

instructions for authors

(July 2019)

These guidelines are in accordance with the Uniform Requirements for Manuscript Submitted to Biochemical Journals (December 2018; <http://www.icmje.org>). Complete information for authors can be found on our Web site <http://www.onk.ns.ac.rs/archive/InstructionsForAuthors.pdf>.

AIMS AND SCOPE

Archive of Oncology is comprehensive open-access oncology journal that publish articles in the fields of clinical and experimental oncology, cancer epidemiology, prevention, social and ethical aspects of cancer in English language.

Archive of Oncology publish reviews on topics in oncology and considers original research contributions that advocate change in or illuminate oncological clinical practice. The journal publish manuscripts from all aspects of medical, surgical, radiation and experimental oncology, and covers topics on the mechanism, cause, and treatment of cancer including environmental and genetic risk factors and cellular and molecular carcinogenesis.

The editorial board adheres to the principles of Good Scientific Practice related to the publishing policy. Authors are kindly asked to read the following information in advance of manuscript preparation and submission. Manuscripts that are not written according to this information will be sent back to authors in order to make corrections before sending them to reviewers.

EDITORIAL POLICY

The journal publishes editorials, research articles, review articles, clinically relevant studies, special articles, case reports, imaging in oncology, letters to the editor, commentary, and book reviews. All submitted manuscripts will be reviewed by at least two reviewers and, when necessary, a statistician. Authors will be notified of acceptance, rejection, or need for revision within 4-6 weeks after submission.

SUBMISSION OF MANUSCRIPTS

Articles should be written according to the unique rules for manuscripts published in biomedical journals, published by the International Committee of Medical Journal Editors (Vancouver style) in www.icmje.org.

Separate files should be prepared for text, figures and tables.

The preferred file format for text (manuscript) is Word (.doc or .docx). Text should be prepared in English language, double-spaced, with 12-pt font, preferably in Arial or Times New Roman, as single-column, single sided, and with 25 mm margins. Allowed formatting of the text is for: CAPS, *italic*, **bold**, and bullets and numbering, only. Number the pages of the manuscript successively, beginning with the title page as page 1.

Acceptable formats for pictures, photographs and figures are .jpg and .tif.

Graphics prepared in Excell can be exported to PDF, but at min 600 dpi resolution and font size 8-pt. Scanned photographs must be at min 300 dpi resolution, horizontal base 20 cm and font size 8-pt.

TITLE PAGE. The title page should include a concise but informative title, the authors' full names, the department/institution and each author's address with the symbol to link authors and their addresses. Also, the title page must include name, address and e-mail of the author to whom correspondence should be addressed, details of source of support in the form of grant, equipment and drugs, word counts for summary and text without summary, and total number of figures and tables.

SUMMARY. Summary starts on the second page. Original articles must contain a structured summary of up to 300 words, titled Background, Methods, Results, and Conclusion. Structured summaries are not required in review articles and case reports. **KEY WORDS.** Include 3 to 6 key words below the abstract, taken from the Medical Subject Headings (MeSH).

CONFLICT OF INTEREST. Declaration on Competing Interests must be stated during electronic submission of manuscript. Declaration of Competing Interest Form can be downloaded from the website (<http://www.onk.ns.ac.rs/archive/Declaration.pdf>).

PROTECTION OF RESEARCH HUMAN AND ANIMAL SUBJECTS

When reporting experiments on human subjects, indicate whether the procedures applied were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) or with the Helsinki Declaration (2013) of the World Medical Association. Do not use patients' names, initials, or hospital numbers, especially in any illustrative material. When reporting experiments on animals, indicate whether the institution's or the National Research Council's guide for, or any national law on the care and use of laboratory animals was followed.

ARTICLE TYPES

RESEARCH ARTICLES. Research articles are scientific reports of the results of original clinical or experimental research. The text is limited to 3,000 words, with structured abstract up to 300 words, maximum of 5 tables and figures (total), and up to 50 references.

CLINICAL TRIALS. All randomized controlled trials submitted for publication in the *Archive of Oncology* should include a completed Consolidated Standards of Reporting Trials (CONSORT) flow chart. Please refer to the CONSORT statement website at: <http://www.consort-statement.org/> for more information.

Clinical trials should be registered in accordance with the criteria outlined by the International Committee of Medical Journal Editors. (<http://www.icmje.org>).

META-ANALYSES. Meta-analyses are reviews of randomized trials. Authors are encouraged to submit QUOROM Statement (Quality of Reporting of Meta-analyses) which consists of a checklist and flow diagram) or the MOOSE (Meta-analysis of Observational Studies in Epidemiology). See: <http://www.consort-statement.org>.

REVIEW ARTICLES. The editor generally solicits reviews. These manuscripts summarize the state-of-the-art in a particular field. They should contain no more than 4,000 words, up to 75 references, maximum of 5 tables and figures (total), and a non-structured abstract of up to 300 words.

