

## LINK Contributor Guidelines

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Published by AHRA, LINK shares industry insights, association news, and expert commentary to keep medical imaging leaders connected and informed. Content is peer-reviewed with oversight from the AHRA Editorial Review Committee (ERC).

### General Information

#### Feature Articles

Feature articles are approximately 2,500–4,000 words and are eligible for Quick Credit™ designation, where readers can complete an accompanying exam for continuing education (CE) credit. The content is evidence-based, formal, researched, and in-depth. There are usually at least 10 references.

#### Columns

Columns are approximately 700–1,200 words. Shorter pieces are accepted if appropriate for the topic and discussed with the editor. Content is presented more informally and is less researched than a feature article. References can be included but are not a requirement.

#### Book Reviews

LINK accepts book reviews on business management and imaging-related topics. The word count should be between 700-1,200. Guidelines from the AMA: “Readers of such reviews seek both an overview of the product and an assessment of its quality relative to similar works. Thus, these reviews usually include description and opinion, both of which may extend to broader issues raised by the work. Individual style and expression can be included in these critiques, but supporting evidence for the reviewer’s praise or criticism is essential.”

#### Vendor/Consultant Manuscripts

AHRA is proud of its working relationships with individuals, firms, companies, and organizations that provide products and services to its members. LINK maintains its integrity by publishing educational manuscripts written by vendors and consultants. It is essential, however, that these manuscripts in no way promote a specific product or service, and they must be substantiated by neutral, unbiased research, and/or documentation.

#### Editing Process

AHRA reserves the right to edit, revise, and otherwise change manuscripts to meet LINK’s style and standards. The editor works to collaborate with authors, and, in each case, a copy of the edited manuscript is provided to the author to review.

#### Peer-Review Process

LINK content is peer-reviewed. All manuscripts and supporting tables, graphs, illustrations, and photos are submitted to members of AHRA’s ERC. All manuscripts will have the author and affiliation information blinded to ensure an unbiased review process. Upon review, authors may be required to submit a revised manuscript based on reviewer recommendations. The editor works closely with the author throughout the peer-review process. Manuscripts are published only after official acceptance by the ERC and the editor. After feature articles are accepted, we will ask you to submit approximately 8-10 multiple-choice questions for readers who want to obtain continuing education credits.

#### Continuing Education (CE) Credit

Authors are eligible for up to 4 ARRT Category A credits. If your article is published in LINK, submit the title page plus the first page of the document to ARRT when renewing your registration.

## Copyright

Each manuscript is accepted with the understanding that it is to be published exclusively in LINK; other arrangements must be made in advance and in writing. Except in cases where other arrangements have been made, authors must sign an agreement that:

- Transfers and assigns all copyright ownership to AHRA when published;
- Declares the original manuscript contains nothing that is libelous or unlawful, or infringes on the common law or statutory copyright of any individual, publication, corporation, or any other entity; and
- States the manuscript is not under consideration by other publishers at the time of submission.

## Manuscript Publication

AHRA cannot guarantee publication of all manuscripts, although every effort is made to do so. In addition, AHRA cannot guarantee publication for a specific date.

## Plagiarism and Ethics

AHRA cannot allow plagiarized content to be published. We do our best to identify plagiarized material before it is published, but if plagiarized content is published, a retraction or correction will be published subsequently. To avoid plagiarism in your writing, we suggest acknowledging others' contributions in your content, use quotation marks for verbatim text, cite sources accurately, paraphrase using your own words, obtain permission to republish previously published materials or copyrighted materials, and use an online plagiarism checker, such as scribbr.com (~\$20), grammarly.com, etc. before finalizing your manuscript and submitting it.

## Use of Artificial Intelligence (AI) Tools

AHRA does not prohibit authors from using artificial intelligence (AI) tools to support their learning, research, and idea development. However, all submitted work must represent the author's own understanding, analysis, and original effort. AI cannot be credited as an author and should not replace the author's voice, perspective, or accountability.

