

WVSRT Annual Conference Guidelines and Procedure Manual
for Research Paper/Exhibit Competition

WVSRT Annual Conference

Guidelines and Procedural Manual:

Research Paper and Exhibit Competition

Imaging Student/Technologist Categories

WVSRT Annual Conference Guidelines and Procedure Manual
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Revised 2002/ 2007/2009/2014/2016/2017

I. Introduction

- A. Submitted papers and exhibits must meet approved criteria for competition.
- B. The Research Paper/Exhibit Chairperson is appointed by the Annual Conference Chairperson or by the Board of Directors.
- C. Notifications of deadlines for applications and entries shall be placed on the WVSRT Web Page.
- D. Accredited Radiography/Imaging programs in WV shall be notified by letter from the Research Paper/Exhibit Chairperson, to include applications, rules and deadlines.
- E. Imaging technologists and WVSRT members are notified by WVSRT Web page, and/or letter to the Imaging facility-department. The letter may be sent by the associated counselor or the Research Paper/Exhibit Chairperson.
- F. Recognition of participation will be acknowledged at the Annual Conference and/or letter from the Research Paper/Exhibit Chairperson.

II. Eligibility

- A. All active, associate and student members in good standing with the WVSRT are eligible for Research Paper/Exhibit competition, except for the WVSRT President, Annual Conference Chairperson(s), Annual Conference Committee Members and Judges.
- B. Both imaging students and technologists shall submit:
 - 1. WVSRT Annual Conference Registration
 - 2. Research Paper and/or Exhibit Application
 - 3. Proof of WVSRT membership (copy of current card or dated copy of membership application that has been sent to the Membership Secretary/Treasurer)
- C. A student completing an undergraduate level radiography program prior to the Annual Conference dates, but before the deadline for submitting applications, shall submit his/her Research Paper or Exhibit as a radiographer. The student may still have a WVSRT Student membership, which will be converted to one of the Radiographer categories at the time of membership renewal.

III. Judging

- A. Imaging students and technologists Research Papers and Exhibits shall be judged separately.
- B. Research Papers shall be judged prior to the Annual Conference by three (3) judges, from education programs outside WV or not affiliated with any WV imaging education programs.

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- C. Judges will be selected by the Research Paper/Exhibit Chairperson prior to the conference.
- D. All three (3) research paper judges will receive a copy of each submission for review and scoring prior to the conference.
- E. Exhibits shall be judged at the Annual Conference at a time designated by the Research Paper/Exhibit Chairperson.
- F. All judging shall follow the scoring guidelines in this manual.

IV. Awards

- A. First, second and third highest scoring Research Paper and Exhibits in each category will be acknowledged at the Annual Conference, and awards, provided that 4 or more are submitted in the category.
- B. If fewer than 4 are submitted in the category, the Research Paper/Exhibit Chairperson and the Annual Conference chairperson will decide what awards to give.
- C. Certificates of achievement or appreciation should be presented to all entrants.
- D. Monetary awards will be given to the top three (3) in each category at the discretion of the Research Paper/Exhibit Chairperson and the Annual Conference Chairperson.
- E. Suggested monetary awards are:
 - 1st place - \$75
 - 2nd place - \$50
 - 3rd place - \$25
- F. Unless there are insufficient funds, monetary awards will be given in each satisfying category.
- G. Monetary awards will be presented at the Annual Conference.
- H. Total expense for awards will be \$500, if there are winners in both student and technologist categories.
- I. Research Paper/Exhibit Chairperson and the Annual Conference Chairperson may give higher awards as funds permit.

V. Research Paper Competition Rules

- A. Subject matter shall pertain to the practice, administration or educational aspects of radiography or its imaging specialties or related topics.
- B. Each manuscript must be the entire work of the submitting author(s).
 - a. Research papers may be supplemented with charts, photographs, diagrams, radiographs, etc.
 - b. Figures that are reprinted from another publication will include acknowledgement beneath the figure. Example: Reprinted from: *Radiologic Technology, 2005;68:287.*
- C. Research papers must follow these guidelines:

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- a. Typed, double spaced, with 1-1½” margins, on 8½” x 11” bond paper, using only one side of the paper.
 - b. Include a cover page with the title and date.
 - c. Include a bibliography
 - d. Research must be cited following American Medical Association (AMA) style for reference citations. References must be cited in two places: within the text and at the end of the article.
- D. One (1) manuscript must be submitted to the Research Paper/Exhibit
- a. Chairperson with a cover page that includes the title, author(s) and date.
- E. Three (3) manuscripts; must be submitted to the Research
- a. Paper/Exhibit Chairperson with a cover page that includes the title and date, but WITHOUT the author’s(s) name(s). No reference to physicians, hospitals, companies or other names that would clue the author’s(s) identity(ies) will be permitted in any part of the manuscript.
- F. Each manuscript will be reviewed by the Research Paper/Exhibit Chairperson.
- G. PLAGIARISM WILL NOT BE TOLERATED. Immediate removal from competition will take place. Further actions may be justified and will be determined by the WVSRT Board of Directors.
- H. Previously submitted Research Papers may not be resubmitted.
- I. Manuscripts will not be returned to the author(s).

