

GUIDELINES FOR SUBMISSIONS TO SCAR UNIVERSITY 2004 SYLLABUS

The *SCAR University Syllabus* continues to be a well-received publication at the annual meeting, and we want to begin now to make this 2004 publication available to SCAR meeting attendees. The 2004 syllabus will be issued to all SCAR University participants in an effort to enhance this innovative continuing education experience. The following information provides guidelines on preparing and submitting the materials that will accompany your course. *Please follow these guidelines carefully.*

SUBMISSION DATE: PLEASE NOTE. The deadline for receipt of your text materials is March 1, 2004. If for any reason you will be unable to meet this deadline, please notify the SCAR office immediately (703-757-0054).

CONTENT: Please include **each** of the following in your submission.

- Title of course
- Instructor's name, title, affiliation, and contact information, including e-mail
- Outline of major points in course (usually no more than 20–30 items)
- **Objectives** (what the participant should learn from the class; may be points of specific technical expertise or elements of knowledge and understanding to be mastered)
- Summary of the main points of the course, written in full sentences in paragraph form; may include bulleted lists, usually for a total of no more than 2 written pages.
- Illustrative material (if charts, diagrams, or other visual organizational material are important parts of your presentation, please include clean original copies of no more than 4 items, making sure that the elements of charts or graphics are plainly and clearly labeled. No half-tones or other photographs, please. You may submit these electronically [preferred as 7x5 300 dpi .tif or .eps files] or in hard copy.)
- References may include complete citations to no more than 10 key articles in the literature related to the subject matter. Please do not use Word or other footnoting programs; simply list your references at the end of the document.
- **Web resources** relevant to your topic are **strongly encouraged**, as well as a brief phrase or sentence about what distinguishes the site and makes it worthwhile.
- *PLEASE DO NOT SEND THE ENTIRE TEXT OF YOUR TALK.*

LENGTH: The total length of all these items should be no more than 5 pages, a total of approximately 2,500 words or less. Please use 12-point type with 1.5 spaces between lines of type.

SUBMISSIONS: Original hard copies of this material, including copies of any illustrative materials, should be sent to:

The Society for Computer Applications in Radiology
10105 Cottesmore Court
Great Falls, Virginia 22066

In order to facilitate preparation of the SCAR University text, **electronic submission of manuscripts is also required.** Electronic submission of illustrative material is appreciated, but not required, as long as this accompanies the hard-copy submission. Send manuscripts in electronic format by email to SCAR2004@scarnet.org.

RELEASE FORMS: Please sign and return the enclosed author release forms by fax (703-757-0454).

SCAR U 2004 Release Form

Date _____

1. Permission to reproduce presentations given at SCAR meetings

In consideration of the opportunity to present or provide this material to the Society of Computer Applications in Radiology ("SCAR") for the benefit of its members, I hereby grant to SCAR an unlimited, non-exclusive license to reproduce and distribute in part or in its entirety and in any format—printed, electronic, or otherwise—my paper, presentation, slides, illustrations, and/or other related documents for educational, promotional, or other official purposes of SCAR. By signing below, I warrant that I am the sole owner of the materials submitted, that the materials are original and not libelous, and/or that I have the legal authority to grant this license to SCAR. Further, I warrant that these materials do not infringe on any statutory or common-law intellectual property rights or right of privacy of any individual or organization.

PLEASE PRINT

SIGNATURE

Notice as it will appear in the SCAR University Syllabus:

Compilation Copyright © 2004, Society for Computer Applications in Radiology. All rights reserved.

All intellectual property rights in the design, organization, graphics, and/or content of any and all materials in this binder are owned either by the Society for Computer Applications in Radiology ("SCAR") or by their respective authors, who have granted permission to SCAR to compile, reproduce, and distribute them for official purposes. No reproductions, redistribution, or other copying of these materials may be made without the express written permission of SCAR or the designated copyright owner.

2. Photo release

I hereby grant permission, for the term of my membership, to the Society for Computer Applications in Radiology ("SCAR") to use, publish, reproduce, and/or disseminate, in any form or media, any film, video, audio, or photo containing my likeness, image, or speech for the purpose of creating agendas, program materials and handouts or otherwise promoting its programs, meetings, or symposia. SCAR may copyright and distribute materials containing the film, video, audio, or photograph without further approval from me, and I hereby waive any claims I might have against SCAR related to such appearance(s) in the final product(s).

PLEASE PRINT

SIGNATURE