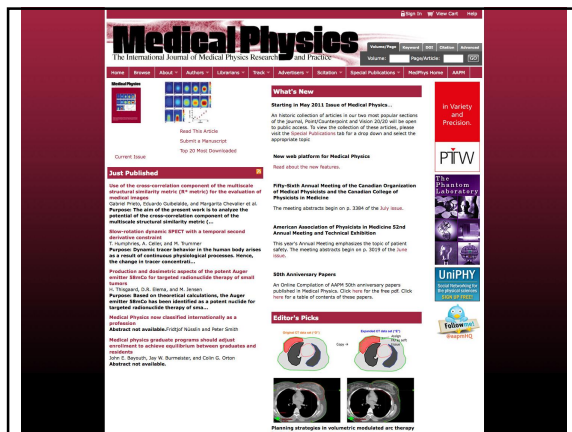


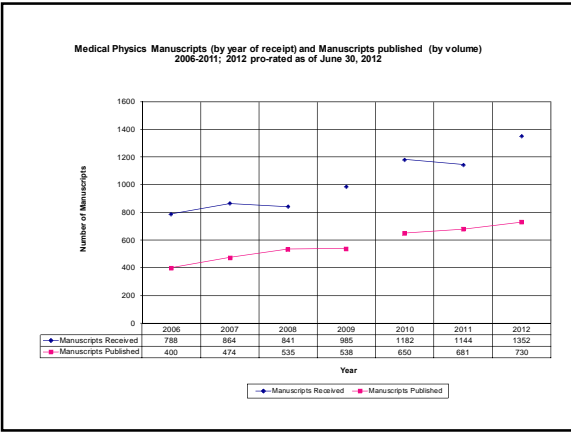
Writing and Reviewing Papers for *Medical Physics*

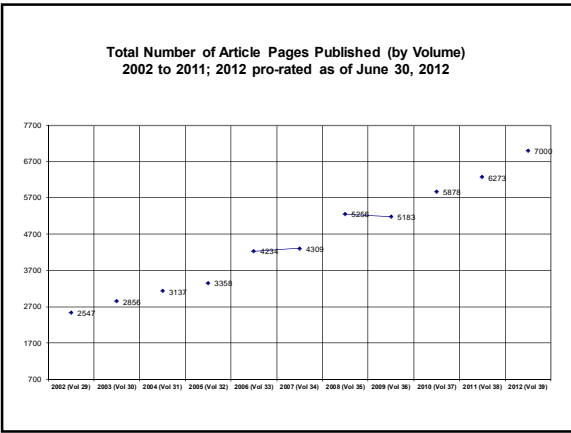
William R. Hendee, Editor
Penny Slattery, Journal Manager
Andrew Karellas, Deputy Editor
David Rogers, Deputy Editor

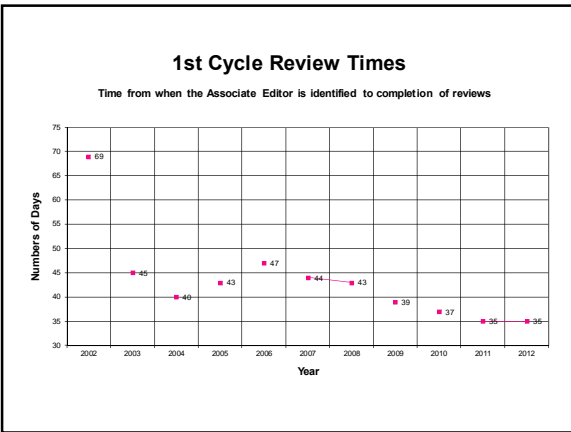


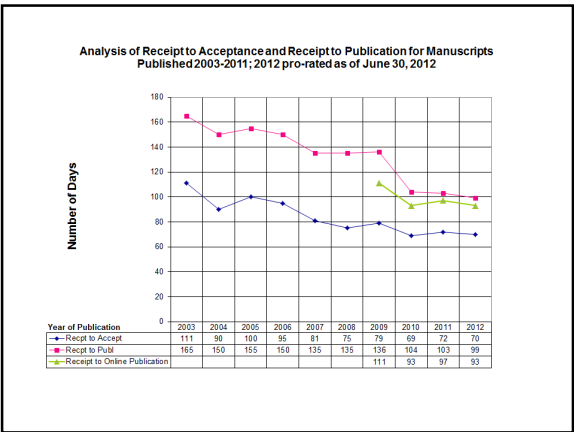
Free articles on *Medical Physics* website

