



## Original Research Check list (as per Sonography Canada Authors guidelines)

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Author:

Date of Review:

Criteria	Met	
<b>Author to submit word doc</b>		
<b>Manuscript Format:</b> <ul style="list-style-type: none"> <li>• Font -Calibri -14 headings (Bold) and 12 text</li> <li>• Send in a word doc as your submission (no images imbedded)</li> <li>• Images/ tables/ illustrations in Jpeg in separate files</li> </ul>		
<b>Cover Letter Format:</b> A covering letter must accompany your article and include the following <ul style="list-style-type: none"> <li>• State that the work is original.</li> <li>• Include the senior author's information (e-mail) for correspondence and to ensure rapid processing,</li> <li>• Add a statement that the article is not in consideration by any other journal.</li> <li>• Identify all authors affiliation with an institution, university department or private clinic and indicate their position at that institution/workplace i.e. student, sonographer, resident.</li> </ul>		
<b>Abstract</b> Summary limited to 500 words and should state the investigation the following four subheadings: <ul style="list-style-type: none"> <li>• <b>Background and Objective:</b> Brief statement of the background and purpose for the investigation.</li> <li>• <b>Material and Methods:</b> Describe the methodology applied in the investigation.</li> <li>• <b>Results:</b> State the principal results of the investigation.</li> <li>• <b>Conclusion:</b> Brief statement fulfilling the hypothesis.</li> </ul>		
<b>Key Words:</b> <ul style="list-style-type: none"> <li>• A maximum of 5 keywords chosen from the Medical Subject Headings of the Index Medicus.</li> <li>• <b>No references are cited in this section.</b></li> </ul>		

<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Brief introduction to the manuscript, outlining the background and objectives in further detail.</li> <li>• Detailed literature review, results should be avoided in this section.</li> <li>• Detailed information on the research methodology in a written form that allows the work to be reproduced. This section may be divided into subsections and include research design, patient population/recruitment, materials, sampling, diagnostic methodology and analysis, and statistical analysis.</li> <li>• Authors are recommended to consult with an individual with statistical expertise for analysis.</li> <li>• Reporting results and/or discussion is inadmissible in this section.</li> </ul>		
<p><b>Methods</b></p> <ul style="list-style-type: none"> <li>• For investigations involving human subjects, declaration that informed consent approval was obtained as well as statement of institutional or university ethical review board approval should be indicated in a separate paragraph.</li> <li>• Reader should be able to reproduce this study</li> <li>• Info about patient positioning- machines- presets- equipment should be included</li> </ul>		
<p><b>Results</b></p> <ul style="list-style-type: none"> <li>• May be divided into subsections to clearly present the statistical findings supporting the results.</li> <li>• The main body of the text in this section mainly encompasses numerical data. Site tables, figures and/or graphs to illustrate the findings.</li> </ul>		
<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Should explore the significance and impact of the results in relation to the research question and hypothesis.</li> <li>• Begin with a limited background information section followed by a discussion of the investigation's results, limitations and future implications and outcomes that correspond to previously published research or how it may develop</li> </ul>		
<p><b>Conclusions</b></p> <ul style="list-style-type: none"> <li>• Should present the hypothesis and summarize the conclusive findings of the research.</li> </ul>		
<p><b>The Images with Legends</b></p> <ul style="list-style-type: none"> <li>• Description of the image  </li> <li>• Point out any details of the image (small arrow or arrow heads)</li> <li>• Indicate where in your text the images should be placed</li> </ul>		

<p><b>Table</b></p> <ul style="list-style-type: none"> <li>• Each table should be typed on a separate page and should have a legend at the top including the information contained and should supplement the text.</li> <li>• Each table should be clearly labeled with the title and figure number.</li> <li>• Illustrations may be sent via e-mail as a TIFF or JPEG file.</li> </ul>		
<p><b>Photographs</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Use the maximum resolution of the camera (3.2 megapixel minimum).</li> <li>• Do not crop the images as you lose resolution; instead, zoom in to get the maximum image in the frame for the photograph.</li> </ul>		
<p><b>Illustrations</b></p> <ul style="list-style-type: none"> <li>• Patient identification MUST BE removed as should all hospital identification and dates on the images.</li> <li>• Should clarify and complement the text.</li> <li>• 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.</li> <li>• Labels or arrows may be used to point out areas of interest and should be detailed in the legend.</li> <li>• Note: Figure reproduction cannot improve on the quality of the originals</li> </ul>		
<p><b>Consent</b></p> <p>Declaration that informed consent approval was obtained</p>		
<p><b>Review Ethics Board</b></p> <ul style="list-style-type: none"> <li>• All prospective and retrospective human studies must have appropriate institutional ethics review board.</li> <li>• Compliance with these rules must be stated in the text, including waiver of consent by the board, if applicable. Manuscripts that do not comply with these rules will not be accepted for publication.</li> </ul>		

<ul style="list-style-type: none"> <li>Statement of institutional or university ethical review board approval should be indicated in a separate paragraph.</li> </ul>		
<p><b>Conflicts of Interest/ Competing Interests</b></p> <ul style="list-style-type: none"> <li>All authors of must disclose any and all conflicts of interest they may have with the publication of the manuscript or any institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented.</li> <li>Insert at the end of your paper before the references</li> </ul>		
<p><b>Grant Support</b></p> <p>The must be a declaration of any financial support for the research, listing company or organization name and the author’s affiliation.</p> <ul style="list-style-type: none"> <li>If applicable, details of all funding sources including full agency name(s) and grant numbers should be included as a separate subsection.</li> <li>If there was no support please declare</li> <li>Insert at the end of your paper before the references</li> </ul>		
<p><b>Acknowledgements</b></p> <ul style="list-style-type: none"> <li>Provides a statement recognizing individuals, aside from the authors, that have contributed to the scientific work being reported.</li> <li>Non-research contributions are not suitable</li> </ul>		
<p><b>Referencing ( Vancouver Style in text (super script) and Reference page)</b></p> <ul style="list-style-type: none"> <li>Ensure its as per Sonography Canada Guidelines</li> <li>Example of format</li> </ul> <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>All patient information including images must adhere to provincial Privacy Acts and copyright 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>		