

## SCAR 2003 Proceedings – Final Abstract Preparation

Final Abstracts must be written in English, and authors are urged to aim for clarity, brevity, and accuracy of information and language. Authors whose mother tongue is not English should have their papers checked for linguistic accuracy by a native English speaker.

### Format

Final abstracts should follow the format: *Title page, Abstract, Tables, Legends* for all figures listed together on a separate page, *Figures*. Final abstracts should be between 1000 - 1500 words in length. Graphs and Figures shall be submitted separately from the text. Note: **References and Footnotes are not to be included in final abstracts.**

1. Authors must **submit no later than January 15, 2003** by email or diskette their final abstract as a Rich Text Formatted (.rtf) Document or MS Word Document (.doc). Files should be named the last name of the lead author and the Abstract ID number. Please only include the first 8 characters of the author's last name.

Example File Names: Smith29.doc, Smith45.doc, Anonymou112.rtf

- A. by Email: Send an email to [Abstract@scarnet.org](mailto:Abstract@scarnet.org). Title the email with the Author's Last Name SCAR 2003 Final Abstract. Attach the Rich Text Formatted (.rtf) or MS Word Document (.doc). In the body of the email please include the Authors Full Name, Full Title of the Abstract and the file format of the attachment.
  - B. by Diskette: Disks should be mailed to the SCAR office. There are no particular software requirements; however the disks must be clearly labeled with the author's last name, abstract ID number and both software and hardware information – e.g. Word 6.0 on PC or Word 6.0 on Macintosh.
2. In addition please send a hard copy of the final abstract and one set of original figures. Manuscripts should be typed and printed single sided on 8 ½" x 11" paper.

### Title Page

List the title, names of all authors, institutions with full address, and address of authors to whom correspondence should be sent. To facilitate communication between the authors, editors, and publisher, the author must furnish email address, fax number, and phone number as well as a complete mailing address on the title page of the manuscript. Because of the electronic proofing procedures, supplying an email address is important.

### Abstract Text Specifications

Page Margins:

Left: 1 inch margin  
Right: 1 inch margin  
Top: 1 inch margin  
Bottom: 1 inch margin

Font: Times New Roman                      Size: 10pt

All paragraphs shall be left justified in block format (with no indentation and with paragraph formatted for a space before of 12 points). Do not use indented lists.

Abstract Title, Section headings, and Figure/Graph Titles shall be in bold. Remainder of the text shall be in non bold. All text shall be in Times New Roman 10pt size.

First Line: Abstract Title in Bold.

Second Line: Author listing - Lead Author (Initials and Lastname, Degree with no periods), Lead Author Organization, Other Authors (Initials and Lastname)

Third Line: Section Titles should be in bold and followed by a colon and are as follows:

- Hypothesis Driven: Hypothesis, Introduction, Methods, Results, Discussion, and Conclusion
- Descriptive Abstract: Background, Evaluation, Discussion, and Conclusion

Fourth Line: Section Text

Repeat for each section.

## Using the Template

To use the example Microsoft Word document we sent in your email:

1. Open your own existing abstract document.
2. Open the appropriate template (Hypothesis or Descriptive) and Save As to your new title (using author last name and Abstract ID number)
3. Copy the first section from your document and paste into the appropriate place in the template.
4. Highlight the imported text and select Format and then Style. From the styles listed pick "Abstract Text" for body text and use the Abstract Title Text and Abstract Figure Titles as necessary. This can also be done by highlighting the text and selecting the style from the dropdown style menu on the font toolbar left of the Font Name.
5. SAVE!
6. Repeat for each section of the abstract.

## Tables

Each table should be typed on a separate sheet and numbered consecutively with Arabic numerals. Lower-case superscript letters should indicate footnotes to tables. Figure and tables should be submitted using AMA style centering the title and with descriptive text right justified with indented margins.

**Figure #. Title (10 point Times New Roman, bold, centered under figure, Initial Caps)**

Enter Abstract Text here. (10 point Times New Roman, justified, 1 inch indent left and right)

If the figure or table title includes both a title and a brief description of the figure or table, format as Figure # and Title in initial caps and bold, period, space, and then a text sentence structure with no bold.

		Header Column A	Header Column B	Header Column C
Test 1	Trial I	1	4	4
	Trial II	12	55	45
	Trial III	345	7	45
Test 2	Trial I	45	6	65
	Trial II	67	34	34
	Trial III	89	123	2 <sup>a</sup>

**Figure 1. Sample Table.** This table provides a sample layout of the appropriate format for table submissions.

<sup>a</sup>This is where you would make a note.

## Legends

Legends must be brief, self-sufficient explanations of the illustrations in no more than four or five lines. Remarks such as "For explanation, see text" should be avoided. The legends should be typed on a separate page and follow the format established for table titles.

## Figures

Illustrations should be limited to those essential for the text. The same results should be presented as either graphs or tables not as both. Color illustrations will not be accepted.

All figures, whether photographs, graphs, or diagrams, should be numbered consecutively and kept separately from the text. *Please note that the Publisher cannot return original art to authors.*

## General

- Send illustrations separately from the text (i.e. files should not be integrated with the text files).
- Always send printouts of all illustrations.

Line drawings should be supplied as clear black and white drawings suitable for reproduction. All lines should be of uniform thickness. Letters and numbers should be of professional quality and proper dimensions. All illustrations submitted should allow for high quality reproduction at a size permitting direct printing (with no reduction) up to 8.5 cm column width, up to 17.6 cm page width, not higher than 23.7cm. The publisher reserves the right to reduce or enlarge illustrations. Arrows, letters, and numbers should be inserted professionally. If this is not possible, inscriptions should be made on a transparent overlay (not on the actual photograph). Micrographs should have an internal magnification marker; the magnification should also be stated in the caption.

## Vector (line) Graphics

- Vector graphics exported from a drawing program should be stored in EPS format.
- Suitable drawing program: Adobe Illustrator. For **simple** line art the following drawing programs are also acceptable: Corel Draw, Freehand, Canvas.
- No rules narrower than .25 pt.
- No gray screens paler than 15% or darker than 60%.
- Screens meant to be differentiated from one another must differ by at least 15%.

## Spreadsheet/Presentation Graphics

- Most presentation programs (Excel, PowerPoint, Freelance) produce data that **cannot** be stored in an EPS format. Therefore graphics produced by these programs **cannot** be used for print.

## Halftone Illustrations

- Illustrations should be saved in TIFF format.
- Illustrations should be created using Adobe Photoshop whenever possible.

## Scans\*

- Scanned reproductions of black and white photographs should be provided as 300 dpi TIFF files.
- Line art should be provided as TIFF files at 600 dpi.

\* We do prefer having the original art as our printers have drum scanners that allow for better reproduction of critical medical halftones.

**Submit electronic papers by January 15, 2003 and mail a hardcopy  
to  
Society for Computer Applications in Radiology (SCAR)**

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