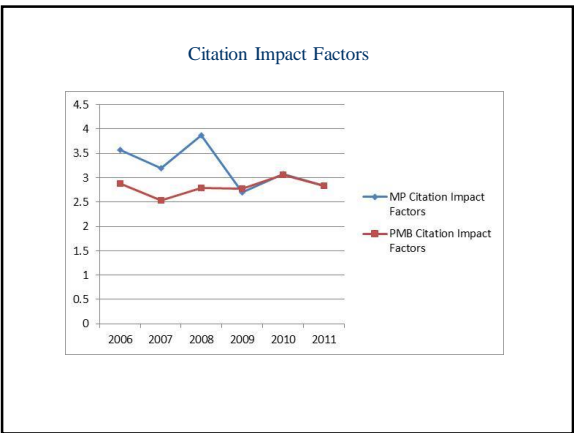
- ♦ *Medical Physics* Letters
- ♦ 50th Anniversary Papers
- ♦ Vision 20/20 Papers
- ♦ Point/Counterpoint
- ♦ Editor's Picks
- ♦ Award Papers
- ♦ Review Papers
- ♦ Special Focus Papers
- ♦ Editorials
- ♦ PhD Abstracts

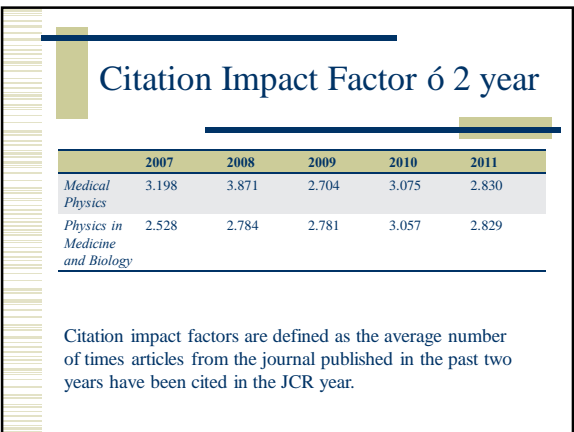












Citation Impact Factor ó 5 year

	2007	2008	2009	2010	2011
<i>Medical Physics</i>	3.469	4.072	3.117	3.267	3.095
<i>Physics in Medicine and Biology</i>	2.822	3.173	2.990	3.129	2.872

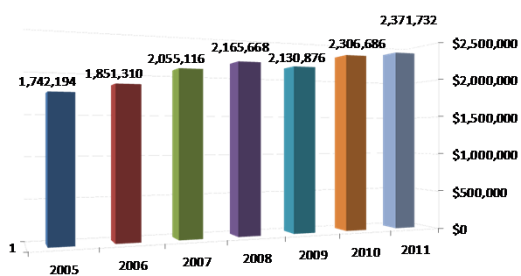
Citation impact factors are defined as the average number of times articles from the journal published in the past five years have been cited in the JCR year.

Immediacy Index

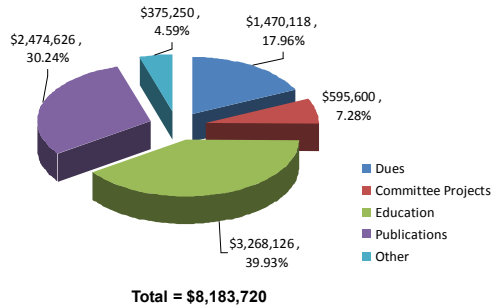
	2007	2008	2009	2010	2011
<i>Medical Physics</i>	.420	.574	.332	.467	.448
<i>Physics in Medicine and Biology</i>	.404	.459	.508	.563	.455

Immediacy Index is defined as the average number of times an article is cited in the year it is published.

