



the newsletter of the australasian sonographers association

soundeffects
news

Author guidelines



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General information

What is the *soundeffects* newsletter?

- *soundeffects news* was launched in September 2014 to coincide with the first issue of *Sonography*, the new, peer reviewed journal of the Australasian Sonographers Association Ltd [ASA].
- The quarterly newsletter publication of the ASA provides information and news for members. It is a highly-valued benefit of membership.
- The ASA Editor and publication staff is responsible for the content of each issue.

Submissions

Submissions are accepted for publication in the following categories:

Day in the life or Person / Corporate profile:

Short articles profiling a member of the sonography community or sonography practice.

To highlight sonographer achievements within the ultrasound profession or to introduce a newer sonographer to the wider community

Letter to the Editor:

A brief comment (one or two paragraphs) on any subject relating to sonography or a *soundeffects* article. The author's name is published.

SIG committee articles or reports:

A report outlining the SIG committees' activities or protocol articles in the interest group area.

Under the microscope:

An article which has explanation on a clinical area or concept that the sonographer may encounter, such as pathologies, medical tests or treatments.

Protocol articles and Back to basics:

An article which outlines basic sonographic technique or protocol.



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Case reports:

Simple *case reports* with up to three images documenting concisely a single case. These cases will not be peer reviewed and should be unstructured and up to 500 words.

Presidents report:

To communicate to ASA members progress towards meeting strategic objectives and relevant governance items.

Advocacy alert:

To communicate to ASA members advocacy activities and outcomes related to representation initiatives.

Branch reports:

To inform members of Branch and activities including members' meetings. It can also serve as an opportunity for Branch Committees to invite input from members in each State.

Work health and safety dilemma:

A forum to discuss topical issues related to the occupational health and safety of sonographers.

Interesting cases for reader competition:

Members are invited to submit images for the readers competition. Two images and a brief outline of the case are required.

Feature articles:

Any article on non-clinical areas which are of interest to sonographers may be submitted for publication in *soundeffects news*.

Images article:

The best cases received by members will be published in *soundeffects news* as an *Images article*. The will be a one page article with a maximum of 5 images. The test should briefly discuss the presentation and findings.

General Guidelines for all authors

Article submission

The Editor will accept email submission of articles as Word Documents.



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Instructions for submission:

The Editor and the Editorial Committee retain the right to return to author/s any manuscript or letter that is not submitted in accordance with these guidelines as well as the right to make any necessary changes to the manuscript to ensure it conforms to the editorial standards required by the ASA. Commissioned articles are not automatically accepted for publication, but are subject to the same editorial consideration process as other submissions.

Manuscript text submitted as MS Word document using:

- Double line spacing.
- Arial (size 12).
- No formatting (list special requests on the cover sheet).
- PC format.
- All articles should be well organised and written in simple and concise language using appropriate headings.
- *.rtf or *.doc files only can be accepted.
- DO NOT embed images within the text in Word; ensure these are supplied as separate images (preferably as jpeg files - see below).
- Tables and legends (for figures/images and tables) should be placed at the end of the document.



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Manuscript word limit

Articles vary in length depending on their category:

Images case reports: 500 words,

Under the microscope, day in the life, back to basics, protocol: 1000 - 2000 words.

WH&S dilemma: 650-1000 words.

Person Profile: up to 600 words.

Branch reports: up to 400 words. Photos may be included.

Presidents report: 800-900 words

Advocacy alert: 350-700 words

Feature article: 1000-2000

Ultrasound Images and photographs

Images are essential to the comprehensive presentation of ultrasound articles and are preferred in digital format

Electronic images should be submitted as .JPG or otherwise as .TIF or .BMP files and need to be a minimum of 300 dots per inch (dpi) resolution at a minimum of 56mm wide (1 column). If larger images (2 or 3 columns wide) are required, minimum widths are 116mm and 176mm respectively, at 300dpi. No images downloaded from the internet can be used– these are not at print resolution and will not reproduce at a satisfactory quality. Please do not hesitate to contact the Publications Officer (publications@asa.com.au) if any assistance with image submission is required.

All images must be submitted separate to the MS Word document, **not embedded in the MS Word document**. Aim for a maximum of 10 images per article.

References

The International Committee of Medical Journal Editors (ICMJE) method is the required method of referencing. It is essential that author/s take the time to reference their article correctly. Inadequately or incorrectly referenced work reflects poorly on the publication and the author. For further information and hints refer to the section *How to reference your article* below and on the ASA website. This information is also available electronically from the ASA Office or the Editor.

Illustrations

The ASA cannot reproduce graphics or illustrations from another publication or website without permission. Seeking permission for the ASA to reproduce graphics is the **responsibility of the author/s**. With advance notice, the ASA can provide an illustrator for up to two diagrams in an article. Further work may be invoiced to the author; however, this will not occur without the author's consent.

Tables and figures

The position of each table and figure should be indicated within the text by leaving two line spaces, typing the table or figure number and leaving two further line spaces before returning to the text. The tables and figures are to be numbered consecutively as they are referred to in



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the text and a list placed on a separate page from the text. List all captions [legends] on this sheet adjacent to the table and figure number.

Copyright

The ASA requires that submitted work is original. If the article has been reproduced elsewhere, the author must inform the Editor to arrange alternative conditions. The author retains the ownership of the manuscript, but transfers to ASA the right to reproduce and distribute the article in any form or medium including on the ASA website.

Submission

The Editor will accept email submission of articles. The article and images should be attached to the email and not embedded into the body of the email.

Conflict of interest

The ASA expects that authors of articles do not have a financial interest in products discussed. Any financial arrangements or other conflicts of interest must be declared.

Please do not hesitate to contact the editorial team if you have any questions.



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Article Submission Cover Sheet

Name(s), qualification and workplace of author(s):

Nominated author as main contact:

Contact postal address:

Postcode

Contact email address: _____

Contact Phone number(s) (BH) _____ **(AH or Mob)** _____

Has this work been presented in another forum? Yes / No

If yes, please specify (include copy):



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Checklist

- Manuscript format: Double line spacing, Times New Roman (size 12), no formatting
- PC format (not MS publisher).
- Images not embedded in text but submitted separately as JPG, TIF or BMP files.
- Tables, and legends for figures/images and tables, placed at the end of the document and cited in text.
- All necessary sections of the manuscript referenced and formatted as prescribed in "How to reference".
- Permission obtained to reproduce (both in print and electronically) any material that has been published previously (including graphics).