



Mississippi Society of Radiologic Technologists Scientific Manuscript Rules and Regulations Registered Radiologic Technologists and Student Technologists

Eligibility:

- A. Technologist Category
 - 1. Must be in good standing as an MSRT member.
 - 2. Must be ARRT-certified and in good standing.

- B. Student Category
 - 1. Must be a student member of MSRT in good standing.
 - 2. Must be enrolled in a JRCERT-accredited program within Mississippi.

Non-Eligibility:

The following members of the MSRT are not eligible to participate in competition: MSRT officers, Board members (excluding student delegates), manuscript judges, and persons employed by commercial firms engaged in the sale or manufacture of x-ray products.

Plagiarism is expressly forbidden and will result in immediate disqualification of the manuscript!

Manuscripts:

- A. Identified manuscripts become the property of the MSRT and may be published in The BEAM.
- B. The manuscript must be the original composition of the submitting author(s) and must be Radiology-related. It must not have been previously published, submitted, or accepted for publication prior to the annual MSRT conference for which it is being submitted.
- C. Manuscripts **MUST** be a **MINIMUM** of 1,000 words with a presentation time **NOT TO EXCEED** 15 minutes. This time shall include showing of slides, films, etc. needed for demonstration. Exceeding this time **WILL DISQUALIFY** the manuscript. Words will be counted, and fewer than 1,000 **WILL** disqualify the manuscript.
- D. Manuscripts must be typewritten, double-spaced in standard APA or MLA format on one side of 8 ½ x 11 white paper with standard margins (1" all sides), numbered pages, and fastened securely on the left with a suitable cover. A title page must be included with the manuscript.
- E. Direct quotations and all references must be indicated in the text (footnotes, slides, etc.) and noted on the reference/bibliography page.
- F. The following guidelines **MUST** be followed:
 - 1. Proof of MSRT membership **MUST** be submitted to the MSRT President with the manuscript(s). Proof can be attained by emailing the MSRT executive secretary, Kristi Moore, at kgmoore@umc.edu. The email from the executive secretary verifying membership can accompany the paper(s) to serve as proof of membership.
 - Program faculty can email a list of student names to the MSRT executive secretary if the program elects to submit the papers as a cohort.
 - Otherwise, individual students (or technologists) submitting manuscripts will need to email the MSRT executive secretary to acquire proof of MSRT membership.

2. The original and three (3) copies of the manuscript must be submitted.
 - The original manuscript **MUST** have the contestant's name, home address, and representing school on the title page.
 - The original copy **MUST** have the signed statement (see page 6) that the rules and regulations of MSRT have been read by the contestant and all provisions therein understood and met.
 - The three (3) copies should **NOT** be identifiable with contestant's place of employment, school in which the student is enrolled, or list a contestant's name.
 3. The original manuscript, along with the three (3) copies, shall be submitted to the MSRT President, post-marked **NO LATER THAN June 30th**. The MSRT President shall be the only person to see the original manuscript until judging is over and awards are to be given.
- G. The names of authors and titles of those manuscripts chosen for presentation from those submitted shall be listed in the annual MSRT conference program.
- H. The radiography program(s) or place of employment from which each finalist (6) is enrolled or employed may be recognized at the awards banquet/luncheon.

**Failure to abide by any of these rules will result in immediate disqualification!*

Illustrations:

- A. Illustrations (photos, charts, graphs, etc.) may be included to promote or support understanding of the text.
- B. If illustrations are used, they are **NOT** to be included within the original text but as appendices. These are to be included only during presentation at the MSRT conference.

Judging and Awards:

- A. Three (3) judges shall be appointed by the MSRT President. These shall be radiologists or technologists eminent in the field of radiology. Preliminary judging shall be conducted by three (3) out-of-state judges selected by the President.
- B. A person employed by or associated with schools, hospitals, or firms employing or enrolling as students or contestants submitting manuscripts will not be permitted to serve as a judge. Educators, technologists, and radiologists from non-participating schools or out-of-state only may serve.
- C. All manuscripts shall be submitted to the MSRT President, post-marked by June 30th. The President shall send a copy of the manuscript rules and one (1) copy of each unidentified manuscript to each judge for preliminary judging. The judges shall return the manuscripts with a point score value for each to the President 30 days after receiving the manuscripts.
- D. All manuscripts shall be judged according to the preliminary manuscript evaluation scale and the rules of MSRT for preliminary judging of papers. The president and two (2) members of the Board of Directors are responsible for tabulating and recording the score from the preliminary judging.
- E. The manuscripts receiving the top six (6) scores in each category (technologist and student) will be presented as a part of the educational program at the MSRT annual conference. Someone on the same professional level as the author may present the manuscript only if through unforeseen circumstances the author is not able to attend conference.
- F. Authors will be notified by the MSRT President on or before September 1st if they placed in the top six (6). Any author(s) whose manuscripts are disqualified for any reason will be so notified by the MSRT President.
- G. Titles of the six (6) semi-finalist papers only shall be published in the conference program.
- H. Final judging will be by three (3) new judges selected by the President and will occur during presentation at the annual conference and shall be judged using the final manuscript evaluation scale and rules of MSRT.
- I. Three (3) finalists shall be chosen in each category according to the tabulated scores of the judges following presentation.
- J. Decisions of all judges are final.

