# INSTRUCTIONS FOR AUTHORS

#### **EDITORIAL POLICY AND GENERAL INFORMATION**

The Reports of Practical Oncology and Radiotherapy is an interdisciplinary bimonthly journal, publishing original contributions in clinical oncology and radiotherapy, as well as in radiotherapy physics, techniques and radiotherapy equipment.

The Reports of Practical Oncology and Radiotherapy is issued 6 times per year on paper and in electronic form at www.rpor.eu. Reports of Practical Oncology and Radiotherapy is internationally indexed in EMBASE/Excerpta Medica Database, the Elsevier BIOBASE (Current Awareness in Biological Sciences) and in the Index Copernicus.

Rep. Pract. Oncol. Radiother. editors endorse the principles embodied in the Declaration of Helsinki and expect that all investigations involving humans will have been performed in accordance with these principles. For animal experimentation reported in the journal, it is expected that investigators will have observed the Interdisciplinary Principles and Guidelines for the Use of Animals in Research, Testing, and Education issued by the New York Academy of Sciences Adhoc Committee on Animal Research. All human and animal studies must have been approved by the investigator's Institutional review board.

Review process. Manuscripts are evaluated on the basis that they present new insights to the investigated topic, are likely to contribute to a research progress or change in clinical practice or in thinking about a disease. It is understood that all authors listed on a manuscript have agreed to its submission. The signature of the corresponding author on the letter of submission signifies that these conditions have been fulfilled.

Received manuscripts are first examined by the Rep. Pract. Oncol. Radiother. editors. Manuscripts with insufficient priority for publication are rejected promptly. Incomplete packages or manuscripts not prepared in the advised style will be sent back to authors without scientific review. The authors are notified with the reference number upon manuscript registration at the Editorial Office. The registered manuscripts are sent to independent experts for scientific evaluation. We encourage authors to suggest the names of possible reviewers, but we reserve the right of final selection. The evaluation process usually takes 1–3 weeks. Submitted papers are accepted for publication after a positive opinion of the independent reviewers.

Conflict of Interests. Authors of research articles should disclose at the time of submission any financial arrangement they may have with a company whose product figures prominently in the submitted manuscript or with a company making a competing product. Such information will be held in confidence while the paper is under review and will not influence the editorial decision, but if the article is accepted for publication, the editors will usually discuss with the

authors the manner in which such information is to be communicated to the reader.

Because the essence of reviews and editorials is selection and interpretation of the literature, Rep. Pract. Oncol. Radiother. expects that authors of such articles will not have any financial interest in a company (or its competitor) that makes a product discussed in the article.

Rep. Pract. Oncol. Radiother. policy requires that reviewers, co-editors, editorial board members reveal in a letter to the Editor-in-Chief any relationships that they have that could be construed as causing a conflict of interest with regard to a manuscript under review. The letter should include a statement of any financial relationships with commercial companies involved with a product under study.

Permissions. Materials taken from other sources must be accompanied by a written statement from both author and publisher giving permission to Rep. Pract. Oncol. Radiother. for reproduction. Obtain permission in writing from at least one author of papers still in press, unpublished data, and personal communications.

Patients confidentiality. Changing the details of patients in order to disguise them is a form of data alteration. However authors of clinical papers are obliged to ensure patients privacy rights. Only clinically or scientifically important data are permitted for publishing. Therefore, if it is possible to identify a patient from a case report, illustration or paper, Editors of Rep. Pract. Oncol. Radiother. ask for a written consent of the patient or his/her guardian to publish their data, including photograms prior to publication.

The description of race, ethnicity or culture of a study subject should occur only when it is believed to be of strong influence on the medical condition in the study. When categorizing by race, ethnicity or culture, the names should be as iIIustrative as possible and reflect how theses groups were assigned.

Copyright transfer. Upon acceptance, authors transfer copyrights to the Reports of Practical Oncology and Radiotherapy. Once an article is accepted for publication in Rep. Pract. Oncol. Radiother., the information therein is embargoed from reporting by the media until the mail date of the issue in which the article appears.

Upon acceptance all published manuscripts become the permanent property of the Great Poland Cancer Centre, the Publisher of Reports of Practical Oncology and Radiotherapy, and may not be published elsewhere without written permission from the Great Poland Cancer Centre.

