</tr>
<tr>
<td><strong>Directed Reading Manuscript Format</strong></td>
<td>5</td>
</tr>
<tr>
<td>lists the standard formats required for DR manuscripts</td>
<td></td>
</tr>
<tr>
<td><strong>Submitting a Directed Reading Manuscript</strong></td>
<td>6</td>
</tr>
<tr>
<td>lists the required order for DR manuscript components, gives guidelines for word counts, and explains the submission procedure</td>
<td></td>
</tr>
<tr>
<td><strong>Directed Reading Learning Objectives</strong></td>
<td>7</td>
</tr>
<tr>
<td>how to write learning objectives for a continuing education article</td>
<td></td>
</tr>
<tr>
<td><strong>References and Reference Style</strong></td>
<td>8-9</td>
</tr>
<tr>
<td>reviews reference citation and gives examples of how to cite references in American Medical Association style</td>
<td></td>
</tr>
<tr>
<td><strong>Permissions</strong></td>
<td>10</td>
</tr>
<tr>
<td>guidelines for requesting permission to reprint previously published work, including tables and figures, or to publish a photo of a human subject</td>
<td></td>
</tr>
<tr>
<td><strong>Invoice Information</strong></td>
<td>11</td>
</tr>
<tr>
<td>must be included with your invoice</td>
<td></td>
</tr>
</tbody>
</table>
Overview

The American Society of Radiologic Technologists is the world’s largest radiologic science organization. ASRT serves its members by providing them with educational opportunities and by promoting radiologic technology as a career. In meeting these goals, ASRT contributes to science and medicine, thereby serving an even larger audience that includes health care providers, patients, and the public.

ASRT publishes 2 scholarly journals — Radiologic Technology and Radiation Therapist. Journal content includes peer-reviewed research, Directed Reading articles, and technical columns. ASRT’s professional development staff can answer any questions or concerns you have when writing your Directed Reading. However, you also may refer to this document for additional information.

The focus of each journal is distinct. Radiologic Technology is published 6 times per year. It focuses on all aspects of medical imaging and radiologic technology practice, including education, radiology administration, diagnostic imaging techniques, anatomy, disease processes, patient positioning, equipment protocols, radiation safety, radiation protection, and basic patient care.

Radiation Therapist is published twice per year. Journal articles concentrate on all aspects of radiation therapy practice, including education, radiation oncology management, specific radiation therapy techniques, anatomy, disease processes, medical dosimetry, and basic patient care.

Focusing Your Manuscript

Directed Readings should concentrate on the radiologic technologist’s role in medical imaging or radiation therapy. Regardless of subject matter, readers want to know how they will be involved with or affected by the topic. Most Directed Reading articles describe the radiologic technologist’s role in a particular procedure or procedures, drawing on recent research and technological developments.

Developing an Outline

ASRT’s professional development staff will look over the outline you provide for your Directed Reading assignment. An outline is used to guide writers, direct research, and provide a plan for the article. As you write, you may reorder portions of the outline, emphasize certain parts more than others, or even exclude or add sections.

Contact ASRT’s professional development staff if you have questions about any aspect of your assignment.
Directed Reading Articles

ASRT journals provide readers with continuing education (CE) opportunities. Directed Reading articles are the heart of this endeavor. The topics for these articles are based on the needs of the audience. Understanding the content, purpose, and audience of your article will help you tailor your writing to readers’ needs.

Content

Directed Readings typically summarize recent research on a topic without making an original contribution to the body of knowledge. They are generally broad in scope and describe the radiologic technologist’s role in a particular procedure or procedures.

Purpose

ASRT’s Directed Reading program is designed to enhance the professional development of radiologic technologists. These articles allow ASRT members to earn CE credits and keep up with advances in the profession.

Audience

ASRT members are the principal audience for Directed Reading articles. Although some people read CE articles for personal interest and general knowledge, many members use these articles to maintain their certification as registered technologists. Radiologic technologists must earn 24 CE credits every 2 years; reading Directed Reading articles and completing the quizzes is an excellent and convenient way to meet registration requirements.

Active ASRT members have completed an accredited educational program in the radiologic sciences and have passed a national certification examination. Educational programs are at the certificate, associate, baccalaureate, and master’s degree levels.

Directed Reading readers can specialize in 1 or more of the following areas:

- Bone densitometry.
- Breast sonography.
- Cardiac-interventional technology.
- Computed tomography.
- Education.
- Magnetic resonance imaging.
- Mammography.
- Management/administration.
- Nuclear medicine.
- Radiation therapy.
- Radiography.
- Radiologist assistant.
- Sonography.
- Vascular-interventional technology.
- Vascular sonography.

For more information about radiologic technologists, visit www.asrt.org.
# Manuscript Submission Checklist

As you prepare your manuscript package, ensure that you submit all of the following materials at the same time by your contract due date.