VI. Exhibit Competition Rules

- A. Exhibit material shall pertain to the practice, administration, or educational aspects of radiography or its imaging specialties or related topics.
- B. Exhibits must be the sole work of the exhibitor(s), including all graphics, charts, display format, art work, lettering, etc.
- C. PLAGIARISM WILL NOT BE TOLERATED. Immediate removal from competition will take place. Further actions may be justified and will be determined by the WVSRT Board of Directors.
- D. Exhibits may be supplemented with charts, photographs, diagrams, radiographs, videos, non-hazardous equipment, etc. Figures that are reprinted from another publication will include acknowledgement beneath the figure. Example: “Reprinted from: *Radiologic Technology*. 2005; 68:287.”
- E. A bibliography or list of references must be displayed with each exhibit.
- F. Identification of all subjects of radiographs, videos, data, etc. shall be blocked out to secure privacy and confidentiality. This includes program name.
- G. Exhibits that have previously received awards at other radiologic technology meetings such as ACR, RSNA, AMA, ARRT, shall not be considered for awards. These may be displayed only.
- H. Exhibitor’s name(s) and identifying status (hospital or program) must be concealed until after the judging.

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- I. WVSRT is not responsible for damage to any exhibit.
- J. Exhibitors may not move another exhibitor's display to a different location.
- K. Exhibitors are responsible for assembly and disassembly.
- L. Exhibitors are responsible for all associated equipment (extension cords, viewboxes, VCRs, radiographs, etc.)
- M. Maximum space allotted for any one exhibit shall be 72" wide x 60" tall x 30" deep. Exhibits are usually placed on top of a table.
- N. The conference committee will appoint someone (cannot be a judge) to instruct students on where to place their exhibits and monitor the exhibit area.

VII. Research Paper/Exhibit Chairperson Objectives

The Research Paper/Exhibit Chairperson shall:

- A. Send guidelines, Research Paper and Exhibit applications, membership applications and notification of deadlines to WV Imaging programs and membership by *Mountaineer Tech-Neek*, WVSRT Web Page, and/or letter.
- B. Assist the Annual Conference Chairperson in selection of judges.
- C. Receive all Research Paper/Exhibit applications, Research Papers and verification of WVSRT membership.
- D. Send score sheets, guidelines and anonymous Research Papers to judges.
- E. Tabulate Research Paper score sheets.
- F. Inform Research Paper participants of their status.
- G. Be responsible for getting awards (plaques, money and certificates).
- H. Assist the Annual Conference Chairperson with location of exhibits. (# of tables, power outlets, etc. needed.)
- I. Inform participants of date, time and location of set up and disassembly.
- J. Provide score sheets to Exhibit judges.
- K. Tabulate Exhibit score sheets.
- L. Present awards at the Annual Conference.
- M. Maintain record of expenditures with receipts.
- N. Submit a final report to the Annual Conference

Chairperson regarding who participated, who won, score and tally sheets, judges names and names of sponsors. **Sample Forms:

Application Scoring Tabulation Expenses

** Forms begin on the next page and may be copied as needed

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APPLICATION FOR RESEARCH PAPER COMPETITION

Please return 4 copies of each research paper with a completed form by **SEPTEMBER 1, 2017.**

I have reviewed the guidelines for research paper competition and am submitting a paper with the tentative title _____. I understand that there will be NO oral presentation. I also understand that all contestants must register for the WVSRT Annual Conference and be members of the WVSRT in order to participate in this event.

Please circle the answers to the following:

I am a: Student Radiographer

I am a member of WVSRT in good standing: Yes No

If NO, obtain a WVSRT membership application by visiting www.wvsrt.com and send the completed form and fee to the address on the membership application form. If YES, send a copy of WVSRT member card.

DO NOT SEND CHECKS AND/OR MEMBERSHIP APPLICATIONS WITH THIS CONTEST ENTRY FORM.

List all authors: (Please Print Name)

1. Name: _____

Address: _____

Phone: _____

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2. Name: _____

Address: _____

Phone: _____

3. Name: _____

Address: _____

Phone: _____

If student(s), name of school: _____

Signature of Program Director: _____

Mail this form and four (4) copies of the research paper by **SEPTEMBER 1, 2017 to:**
Michelle Eye
Grant Memorial Hospital
P.O. Box 1019
Petersburg, WV 26847

WVSRT Research Paper Score Sheet

Research Paper Title: _____

Factors to be Evaluated:

Structural Make-Up: Give one (1) point for each that is present.