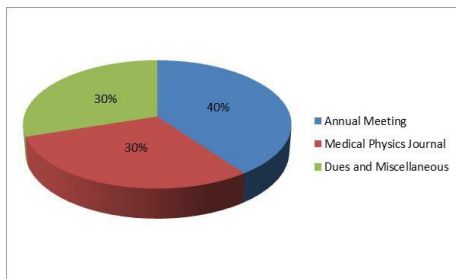
Medical Physics Income



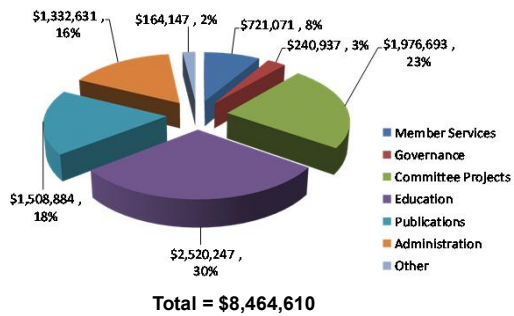
Revenue by Major Category; 2012 Budget



AAPM Gross Revenue



Expenses by Major Category; 2012 Budget



Editorial Process Overview

- ♦ Authors submit manuscript
- ♦ Journal Manager checks manuscript format/compliance
- ♦ Editor assigns associate editor
- ♦ Associate editor assigns referees
- ♦ Referees submit reviews to associate editor
- ♦ Associate editor makes recommendation to editor
- ♦ Editor makes decision
- ♦ Decision communicated to authors
- ♦ Process may repeat through several iterations

Types of Articles in *Medical Physics*

- ♦ Research articles
- ♦ Vision 20/20 articles
- ♦ Review articles (e.g. anniversary papers)
- ♦ Task group reports
- ♦ Technical reports
- ♦ Technical notes
- ♦ *Medical Physics* Letters

Types of Articles in *Medical Physics*

- ♦ Special reports
- ♦ Correspondence
- ♦ Point-counterpoint debates
- ♦ Editorials
- ♦ PhD abstracts (on-line only)
- ♦ Errata
- ♦ Book reports

Categories of Papers in *Medical Physics*

- ♦ ANATOMY AND PHYSIOLOGY
- ♦ BOOKS AND PUBLICATIONS
- ♦ CORRESPONDENCE
- ♦ EDITORIAL
- ♦ INFRARED AND MICROWAVE IMAGING
- ♦ MAGNETIC RESONANCE PHYSICS

Categories of Papers in *Medical Physics*

- ♦ MEDICAL PHYSICS LETTERS
- ♦ NUCLEAR MEDICINE PHYSICS
- ♦ OPTICAL PHYSICS
- ♦ POINT/COUNTERPOINT
- ♦ RADIATION BIOLOGY
- ♦ RADIATION IMAGING PHYSICS
- ♦ RADIATION MEASUREMENT PHYSICS

Categories of Papers in *Medical Physics*

- ♦ RADIATION PROTECTION PHYSICS
- ♦ RADIATION THERAPY PHYSICS
- ♦ TASK GROUP REPORT
- ♦ THERMOTHERAPY PHYSICS
- ♦ TISSUE MEASUREMENTS
- ♦ ULTRASOUND PHYSICS
- ♦ VISION 20/20

Authorship Requirements

- ♦ Substantial contribution to:
 - Conception and design
 - Acquisition of data
 - Data analysis/interpretation
- ♦ Draft/revise manuscript
- ♦ Final approval

Types of Authors

- ♦ First author
- ♦ Co-authors
- ♦ Corresponding author
- ♦ Senior author

Multimedia Submissions

- ♦ EPAPS ó Electronic Physics Auxiliary Publication Service
- ♦ Electronic repository for supplemental information
- ♦ EPAPS home page at www.aip.org
- ♦ Examples
 - Movie files
 - Audio files
 - Animated .gifs
 - 3D renderings

