



GUIDELINES FOR EDUCATORS MENTORING STUDENTS

This guide is intended for educators who are mentoring students interested in submitting scholarly work to the *Journal of Diagnostic Medical Sonography* (JDMS).

Educators play a critical role in mentoring students who are interested in scholarly writing and publication. This resource is designed to help educators support students effectively while setting realistic expectations for submission to JDMS. These recommendations aim to encourage high-quality submissions and reduce common challenges associated with student manuscripts.

ENSURE STRONG MENTORSHIP

Before submission, educators should confirm that:

- Each student is paired with a faculty advisor familiar with scientific and scholarly writing.
- The advisor is willing to guide the student through topic development, writing, revision, and resubmission as needed.
- The manuscript meets a publishable standard before being submitted.
- Students have a meaningful and active role in the development of the manuscript, particularly for original research, and are not included as authors without making a substantive contribution.

If an educator provides substantial editorial guidance, they may appropriately be included as a co-author. In such cases, they may also be listed as the corresponding author, consistent with authorship guidelines.

CONFIRM TOPIC SUITABILITY AND READINESS

Educators should review and approve the manuscript topic early, ensuring that:

- The topic is appropriate for a professional journal (e.g., original research, literature review, case study/ case series).
- A preliminary literature review has been completed.
 - For original research, appropriate study design and statistical support are in place.
- Required images can be obtained ethically, are HIPAA-compliant, and have appropriate permissions for use (e.g., copyright clearance or Creative Commons licensing, if applicable).

Manuscripts that are exploratory, incomplete, or not supported by adequate literature should not be encouraged for submission.

REQUIRE COMPLIANCE WITH JDMS FORMATTING AND SUBMISSION STANDARDS

Before submission, educators should verify that:

- The manuscript follows the [JDMS Author's Manual](#) and [AMA Manual of Style](#) guidelines.
- Files are submitted in editable formats (e.g., Word documents), not PDFs.
- All authors are listed correctly at the time of submission (author changes cannot be made later).

REVIEW FOR COMMON STUDENT WRITING ISSUES

Educators are encouraged to carefully review student manuscripts for frequent issues seen in student submissions, including:

- Overuse of non-peer-reviewed or non-scholarly sources
- First- or second-person writing
- Over-reliance on direct quotations rather than paraphrasing with appropriate attribution and citation
- Improper or unclear citation placement (e.g., citing entire paragraphs rather than specific statements)
- Inconsistent verb tense
- Poor writing style (e.g., excessive passive voice, redundancy, or lack of clear paragraph structure)
- Abstracts that rely on references or do not stand alone
- Conclusions that introduce new material

If a manuscript does not meet a high academic standard, students should be advised to revise further or pursue alternative scholarly outlets before submitting to JDMS.

SET CLEAR EXPECTATIONS FOR STUDENT COMMITMENT

Educators should ensure that students understand:

- Submission does not guarantee acceptance.
- Peer review is iterative and may require substantial revision.
- Timely responses to editorial requests are essential for publication.
- The publication process may extend beyond graduation and require continued engagement.
 - If a student is unable to remain engaged after graduation, they may provide permission for the mentor to continue the work, with authorship assigned in a manner that accurately reflects each contributor's role and level of contribution.

Students who are not prepared to engage in this process should not be encouraged to submit.

AVOID REQUIRING JDMS SUBMISSION AS A COURSE REQUIREMENT

While students are welcome to submit manuscripts to JDMS, educators are discouraged from requiring journal submission as a final course grade requirement.

In practice:

- Journal submission involves multiple rounds of revision, peer review, and follow-up that often extend beyond a course timeline.
- Many student authors do not complete required revisions once coursework has ended.
- JDMS does not provide individualized follow-up to ensure revisions are completed.

Students should submit to JDMS only if they are motivated, prepared, and committed to completing the full peer-review and revision process.

W. FREDERICK SAMPLE STUDENT EXCELLENCE AWARD

Educators are strongly encouraged to guide students to first submit their work to the [W. Frederick Sample Student Excellence Award](#) program.

This award was established to:

- Recognize outstanding student achievement in diagnostic medical sonography.
- Encourage original research and literature review papers.
- Serve as an appropriate entry point into scholarly writing and publication.

Applying for this award allows students to gain experience with academic writing.