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MANUSCRIPT SUBMISSION

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MANUSCRIPT PREPARATION Types of Papers

The Forum of Clinical Oncology accepts the following types of papers:

1. Original or Translational Research/Case Reports

These include the following sections in the order they appear below:

Abstract: A text of no more than 250 words, consisting of Background, Patients & Methods, Results and Conclusions. The primary goal of the abstract should be to make the general significance and conceptual advance of the work clearly accessible to a broad readership.

References should not be cited in the abstract.

Key Words: 5-10, for indexing purposes.

Introduction: Provides a context or background for the study (that is, the nature of the problem and its significance) and states the specific purpose or research objective of, or hypothesis tested by, the study or observation.

Patients & Methods: This section should include only information that was available at the time the plan or protocol for the study was being written; all information obtained during the study belongs in the Results section.

Results: This section presents results in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Authors should avoid repeating all the data in the tables or illustrations in the text but should emphasize or summarize only the most important observations. Extra or supplementary materials and technical detail can be placed in an appendix, where they will be accessible but will not interrupt the flow of the text.

Discussion: Emphasizes on the new and important aspects of the study and the conclusions that follow from them. Authors should avoid repeating in detail data or other information given in the Introduction or the Results section.

References: Please see section below for reference format.

2. Reviews

Reviews should be recognized as scholarly by specialists in the field being covered, but should also be written with a view to informing readers who are not specialized in that particular field, and should therefore be presented using simple prose. Please avoid excessive jargon and technical detail. Reviews should capture the broad developments and implications of recent work. The opening paragraph should make clear the general thrust of the review and provide a clear sense of why the review is now particularly appropriate.

The concluding paragraph should provide the reader with an idea of how the field may develop or future problems to be overcome, but should not summarize the article. To ensure that a review is likely to be accessible to as many readers as possible, it may be useful to ask a colleague from another discipline to read the review before submitting it.

Please include the following:

Abstract: A text of no more than 250 words, consisting of Background, Patients & Methods, Results and Conclusions. 5-10 key words for indexing purposes

3. Correspondence

Correspondence should be addressed to the Editor-in-Chief and concern issues either appearing in past issues or of interest to the wider oncology community. Letters to the Editor-in-Chief should not exceed 500 words and may include up to 5 references.

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Text should be prepared in Microsoft Word, using Arial 10 pt. Text should also be double spaced, with consecutive page numbers throughout, starting with the title page.

Papers should be written as concisely as possible in clear, grammatical English and organized in the following manner:

1. Title page

This should carry the following information:

The article title (please make sure you include all the necessary information that will make your work more easily retrievable in an electronic system).

Authors' names and institutional affiliations.

The name of the department(s) and institution(s) to which the work should be attributed.

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The contact details for authors and the name, address, email, telephone and fax numbers of the corresponding author, who should also clearly indicate whether this e-mail address may be published. 5-10 key words (for indexing purposes).

A list of abbreviations and acronyms used throughout the text (recommended where applicable). An abstract, which authors should make concisely, presents the salient points of the work submitted and accurately reflects the content of the article.

2. References

There are no limits on the number of references, although it is recommended that authors prefer less, more representative reference lists, rather than longer, exhaustive ones. Include in the reference list only those articles that have been published or are in press. Unpublished data or personal communications must be cited within the text and indicated as such. The list of

references should be numbered consecutively, in the order in which they are first mentioned in the text.

Identify references in text, tables, and legends by Arabic numerals in parentheses.

References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. The titles of journals should be abbreviated according to the style used in Index Medicus or a comparable source and omit punctuation after journal titles. Spell out foreign or less commonly known journal names. List all authors up to 6 authors. If there are more than 6 authors, please list the first 6 authors followed by «et al.». The Uniform Requirements style for references is based largely on an American National Standards Institute style, adapted by the National Library of Medicine (USA) for its databases. For a wide variety of recommended reference formats, please visit the following website: <http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=citme>.

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Authors should place explanatory matter in footnotes, not in the heading. Explain all nonstandard abbreviations in footnotes, and use the following symbols, in sequence:

*,†,††,§,||,¶,**,††,†† ††. Identify statistical measures of variations, such as standard deviation and standard error of the mean.

4. Figures

Figures should be submitted as separate files of acceptable format, i.e. TIFF, Photoshop, EPS files or high resolution PDF files. See below for further details. Please note that authors will be asked to revise details and images if they do not adhere to the figure protocols. Any image processing should be explained clearly in the

Materials and Methods section of your manuscript. Unnecessary figures and panels in figures should be avoided: data presented in small tables or histograms, for instance, can generally be stated briefly in the text instead. Avoid unnecessary complexity, coloring and excessive detail. Where possible, text, including keys to symbols, should be provided in the text of the figure legend rather than on the figure itself. Figure legends should be at the end of the manuscript as text.

Guidelines for Figure Preparation:

Resolution: Please submit high-quality images (resolutions of at least 300 dpi) ready for print.

Formats: We only accept figures in electronic format (TIFF, Photoshop, EPS files or high resolution PDF files). Please note that PowerPoint or Word processing, presentation files, or paint files should not be submitted, as they are inadequate for the creation of high-quality images. Additionally, much of the information in PowerPoint or other file types is lost or skewed in the conversion of images. Acceptable formats include TIFF, Photoshop, EPS files or high

resolution PDF files. Compatible graphic art programs are Adobe Illustrator and Adobe Photoshop. Name the file with the appropriate number of the figure, i.e. fig1.tiff or fig2.eps.

Figure size: Figures should be as small and simple as is compatible with clarity and submitted at the size they are to be published. Maximum width = 7.1667 in. Maximum height = 9.6663 in. For multi-panel figures (such as figure 1a, 1b, 1c, etc), each panel should be assembled into one image file. Do not include separate panels on multiple pages, i.e. A, B, C and D should all fit on one page. Each panel should be sized so that the figure as a whole can be reduced by the same amount and reproduced on the printed page at the smallest size at which essential details, including type, are visible and readable.

Color mode: Save all color figures in CMYK mode at bits/channel. Avoid layering type directly over shaded or textured areas and using reversed type (white lettering on a colored background).

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5. Supplementary Files

Please see below for a list of acceptable supplementary material in the following formats: **Text:** MS Word file

Table/Data: MS Word file

Figures: Please provide an MS Word file with all figures embedded in the order they appear in the text, clearly labeled with figure legends below them to be used as a guide for layout. Please provide ALL files also in one PDF file. Links to supplemental data will be included in the PDF of the published manuscript and in the online abstract.

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2. The submission file is in Microsoft Word document file format.
3. Where available, URLs for the references have been provided.
4. The text is double-spaced; uses a readable font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal at www.forumclinicaloncology.org.
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