

THE NEURODIAGNOSTIC JOURNAL

SHORT REPORTS: MANAGEMENT TOOLBOX

Report Name: Management Toolbox

Description: Focuses on practical issues concerning department management and professional growth

Example: The role of the charge neurodiagnostic technologist

Suggested Word Count: 600–3,500

Report Sections:

The outline listed below serves as a guide. It is not required that authors strictly adhere to these guidelines. Please contact Melissa Cobos at melissa@aset.org with any questions about organizing the report.

- I. Cover Page
The cover page should include the title, author information, and a disclosure statement. Author information should include the name, credentials, institution name, department, and email address. A standard disclosure statement when no conflicts of interest are present is, “The author(s) report there are no competing interests to declare.”
- II. Introduction
Write a short introduction. Briefly describe the problem you plan to address. State why your article is important, timely, or beneficial.
- III. Background
Describe the problem in more detail. Provide relevant background information.
- IV. Solutions
Describe the proposed solutions, recommendations, tactics, or strategies that address the problem.
- V. Conclusion
Briefly summarize the problem and proposed management strategies. If there are any limitations that apply to your article, state them; for example, “The experience of one institution may be limited. Research on (topic) could provide better evidence for these strategies.”
- VI. References
Include a list of references if applicable. Use CSE or APA format for the reference list and in-text citations.