

**Oklahoma Society of Radiologic Technologists, Inc.**  
**Essay Competition**  
**Manuscript Guidelines**

**General Layout.** The manuscript must be typewritten, double-spaced, 12-point Times New Roman or Arial font, with 1” margins on all sides, and running no longer than 10 pages (not counting the title page, abstract, and reference pages). The pages must be numbered consecutively.

**Title Page.** Each competitor will submit 2 copies. The original essay shall have a cover sheet containing:

- Title of the essay
- Author’s name
- Date
- School

The second copy shall have a cover sheet giving the title only. No identification of the author or school will be on this version.

**Headings.** The main sections of a monograph should be separated and identified with standard categorical terminology: Abstract, Introduction, Review of Current Literature or Methods and Materials, Discussion (or Findings or Results), Conclusion, and References. These are basic headings and other headings may be included. Please reference the AMA Handbook for further information.

**Abstract.** Generally not exceeding 300 words, the abstract should summarize significant information in the text. This is best written after the paper is completed.

**Introduction.** The purpose of the manuscript should be described briefly, including relevant background.

**Review of Current Literature.** After reviewing the literature, discuss previous studies and highlight the results of those studies.

**Methods and Materials.** The research plan, materials, and methods used are describe under this heading.

**Discussion (or Findings or Results).** Results are to be described in clear, logical sequence. Case studies may be included here or broken out individually.

**Conclusion (or Summary).** Any limitations should be explained here along with a detailed account of the effects of the above mentioned results.

References. The reference style should follow that specified in the American Medical Association (AMA) Manual of Style. The references must be listed on a separate page, double-spaced, in numerical order as they appear in the text.

Figures. Figures may be any type of radiograph, photograph, graphic, or other image that supports or promotes additional clarification or understanding of the text. All images must adhere to HIPAA, and should be properly de-identified. If reproductions of previously published photographs or illustrations are used, permission from the original author and/or copyright holder must accompany the original manuscript.

Legends. The caption of the figure(s) must be listed underneath the figure(s).

Abbreviations and Nomenclature. Abbreviations must conform to the AMA Manual of Style. Abbreviations and unfamiliar terms are defined when first used, followed by the abbreviation in ( ), and then that abbreviation may be used throughout the remainder of the paper.

**Deadline for Entries**

The application and the two copies of the manuscript, including illustrations and/or photographs, must be submitted as email attachments by midnight of February 15. Please submit these to: [osrtessay@gmail.com](mailto:osrtessay@gmail.com). A confirmation email will be sent by the Scientific Essay Committee Chairperson.