Preparing a Manuscript for *Medical Physics*

- ♦ *Medical Physics* on-line submission site
<http://medphys.peerx-press.org/cgi-bin/main.plex>
- ♦ AIP Style Guide
<http://www.aip.org/pubservs/style/4thed/toc.html>
<http://www.aip.org/pubservs/authserv.html>

Supplemental and Multi-media Material

- ♦ EPAPS
<http://www.aip.org/pubservs/epaps.html>
- ♦ Multi-media material
http://www.aip.org/epaps/epaps_multimedia.html

Sections of the Manuscript

- ♦ Cover letter
- ♦ Article file
- ♦ Tables and Figures

References

- ♦ Should be assigned consecutive numbers
- ♦ Should then be listed in the same order on a separate sheet
- ♦ Titles of articles, complete lists of authors, and inclusive pagination must be included
- ♦ A list of standard abbreviations for journal names appears in the AIP Style Manual

Line Numbering Your Article File

- ♦ Reviewers have requested that authors insert line numbering
- ♦ Done for ease of reviewing
- ♦ Authors can use in their point-by-point response
- ♦ Guidelines for line numbering can be found at <http://www.medphys.org/NewInstructions.asp>

Helpful Hints for PeerX-Press

- ♦ For technical help, email pxphelp@aip.org
- ♦ Approve converted files
- ♦ Run Spell Check
- ♦ Check figure numbers
- ♦ Address cover letter to correct Editor
- ♦ Include correct email address
- ♦ Check and double check the presentation of the files

Manuscript Validation by the Journal Manager

- ♦ Initial QC
- ♦ Check for cover letter, manuscript file with title page and abstract included
- ♦ If revision, look for point-by-point response
- ♦ Manuscript file in Word document, single column, double spaced
- ♦ Tables included in article
- ♦ Figures in separate figure files and numbered correctly

Excess Page Fees

- ♦ Charged if published article exceeds 10 journal pages
- ♦ Cost is \$150.00 per page
- ♦ To approximate article length, divide double spaced, single column text pages by three, and total number of figures by four
- ♦ If cannot pay excess page fee, do not exceed 10 journal pages

Criteria for Associate Editors and Referees

- ♦ Expertise in topic of manuscript
- ♦ Publication experience
- ♦ Maturity in field
- ♦ No conflicts of interest
- ♦ Responsive to previous requests
- ♦ Timely responsiveness
- ♦ Thorough and courteous reviews

Guidelines for Referees

- ♦ Comments to authors and to editor
- ♦ General and specific comments and recommendations
- ♦ Critical and impersonal evaluation
- ♦ Original, unpublished work
- ♦ Accuracy, originality and completeness
- ♦ Clarity and succinctness of writing
- ♦ Grammatical and compositional errors

Guidelines for Referees (continued)

- ♦ Quality and necessity of illustrations/tables
- ♦ Comprehensiveness of literature review
- ♦ Paper and reference format
- ♦ Relevance of title and structured abstract
- ♦ Appropriateness of subject
- ♦ Negative comments

Common Manuscript Deficiencies

- ♦ Incorrect grammar
- ♦ Illogical composition
- ♦ Obscure writing
- ♦ Verbose writing
- ♦ Deviation from AIP Style Manual
- ♦ Poor illustrations
- ♦ Mathematical errors

Common Manuscript Deficiencies

- ♦ Over-reaching of results
- ♦ Inadequate literature review
- ♦ Plagiarism and self-plagiarism
- ♦ Multiplication of papers
- ♦ Separation of supplemental material

Authors' Response to Reviews

- ♦ Courteous and fair
- ♦ Accept or challenge
- ♦ Annotated response
- ♦ Rapid response (3 month deadline)
- ♦ Decision appeal

What Follows the Decision Process

- ♦ Notification
- ♦ Acceptance letter
- ♦ Manuscript is put in production queue
- ♦ Copy-editing
- ♦ Galley Proofs
- ♦ Author Sign-off

Publication in Journal

- ◆ Accelerated On line publication
- ◆ Appearance in Print

- # Publication in Journal
- ◆ Accelerated On line publication
 - ◆ Appearance in Print