Disclaimer. Every effort is made by the Editor-in-Chief and the Editorial Board of Rep. Pract. Oncol-Radiother. to see that no inaccurate or misleading data, opinion or statement appear in the Reports of Practical Oncology and Radiotherapy. However, they wish to make it clear that the data and opinions appearing in the articles and advertisements herein are the responsibility of the contributor, sponsor or advertiser concerned. Accordingly, the Editor-in-Chief and the Editorial Board accept no liability whatsoever for the consequences of any such inaccurate of misleading data, opinion or statement. Every effort is made to ensure that drug doses and other quantities are presented accurately. Nevertheless, readers are advised that methods and techniques involving drug usage and other treatments described in the Rep. Pract. Oncol. Radiother., should only be followed in conjunction with the drug or treatment manufacturer's own published literature in the readers own country.

Publishing model. Reports of Practical Oncology and Radiotherapy is published using the open access model. All original scientific content [research articles, case reports, product investigations] are available free of charge without restrictions from the journal's Website at: www.rpor.eu. The submission, review and publication of manuscripts are free of charge.

### **CRITERIA FOR MANUSCRIPTS**

Editorial Board of Reports of Practical Oncology and Radiotherapy takes under consideration for publication original articles with the understanding that neither the manuscript nor any part of its essential substance, tables or figures have been published previously in print form or electronically and are not under consideration by any other publication or electronic medium. This restriction does not apply to abstracts or press reports published in connection with scientific meetings. Copies of any closely related manuscripts should be submitted to the Editor along with the manuscript that is to be considered by the Rep. Pract. Oncol. Radiother.

The Rep. Pract. Oncol. Radiother. discourages the submission of more than one article dealing with related aspects of the same study.

Each submission packet should include the statement signed by the first author that the work has not been published previously or submitted elsewhere tor review and a copyright transfer.

# **CATEGORIES OF ARTICLES**

Accepted papers are published in the following journal sections:

- original papers (not more than 10 pages)
- review articles (not more than 8 pages)
- preliminary communications for rapid communication of preliminary data (not more than 4 pages)
- technical notes (not more than 2 pages)
- letters to the Editor for comments on recent articles (not more than 1 page)
- case reports (not more than 8 pages)

#### PREPARATION OF MANUSCRIPT

Guidelines for submission in Reports of Practical Oncology and Radiotherapy are in accordance with: Uniform Requirements for Manuscripts Submitted to Biomedical Journals (N Eng J Med, 1997; 336: 309–15).

The manuscript should be typewritten on a white paper of the size ISO A4 (210x297 mm). The text should be processed on the laser or inkjet printer preferably, or on a typewriter; in the last case, however, the authors are requested to take care about the quality of printing tape. Text should be one and halt spaced with 12-point typeface. Margins: 2.5 cm (1 inch) at top, bottom, right, and left.

Illustrations are very helpful and for case reports are mandatory. In reviews it should be explained what information retrieval sources were used and what were the criteria in selecting the referred papers.

The Editorial Board reserves the privilege to adjust the format of the article.

The manuscript should include:

Title page with the following information:

- full names of all authors
- name of the department and institution in which the work was done affiliations of the authors
- manuscript full title
- running title
- full name, address, telephone and/or fax number of the author responsible for manuscript preparation
- e-mail address to speed up contacts with authors
- source(s) of support in the form of grants (quote the number of the grant) equipment, drugs etc.

Summary page. SUMMARY in structured form not exceeding 250 words should consist of five paragraphs labeled: Aim, Background, Materials and Methods, Results, Conclusion. Each summary section should begin in a new line and briefly describe, respectively, the purpose of the study, how the investigation was performed, the most important results and the principal conclusion that authors draw from the results.

**KEY WORDS** (3 to 6) or short phrases should be written at the bottom of the page including summary. The use of the items included in Index Medicus (Medical Subject Headings) is advised.

**Text.** The text of the article should be divided to eight paragraphs labeled: Background, Aim, Materials and Methods, Results, Discussion, Conclusions, Acknowledgements, References.

**Background** should contain scientific rationale and the aim of the study or (in case of a review) the purpose of the article.

# INSTRUCTIONS FOR AUTHORS

Materials and methods should describe clearly the selection of observational or experimental subjects (patients or laboratory animals) including controls, such as age, gender, inclusion and exclusion criteria, (the circumstances tor rejection from the study should be clearly defined), randomization and masking (blinding) method.

The protocol of data acquisition, procedures, investigated parameters, methods of measurements and apparatus should be described in sufficient detail to allow other scientists to reproduce the results. Name and references to the established methods should be given. References and brief description should be provided for methods that have been published but are not well known, whereas new or substantially modified methods should be described in detail. The reasons for using them should be provided along with the evaluation of their limitations. The drugs and other chemicals should be precisely identified including generic name, dose and route oft administration.

