Rules Governing the WA Branch Written Award

Australasian College of Physical Scientists & Engineers in Medicine

Preamble

The Australian College of Physical Scientists and Engineers in Medicine (WA Branch) recognises the need to foster the careers and achievements of its members in medical physics, radiopharmaceutical science, bioengineering and allied disciplines, whether they work in hospitals, academic institutions, or industry.

The WA Branch of the ACPSEM will provide the award subject to the following conditions:

Submissions

1. The Written Award will be based on the submission of a scientific or technical piece of written work.
2. The work must lie within the realm of a topic of interest to the ACPSEM.
3. Eligible submissions will include works such as: scientific papers, journal articles, technical notes, manuscripts, reports and poster presentations from conferences. The written works do not need to be published.
4. Blogs or articles intended for publication on a website will be accepted however they must be converted into an appropriate format (pdf or word document) for submission and must be of scientific or technical relevance.
5. All submissions must be provided as a word document or PDF. Submissions in other formats will not be accepted.
6. Computer coding will not be accepted as a form of written work.
7. The length of the written work should be **no greater than 10 pages or 5000 words** (not including references or figures).
8. Anything submitted for consideration must be your own work.
9. Applicants may not submit work that they have submitted in any previous year.
10. Applications are limited to one submission per person.
11. Submissions for the Written Award shall be made to the WA Branch Committee via the Secretary

Eligibility

1. Applicants must meet one of the following criteria:
   i) Be a fully paid member of the ACPSEM, at any membership level; OR
   ii) Be a currently enrolled student (ACPSEM Student Membership is free and strongly encouraged); OR
   iii) Have graduated from university within the last 12 months (ACPSEM membership is strongly encouraged but not required)

   Note: Students and recent graduates are encouraged to explore ACPSEM membership options, which provide valuable career support and professional development opportunities.

2. The submitted work must have been completed or published within 24 months of the current year.
3. Applicants who were granted the award in previous years are ineligible to make further submissions for 3 years from the date of their most recent award.

The Award

1. The winner will be honoured with a certificate and cash prize. There are no conditions attached to the spending of the cash prize.
2. A maximum of one Written Award will be granted per year.
3. There should be only one winner of the Written Award. In the case of a co-authored paper, the award will be granted to the Primary author. (The Primary author will be the author listed first on the paper or otherwise confirmed by their co-authors)
4. Wherever possible, the award will be granted to the submission which displays the most originality and scientific merit.
4. The WA Branch Committee will reserve the right not to declare a winner in any year.
5. The official announcement and presentation of the award should be made at either the WA Branch Scientific Meeting or at the Branch Annual General Meeting.

Judging Panel

1. The judging panel must have no conflicts of interest with the author/s submitting the work.
2. Judging will be based on criteria including clinical relevance, structure, clarity, methodology, use of references and originality as outlined in the WA Branch Written Award Marking Rubric.
3. The winner will be decided by vote of at least three members of the WA Branch Committee of that year.
4. If a Branch Committee member is an applicant for the Award then they will abstain from the process of selection on the judging panel.
5. Ideally, the judging panel should comprise of at least one person from each profession (DIMP, ROMP and RPS). At the very least, there should be one representative of each profession for which work is submitted. (ie If an RPS work is submitted, there should be an RPS person on the judging panel).
6. If there are currently no WA Branch Committee members in a particular field of expertise, a judge may be outsourced to a non-Branch Committee member.
7. In the event of a tied vote, the judging panel must come to a unanimous decision.
8. The final vote to decide the award will be made to the full WA Branch Committee who will either agree for the selected submission to receive the award or agree that no award should be made in that year. In the event of a tied vote, the Branch Chair will have a casting vote.

Upkeep of the rules

1. The rules governing this award should be reviewed by the WA Branch Committee every 2 years.
2. The rules of this award may be amended by a 75% majority vote of the WA Branch Committee.

Application Form for the WA Branch Written Award

Name: _____

Email: _____

Organisation: _____

Membership Category:

- ☐ ACPSEM member
- ☐ Enrolled student (ACPSEM student member)
- ☐ University graduate (from last 12 months)

Topic of Written Work:

- ☐ Diagnostic Imaging Medical Physics
- ☐ Radiation Oncology Medical Physics
- ☐ Radiopharmaceutical Science
- ☐ Bioengineering
- ☐ Other: _____

Category of Written Work:

- ☐ Scientific paper
- ☐ Journal article
- ☐ Technical note
- ☐ Manuscript
- ☐ Report
- ☐ Poster Presentation
- ☐ Blog
- ☐ Other: _____

Terms and Conditions:

By ticking this box, you agree:

- ☐ Your submitted work **does not exceed 10 pages or 5000 words** (excluding references and figures).
- ☐ You have read and understood the Rules Governing the WA Branch Written Award and have met the eligibility requirements for the submission of your written work.
- ☐ If you are a student or recent graduate, you have applied for a Student Membership with the ACPSEM.

Signature: _____ Date: _____