



## W. FREDERICK SAMPLE STUDENT EXCELLENCE AWARD SUBMISSION GUIDELINES

### OVERVIEW

The W. Frederick Sample Student Excellence Award recognizes outstanding student achievement in diagnostic medical sonography and encourages submission of high-quality scholarly work for potential publication in the *Journal of Diagnostic Medical Sonography* (JDMS).

### ELIGIBILITY CHECK (REVIEW BEFORE YOU BEGIN)

To be eligible for the W. Frederick Sample Student Excellence Award, all requirements must be met at the time of submission:

- The author must be a **current SDMS member in the Student category**
- The Program Director must be a **current SDMS member in good standing**
- The manuscript must pass a **plagiarism screening with a similarity score of 15% or below**
  - Submissions exceeding 15% may undergo manual review to determine if overlap is appropriate (e.g., citations) or constitutes potential plagiarism

Submissions that do not meet these requirements will not be considered for evaluation.

### MANUSCRIPT TYPES

Submissions must fall into one of the following categories and must not be previously published or submitted for publication:

- **Original Research**

An original research project is an extensive project that uses scientific methods to support the findings. The project begins by asking a research question or stating a hypothesis. Topics may include critical reviews of current research or clinical practice, descriptions of pathology or medical progress, analysis of sonography education, social science of health behaviors, current technology, healthcare management, and others.
- **Literature Review**

A literature review article summarizes the pertinent research findings that have been reported in textbooks and Journal articles. A systematic process needs to be evident as to how the literature was pulled (e.g., Keywords, terms, etc.) as well as the databases used to locate the literature used as part of the review. It provides a basic description of

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the topic being reviewed as well as current findings and theories. The value of a literature review article is its synthesis of the most current information.

Submissions should be prepared with consideration for JDMS publication standards. Authors are encouraged to review the [JDMS Author's Manual](#) for additional guidance on formatting, organization, and scholarly writing expectations for [Original Research](#) and [Literature Reviews](#).

### SUBMISSION REQUIREMENTS

Your submission must include:

- Completed [online application](#)
- [Documentation upload](#):
  - Two manuscript versions:
    - **Original** (with author information on title page only)
    - **Evaluation** (fully anonymized)
  - All images/figures (if applicable)
  - Permission forms for any reused content (if applicable)

All materials must be uploaded together via the submission link. Incomplete submissions will not be reviewed.

### MANUSCRIPT FORMATTING

To ensure consistency with JDMS standards, manuscripts must meet the following:

- Microsoft Word format (doc or .docx)
- Double-spaced throughout (including references and legends)
- 12-point standard font
- 1-inch margins on all sides
- Maximum **15 pages (text) + 10 pages (figures/tables/images)**
- Clear, concise, and grammatically correct writing

### MANUSCRIPT STRUCTURE

Your manuscript must include the following sections:

1. **The Title Page**
  - Manuscript title: Your manuscript's title should be concise, descriptive, unambiguous, accurate, and reflect the precise contents of the manuscript.
  - Author name, credentials, affiliation, and contact information
    - For example:**  
John Doppler, BS, RDMS, RDCS  
Transducer Memorial Hospital  
Dallas, Texas 75231  
Phone: 123-456-7890  
Email: [jdoppler@sdms.org](mailto:jdoppler@sdms.org)
  - *Original version only; must be removed from evaluation copy*

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### 2. The Main Document

- *Structured Abstract*
  - ≤ 250 words
- *Three to Five Keywords*
  - Use clear, descriptive terms ([MeSH](#) terms preferred)
- *Main Body*
  - Organized and appropriate for [Original Research](#) or [Literature Reviews](#)
- *References*
  - The appropriate number is based on the article type in [AMA format](#), it's numbered consecutively, and it's all cited within the text. It should be recent, relevant, and peer-reviewed
- *Legends (if applicable)*
  - For all images, videos, tables, and figures, each of which should be called out within the text.

### 3. Images, Figures, and Videos

- Images, figures, and videos, including any required arrows or labels, uploaded as individual high-quality digital files (JPG or PNG preferred); in addition to being embedded within the main document.
- Screenshots from a mobile device of ultrasound images will not be accepted. Authors must submit the original, high-resolution image files exported directly from the ultrasound system. Images should not be captured via screen grab, presentation software, or mobile photography.
- Ensure all images are **HIPAA compliant** and free of patient identifiers (no names, dates, facility information).
- Written permission is required for any previously published material.
- Tables and graphs must be clearly labeled, referenced in the text in numerical order, and include concise titles or legends that describe the content.

