

Author Guide



Directed Readings provide a great opportunity for authors to showcase and advance their writing skills and contribute to the medical imaging body of knowledge, all while getting paid for their time.

Directed Readings are now published as featured standalone education in the DR Supplement, which is sent to members twice a year. Additionally, DRs are available for all ASRT members via the CE Library and for non-member purchase on the ASRT Store. ASRT-contracted CE articles and modules are not PubMed indexed.

DR SUBMISSION PROCESS

01. Email DirectedReadings@asrt.org and include a topic of interest and a little about your background (include modalities/areas of interest and any writing experience).
Remember, you can work with another author to split the writing up!
02. If selected to write a DR, you will be asked to submit a general outline.
03. Our team will work with you to determine a good timeline to start your contract.
04. A contract will be sent to you to sign and return.
05. You will have 12 weeks to write your initial manuscript.
An early bird bonus is paid for manuscripts submitted at least 2 weeks early.
06. Our team will complete an intake review, which includes formatting, plagiarism checking, a technical review, and a quality check. This takes about one to two weeks.
The author may be asked for any missing components or anything else as determined by the team.
07. Once the manuscript is accepted, payment is sent to the author by our Finance Department.
08. The manuscript will be edited by the CE editor, after which the author will be asked to read through the manuscript and possibly answer any questions or provide further information as needed.
09. The article will be sent to our Graphic Design team to be put into layout and finally will be published online in ASRT's CE Library. The author is sent a digital PDF of the article.
10. The article will be published in a Directed Reading Supplement, which is published every six months and sent to ASRT members. A complimentary copy will be offered to the author.

SUBMISSION CHECKLIST

Submission must include the following components in two Microsoft Word documents.

First Document

- Manuscript title
- Name of author(s), credentials, and certifications
- Abstract (50-100 words)
- Learning objectives (4-6)
- Manuscript body
- Author biography (30-70 words)
- Complete references following the current edition of the AMA Manual of Style

Second Document

- Figures
- Figure captions
- Figure permissions



TIPS

Topics

- › Topics should be broad in scope. The purpose is to summarize recent research on a topic without making an original contribution to the body of knowledge.
- › When deciding on a topic, it helps to check the CE Library or recent Directed Reading Supplements to see if there is a gap in topics.
- › Be sure your topic and content are relevant to medical imaging and radiation therapy professionals.
- › Choose a topic that interests you. Authors are often inspired by patient care topics they are passionate about, new technology they are using, or a medical condition that affects a friend or family member.
- › Not sure what to write about? We can help! Tell us about your areas of interest and expertise, and we can suggest some topics.

Learning Objectives

- › Generally, we ask that you include four to six learning objectives. They should be fairly broad.

One objective per main heading/section is a good rule of thumb.

References

- › To avoid errors, it is helpful to use a reference management tool, such as Sciwheel or EndNote.
- › Please use references less than five years old when possible (10 years for topics that aren't updated frequently, such as anatomy).

Figures

- › Original or digital art (figures) can help demonstrate relevant concepts or further reader understanding of the topic. If artwork is supplied, descriptive figure captions with complete source information and written permissions from the copyright holder for all artwork submitted are required.
- › Images from PubMed or a .gov source usually do not require reprint permission, but always double-check for each figure.
- › Creative Commons (CC) licenses: if you find an image under a non-commercial license, you will need to request permission from the original owner to use that image (our use is considered commercial use). Other CC licenses may be fine to use, but be sure to read the license's requirements, and include the CC information with the figure source.

Important: Radiopaedia images generally fall under a non-commercial license unless otherwise noted.

- › For reprint permission, use ASRT's Reprint Release form, found here: [Reprint Release Form](#)
- › Our Graphic Design team can generate tables or draw figures similar to something you find online (though we will still require source information).
- › Do not embed artwork in the body of the manuscript.
- › Include a title for each table and a caption for each figure (a brief phrase, preferably no longer than 10-15 words) and an explanatory legend as needed.
- › Include separate, individual artwork files in .JPG or .PNG formats.
- › Provide high-resolution images (300 dpi minimum) whenever possible.

FORMATTING

FONT Times New Roman

TITLE 16-point font, bold

HEADING 1 16-point font, bold, flush left

HEADING 2 12-point font, bold, italicized, flush left

HEADING 3 12-point font, centered

BODY TEXT 12-point font

MARGINS 1 inch on all sides

SPACING 1.0 (single)

PARAGRAPH INDENT none

REFERENCES Number each reference separately.
Superscript in-text citations.