Overreliance on AI can result in inaccurate, unoriginal, or formulaic text. The editorial team reserves the right to suggest edits or request revisions if a manuscript appears to be heavily generated by AI or does not meet AHRA's standards of clarity and originality.

When AI is used in the preparation of a manuscript, authors should disclose its use. This transparency helps ensure the integrity of the publication process and maintains the trust of our readership.

## Manuscript Preparation and Submission

Submit materials via email to the managing editor at [link@ahra.org](mailto:link@ahra.org).

If files are too large to send via email, contact us via email for suggestions, if needed, such as WeTransfer.

### Include the Following:

Title Page: Include the information below at the top of your Word file, as you want it to appear when published:

- Title of the article
- Author name, credentials

- Affiliation name (where you work, study, research, etc.) and address
- Email address

### **Abstract or Executive Summary (for feature articles only)**

It can be an “abstract” or “executive summary,” whichever you prefer. Abstract is more scholarly; executive summary sounds more “corporate.” We suggest writing the article first and then writing the abstract/executive summary. It should be 100–150 words.

Everything you write here should be covered in the main text; in other words, new information should not be included.

### **Author Bio**

Please include an author bio at the end of your article, typically 50-100 words.

### **Headshot**

We prefer to publish your article with a picture of yourself, although it is not required.

### **References (optional for columns)**

**Important:** Except in rare cases, you **should not use Wikipedia** as a reference. Instead, cite the original material that the Wikipedia page references by clicking on the URL provided or by finding the source material.

**Important:** PubMed NIH (National Institutes of Health) National Library of Medicine (NLM) National Center for Biotechnology Information (NCBI), managed by the U.S. Department of Health and Human Services (HHS) or a similar repository of articles, are listings/collections of articles. If you source an article found here, you must either provide the DOI (preferred) found on PubMed, etc., or locate the published article and provide the publisher’s URL.

*Correct:* <sup>5</sup>Kutanzi KR, Lumen A, Koturbash I, Miousse IR. Pediatric Exposures to Ionizing Radiation: Carcinogenic Considerations. *International Journal of Environmental Research and Public Health*. 2016;13(11):1057. doi: 10.3390/ijerph13111057. Accessed July 29, 2024.

*Incorrect:* <sup>5</sup>Kutanzi KR, Lumen A, Koturbash I, Miousse IR. Pediatric Exposures to Ionizing Radiation: Carcinogenic Considerations. *National Library of Medicine*. 2016;13(11):1057. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5129267>. Accessed July 29, 2024.

**Important: Setting up your references:** It is helpful to look at recent articles to see how we format and display references. They are American Medical Association (AMA) style with a few differences to suit LINK readers (see the final section of this document).

- There should be a number in the main text that corresponds to the References list at the end of the article.
- The References list at the end of the article should be numbered in order of appearance in the text, not in alphabetical order.
- No reference in the list should be repeated. For example, if reference 2 is referred to several times in your text, the number 2 should be noted in each of these spots throughout the text but only once in the References list.
- Reference numbers appear after punctuation, for example: *Employee satisfaction in radiology departments in West Virginia has increased by 14%, according to a study by Smith & White.<sup>4</sup> Workers were interviewed...*

There are three ways to handle references in a Word file:

1. **Manually type** reference numbers in the main text and also maintain a list of references at the end of your document. References in the main text can be displayed as a number with brackets [1] or with a superscript number<sup>1</sup>.
2. Set up references in **Word** as **endnotes** (not footnotes). When you want to repeat a reference, use the Cross Reference function. Steps for doing this change with the various versions of Word, but it will be something like this:

Insert / Reference / Cross-reference

or

Insert / Cross-reference

or

Insert / Links / Cross-reference or References / Captions / Cross-reference

Then change the style of the inserted number to superscript.

3. Use a **reference management application**, such as Mendeley, Zotero, or Endnote.

## Figures

Please include figures in your Word file and send them as separate image files.

