

## **INFORMATION FOR AUTHORS**

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### INSTRUCTIONS FOR AUTHORS

The goal of the new IOMP Journal Medical Physics International (<http://mpijournal.org>) is to publish manuscripts that will enhance medical physics education and professional development on a global basis. There is a special emphasis on general review articles, reports on specific educational methods, programs, and resources. In general, this will be limited to resources that are available at no cost to medical physicists and related professionals in all countries of the world. Information on commercial educational products and services can be published as paid advertisements. Research reports are not published unless the subject is educational methodology or activities relating to professional development. High-quality review articles that are comprehensive and describe significant developments in medical physics and related technology are encouraged. These will become part of a series providing a record of the history and heritage of the medical physics profession.

A special feature of the IOMP MPI Journal will be the publication of thesis and dissertation abstracts for recent doctoral graduates, specifically those receiving their doctoral degrees in medical physics (or closely related fields) in 2010 or later.

#### MANUSCRIPT STYLE

Manuscripts shall be in English and submitted in WORD. Either American or British spelling can be used but it must be the same throughout the manuscript. Authors

for whom English is not their first language are encouraged to have their manuscripts edited and checked for appropriate grammar and spelling. Manuscripts can be up to 10 journal pages (approximately 8000 words reduced by the space occupied by tables and illustrations) and should include an unstructured abstract of no more than 100 words.

The style should follow the template that can be downloaded from the website at:

[http://mpijournal.org/authors\\_submitapaper.aspx](http://mpijournal.org/authors_submitapaper.aspx)

#### ILLUSTRATIONS SPECIAL REQUIREMENTS

Illustrations can be inserted into the manuscript for the review process but must be submitted as individual files when a manuscript is accepted for publication.

The use of high-quality color visuals is encouraged. Any published visuals will be available to readers to use in their educational activities without additional approvals.

#### REFERENCE WEBSITES

Websites that relate to the manuscript topic and are sources for additional supporting information should be included and linked from within the article or as references.

## EDITORIAL POLICIES, PERMISSIONS AND APPROVALS

### AUTHORSHIP

Only persons who have made substantial contributions to the manuscript or the work described in the manuscript shall be listed as authors. All persons who have contributed to the preparation of the manuscript or the work through technical assistance, writing assistance, financial support shall be listed in an acknowledgements section.

### CONFLICT OF INTEREST

When they submit a manuscript, whether an article or a letter, authors are responsible for recognizing and disclosing financial and other conflicts of interest that might bias their work. They should acknowledge in the manuscript all financial support for the work and other financial or personal connections to the work.

All submitted manuscripts must be supported by a document (form provided by MPI) that:

- Is signed by all co-authors verifying that they have participated in the project and approve the manuscript as submitted.
- Stating where the manuscript, or a substantially similar manuscript has been presented, published, or is being submitted for publication. Note: presentation of a paper at a conference or meeting does not prevent it from being published in MPI and where it was presented can be indicated in the published manuscript.
- Permission to publish any copyrighted material, or material created by other than the co-authors, has been obtained.
- Permission is granted to MPI to copyright, or use with permission copyrighted materials, the manuscripts to be published.
- Permission is granted for the free use of any published materials for non-commercial educational purposes.

### SUBMISSION OF MANUSCRIPTS

Manuscripts to be considered for publication should be submitted as a WORD document to:

Francis Hasford, Co-editor: haspee@yahoo.co.uk  
Sameer Tipnis, Co-editor: tipnis@musc.edu

### MEDICAL PHYSICS INTERNATIONAL INSTRUCTION FOR AUTHORS

A. FamilyName<sup>1</sup>, B.C. CoauthorFamilyName<sup>2</sup>, D. CoauthorFamilyName<sup>1</sup>

<sup>1</sup>Institution/Department, Affiliation, City, Country

<sup>2</sup>Institution/Department, Affiliation, City, Country

**Abstract**— Paper abstract should not exceed 300 words. Detailed instructions for preparing the papers are available from the author during the submission process. The official language is English.

**Keywords**— List maximum 5 keywords, separated by commas.

#### I. INTRODUCTION

These are the instructions for preparing papers for the Medical Physics International Journal. English is the official language of the Journal. Read the instructions in this template paper carefully before proceeding with your paper.

#### II. DETAILED INSTRUCTIONS

##### Paper Size: A4

**Length:** The maximum document size is usually 8 pages. Longer papers please contact the Editor(s).

**Margins:** The page margins to be set to: "mirror margins", top margin 4 cm, bottom margin 2,5 cm, inside margin 1,9 cm and outside margin 1,4 cm.

**Page Layout:** 2 columns layout.

**Alignment:** Justified.

**Font:** Times New Roman with single line spacing throughout the paper.

**Title:** Maximum length – 2 lines. Avoid unusual abbreviations. Font size – 14 point bold, uppercase.

**Authors' names and affiliations** (Institution/Department, City, Country) shall span the entire page.

**Indentation:** 8 point after the title, 10 point after the authors' names and affiliations, 20 point between author's info and the beginning of the paper.

**Abstract:** Font – 9 point bold. Maximum length – 300 words.

**Style:** Use separate sections for introduction, materials and methods, results, discussion, conclusions, acknowledgments and references.