## HIPAA PRIVACY STANDARDS

All healthcare researchers must be familiar with the Health Insurance Portability and Accountability Act (HIPAA) privacy rule and its implications for:

- Recruitment of human subjects
- Protection of personal health information
- Disclosure of scientific results

Regardless of specific IRB processes, it is necessary for all researchers to obtain written HIPAA authorization before publishing papers or making presentations containing Personal Health Information (PHI).

Any research results containing patient-level data should be reviewed to ensure that HIPAA identifiers have been removed, using the [De-identification Standard](#), and whether the information being published could be combined with other publicly available information to reveal the identity of a participant. Materials involving photographs, rare diseases, and highly publicized cases should be reviewed with particular care. In general, it is best to include the minimum amount of patient-specific information that is possible while still conveying details relevant to the findings, and to be broad in reporting (e.g., female in late twenties as opposed to 28-year-old female).

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## EVALUATION CRITERIA

Submissions are evaluated based on:

### 1. Entry Requirement Compliance:

- The manuscript was received by competition deadline in Microsoft Word format.
- The title page with all author information was provided separately from the main document.
- A fully anonymous/evaluation copy of the manuscript was provided.
- All personal health information was removed from images and captions prior to submission.
- All required sections were provided according to instructions (abstract, keywords, main body/discussion, conclusion/findings, references, and image legend if applicable).

### 2. Writing Skills:

- The manuscript is well organized and succinct.
- The manuscript is written in appropriate tense and scientific style.
- The manuscript contains no or few spelling/grammatical errors.
- The manuscript is of appropriate length for the topic and findings.

### 3. Scientific Value:

- The findings have not been previously reported (originality).
- The conclusion identifies areas for additional research on the topic.
- The content is of interest specifically to sonographers or demonstrates an aspect of sonography that merits publication.
  - **Original Research:** The study design is scientifically and ethically sound; or
  - **Literature Review:** The research includes a broad perspective of existing literature and does not show evidence of bias.
- The sensitivity and specificity have been addressed for the research.
- The manuscript contains no false or misleading information.
- The discussion is relevant and logical.

### 4. Format/Other:

- The title is clear and directly reflects the content and objective of the manuscript.
- HIPAA authorization was obtained, if required, and no personal health information was included in the manuscript, images or captions.
- The conclusions are clear and supported by the research.
- Images and illustrations are appropriate in number, and sufficiently labeled, and of acceptable quality.

### 5. References:

- There are a sufficient number of recent, peer-reviewed references to cover the topic.
- All sources are clearly documented and correctly formatted.
- The manuscript is annotated as described in the instructions.

## EVALUATION PROCESS

Submission receipt will be **confirmed within two (2) weeks** of the application deadline. Submissions that do not meet eligibility or formatting requirements may be disqualified.

Winning authors may be paired with a JDMS Editorial Board mentor to support manuscript refinement for potential publication; authors should not submit their manuscript directly to JDMS unless instructed to do so.

*SDMS programs and services are developed and implemented in accordance with the [SDMS Board Policy: Non-Discrimination \[B.5.1\]](#).*

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### RECOGNITION & AWARDS

Competition results will be sent via email to all applicants and program directors by early August. All evaluator decisions are final.

The recipients in each category (i.e., original research and literature review) will receive:

- Monetary awards as follows: First Place: \$400, Second Place: \$250;
- An engraved award;
- Two complimentary, transferable tickets to the SDMS & SDMS Foundation Awards event held at the *SDMS Annual Conference*; and
- Recognition at the *SDMS Annual Conference* and in the *Journal of Diagnostic Medical Sonography* (JDMS), SDMS press release, and SDMS social media release.

### EXAMPLE

For reference, an example of a prior winning submission is available [here](#). This example is provided to illustrate overall structure, organization, and level of detail. Submissions are not expected to replicate this format exactly but should reflect similar clarity, completeness, and professionalism. All submissions must adhere to the current submission guidelines and requirements outlined above.