

How to prepare an article for submission in Journal of Medical Physics and Biophysics: an author's writing guideline

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Abstract: The abstract should be clear, descriptive and no longer than 250 words. It should provide a brief introduction to the problem. A statement regarding the methodology should generally follow a brief summary of results. The abstract should end with a comment on the significance of the results or a brief conclusion. Abstract is written in Times New Roman font, 10 pt sized.

Keywords: *Minimum 3 and maximum 5 words which are not contained in the title*

1. Introduction

This author kit is designed to assist authors in preparing their submission to Journal of Medical Physics and Biophysics. It is an exact representation of the format expected by the board of editor for the final version of papers. Final submissions not following the required format will be returned to the authors for modification and compliance.

One can simply edit the document you are now viewing. Formats of paper components are available as styles along with this file. All scientific papers to be submitted should be written in English.

2. Materials and methods

This section provides information on how submitted papers should be arranged technically. It also serves as an exact example for writing.

2.1. Submission method

Colleagues who wish to publish their works should submit the full manuscripts (maximum 10 pages). Journal of Medical Physics and Biophysics is issued on February and August annually.

Authors must submit their work electronically, by online submission procedure. The acceptable formats are Microsoft Word for Windows (any version) or RTF (Rich Text Format). No PDF format is to be accepted for submitting.

2.2. Submission steps

- Download the file "Writing Guideline for Authors.docx" from the web site <http://jmpb.org>. Open the file with MS word 2007 or later version.
- Modify the file. Replace the existing text (e.g. title, authors, text, figure, table, references etc.) with your text. Papers should be maximum ten pages. Rename the final paper file using a new name.

- The final paper filename should have the following name: Author.doc where Author is the corresponding author's name and doc denotes that the document is in MS Word.
- Complete the online submission procedure found at <http://jmpb.org> after registering yourself as author.
- Any inquiry should be addressed by e-mail to editor@jmpb.org

The remaining of this document describes the format requirements to which final accepted contributions should adhere.

2.3. General organization of the paper

It is recommended that Scientific Papers have explicit sections for Introduction, Material and Methods, Results and Discussion, Conclusion, and Acknowledgements (when applicable).

2.4. Document format

A number of paragraph styles have been created to facilitate the formatting of the document. If using Microsoft Word, this template will help in matching the requirements for the submissions.

The paper size is as used in this guideline (8" × 10.5"), single-column format with a 1" margin at all sides. Lines are single spaced, justified. Do not number the pages and do not include references to page numbers in the text.

2.4.1. Headings

Use only a maximum of three levels of heading as follows:

- Level 1 – 12 pt, Arial bold, left-aligned, sentence case, arabic-numbered
- Level 2 – 11 pt, Arial italics and bold, left-aligned, sentence case, arabic-numbered following after Level 1
- Level 3 – 10 pt, Times New Roman, italics, left-aligned, sentence case, arabic-numbered following after Level 2.

Use bullets as in the next section. Ensure that page breaks do not come between any heading and the next level of sub-heading or first line of body text after the heading (in Word, use paragraph formatting of 'Keep with next' for Line and Page Breaks on heading lines). When MS. Word is used, authors are encouraged to follow the formatting (styles) for corresponding paragraph parts and components.

2.4.2. Body text

The font used throughout the paper is Times New Roman 10 pt. Standard paragraph has no space both before and after the paragraph. Do not include extra paragraphs between lines. Body text format applies under all headings. All spacing must be set at an increment of 12 pt. All first paragraphs after a section heading at any level has no first-line indentation. First-line indentation of 5 mm is given on the subsequent paragraphs.

2.4.3. Bullets

There are two levels of allowed bulleting:

- This is the first bullet level. Font is Times New Roman 10 pt, with no space before and after the paragraph.
 - This is a sub-bullet level. Font is Times New Roman 10 pt, with no space before after the paragraph.

For texts requiring additional bullets level to be created, a table showing the complete data is advisable rather than the use of multiple bullets.

2.4.4. Tables

Tables are sequentially numbered in numeric fashion with the table number and the title above the table. Caption font is Times New Roman 9 pt bold, with no space before and 12 pt space after the paragraph. Include a paragraph immediately after the table to separate it from the following text or heading.

Tables should be hanging in the page. Font is Times New Roman 9 pt, with 6 pt space before and 6 pt space after the paragraph. Table column headings should still use the same style but be bold. Tables are referred to in the text by the table number as shown in Table 1. Tables and their captions are hanging by 2 cm from the left margin. When necessary, tables can be made wide across the page with the caption kept hanging by 2 cm from the margin.

Table 1. Summary of formatting rules given in an example of table.

Object	Font	Align
Paper Title	14 pt Arial, bold, upper Chase	Left
Abstract	Times New Roman font, 10 pt	Justified
Text body	10 pt Times New Roman, sentence Chase	Justified
Heading 1	12 pt, Arial bold, left-aligned, sentence case, arabic-numbered	Left
Heading 2	11 pt, Arial italics and bold, left-aligned, sentence case, arabic-numbered	Left
Heading 3	10 pt, Times New Roman, bold, left-aligned, sentence Chase	Left
Bullet	Times New Roman 10 pt	Justified
Sub-bullet	Times New Roman 10 pt	Justified

2.4.5.Figures

Figures are sequentially numbered in numerical fashion with the table number and the title below the figures. Caption font is Times New Roman 9 pt bold, with no space before and 12 pt space after the paragraph.