Name figures with the figure number and/or in the order they appear in the manuscript, for example: Doe-Figure1.tif, Doe-Figure2.eps

If your figures have captions, they should be listed at the end of your Word file (with credit lines, if applicable). Captions should not be a part of your image file.

If you do not own the copyright to the image you are using, please obtain and provide written permission from the copyright holder, such as the original publisher. Permission can be obtained by checking the publisher's website for instructions. Often a form can be submitted without having to talk with a human. Payment is sometimes required. If you are using a stock image, please purchase it with the appropriate license and provide a copy of the license.

Images downloaded from webpages (72 ppi or lower) are generally not suitable for publication. Images should be at a high resolution with a minimum of 300 ppi at 7.25" or 3.5" wide. We accept jpg and png files.

PowerPoint files: Rather than sending PowerPoint (PPT) files, please send the original image files that were placed in the PPT file. However, if the PPT file includes design elements and text, please send the PPT file and the image files placed in PPT file. (It is preferable to make these types of vector-based layouts in an application like Adobe Illustrator and then save as an EPS file, but many do not have access to this type of software.)

## Tables and Graphs

Please place tables in your Word file. If you created a table from an Excel file, export the table from Excel as a PDF and provide it as a separate file. (PDFs cannot be placed in Word files.)

## Style Guidelines

AHRA follows AP style with a few exceptions, as noted below.

Please try to follow the guidelines; **however, we value the quality of your ideas and your writing over adherence to detailed rules of style.** Every article is copyedited by our staff for style, grammar, etc., to catch details you might have missed.

## Abbreviations

Punctuation is not used with any abbreviations other than initials in names, the use of “etc.,” or when quoted from another source.

*Correct:* The US Congress passed ...

*Correct:* Dr. James L. Johnson heads the committee ...

*Incorrect:* Dr James L Johnson will address the U.S. Congress...

## Acronyms

Only capitalize the words of acronyms when they are **proper names:**

*Correct:* The American Heart Association (AHA) calls for adults to ...

*Correct:* The body mass index (BMI) of teenagers is ...

*Incorrect:* The Body Mass Index (BMI) of teenagers is...

Authors may spell out the proper name of an organization, program, etc., throughout a manuscript. However, if an acronym is used, the author must **spell out** the name in its **first reference**, followed in parentheses by the acronym, and then the **acronym** should be used throughout the **remainder of the manuscript**.

*Example:* The Association for Medical Imaging Management (AHRA) was founded in 1973. AHRA brings together diverse groups of people.

Write the plural form of an acronym without an apostrophe.

*Correct:* The Master of Business Administration (MBA) program is popular because MBAs command high starting salaries.

If the full term is possessive, the acronym in parentheses should also be possessive.

*Example:* The American Medical Association's (AMA's) style manual has a mass of 1.9 kg.

## Commas

AHRA always uses a comma before the conjunction that precedes that last term in a series. This is commonly referred to as an Oxford comma or serial comma.

*Example:* The physician, the nurse, and the family could not convince the patient to take his medication.

Insert a comma between two clauses that each contain a subject and a verb.

*Correct:* Jane had a meeting, and she skipped lunch.

*Incorrect:* Jane had a meeting, and skipped lunch.

*Correct:* Jane had a meeting and skipped lunch.

*Correct:* John and Jane went to their department meeting, but they didn't know it had been rescheduled.

*Incorrect:* John and Jane went to their department meeting but they didn't know it had been rescheduled.

## Credentials

AHRA lists CRA and FAHRA credentials after an author's name in their byline. All other credentials may be listed in the author's bio, if provided and desired.

### **Scholarly and Latin Words**

Spell out Latin abbreviations except for "etc." **Do not use** the abbreviations **i.e.** and **e.g.**

*Correct:* Rare-earth elements, for example, neodymium, can be used to make powerful magnets.

*Incorrect:* Rare-earth elements, e.g., neodymium, can be used to make powerful magnets.

*Correct:* Every genetics student learns the two basic methodologies in the field, that is, forward genetics and reverse genetics.

