



**Pictorial Essay Check List (as per Sonography Canada Authors guidelines)**

Authors Name:

Title of Manuscript:

Date of Review:

Criteria	Check off when complete
<b>Read:</b> Sonography Canadas Authors Guidelines	
<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 in Jpeg in separate files</li> </ul>	
<b>General Description of a Pictorial Essay</b> This type of article is used as a teaching article. It uses images/illustrations to provide current clinically relevant information of a specific topic. The length of the text is limited and the message is portrayed through a large volume of quality images. No new information should be introduced in this article. It does not contain data or statistical analysis. It should include sufficient non-copyrighted high quality images and diagrams to clearly and concisely demonstrate the topic.	
<b>Author to Submit</b>	
<b>A. Cover Letter Format:</b> <ul style="list-style-type: none"> <li>• Include the all the author’s information including credentials.</li> <li>• Include e-mail for correspondence ( to the senior author)</li> <li>• 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.</li> </ul> A cover letter must accompany your article and <ul style="list-style-type: none"> <li>• State that the work is original</li> <li>• Include a statement that the article is not in consideration by any other journal</li> <li>• Indicating no conflict of interest</li> </ul> Indicating that all pertinent patient consents have been obtained as per PHIPA or any other consents that are applicable	
<b>Sections of the Manuscript</b>	
<b>Pictorial Essay Title:</b> <ul style="list-style-type: none"> <li>• Is concise, reflects the findings of the case and attracts the reader.</li> <li>• Includes that it is a pictorial Essay</li> </ul>	
<b>Abstract: (50-150 words)</b> <ul style="list-style-type: none"> <li>• Concise summary of the pictorial essay that is unstructured.</li> <li>• Contain sufficient information of the content of the article to be a standalone entity.</li> <li>• References are not necessary</li> </ul>	

<ul style="list-style-type: none"> <li>• <a href="#">Helps the reader quickly ascertain the paper's purpose and findings</a></li> </ul>	
<p><b>Introduction: (1 to 2 paragraphs)</b></p> <ul style="list-style-type: none"> <li>• Provide a purpose or a clear/concise idea of what the pictorial essay is about.</li> <li>• Includes background information and the reason why the author chose to portray this topic in a pictorial essay. Equipment used to acquire the images should be noted.</li> <li>• The clinical relevance should be stated as well as the learning objectives of the article.</li> </ul>	
<p><b>Main body:</b>  Use subheadings to organize the content  The text is short  Majority of the information is images and should be conveyed through figure legends.  Images:</p> <ul style="list-style-type: none"> <li>• There should be 5-20 images</li> <li>• Images are the basis of the article</li> <li>• The images should be high quality with emphasis on their educational value.</li> <li>• Types of images/illustrations: Radiological images (U/S, CT, MRI etc...), photographs (clinical, intraoperative, laparoscopic etc...), histological photomicrographs, physiologic tracing signals (ECG, EKG, etc...), laboratory graphs (karyogram etc...) and line drawings (schematic diagrams, etc...).</li> <li>• Line drawings should be computer generated.</li> <li>• Patient identifiers must be removed from images and photographs.</li> </ul> <p>The figure legend should include</p> <ul style="list-style-type: none"> <li>• a description of the image</li> <li>• the conditions under which the image was taken and the relevance</li> <li>• point out any details of the image</li> </ul> <p>Tables can be used for supporting information, optional.</p>	
<p><b>The Images</b></p> <ul style="list-style-type: none"> <li>• Not copyrighted</li> <li>• Patient identifiers must be removed from images and photographs.</li> <li>• All patient information including images must adhere to provincial Privacy Acts and copyright</li> <li>• High quality with emphasis on their educational value.</li> </ul>	
<p><b>The Images with Legends ( 5-20 images)</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 Use subheadings to organize the content</li> </ul>	
<p><b>Discussion: (optional)</b></p> <ul style="list-style-type: none"> <li>• This section is optional but would include etiology, pathophysiology,</li> </ul>	

treatment and rationale for the overall lesson learned.		
<b>Summary: (&lt; 1 paragraph)</b> <ul style="list-style-type: none"> <li>• Succinct summary of the pictorial essay.</li> <li>• State importance to the sonography profession</li> </ul>		
<b>Referencing</b> ( in text and Reference page) <ul style="list-style-type: none"> <li>• References for a pictorial essay are limited, must be 10 or fewer references.</li> <li>• Ensure its as per Sonography Canada Guidelines ( Vancouver Style-superscript)</li> </ul> Example of format <b>Pictorial Essay</b> Abate M, Salini V, Rimondi E, et al. Post-traumatic myositis ossificans: sonographic findings. J Clin Ultrasound 2011;39(3):135–40.		
<b>Conflict Of Interest:</b> <ul style="list-style-type: none"> <li>• If applicable full disclosure or identify no conflicts</li> </ul>		
<b>Funding:</b> If applicable full disclosure of funding sources		
<b>Acknowledgements:</b>		
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.		
5 multiple choice questions (with the correct answer) pertaining to the article <ul style="list-style-type: none"> <li>• If not comfortable doing this we can develop the questions and the author can check</li> </ul>		