



W. FREDERICK SAMPLE STUDENT EXCELLENCE AWARD INSTRUCTIONS

MANUSCRIPT PREPARATION

1. Two manuscript versions are required: original and evaluation. The author's full name must appear only on the title page of the original copy of the manuscript. **The author's name should not appear on any other pages of the manuscript submission, the evaluation copy of the submission, or any sets of illustrations/photographs.**
2. The manuscript's main document should be double-spaced (including the abstract, keywords, references, figure legends, and tables), and must be provided in Microsoft Word format.
3. Total length: maximum of 15 pages with a maximum of 10 additional pages of illustrations, tables, and/or images.
4. The main document must include an abstract of no more than 250 words.
5. The manuscript should be clearly and concisely written, and corrected for mistakes in punctuation, grammar, spelling, and typing.
6. Use 8 ½ " x 11" paper layout, 1-inch margins (top, bottom, and sides), and only standard 12-point font size.
7. The following information must not be included in the manuscript submission (including any images, photographs, tables or drawings):
 - a) Name of patient(s) or name of examination site (e.g., hospital, clinic, private office, etc.).
 - b) Name of physician(s) or office site.
 - c) Name or initials of author.
 - d) Any information that may indicate the identity of the author or their affiliation(s).
 - e) Any personal health information that may indicate the identity of the patient(s).
8. Title page must be provided in Microsoft Word format and include only the:
 - a) Title of the manuscript (do not use abbreviations in the title or abstract) on all copies.
 - b) The author's full name, degree and /or credentials, affiliation(s), and an address, phone number, and email address for correspondence purposes on original copy only.

For example:

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W. FREDERICK SAMPLE STUDENT EXCELLENCE AWARD INSTRUCTIONS

Page 2

9. Illustrations (Figures), Images and Legends (*if applicable*)
 - a) All illustrations, figures, and images must be high quality in digital format as separate files (*.JPG or *.PNG preferred) but may also be embedded within the main document. If indicators (i.e. arrows, labels, lines, etc.) are used on embedded images, they must also be in the digital image files.
 - b) Figures should be professionally drawn, computer-generated, or photographed. Freehand lettering is unacceptable.
 - c) Sonograms, radiographs, and other images should be black and white, digital files (unless demonstrating color). All figures and images must be numbered in the order in which they appear in the manuscript.
 - d) Each figure/image must have a legend. Type the legend(s), using double-spacing, on a separate page with Arabic numerals corresponding to the figure or photograph. When symbols, arrows, numbers or letters are used to label the illustrations, identify and clearly explain each label in the legend. The combined figure legend should be the final section of the main document.
 - e) Any markings identifying the patient, institution, or staff must be deleted.
 - f) All provided images must be HIPAA compliant and may not contain any information protected under HIPAA provisions, including but not limited to dates, facilities, or patient identifiers.
 - g) The original source must first authorize the use of any figure, image and/or photograph used in the manuscript. **The original source must also be referenced in your manuscript submission via a works cited page or bibliography. Written permission from the copyright holder to reproduce the material for educational purposes must be submitted with the complete submission. If obtained on the Internet, permission must be granted unless the website explicitly states material may be used without permission.**
10. Tables and Graphs
 - a) Tables/graphs should be used to summarize data and be self-explanatory; title should be concise.
 - b) Legends for tables and graphs should be placed on the same page.
 - c) Tables/graphs should be cited in numerical order in the manuscript.
 - d) Type the legend(s), using double-spacing, with Arabic numerals corresponding to the table/graph.
11. References
 - a) Number references in the order they appear in the manuscript.
 - b) Abbreviate journal names according to *Index Medicus*.
 - c) Listed references must follow the [National Library of Medicine's Style Guide for Authors, Editors, and Publishers](#) format.
12. SDMS reserves the right to return submissions that do not meet or adhere to these guidelines.

MANUSCRIPT ACCEPTANCE AND REVIEW

1. An email confirming receipt and acceptance of the manuscript submission will be sent to the author's and program director's emails at the addresses listed on the W. Frederick Sample Student Excellence Award Application within two (2) weeks of the application deadline.