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract and Objectives</td>
<td>Microsoft Word</td>
</tr>
<tr>
<td>Manuscript</td>
<td>Microsoft Word, American Medical Association style</td>
</tr>
<tr>
<td>Author Biography</td>
<td>Microsoft Word, Include academic degree(s) and credentials</td>
</tr>
<tr>
<td>References</td>
<td>Microsoft Word, American Medical Association style</td>
</tr>
<tr>
<td>Figure Captions</td>
<td>Microsoft Word, Include complete source information for reprinted artwork</td>
</tr>
<tr>
<td>Artwork</td>
<td>Digital or original high-resolution scannable artwork, Do not submit photocopied material</td>
</tr>
<tr>
<td>Permissions</td>
<td>Print and electronic rights, ASRT Reprint Release Form or ASRT Model Release Form</td>
</tr>
</tbody>
</table>
Directed Reading Manuscript Format

After editing, ASRT graphic designers prepare and lay out the Directed Reading articles for publication; it is helpful if manuscripts are in a standard format. Although we appreciate that you may format your document with appearance in mind, this only translates to more work for the editorial staff. Use the format indicated in the following tables.

Manuscript Format

<table>
<thead>
<tr>
<th>Element</th>
<th>Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>16 pt, bold</td>
</tr>
<tr>
<td>Heading 1</td>
<td>16 pt, bold, flush left</td>
</tr>
<tr>
<td>Heading 2</td>
<td>12 pt, bold, flush left</td>
</tr>
<tr>
<td>Heading 3</td>
<td>12 pt, italic, centered</td>
</tr>
<tr>
<td>Body Text</td>
<td>12 pt</td>
</tr>
<tr>
<td>Margins</td>
<td>1 inch on all sides</td>
</tr>
<tr>
<td>Spacing</td>
<td>1.5 spacing</td>
</tr>
<tr>
<td>Page Numbers</td>
<td>Bottom center</td>
</tr>
</tbody>
</table>
| Paragraph Indent | Do not use tabs  
|                | Indent first line 0.5 inch  
|                | Do not double return paragraphs, except before heading for new section |
| References    | Number each reference separately  
|                | Insert tab after number  
|                | Do not use automatic endnotes or footnotes  
|                | Superscript in-text citations                         |
| Artwork       | Do not embed artwork in the body of the manuscript    |
| Figure Captions | Include complete source information for reprinted artwork  
|                | (eg, the same information that would appear in a reference) |
Submitting a Directed Reading Manuscript

Every Directed Reading article contains the same components, including learning objectives and text. To expedite editing, organize your manuscript in a single document in the following order. The ASRT journals follow the *AMA Manual of Style* for the main text, tables, captions, and references.

**Manuscript Order**

1. Title
2. Name of author(s), credentials, and certifications
3. Abstract
4. Learning objectives
5. Main text
6. Author’s biography
7. References
8. Tables and boxes
9. Figure captions

Do not embed artwork in the body of the manuscript.

**Word Count**

<table>
<thead>
<tr>
<th>Component</th>
<th>Word Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>Briefly summarizes the article up to 95 words (700 characters including spaces)</td>
</tr>
<tr>
<td>Main Text</td>
<td>Depends on subject matter 8000-9000 words</td>
</tr>
<tr>
<td>Author’s Bio</td>
<td>50-100 words</td>
</tr>
</tbody>
</table>

**Manuscript Submission**

Because the director of professional development and the editors work on several manuscripts, it is important to submit *all* the parts of your Directed Reading package at the same time, including manuscript, permissions, and artwork. Partial or incomplete manuscript packages are difficult to work with and track.

Directed Reading manuscripts should be emailed directly to the professional development staff. Provide manuscripts as a Word document.
Directed Reading Learning Objectives

The learning objectives for a Directed Reading are the learning outcomes for self-study readers. They represent the instructional intent of your manuscript, as well as your goals as the writer. Learning objectives should address the question, “What will participants know or be able to do after completing the Directed Reading?”

Because learning objectives represent the goals of the article, they can be written before the article. In this way, the objectives work together with the outline: The objectives identify the end goal, while the outline indicates how to get there.

Writing Learning Objectives

Objectives should:

- Focus on what readers will learn, not what material the article will cover.
- Clearly state a specific goal.
- Be expressed in measurable terms.
- Begin with action verbs.

Examples of Learning Objectives

The following learning objectives exemplify how similar outcomes can be written successfully or unsuccessfully.

<table>
<thead>
<tr>
<th>Successful Learning Objectives</th>
<th>Why They Are Successful</th>
</tr>
</thead>
<tbody>
<tr>
<td>After completing this article, readers should be able to:</td>
<td>■ Presents the skills and knowledge readers will gain rather than simply explaining what the article will discuss.</td>
</tr>
<tr>
<td>■ List the effects of ionizing radiation on pediatric patients.</td>
<td>■ Represents specific learning outcomes.</td>
</tr>
<tr>
<td>■ Discuss strategies for calming children’s fears.</td>
<td>■ Lists measurable outcomes, such as the effects, strategies, and “3 methods.”</td>
</tr>
<tr>
<td>■ Describe 3 methods of restraining pediatric patients for radiographic exams.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsuccessful Learning Objective</th>
<th>Why It Is Unsuccessful</th>
</tr>
</thead>
<tbody>
<tr>
<td>■ This article describes the special needs of pediatric patients.</td>
<td>■ Focuses on the content of the article rather than the learning outcomes of the readers.</td>
</tr>
<tr>
<td></td>
<td>■ Outcomes are not specific or measureable.</td>
</tr>
</tbody>
</table>
References

ASRT journals follow American Medical Association (AMA) style for reference citations. References must be cited in 2 places: within the text and at the end of the article. The following guidelines briefly review reference citation. Consult the AMA Manual of Style for complete information.