*Incorrect:* Every genetics student learns the two basic methodologies in the field, i.e., forward genetics and reverse genetics.

**Run-On Sentences:** Run-on sentences are not incorrect due length or multiple clauses. Rather, a sentence can be described as run-on when two independent clauses, each including subjects and verbs, are connected incorrectly, often with a comma. Three common ways to correct run-on sentences: 1) add a semi-colon between the two clauses; 2) create two separate sentences with a period between them; 3) add a comma at the end of the first clause followed by a conjunction, like "and" or "but."

*Incorrect run-on sentence:* Going to professional meetings is useful, you meet many people and learn new techniques.

*Correction:* Going to professional meetings is useful; you meet many people and learn new techniques.

*Correction:* Going to professional meetings is useful. You meet many people and learn new techniques.

### **Semicolons**

Semicolons (not commas) are generally used to separate two independent clauses. (Alternatively, you could use a period and start a new sentence.)

*Example:* The conditions of 52% of the patients improved greatly; 4% of the patients even withdrew from the study.

Semicolons separate a list when one or more of the clauses includes one or more commas.

*Example:* The patient's fever had subsided; he no longer had chills, sweating, and visions; and he said he felt much better.

### **Quotes**

Commas, periods, question marks, and exclamation marks are placed inside of quotation marks; semi-colons are placed outside.

*Example:* "The conference is a wonderful opportunity to learn about the latest in PACS technology," Dr. John Doe said during an interview with the press.

*Example:* Dr. Doe said, "The conference is a wonderful opportunity to learn about the latest in PACS technology."

### **"Use" versus "Utilize"**

Please do not overuse the word "utilize." It usually doesn't make one's writing sound better or more formal. Instead, use the word "use."

### **Trademarks, Registered Trademarks, and Copyright**

We prefer (but don't insist) that you use these symbols —®, ™, and © — on the first instance in your text and not on subsequent instances because it makes text cumbersome to read and is potentially irritating to the reader.

## References Style

References must:

- 1) Be listed in the order in which they appear in the text.
- 2) Not be listed more than once.
- 3) Be accurate and complete, **including a URL and/or DOI number**, if possible.

Below are examples of how to write the different types of references in your list. See the “Manuscript Submission and Preparation” section of this document for important information about setting up references with your main text.

**Journals** Author A, Author B, Author C, et al. Title of Article. *Title of Periodical*. date; volume(issue): pages. Include DOI if available.

*Example:* Minnigh TR, Gallet J. Maintaining quality control using a radiological digital x-ray dashboard. *J Digit Imaging*. 2009;22(1):84–88.

**Books (entire)** Author(s) Last Name First Initial. *Book Title*. Place of publication: publisher; year.

*Example:* Sherlock S, Dooley J. *Diseases of the Liver and Biliary System*. 9th ed. Oxford, England: Blackwell Scientific Publications; 1993.

**Books (chapter)** Author(s) Last Name First Initial. Chapter name. In *Book Title*. Place of publication: publisher; year: inclusive pages

*Example:* Huth EJ. Revising prose structure and style. In: *How to Write and Publish Papers in the Medical Sciences*. 2nd ed. Baltimore, MD: Williams & Wilkins; 1990:109–136

**Newspapers** Author(s) Last Name First Initial. Article title. *Newspaper Name*. Date of the Newspaper; Section (if applicable): pages.

*Example:* Auerbach S. Tomorrow's MDs unready for managed care? Studies say that medical schools' training methods are behind the times. *Washington Post*. September 17, 1996; Health section:11

**Online** List as many of the following elements as are available: URL (most important!), author, the name of the webpage, the name of the entire website, the published date, updated date, and the date accessed.

*Example:* Mayo Clinic Staff. Organic foods: Are they safer? More nutritious? *The Mayo Clinic*. <http://www.mayoclinic.com/health/organic-food/NU00255>. Published December 20, 2010. Accessed March 13, 2008.