



# Optimisation in X-ray and Molecular Imaging 2020

Gothenburg, Sweden

22-24 June 2020

## Instructions for authors

Instructions for oral presentation

Instructions for poster presentation

Instructions for manuscript submission

## Conference setup

Due to the changed conditions for the conference, the OXMI 2020 conference will be held as an online webinar 22-24 June 2020 using the Zoom Video Communications tool. Adjacent to the main conference webinar there will be additional Zoom meetings that can be joined by the conference attendees. In total the OXMI 2020 conference will consist of the following:

- A Zoom Webinar – Presentations according to the scientific programme, including poster sessions
- A Zoom meeting for technical support – Available for authors to test the audio visual features of their presentation
- A Zoom meeting for social interaction – Available for all conference participants to interact with other conference attendees.
- A Zoom meeting for exhibitors – Available for all conference participants to interact with commercial companies

## Contact Information

- Preparation of oral presentations – [angelica.svalkvist@vgregion.se](mailto:angelica.svalkvist@vgregion.se)
- Preparation of poster presentations – [maria.hultenmo@vgregion.se](mailto:maria.hultenmo@vgregion.se)
- Document upload – [jennie.bengtsson@gu.se](mailto:jennie.bengtsson@gu.se)
- General questions – [linda@dughult.se](mailto:linda@dughult.se)

## Instructions for oral presentation

The organisation committee is aiming for a solution where authors will be able to present their work even if they are unable to attend the conference webinar. In order to accomplish this task **all presentations should be submitted to us in PowerPoint format (pptx-file) including recorded voice narration prior to the conference.** The recorded presentations will be used as a substitute if the authors are unable to give their presentations live during the webinar. The recorded presentations will also be made available for all registered conference participants as PowerPoint slideshow files (ppsx-files) after the conference.

In short, three different PowerPoint versions of your submitted presentation file will be created by the organisation committee:

1. A pptx-file where the recorded voice narration is removed. This file will be used when the author presents their work live at the conference. At the time for your presentation your microphone will be activated and you will be given remote control of the presentation. This means that you can control the slide show and mouse pointer during your presentation.
2. The original submitted pptx-file (including recorded voice narration). This file will be played as a substitute if the author is unable to give their presentation live at the conference or if technical problems occur that prevent the authors from presenting their work at the live session.
3. A ppsx-file (including the recorded voice narration). This file will be made available for all registered conference participants after the conference.

## Preparing your presentation

The time limit for oral presentations is 12 minutes, excluding time for questions. Please check the timing of your presentation to ensure that it does not exceed this limit. All presentations must be prepared in PowerPoint (widescreen format 16:9) including recorded voice narration and, if appropriate, pointer movements. Instructions on how to record your presentation can be found here: <https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>. **Please make sure that contact information is available on one of the presentation slides so that the audience are able to contact you with questions also after the conference.**

## Submitting your presentation

Please check the scientific programme on the conference website ([www.oxmi2020.org](http://www.oxmi2020.org)) for the time and presentation code of your presentation. (*The presentation code for an oral presentation is given by 'O' followed by the session number and the numerical order of the presentation in the session.*) Use your presentation code and name (e.g. 'O14-1 Smith.pptx') as file name for your recorded presentation.

- *Upload your recorded presentation as a pptx-file to your personal folder **no later than 5 June 2020**, using your personal link that will be sent to you by email before 15 May 2020.*

Please notify that by uploading your presentation you automatically confirm your consent for your slides to be shared with conference participants after the conference in a PowerPoint slide show format (non-editable).

## Preparing for the oral session

During the oral session **prior** to the session for your presentation, you should visit the Zoom meeting for technical support. Here you will be able to test the remote control of your presentation and make sure that your presentation is working as planned. For authors presenting during the first session of the conference, the Zoom meeting for technical support will be open between 8.15-8.45 in the morning.

Make sure that you are logged in to the main conference webinar **no later than 15 minutes before the starting time of the session**. Please alert your presence by a chat message to the moderators. At the time for your presentation your microphone and video will be activated and you will be given remote control of your presentation. The moderator will adhere to the schedule very strictly and you will be notified when 2 minutes remains of your presentation (if you are not close to the end of your presentation at this time). After your presentation there will be a possibility for the audience to interact with you by commenting on your work or ask questions.