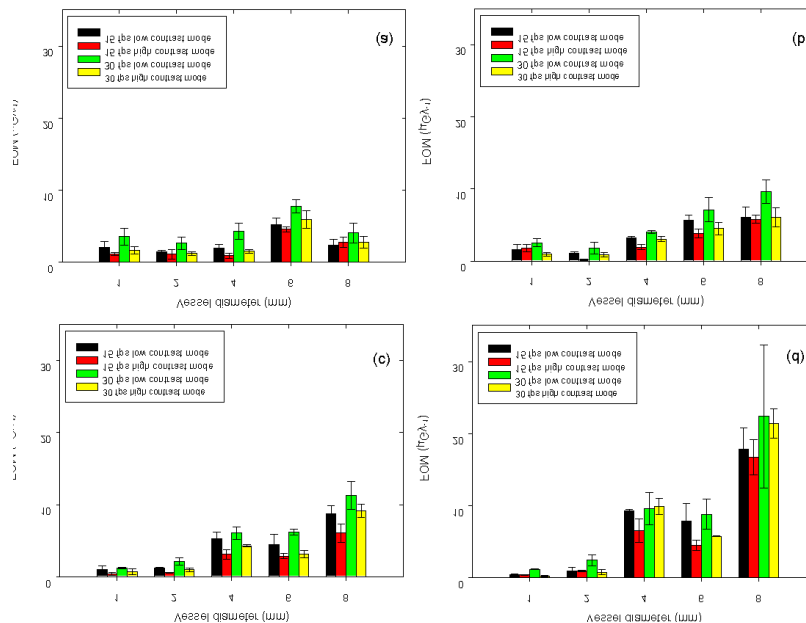


Figure 1. An example of figure with caption; Calculated FOM on objects imaged under fluoroscopy mode with (a) 10% (30 mg/cc), (b) 12% (36 mg/cc), (c) 14% (42 mg/cc), and (d) 16% (48 mg/cc) iodine concentration.

Font is Times New Roman 8 pt, with adjustable space before and fixed 12 pt space after the paragraph. Figures are referred to in the text by the figure number.

Figure 1 shows an included object. All figures and their captions are hanging by 2 cm from the left margin. When necessary, figures can be made wide across the page with the caption kept hanging by 2 cm from the margin. Detailed recommendations for figures are as follows:

Ensure that figures are clear and legible. Both black & white and color are allowed. Hard copy illustrations should be scanned and included in the electronic version of the submission in an appropriate manner.

Acceptable formats as follows:

- BMP - Microsoft bitmap file
- WMF - Windows Metafile Format
- JPG - JPEG File Interchange Format
- TIF - Tagged Image File Format
- GIF
- PNG

The following included files are also permissible:

- Microsoft Graph
- Microsoft Draw
- VISIO Draw
- Origin or SigmaPlot graph

2.4.6. Equations

Equations are sequentially numbered in numeric fashion with the equation number and no title above or below the equation. Any equations should be written on left-alignment and is hanging by 2 cm from the left margin. Equations to be identified with bracketed decimal number right-justified after the equation. Should this is impossible (equation too long), bracketed denotation to be made in the same fashion right below the equation. Equation composed by MS Word equation editor will not be accepted. All equations must be typed using Microsoft Equation 3.0, Mathtype, or other proper equation editors.

$$\delta = \left| \frac{D_{calc} - D_{meas}}{D_{meas}} \right| \times 100\% \quad (1)$$

$$FOM = \frac{SNR^2}{ESAK} \quad (2)$$

Font is Times New Roman 9 pt, with 6 pt space before and 6 pt space after the paragraph. Should the equation spans longer that the spaces are cutting the equation's top or bottom side, the spacing must be modified into any increment of 12 to maintain vertical alignment between inter-column lines.

2.4.7. References

All publications cited in the text should be included in a list of references as the last section of the paper. Within the text, references must be denoted by placing number of appearance order on superscript format.¹ Two or more different references addressing the same ideas should be indicated by putting all references, separated by comma for two citations,^{2, 3} or a combination of comma and dash when any references are in order.^{1, 3-5} Order of appearance should be made on the references section.

List of references should serve as an enclosure for the entire paper. Authors are obliged to use any reference manager software (Mendeley, EndNote, etc) in citing and presenting references. The citation and references format accepted for publication is the format for Medical Physics journal of the American Association of Physicists in Medicine (Mendeley citation format ID link: <http://cs1.mendeley.com/styles/323277221/medical-physics>). Any

manuscript arrived at the editorial office without software-generated citing and references will be returned to the corresponding author for corrections prior to the review step.

3. Results and discussion

Submissions for Full Paper will be reviewed by the board of reviewers. Reviewers will use a standardized form for review. Evaluation will stress the originality of the submission, the contribution to medical physics and biophysics field, the clarity of exposition and the adequacy of references to relevant work.

All accepted papers will appear on the website of the Journal of Medical Physics and Biophysics. Printed version can be requested by sending an inquiry to editor@jmpb.org mentioning the issue number or subscription request. Authors may wish to include a letter to the Editor with their final submission if the final Full Paper makes a major deviation from these expectations.

4. Conclusion

A detailed conclusive remarks should be included in this section. Further recommendation and statements may also be involved.

Acknowledgements

When necessary, this section serves as a media to thank those that have contributed in the work.

References

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