The statistical methods should be described in detail to enable verification of the reported results.

Provide information on patient's informed consent. Studies on patients and volunteers require informed consent documented in the text of the manuscript. Where there is any unavoidable risk of breach of privacy – e.g. in a clinical photograph or in case details – the patient's written consent to publication must be obtained and copied to the journal. Information on approval of a local Ethical Committee should also be provided.

Results should concisely and reasonably summarize the findings. Restrict tables and figures to the number needed to explain the argument of the paper and assess its support. Do not duplicate data in graphs and tables. Give numbers of observation and report exclusions or losses to observation such as dropouts from a clinical trial. Report treatment complications. The results should be presented in a logical sequence in the text, tables and iIIustrations. Do not repeat in the text all the data from the tables or graphs. Emphasize only important observations.

Discussion should deal only with new and/or important aspects of the study. Do not repeat in detail data or other material from the Background or the Results section. Include in the Discussion the implications of the findings and their limitations, including implications for future research. The discussion should confront the results of other investigations especially those quoted in the text.

**Conclusions** should be linked with the goals of the study. State new hypotheses when warranted. Include recommendations when appropriate. Unqualified statements and conclusions not completely supported by the obtained data should be avoided.

Acknowledgements. List all contributors who do not meet the criteria tor authorship, such as technical

assistants, writing assistants or head of department who provided only general support. Financial and other material support should be disclosed and acknowledged.

References must be numbered consecutively as they are cited. References selected for publication should be chosen tor their importance, accessibility, and tor the "further reading" opportunities they provide. References first cited in tables or figure legends must be numbered 50 that they will be in sequence with references cited in the text. The style of references is that of Index Medicus. List all authors when there are six or fewer; when there are seven or more, list the first three, then "et al". The following is a sample reference:

# Standard journal article

Lahita R, Kluger J, Drayer DE et al: Antibodies to nuclear antigens in patients treated with procainamide or acetylprocainamide. N Engl J Med, 1979; 301: 1382-85

### Article with published erratum

Koffler D, Reidenberg MM: Antibodies to nuclear antigens in patients treated with procainamide or acetylprocainamide [published erratum appears in N Engl J Med, 1979; 302: 322-251]. N Engl J Med, 1979; 301: 1382-85

### Article in electronic form

Drayer DE, Koffler D: Factors in the emergence of infectious diseases. Emerg Intect Dis [serial online]1995 Jan-Mar[cited 1996 Jun 5];1(1):[24 screens]. Available from: <a href="http://www.cdc.gov/uncidod/EID/eid.htm">http://www.cdc.gov/uncidod/EID/eid.htm</a>

# Article, no author given

Cancer in South Africa [editorial]. S Afr Med J, 1994; 84: 15

### Book, personal author(s)

Ringsven MK, Bond D: Gerontology and leadership skills tor nurses. 2nd ed. Albany (NY): Delmar Publishers, 1996

### Book, editor(s) as author

Norman IJ, Redfern SJ, editors: Mental health care tor elderly people. New York, Churchill Livingstone, 1996

# Book, Organization as author and publisher:

Institute of Medicine (US). Looking at the future of the Medicaid program. Washington, The Institute, 1992

## Chapter in a book

Phillips SJ, Whisnant JP: Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2<sup>nd</sup> ed. New York, Raven Press, 1995; 465-78

# **Conference proceedings**

Kimura J, Shibasaki H, editors: Recent advances

in clinical neurophysiology. Proceedings of the 10" International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

#### Conference paper

Bengtsson S, Solheim BG: Enforcement of data protection, privacy and security in medical intormatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland

Avoid using abstracts or review papers as references. Unpublished observations and personal communications can not be used as references. It essential, such material may be incorporated in the appropriate place in the text.

Tables. Type or print out each table on a separate sheet of paper. Do not submit tables as photographs. Number tables consecutively in the order of their first citation in the text, and supply a brie title tor each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations that are used in each table. For footnotes use the following symbols, in this sequence: \*, †, \$, \*\*\*. etc. Identify statistical measures of variations such as standard deviation and standard error of the mean. Do not use internal horizontal and vertical rules. Be sure that each table is cited in the text.

If you see data from another published or unpublished source, obtain permission and acknowledge them fully.

**Figures** should be professionally drawn and photographed; freehand or typewritten lettering is unacceptable. Instead of original drawings, x-ray films, and other material, send sharp, glossy, black-and-white photographic prints, usually  $127 \times 173 \text{ mm}$  (5 x 7 in) but no larger than  $203 \times 254 \text{ mm}$  (8 x 10 in). Letters, numbers, and symbols should be clear and even throughout and of sufficient size that when reduced for publication each item will still be legible. Titles and detailed explanations belong in the legends for illustrations, not on the illustrations themselves.