# Instructions for poster presentation

## General information

Posters will be available for all conference participants from one week prior to the conference. There will be two poster sessions during the conference. **During poster session 1 posters numbered P1 to P17 will be presented and during poster session 2 posters numbered P18 to P34 will be presented.** The poster sessions takes place on Monday 22 June 17.30-19.30 and on Tuesday 23 June 17.30-19.30. During the poster sessions the presenting author is expected to give a short oral presentation of their poster. **The presentation should not be more than 2 minutes long and be based on a PowerPoint presentation including 2-3 slides.**

## Preparing your poster and the PowerPoint slides

Each poster should be saved as a pdf-file. The poster should be in a format suitable for display on a computer monitor. **Please make sure that contact information is available on your poster so that the audience are able to contact you with questions also after the conference.**

Additionally, 2-3 PowerPoint slides (widescreen format 16:9) including recorded voice narration and, if appropriate, pointer movements that shortly describe the content of your poster should be prepared. Instructions on how to record your presentation can be found here:

<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>. The time limit for the oral presentations is 2 minutes, excluding time for questions. **Please carefully check the timing of your presentation to ensure that it does not exceed this limit.**

## Submitting your poster and the PowerPoint slides

Please check the scientific programme on the conference website ([www.oxmi2020.org](http://www.oxmi2020.org)) for the time and presentation code of your presentation. (*The presentation code for a poster is 'P' followed by a serial number, e.g. 'P-51'.*) Use your presentation code and name (e.g. 'P-51 Smith.pdf' and 'P-51 Smith.pptx') as file names for your poster and PowerPoint presentation

- Upload your poster as a pdf-file and your pptx-file including recorded voice narration, *to your personal folder no later than 5 June 2020, using your personal link that will be sent to you by email before 15 May 2020.*

Please notify that by uploading your poster you automatically confirm your consent for your poster to be shared with conference participants. (Your pptx-file will not be made available for the conference participants after the conference.)

## Preparing for the poster session

Make sure that you are logged in to the main conference webinar no later than 15 minutes before the starting time of the poster session. Please alert your presence by a chat message to the moderators.

At the time for your presentation your microphone and video will be activated and you will be given remote control of your presentation. The moderator will adhere to the schedule very strictly and notify you when you are out of time. After your presentation there will be a possibility for the audience to shortly interact with you by commenting on your work or ask questions.

## Instructions for manuscript submission

We invite you to submit a manuscript based on your presentation for publication in the proceedings of the conference. The proceedings will be published in a special issue of *Radiation Protection Dosimetry*. If you do not intend to submit a manuscript for the proceedings, please inform the Scientific Committee by e-mail ([info@oxmi2020.org](mailto:info@oxmi2020.org)) before 1 August 2020.

### General information

All manuscripts submitted for publication should be original work, not previously published, nor under submission for publication elsewhere.

All submitted manuscripts will undergo peer review.

Due to publisher rules, a maximum of 70% of the papers presented at the conference will be published in the proceedings.

Papers not presented at the conference will not be considered for publication in the proceedings.

*The submission period is 1 March to 31 October 2020.* Manuscripts submitted outside this period will not be considered for publication in the proceedings.

### Submitting your manuscript

Submit your manuscript via the online journal submission system at <https://mc.manuscriptcentral.com/rpd>. In Step 1 during the submission ("Type, Title, & Abstract"), answer 'Yes' to the question "Is this manuscript for a special issue?". Select "OXMI 2020 – Proceedings of Optimisation in X-ray and Molecular Imaging 2020" in the drop-down list.

It is imperative that the submitted manuscript is given exactly the same title as the conference presentation (as stated in the conference programme or book of abstracts). Should you wish to alter the title of the submitted manuscript, this can be done during the revision process.

### Preparing your manuscript

All manuscripts must be prepared in accordance to the Oxford University Press (OUP) Instructions to Authors for contributions to *Radiation Protection Dosimetry*. The OUP Instructions to Authors can be found at [https://academic.oup.com/rpd/pages/General\\_Instructions](https://academic.oup.com/rpd/pages/General_Instructions). Below, essential parts of the OUP Instructions to Authors related to the preparation of your manuscript are given, as well as additional information of relevance for the present conference. Refer to the OUP Instruction to Authors for further information on copyright policies, open access, etc.

#### *Page limit*

Papers must be restricted to a maximum of six printed pages, corresponding to 4 800 words or word equivalent in tables and figures. Authors will be charged £100 per page for pages exceeding the limit. The template referred to in the OUP Instructions to Authors may be used to estimate the length of printed paper, but please note that the submitted version of the manuscript should not use this template.

