



Literature Review Check List (as per Sonography Canada Authors guidelines)

Authors Name:

Title of Manuscript:

Criteria	Check Off When Complete
Read: Sonography Canada Authors Guidelines	
Manuscript Format: <ul style="list-style-type: none"> • Font -Calibri -14 headings (Bold) and 12 text • Send in a word doc as your submission (no images imbedded) Images in Jpeg in separate files	
General Description of a literature review <ul style="list-style-type: none"> • 500 and 2,500 words A literature review is an objective summary and explanation of the current state of knowledge on a selected topic. The purpose is to give readers easy access to research conducted on a specific topic by selecting top quality relevant, important and valid articles/studies and summarizing the pertinent information into one report. It helps to provide insight to where future research can be focused, as well as to identify inconsistencies and gaps in the literature.	
Author to submit	
A. Cover Letter Format: <ul style="list-style-type: none"> • Include the all the author’s information including credentials. • Include e-mail for correspondence (to the senior author) • Authors need to identify their affiliation with an institution, university department or private clinic and indicate their position at that institution/workplace i.e. student, sonographer, resident. A covering letter must accompany your article and <ul style="list-style-type: none"> • State that the work is original • Include a statement that the article is not in consideration by any other journal • Indicating no conflict of interest • Indicating that all pertinent patient consents have been obtained as per PHIPA or any other consents that are applicable 	
Sections of the Manuscript	
Literature Review Title <ul style="list-style-type: none"> • Is concise, reflects the findings of the case and attracts the reader. • Includes that it is a literature review 	
Abstract: (100-250 words) <ul style="list-style-type: none"> • A concise summary of the manuscript. • Should include a brief background, the aim/hypothesis, summary of search methods and results and conclusion/inference. Helps the reader quickly ascertain the paper's purpose and findings	

<p>Introduction: (1 paragraph) Explain the focus and establish the importance of the topic. Discuss what research has been done on the topic and identify any controversies or unknowns within the literature. Provide background and/or history on the subject. State the purpose or thesis statement that will sum up and evaluate the state of knowledge in the area of research, or the potential implications of the review.</p> <ul style="list-style-type: none"> • Is concise and attracts the reader. • Provide 1-2 sentences introducing the case. 		
<p>Method:</p> <ul style="list-style-type: none"> • Give a full explanation and justification for the search and managing steps. Includes protocol of search- information sources/ data bases used/ search strategy/ study selection & assessment • Justify the sources of the findings, the search and strategy, search terms/string and the limits used. • Discuss the inclusion/exclusion criteria and how they were screened, the data extracted and method of quality assessment. 		
<p>Discussion:</p> <ul style="list-style-type: none"> • State and evaluate the main findings of the review. • Integrate the results by the different studies and identify/highlight contradictory data and how this can be resolved with future research. • Recognize and discuss the limitations of studies included in the review. Images, tables, graphs and diagrams can be used to illustrate what is being discussed. 		
<p>Conclusion: (1 paragraph)</p> <ul style="list-style-type: none"> • Briefly and directly interpret the results • Suggest inference/implications for future research or clinical significance 		
<p>Images</p> <ul style="list-style-type: none"> • Patient identification MUST BE removed as should all hospital identification and dates on the images. • Original from your case • Jpeg images (on separate doc) • All patient information including images must adhere to provincial Privacy Acts and copyright <p>High quality with emphasis on their educational value.</p>		
<p>The Images with Legends</p> <ul style="list-style-type: none"> • Description of the image   • Point out any details of the image (small arrow or arrow heads) <p>Indicate where in your text the images should be placed</p>		
<p>Table</p> <ul style="list-style-type: none"> • Each table should be typed on a separate page and should have a legend at the top including the information contained and should supplement 		

<p>the text.</p> <ul style="list-style-type: none"> Each table should be clearly labeled with the title and figure number. <p>Illustrations may be sent via e-mail as a TIFF or JPEG file.</p>		
<p>Photographs</p> <ul style="list-style-type: none"> Patient identification MUST BE removed as should all hospital identification and dates on the images. DO NOT embed the images in the text/word document. Use the maximum resolution on your PACS system (usually 640-480). Use the maximum resolution of the camera (3.2 megapixel minimum). <p>Do not crop the images as you lose resolution; instead, zoom in to get the maximum image in the frame for the photograph.</p>		
<p>Illustrations</p> <ul style="list-style-type: none"> Patient identification MUST BE removed as should all hospital identification and dates on the images. Should clarify and complement the text. Each illustration should be clearly labeled with the figure number, title i.e. Figure 1 Title, Figure 2-Title, etc. and cited in numerical order in the text document for correct position of figure/table placement. Labels or arrows may be used to point out areas of interest and should be detailed in the legend. Note: Figure reproduction cannot improve on the quality of the originals 		
<p>Referencing (in text and Reference page)</p> <ul style="list-style-type: none"> References for a pictorial essay are limited, must be 10 or fewer references. Ensure its as per Sonography Canada Guidelines (Vancouver Style-superscript) <p>Example of format</p> <p>Pictorial Essay</p> <p>Abate M, Salini V, Rimondi E, et al. Post-traumatic myositis ossificans: sonographic findings. J Clin Ultrasound 2011;39(3):135–40.</p>		
<p>Conflict of interest:</p> <ul style="list-style-type: none"> If applicable full disclosure or identify no conflicts 		
<p>Funding:</p> <ul style="list-style-type: none"> If applicable full disclosure of funding sources 		
<p>Acknowledgements:</p> <p>The Journal reserves the right to edit reports to ensure conformity with the Journal’s style. Such editing will not affect the scientific content.</p>		
<p>5 multiple choice questions (with the correct answer) pertaining to the article</p> <ul style="list-style-type: none"> If not comfortable doing this we can develop the questions and the author can check 		