Each figure should have label pasted on its back indicating the number of the figure, author's name, and top of the figure. Do not write on the back of figures or scratch or mar them by using paper clips. Do not bend figures or mount them on cardboard.

Figures should be numbered consecutively according to the order in which they have been first cited in the text. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. Permission is required irrespective of authorship or publisher, except for documents in the public domain.

Photographs should be color or black & white glossy prints with numbers and descriptions the back, following the pattern: title, authors, number of the photographs is description.

Photomicrographs should have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background. If photographs of people are used, either the subjects must not be identifiable or their must be accompanied by written permission to use the photograph

Legends for illustrations. Type or print out legends for illustrations using double-spacing, starting on a separate page, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in photographs.

Units of Measurement. Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples. Temperatures should be given in degrees Celsius. Blood pressures should be given in millimeters of mercury.

Allhematological and clinical chemistry measurements should be reported in the metric system in terms of the International System of Units (SI). Alternative or non-SI units should be added in parenthesis.

Abbreviations and Symbols. Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

**Text on a diskette.** The text may be processed with the use of any standard text editor. Standard fonts are advised, 12-point typeface. Tables, figures, drawings and photographs may be processed using any mode and software (\*.txt, \*.doc, \*.wpd, \*.xls, \*.cdr, \*.bmp, \*.eps, \*.tif preferably). Use 3.5" diskettes, CD-R or ZIP disks.

When submitting disks, authors should (1) be certain to include a print-out of the version of the article that is on the disk; (2) put only the latest version of the manuscript on the disk; (3) name the file(s) clearly; (4) label the disk with the format of the file and the file name; (5) provide information on the hardware and software used. Indicate the format: IBM PC or Apple and the name (+version) of software use.

# SENDING THE MANUSCRIPTTO THE JOURNAL

The authors are requested to send 3 (three) copies of the manuscript along with a corresponding number of tables, pictures and photo duplicates and a computer diskette (see below conditions).

Send the required number of copies of the manuscript

# INSTRUCTIONS FOR AUTHORS

in a heavy paper envelope, enclosing the copies and figures in cardboard, if necessary, to prevent photographs from being bent. Place photographs and transparencies in a separate heavy paper envelope.

Manuscripts must be accompanied by a covering letter signed by the first author. This must include:

- information on prior or duplicate publication or submission elsewhere of any part of the work as defined earlier in this document;
- a statement of financial or other relationships that might lead to a conflict of interest (see below);
- 3. a statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes the manuscript represents honest work; and
- 4. the name, address, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs.

The letter should give any additional information that may be helpful to the Editor, such as the type of article in the particular journal that the manuscript represents and whether the author would be willing to meet the cost of reproducing color illustrations.

The manuscript must be accompanied by copies of any permission to reproduce published material, to use illustrations or report information about identifiable people, or to name people for their contributions.

Authors, who have an access to Internet, can send their work-files using standard E-Mail software. The E-mail software must have an option to send data files attached to the E-Mail message. In such a case all parts of the work should be sent as separate files: text file, picture file(s), table file(s), photo file(s) etc. To speed up the data transfer please compress the files if possible, using \*.arj or\*.zip formats before transmission.

Complete packages of manuscripts are to be sent to the address:

Edltor-In-Chief
Julian Malicki
Great Poland Cancer Centre
Garbary 15th Street
61-866 Poznan, Poland
Office: +48(61) 8850700
Fax: +48(61)8521948

Electronic submissions: julian.malicki@wco.pl

 $\ \ \,$   $\ \ \,$   $\ \ \,$   $\ \ \,$   $\ \ \,$   $\ \ \,$   $\ \ \,$   $\ \ \,$   $\ \ \,$   $\ \ \,$   $\ \ \,$   $\ \$   $\ \ \,$   $\ \$   $\$   $\ \$   $\$   $\ \$   $\$   $\$   $\ \$   $\$   $\ \$   $\$   $\ \$   $\$   $\ \$   $\$   $\$   $\$   $\ \$   $\$   $\$   $\$   $\$   $\ \$   $\$   $\$   $\$   $\$   $\ \$   $\$ 

Reports of Preactical Oncology and Radiotherapy is indexed in: EMBASE, the Excerpta Medica Database, the Elsevier BIOBASE (Current Awareness in Biological Sciences), and in the Index Copernicus.