A. Typed, double spaced with 1-1½” margins,
on 8½ x 11” bond paper, using only one side of page. _____

B. Cover page with title and date. _____

C. Visual Aides: Figures, photographs, graphs, tables that add to
understanding of text. _____

D. Bibliography or List of References. _____

In the next two (2) sections, use the following point system:

Scoring:

1-2 Poor

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3-4 Fair/Average

5-6 Good/Above Average

7-8 Excellent/Superior

Composition:

- A. Original work performed by author. _____
- B. Adequate research was done into topic. _____
- C. Introduction presents topic or thesis. _____
- D. Examples/quotes are used to clarify statements. _____
- E. Unity-everything in research paper applies directly to thesis. _____
- F. Closing sums up paper and/or draws appropriate conclusions. _____
- G. Illustrations, graphs, photos are relevant. _____
- H. Paper advances the technology or understanding of the profession. _____
- I. Sources of materials are adequately,
documented in bibliography footnotes* or reference list
Footnotes are acceptable, if required by the student's program. _____

Mechanics:

- A. Writing style is clear, smooth, and concise. _____
- B. Points are given in logical progression. _____
- C. Paper has neat general appearance. _____
- D. Correct spelling used. _____
- E. Correct punctuation used. _____
- F. Grammar-word argument, parallelism, etc., are correct. _____

TOTAL SCORE _____
(maximum possible 124)

Comments: _____

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Judge's Signature: _____

RESEARCH PAPER ENTRANTS LIST AND TABLUATIONS

YEAR: _____ CATEGORY: _____ STUDENT _____ TECHNOLOGIST

Complete all that apply:

NAME	PROGRAM	TITLE	J1	J2	J3	TOTAL S	ORDE R

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I wish to submit an exhibit for award competition. I understand that all persons submitting the exhibit must register for the WVSRT Annual Conference and be member of the WVSRT in order to participate in this event. The title of my exhibit _____
_____ (title cannot be changed once submitted).

I request: Space for 3-Panel display _____
Space for Viewbox _____ (viewbox supplied by exhibitor)
Electrical Outlet _____
Other (please describe) _____

** TABLE SPACE SHALL NOT EXCEED 64" WIDE x 30" DEEP x 8" HIGH **

Please circle the answers to the following:

I am a: Student Radiographer

I am a member of WVSRT in good standing*: Yes No

If NO, obtain a WVSRT membership application by visiting www.wvsrt.com and send the completed form and fee to the address on the membership application form. If YES, send a copy of WVSRT member card.

List all participants [Please Print Name(s)]

1. Name: _____
Address: _____
Phone: _____

2. Name: _____
Address: _____
Phone: _____

3. Name: _____
Address: _____
Phone: _____

If student(s), name of school: _____

Signature of Program Director: _____

Mail or email this form by **September 1, 2017** to: jeye@grantmemorial.com
or

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Michelle Eye
Grant Memorial Hospital P.O. Box 1019 Petersburg, WV 26847
WVSRT Exhibit Score Sheet

Exhibit Title: _____

Scoring: *1-2 Poor 3-4 Fair/Average 5-6 Good/Above Average 7-8 Excellent/Superior*

Factors to be Evaluated:

1. Professional Value: Is it of interest to people in the radiologic sciences? _____
2. Educational Value: Does it contain information so that observation is a Learning experience? _____
3. Knowledge Gained: Is there evidence that the exhibitor has acquired skills or knowledge? _____
4. Approach: Is the method used appropriate for the material being demonstrated? _____
5. Research: Has data been compiled by the exhibitor personally. Can research be used by others for further experimentation? _____
6. Individual Work: Has material been gathered from various sources and re-organized according to the exhibitor's own thinking as opposed to being a report from a single source or something copied directly from a chart or book? _____
7. Credit: Have sources of materials been documented in bibliography or reference list? _____
8. Thoroughness: How successfully has the original plan been carried through? _____
9. Accuracy: Are known facts used correctly and stated accurately? _____
10. Originality: Does subject matter illustrate a new concept or present information in an innovative style? _____
11. Technical Quality: Is material displayed in a neat, professional, attractive way? _____
12. Conclusions: Has exhibitor started with known facts and drawn conclusions _____

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that are consistent with the data and/or observations? _____

Total Score _____
(Maximum Possible 96)

Comments: _____

Judge's Signature: _____

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As the Research Paper/Exhibit chairperson, I acknowledge the above information is correct to the best of my ability.

SIGNED	DATE	
RESEARCH PAPER/EXHIBIT CHAIRPERSON EXPENSES REPORT		
Year 20__		
Item/Service & Date	Place	Amount: \$