#### *Language*

All contributions should be in English (authors whose mother tongue is not English are requested to ask someone with a good command of English to review their contribution before submission). Spelling should be in accordance with the Oxford English Dictionary. However, please use 'dosemeter' rather than 'dosimeter', for consistency within the journal. Manuscripts should be

written in the third person, not the first. Please reserve the use of capital letters for proper names and abbreviations only and not for commonly used terms.

### *Title page*

The title page should contain just the title, authors' names and full postal addresses, corresponding author contact information (telephone, fax and email) and a short running title. Titles should be brief and as informative as possible. A short title of not more than 40 characters (including spaces) for a running head should be included on the title page.

### *Abstract*

An abstract of preferably not more than 150 words should be provided on its own page of the manuscript, headed by the title and authors' names.

### *Headings*

Headings should be given to main sections and sub-sections, which should not be numbered. (The heading hierarchy is non-bold capitals, bold lower case and italic lower case.)

### *Footnotes*

Footnotes should not be used. Such text should be inserted into the main document, in parentheses if necessary.

### *Tables*

Tables should be supplied on separate pages at the end of the manuscript. Data in tables should be rounded to a level appropriate for the information being provided.

### *Figures*

Figures should be supplied on separate pages after the tables. Figure legends should be supplied on a separate page before the figures. The number of figures used should be kept to the minimum consistent with clear presentation of the work reported.

### *Units, symbols and equations*

SI units should be used throughout but other established units may be included in brackets (note that cGy is not acceptable). Isotope mass numbers should appear at the upper left of the element symbol, e.g. <sup>90</sup>Sr. Equations should be fully typed and numbered sequentially. Scalar quantities and physical constants should be italicised, including subscripts, where used. Mathematics should be punctuated, as though part of a sentence.

### *Abbreviations*

Abbreviations should be defined when they first appear in the text.

### *References*

References should be indicated in the text by superior numbers in parentheses and the full reference should be given in a list at the end of the paper in the following form, in the order in which they appear in the text:

1. Crase, K. W. and Gammage, R. B. Improvements in the use of ceramic BeO in TLD. Health Phys. 29, 739-746 (1975).
2. Clarke, R. H. and Webb, G. A. M. Methods for estimating population detriment and their application in setting environmental discharge limits. Proceedings of Symposium - Biological Implications of Radionuclides Released from Nuclear Industries. Vienna, March 1979. IAEA-SM-237/6, 149-154 (1980).
3. Aird, E. G. A. A. An introduction to medical physics. Heineman Medical Books Ltd (1983) ISBN 0 433 003502.
4. Duftschmid, K. E. TLD personnel monitoring systems - the present situation. Radiat. Prot. Dosim. 2, 2-12 (1982).
5. International Commission on Radiation Units and Measurements. Determination of operational dose equivalent quantities for neutrons. ICRU Report 66. J. ICRU 1, (2001).

All the authors' names and initials (or the first 10 followed by et al.), the title of the paper, the abbreviated title of the journal, volume number, page numbers and year should be given. Abbreviated journal titles should be in accordance with the current World List of Scientific Periodicals. Please note the use of lower case lettering in article titles.

#### *Funding information*

Details of all funding sources for the work in question should be given in a separate section entitled 'Funding'. This should appear before the 'Acknowledgements' section.

The following rules should be followed:

- The sentence should begin: 'This work was supported by ...'
- The full official funding agency name should be given, i.e. 'National Institutes of Health', not 'NIH' ([full RIN-approved list of UK funding agencies](#)) Grant numbers should be given in brackets as follows: '[grant number xxxx]'
- Multiple grant numbers should be separated by a comma as follows: '[grant numbers xxxx, yyyy]'
- Agencies should be separated by a semi-colon (plus 'and' before the last funding agency)
- Where individuals need to be specified for certain sources of funding the following text should be added after the relevant agency or grant number 'to [author initials]'

An example is given here: 'This work was supported by the National Institutes of Health [AA123456 to C.S., BB765432 to M.H.]; and the Alcohol & Education Research Council [hfygr667789].

#### *Language Editing*

Particularly if English is not your first language, before submitting your manuscript you may wish to have it edited for language. This is not a mandatory step, but may help to ensure that the academic content of your paper is fully understood by journal editors and reviewers. Language editing does not guarantee that your manuscript will be accepted for publication. Authors are liable for all costs associated with language editing.