CASE REPORTS. These articles should contain no more than 2,000 words, excluding the references (up to 25), a non-structured abstract of up to 200 words, and up to 3 figures. There should be no more than five authors. A written consent for publication must be obtained from the patient.

EDITORIALS. Editorials may express opinions on any subject relevant to the journal's aims and scope, or may comment the significance of articles in the same issue of the journal. The editors usually commission editorials, but we are happy to consider unsolicited submissions also. Editorials should contain about 1,200 words but its length may be negotiated at the time of invitation, and up to 15 references. An abstract is not required.

SPECIAL ARTICLE. Articles on clinical oncology, experimental oncology, cancer epidemiology and prevention, and social and ethical aspects of cancer. Recommended: an unstructured abstract of 200 words, and no more than 3,000 words of the article itself. **IMAGING IN ONCOLOGY** are classic images of common medical conditions. Visual images are important part of much of what we do and learn in medicine. This feature is intended to capture the sense of visual discovery and variety that physicians experience. Imaging in clinical oncology are not intended as a vehicle for case reports.

LETTERS TO THE EDITOR. Letters are welcome and will be published if appropriate. They should be no longer than 500 words and a maximum of 10 references and 1 figure or table.

COMMENTARY. These manuscripts describe an important topic in oncology which is not linked to a specific article. Recommended length: up to 2,000 words and 1 table or figure, and no more than 25 references.

BOOK REVIEWS. Book reviews are solicited by the book review editor. Unsolicited book reviews are welcome and may contain up to 500 words.

SUPPLEMENTS / PROCEEDINGS OF SYMPOSIA. Papers from meetings can be published as an extended supplement to the journal, providing for the full expenses of such supplements. Supplements are accepted for publication on the discretion of the Editor-in-Chief if they are to adhere to editorial policy and acceptance standards, and be subject to peer review.

ERRATA

Any substantial error in a published paper will be corrected as soon as possible.

JOURNAL STYLE

TABLES. Each table with a brief title should be typed double-spaced on a separate sheet of paper at the end of your file. Number tables consecutively (with Arabic numerals) in the order of their first citation in the text. Give each column a short or abbreviated heading. Place explanations in legends of all nonstandard abbreviations used in the table (up to 40 words).

For units and measurements see the paragraph below. Do not use internal horizontal and vertical rules. Always separate the individual columns using tabulators, not a space bar, i.e. tables must be in text format.

FIGURES. Line drawings, diagrams and halftone illustrations (photographs, photomicrographs, etc.) should be designated as figures. They should also be listed on a separate sheet and numbered consecutively with Arabic numerals according to the order in which they have been first cited in the text.

Photomicrographs must have internal scale markers, and symbols, arrows or letters should contrast with the background. Photographs of patients must conceal their identity unless patients' written consent for publishing the photograph is obtained. If you borrow or use already published photographs, please submit a written permission for reproduction. Permission is not required for the documents in the public domain.

Captions and detailed explanations of the figures should be given in the legends. If symbols, arrows, numbers, or letters are used to identify parts of the figure, identify and explain each one clearly in the legend.

Submit the text and tables of each manuscript as a single file, but place all figures, charts etc., in separate files. Allowed graphic formats are EPS, JPG, and TIF.

Graphics prepared in Excell can be exported to PDF, but at min 600 dpi resolution and font size 8-pt. Scanned photographs must be at min 300 dpi resolution, horizontal base 20 cm and font size 8-pt.

ACKNOWLEDGMENTS. Acknowledgments should precede the reference list, specifying general support (Grant name and number, and funding institution), acknowledgements of technical help and of financial and material support.

PERMISSIONS. The author must obtain a permission to reproduce figures, tables, and the text of the previously published material, even if that is the author's own work. A written permission must be obtained from the original copyright holder (generally the publisher, not the author or editor) of the journal or book concerned. An appropriate credit should be included in the reference list. A written permission must be obtained from the author of any unpublished material cited from other institutions and should accompany the manuscript as supplementary material.

FOOTNOTES. Footnotes to the title page and the text are to be designated consecutively with superscript Arabic numerals.

ADDENDA. Data acquired after acceptance of the paper, by the authors themselves or by others, cannot be added to the text. An addendum may be included at the proof stage as a "note added in proof", preceding the reference section. However, such addenda are subject to approval by the Editor-in-Chief and could result by delay of publication. Addenda should be kept extremely brief.

UNITS OF MEASUREMENT. Authors should use International System of units (SI) in text, figures and tables (<http://www.bipm.org/en/measurement-units>).

ABBREVIATIONS AND SYMBOLS. *Archive of Oncology* accepts Standard Journal of Biological Chemistry Abbreviations. Generally, avoid abbreviations in the title and summary. In the text, whenever possible, use standard abbreviations. However, if non-standard abbreviations are used, the full term of which an abbreviation stands for should precede its first use in the text.

DRUG NAMES. Use generic names for drugs. Commercial names may be included in parenthesis at first mention in the text. Complicated drug names or regimens may be abbreviated, with the abbreviation in parenthesis after first mention.