Awards:

- A. All six (6) semi-finalists presenting papers at the MSRT conference shall be presented a certificate of participation.
- B. Awards are given at the awards banquet/luncheon of the annual conference as follows: first, second, and third place in both student and technologist categories.
- C. The MSRT Board of Directors shall be responsible for providing all awards and certificates. The president and two (2) Board members are responsible for tabulating and officially recording all scores.

EVALUATION SCALE FOR MANUSCRIPTS

The maximum possible points for preliminary judging will be 100. The maximum possible points for final judging will be 100. Total points of both will be combined to determine finalists. There are 200 possible points for the winning manuscript.

A. Criteria for Judging Scientific Manuscripts:

- 1. Preliminary evaluation scale
 - a. Originality25 points
 - b. Educational and technical value.....25 points
 - c. Organization of material25 points
 - d. Mechanics25 points

** In the event of a tie during preliminary judging, the manuscript with the highest score in originality will be deemed the winner.*

** If still tied, the tie will be broken based on the highest score ranked in the following order:*

- Educational and technical value
- Organization of material
- Mechanics

- 2. Final Judging of six (6) semi-finalist papers from preliminary round:
 - a. Educational and technical value.....25 points
 - b. Organization of material25 points
 - c. Presentation.....50 points

** In the event of a tie during final judging, the manuscript with the highest score in presentation will be deemed the winner.*

** If still tied, the tie will be broken based on the highest score ranked in the following order:*

- Educational and technical value
- Organization of material

Below is a description of what is evaluated for each of the graded components:

- I. Originality (25 points)
 - 1. Development of, or major improvement in, techniques, positioning, principles, etc.
 - 2. Evidence of original effort or ingenuity, individual investigation, and research.
- II. Educational and Technical Value (25 points)
 - 1. Contribution to higher radiologic technology standards.
 - 2. Treatment of known technology to improve understanding or application. A manuscript should not be penalized because it is of value only to a small group of technologists.

III. Organization of Material (25 points)

1. Development

- a. Is material presented in an ordered and logical sequence?

2. Visual Material

- a. If used, does it correlate with the text?

- b. Is it well prepared?

- c. If not used, is text self-explanatory?

- d. Would visual aids have contributed to the understanding of the subject matter?

- e. Is visual material of good quality?

- f. Where visual aids are essential to proper presentation, the author should be penalized if aids were improperly or carelessly used.

- g. When appropriate, are good radiographs demonstrated to prove the text as presented?

- h. A manuscript should not be penalized for the lack of illustrations if presentation is self-explanatory.

IV. Mechanics (25 points)

1. Spelling, grammar, punctuation, etc.

V. Presentation (50 points)

1. Was the manuscript presented with the proper use and time of visual aids?

2. Was there good deliverance to the audience of the content of the manuscript?

3. Was correct vocal punctuation used?

4. How well-informed about the topic was the author?

DEADLINE

All manuscripts must be postmarked NO LATER THAN JUNE 30 each year.

MSRT Scientific Manuscript Competition Checklist for Eligibility

Listed below is a summary of key requirements for eligibility of scientific manuscripts. If any of the items below are not met, scientific manuscripts will be immediately disqualified. Noted in parenthesis next to each requirement is the location of where it can be found in the official rules document.

- 1. Manuscript meets the minimum word count (Manuscripts → Page 1 → Item C)
- 2. Manuscript meets the formatting criteria (Manuscripts → Page 1 → Items D,E)
- 3. The original and three (3) copies of the manuscript are submitted according to guidelines (Manuscripts → Page 2 → Items F.2, F.3)
- 4. The original manuscript submitted to the MSRT President includes the following:
 - Proof of MSRT membership (Manuscripts → Page 1 → Item F.1)
 - Signed acknowledgement statement found on page 6 of the official rules document (Manuscripts → Page 2 → Item F.2)
- 5. Manuscript is mailed to the MSRT President, postmarked no later than June 30th (Manuscripts → Page 2 → Item F.3)

**MSRT Scientific Manuscript Competition
Acknowledgement Statement
Rules and Regulations**

The rules and regulations of MSRT have been read by me (the contestant) and all provisions therein understood and met.

Name

Date

Revised: July 2016