W. FREDERICK SAMPLE STUDENT EXCELLENCE AWARD INSTRUCTIONS

Page 3

2. Any submission, which fails to meet any of the eligibility or submission criteria of this competition, will be disqualified.
3. The SDMS may pair winning manuscript authors with a mentor from the JDMS Editorial Board to prepare the manuscript for submission and possible publication in the *Journal of Diagnostic Medical Sonography* (JDMS) following the competition. Publication instructions will be provided following evaluation. **Authors should not send the submission directly to the JDMS.**
4. **The decision of the evaluators is final.**

EVALUATION CRITERIA

1. Writing Skills:
 - a) The manuscript is well organized and succinct.
 - b) The manuscript is written in appropriate tense and scientific style.
 - c) The manuscript contains no or very few spelling/grammatical errors.
 - d) The manuscript is of appropriate length for the topic and findings.
2. Scientific Value:
 - a) The findings have not been previously reported (originality).
 - b) The conclusion identifies areas for additional research on the topic.
 - c) The content is of interest specifically to sonographers or demonstrates an aspect of sonography that merits publication.
 - d) For **Original Research**: The study design is scientifically and ethically sound; or
For **Literature Review**: The research includes a broad perspective of existing literature and does not show evidence of bias.
 - e) The sensitivity and specificity have been addressed for the research.
 - f) The manuscript contains no false or misleading information.
 - g) The discussion is relevant and logical.
3. Format/Other:
 - a) The title is clear and directly reflects the content and objective of the manuscript.
 - b) HIPAA authorization was obtained, if required, and no personal health information was included in the manuscript, images or captions.
 - c) The conclusions are clear and supported by the research.
 - d) Images and illustrations are appropriate in number, and sufficiently labeled, and of acceptable quality.
4. References:
 - a) There are a sufficient number of recent, peer-reviewed references to cover the topic.
 - b) All sources are clearly documented and correctly formatted.
 - c) The manuscript is annotated as described in the instructions.
5. Adherence to Competition Rules:
 - a) The manuscript was received by competition deadline in Microsoft Word format.
 - b) The title page with all author information was provided separately from the main document.
 - c) A fully anonymous/evaluation copy of the manuscript was provided.
 - d) All personal health information was removed from images and captions prior to submission.

W. FREDERICK SAMPLE STUDENT EXCELLENCE AWARD INSTRUCTIONS

Page 4

- e) All required sections were provided according to instructions (abstract, keywords, main body/discussion, conclusion/findings, references, and image legend if applicable).

MANUSCRIPT SUBMISSION

1. Submission materials must include:
 - Completed online W. Fredrick Sample Student Excellence Award Application
 - Electronic original copy of the complete manuscript paper submission (Author identification provided on the title page only)
 - Electronic evaluation copy of the complete manuscript paper submission (No author identification provided)
 - Electronic copies of all illustrations/images (included in each copy type, if applicable)
 - Request for Permission to Reprint Material for Scholarly Purposes Form (if applicable)
2. Microsoft Word format is required for the manuscript paper files. You must upload all individual submission files together at the link provided in the Instructions & Submission Deadline section of the W. Frederick Sample Student Excellence Award web page of the SDMS website.
3. Elements of a complete manuscript paper submission include:
 - Title page (with or without author identification depending on copy)
 - Manuscript main document:
 - i. Abstract
 - ii. Keywords
 - iii. Main body/discussion
 - iv. Conclusion/findings
 - v. References (AMA format in order appearing within the manuscript)
 - vi. Image/figure legend (if applicable)
 - Illustrations, figures, images, tables, or graphs (if applicable)

RECOGNITION/AWARDS

1. Competition results will be sent via email to all applicants and program directors by the beginning of August.
2. Monetary awards are awarded for both original research and literature review and are as follows: First Place: \$400, Second Place: \$250. The monetary award will be sent and made payable to the author, if not claimed at the SDMS Annual Conference.
3. First and second place entry winners will receive a plaque indicating the author name(s), date, and title of work. The plaque will be sent to the primary author, if not claimed at the SDMS Annual Conference.
4. Two (2) complimentary, transferrable tickets for each winning entry to the SDMS & SDMS Foundation Awards event held at the SDMS Annual Conference are provided.
5. Recognition will be given at the SDMS Annual Conference, in the *Journal of Diagnostic Medical Sonography* (JDMS), SDMS press release, and SDMS social media release.