**Headings:** Enumerate Chapter Headings by Roman numbers (I, II, etc.). For Chapter Headings use ALL CAPS. First letter of Chapter Heading is font size 12, regular and other letters are font 8 regular style. Indents – 20 point before and 10 point after each Chapter Heading.

**Subchapter Headings:** are font 10, italic. Enumerate Subchapter Headings by capital letters (A., B., etc.). Indents

- 15 point before and 7,5 point after each Subchapter Heading.
- **Body Text:** Use Roman typeface (10 point regular) throughout. Only if you want to emphasize special parts of the text use *Italics*. Start a new paragraph by indenting it from the left margin by 4 mm (and not by inserting a blank line). Font sizes and styles to be used in the paper are summarized in Table 1.

**Tables:** Insert tables as close as possible to where they are mentioned in the text. If necessary, span them over both columns. Enumerate them consecutively using Arabic numbers and provide a caption for each table (e.g. Table 1, Table 2, ...). Use font 10 regular for Table caption, 1<sup>st</sup> letter, and font 8 regular for the rest of table caption and table legend. Place table captions and table legend above the table. Indents - 15 point before and 5 point after the captions.

Table 1 Font sizes and styles

Item	Font Size, pt	Font Style	Indent, points
Title	14	Bold	After: 8
Author	12	Regular	After: 10
Authors' info	9	Regular	After: 20
Abstract	9	Bold	
Keywords	9	Bold	
Chapters			
Heading - 1 <sup>st</sup> letter	12	Regular	Before: 20
Heading - other letters	8	Regular	After: 10
Subchapter heading	10	Italic	Before: 15, After: 7,5
Body text	10	Regular	First line left: 4mm
Acknowledgment	8	Regular	First line left: 4mm
References	8	Regular	First line left: 4mm
Author's address	8	Regular	
Tables			
Caption - 1 <sup>st</sup> letter	10	Regular	Before: 15
Caption - other letters	8	Regular	After: 5
Legend	8	Regular	
Column titles	8	Regular	
Data	8	Regular	
Figures			
Caption - 1 <sup>st</sup> letter	10	Regular	Before: 15
Caption - other letters	8	Regular	After: 5
Legend	8	Regular	

### MANUSCRIPT PROPOSALS

Authors considering the development of a manuscript for a Review Article can first submit a brief proposal to the editors. This should include the title, list of authors, an abstract, and other supporting information that is appropriate. After review of the proposal the editors will consider issuing an invitation for a manuscript. When the manuscript is received it will go through the usual peer-review process.

### PUBLICATION OF MULTIPLE ARTICLES FROM SAME INSTITUTION

To ensure balanced publication, not more than two articles from the same institution will be published in a single issue of MPI. If more than two are accepted, the Co-editors-in-chief may publish the first two and postpone the others to future issues.

**Figures:** Insert figures where appropriate as close as possible to where they are mentioned in the text. If necessary, span them over both columns. Enumerate them consecutively using Arabic numbers and provide a caption for each figure (e.g. Fig. 1, Fig. 2, ...). Use font 10 regular for Figure caption, 1<sup>1</sup> letter, and font 8 regular for the rest of figure caption and figure legend. Place figure legend beneath figures. Indents - 15 point before and 5 point after the captions. Figures are going to be reproduced in color in the electronic versions of the Journal, but may be printed in grayscale or black & white.



Fig. 1 Medical Physics International Journal

**REFERENCES**: Examples of citations for Journal articles [1], books [2], the Digital Object Identifier (DOI) of the cited literature [3], Proceedings papers [4] and electronic publications [5].

### III. CONCLUSIONS

Send your papers only in electronic form. Papers to be submitted prior the deadline. Check the on-line Editorial Process section for more information on Paper Submission and Review process.

### ACKNOWLEDGMENT

Format the Acknowledgment headlines without numbering.

### REFERENCES

The list of References should only include papers that are cited in the text and that have been published or accepted for publication. Citations in the text should be identified by numbers in square brackets and the list of references at the end of the paper should be numbered according to the order of appearance in the text.

Cited papers that have been accepted for publication should be included in the list of references with the name of the journal and marked as "in press". The author is responsible for the accuracy of the references. Journal titles should be abbreviated according to Engineering Index Inc. References with correct punctuation.

1. LeadingAuthor A, CoAuthor B, CoAuthor C et al. (2012) Paper Title. Journal 111:230-235
2. LeadingAuthor D, CoAuthor E (2000) Title. Publisher, London
3. LeadingAuthor A, CoAuthor B, CoAuthor C (2012) Paper Title. Journal 111:330-340 DOI 123456789
4. LeadingAuthor F, CoAuthor G (2012) Title. IOMP Proceedings. vol. 4, World Congress Med. Phys. & Biomed. Eng., City, Country, 2012, pp 300-304
5. MPI URL: [www.mpijournal.org](http://www.mpijournal.org)

**Equations:** Write the equation in equation editor. Enumerate equations consecutively using Arabic numbers

$$A + B = C \quad (1)$$

$$X = A \times e^x + 2 \ln x \quad (2)$$

**Itemz/Bulletz:** In case you need to itemize parts of your text, use either bullets or numbers, as shown below:

- First item
- Second item

1. Numbered first item
2. Numbered second item

**References:** Use Arabic numbers in square brackets to number references in such order as they appear in the text. List them in numerical order as presented under the heading

Contacts of the corresponding author:

Author:  
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