

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

Authors Name:

Title of Manuscript:

Criteria		Check off when complete
<p>Manuscript Format: 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</p>		
<p>Author to submit</p>		
<p>A. Cover Letter Format:</p> <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. <p>A covering letter must accompany your article and</p> <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 <p>Indicating that all pertinent patient consents have been obtained as per PHIPA or any other consents that are applicable</p>		
<p>Title Is concise, reflects the findings of the case and attracts the reader. Includes that it is a systematic review</p>		
<p>Abstract: (100-250 words) Summary of the systematic Review Helps the reader quickly ascertain the paper's purpose and findings</p>		
<p>Introduction: (1 to 3 paragraphs)</p> <ul style="list-style-type: none"> • Provides a purpose or clear idea of what the systematic review is about • Is concise and attracts the reader. 		

<ul style="list-style-type: none"> • It provides background information (demographics, epidemiology pathophysiology) about the case • Provide 1-2 sentences introducing the case. • Explanation as to why this review is particularly interesting and why the author thinks the topic is important. • Includes a focused and relevant literature review to support the author's claim. 		
<p>Key Terms</p> <ul style="list-style-type: none"> • Defines unusual terms that are essential to the understanding of the report (think about what terms you would use to do a google search) 		
<p>Methods</p> <ul style="list-style-type: none"> • Includes protocol of search- information sources/ data bases used/ search strategy/ study selection & assessment • Registration with PROSPERO 		
<p>Results</p> <ul style="list-style-type: none"> • Study selection- inclusions and exclusions • Analysis of studies • Results of studies 		
<p>Discussion:</p> <ul style="list-style-type: none"> • Supports the uniqueness of your case. • Describes in detail the message you are trying to convey, the lesson you learned from the review and the significance to the ultrasound/medical field. 		
<p>Conclusion: (1 paragraph)</p> <ul style="list-style-type: none"> • Provides a succinct summary of the case report. • Makes a justified conclusion. • Provides the application to everyday ultrasound practices. 		
<p>Conflict of interest: Identify or None</p>		
<p>Funding</p>		
<p>Acknowledgements</p>		
<p>Table with legends Each table should be typed on a separate page and should have a legend at the top including</p>		

<p>the information contained and should supplement the text. Each table should be clearly labeled with the title and figure number. Illustrations may be sent via e-mail as a TIFF or JPEG file.</p>		
<p>Photographs 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). 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 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>		
<p>Referencing (in text (super script) and Reference page) Ensure its as per Sonography Canada Guidelines Example of format 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>		
<p>5 multiple choice questions (with the correct answer) pertaining to the article</p>		<p>If not comfortable doing this we can develop the questions and the author</p>

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