Choosing Appropriate References

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

- References should be timely or historically significant and sufficiently support the manuscript.
- Documentation of a personal communication, such as a telephone conversation or email, should appear parenthetically within the text, not on the reference page. Permission to print the information must be granted by the person referenced.
- Internet references should be chosen carefully and used sparingly; they should represent reliable research sources, such as government websites (eg, National Institutes of Health), universities, or online scientific and medical journals (eg, Radiology). Avoid using marketing or trade publications.

Citing References Within the Text

References within the text should be listed in the order of citation, using superscript numerals. Separate numbers with a comma, but no space; a sequence of 3 or more consecutive references can be shortened to the range of numbers using a hyphen.

Citing References at the End of the Text

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

Follow these general guidelines:

- Do not use commas to separate the author’s name and initials.
- Do not put a period after the author’s first and middle initials.
- Capitalize the first letter of the first word and all proper nouns in an article title; use lowercase for all other words in article titles.
- For articles or books with more than 6 authors, list the first 3 names, followed by “et al.”
- Italicize the names of journals and books.
- For Internet sources, include the URL and the date the page was accessed.
- See Reference Style page for helpful examples.

Citing Figures and Tables in the Text

Figures and tables should be cited where they are discussed in the text. Number figures and tables sequentially.
Reference Style

The examples on this page show how to reference citations both within the text and at the end of the article, according to AMA style.

Reference Citations Within the Text

Example:
Development of a comprehensive marketing plan has been recommended as one solution
(see Figure 1).\textsuperscript{1,2} Others, however, recommend conducting a needs assessment first.\textsuperscript{4-6,9-12} Dr Meyers
has performed significant research in the area.\textsuperscript{4,9-12} He found that an adequate needs assessment
(can prevent improper allocation of resources (HR Meyers, PhD, personal communication, April 5, 2001).

Reference Citations at the End of the Article

<table>
<thead>
<tr>
<th>Journal Citation</th>
<th>author</th>
<th>title of article</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Book Citation</th>
<th>author</th>
<th>title of book</th>
<th>edition (if other than 1st)</th>
<th>city, state where publisher is based</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Web Site Citation</th>
<th>address of Internet page</th>
<th>date page was accessed</th>
</tr>
</thead>
</table>
Permissions

Writers must obtain permission from the original copyright holder to reprint all previously published or electronically posted work that will appear in an article, including medical images, graphs, figures, and tables. You must request both print and electronic permission. Although many publishers hold the copyright to a work, they also may require you to obtain the author’s consent before granting a permission. If you seek permissions online, you must include the same information for both written or electronic requests.

Permission must be granted to print information obtained during personal communications.

Permission also is required from any human subjects or models identifiable in photography used in the article; you should ask these people to sign a release indicating that their picture may be used.

Refer to the following guidelines when acquiring permissions.

Permission to Reprint Work

Use ASRT’s Reprint Release Form when requesting permission to reprint work. If you cannot access this form, include all of the following on your request for permission:

- The title of the work you intend to reprint (include the original figure number and figure caption).
- Where and when this work was previously published (use the full reference citation).
- If possible, a copy of the specified work from the original source.
- The ASRT journal title in which your article will be published and the article title.
- A brief description of your article and the article’s purpose (specify that you are requesting print and electronic permission).
- Your name, address, and phone number.
- A space for the person granting permission to sign and date.

Requesting Permissions Online or by Email

When requesting permission online or by email, be sure to:

- Be as specific as possible about where and how the work will be used; be sure to include all the information listed under “Permission to Reprint Work” above.
- Ask that the person granting permission keep all specified information in their email reply, along with their consent to use requested work.

Model Release

Use ASRT’s Model Release Form when requesting permission to reproduce the photograph of a person. If you cannot access this form, please include all of the following on your request:

- A place for the model to fill in his/her name, such as, “I, ___________, hereby consent…”
- An explanation indicating that ASRT has the model’s permission to use, reuse, publish, or republish the photograph, video, or audio in any medium, for any purpose, at any time.
- A place for the model and a witness to sign and date.
- Your name, address, and phone number.
Invoice Information

The information below is needed to pay you promptly. Please submit your invoice with your manuscript package.

Contractor Information

Name
Address
City
State
ZIP
Business phone
Email
Home phone (optional)
Mobile phone (optional)

Invoice and Fee Information

Invoice number
Invoice date
Title of contracted work
Total contracted fee
Indicate the applicable payment:
  ▪ First installment (complete manuscript package)
  ▪ Second installment (upon publication)
Other fees as agreed (please explain and include receipt)

Billing Address

American Society of Radiologic Technologists
Director of Professional Development
15000 Central Ave. SE
Albuquerque, NM 87123-3909