

GUIDELINES FOR SUBMISSIONS TO SCAR UNIVERSITY 2003 SYLLABUS

The SCAR University Syllabi continue to be well received and we want to begin now to make this 2003 publication available to SCAR meeting attendees. The 2003 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 14, 2003. 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.
- **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 2500 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:

Jessica Roeder
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 SCAR2003@scarnet.org.

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

SCAR U 2003 Release Form

Date _____

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