GENE NOMENCLATURE. The *Archive of Oncology* does not italicize the symbols designating genes, alleles, or loc. All Human Gene Mapping designations for human genes should be capitalized.

BIOCHEMICAL NOMENCLATURE. For biochemical nomenclature, authors may consult www.iubmb.unibe.ch.

MICROARRAY AND PROTEOMIC DATA. The *Archive of Oncology* requires that the manuscripts describing microarray data are prepared to supply peer reviewers with the data in a format that conforms to the Minimum Information About a Microarray Gene Experiment (MIAME) guidelines of the Microarray Gene Expression Data society (MGED) (<http://www.mged.org/Workgroups/MIAME/miame.html>). Authors are also encouraged to deposit the data with either the GEO (<http://www.ncbi.nlm.nih.gov/projects/geo>) or Array Express (<http://www.ebi.ac.uk>) public archives.

PROTEOMIC ANALYSES. See Biomolecular Interaction Network Database (<http://bind.ca>).

SEQUENCE INFORMATION. The authors of a manuscript containing new nucleotide and/or aminoacid sequences are asked to deposit the sequence information with the GenBank database (<http://www.ncbi.nlm.nih.gov/Genbank/submit.html>), or to either the

European Molecular Biology Laboratory (EMBL) database (<http://www.ebi.ac.uk/embl/Submission>), or the DNA Databank of Japan (<http://www.ddbj.nig.ac.jp/sub-e.html>).

GUIDELINES FOR STEM CELL RESEARCH. Research with embryonic stem cells should adhere to the National Academies' Guidelines for Human Embryonic Stem Cell Research, as published in the National Academies Press.

TUMORS. Authors are advised to use the TNM staging system approved by the International Union Against Cancer and the American Joint Committee on Cancer.

STATISTICAL GUIDELINES. The methods of statistical analysis describe sufficient details on the analyses carried out to enable reader to reproduce the analysis if the data were available. Authors should identify and cite all computer programs or statistical packages used in the analysis, and measures of precision and uncertainty for all statistical estimates. The word „significant“ should be used only for statistically significant results. A p-value or confidence interval (CI) or other measures should be cited in the text for any statistically significant finding reported. Outcome variables should be given as estimates, with 95% confidence intervals rather than standard deviations or standard errors.

The statistical analysis may be performed using the regression analysis, adjust/trends, and explanations for insufficient data. For clinical trials, it is necessary to report: important study dates, sample size, interim analyses, compliance to treatments, patient accounting, and characteristics, follow-up, toxicity, and negative studies.

See:

Bailar JC III, Mosteller F. Guidelines for statistical reporting in articles for medical journals. Amplifications and explanations. *Ann Intern Med.* 1988;108:266-73.

Altman DG. Statistic in medical journals: some recent trends. *Statistic Med.* 2000;19:3275-89.

Moher D, Schultz KF, Altman DF, CONSORT Group. The CONSORT statement: revised recommendations for improving the quality of reports of parallel-group randomized trials. *Clin Oral Investig.* 2003;7:2-7.

Cummings P, Rivara FP. Reporting Statistical Information in Medical Journal Articles *Arch Pediatr Adolesc Med.* 2003;157:321-4 (<http://archpedi.ama-assn.org/cgi/content/full/157/4/321>).

Hadživuković S. Statistika. 3rd ed. Beograd: Privredni pregled; 1989.

REFERENCES. *Archive of Oncology* reference style follows the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org>).

Authors are responsible for accuracy of the literature data. References should be listed in a separate section immediately following the text. Only references important for the study should be cited. Number references in the order of their first mention in the text. Cite only the number assigned to the reference, not the author.

Journal article

The first 6 authors are listed; thereafter add et al.

Examples:

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002 Jul 25;347(4):284-7.

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935(1-2):40-6.

If a cited journal carries continuous pagination throughout a volume the month and issue number may be omitted: Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002;347:284-7.

Addition of a database's unique identifier for the citation: Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002 Jul 25;347(4):284-7. PubMed PMID: 12140307.

If the journal has a continuous page numbering, you may omit the issue number, but if it is not the case, add the month and date between the year of publication and the volume number.

The DOI should be cited in a reference as follows: Zhang M, Holman CD, Price SD, Sanfilippo FM, Preen DB, Bulsara MK. Comorbidity and repeat admission to hospital for adverse drug reactions in older adults: retrospective cohort study. *BMJ.* 2009 Jan 7;338:a2752. doi: 10.1136/bmj.a2752. PubMed PMID: 19129307; PubMed Central PMCID: PMC2615549.

Books and chapter citations

Personal author(s)

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology.* 4th ed. St. Louis: Mosby; 2002.

Editor(s), compiler(s) as author

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics.* 2nd ed. New York: McGraw-Hill; 2002.

Author(s) and editor(s)

Breedlove GK, Schorfheide AM. *Adolescent pregnancy.* 2nd ed. Wiecek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

Chapter in a book

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer.* New York: McGraw-Hill; 2002. p. 93-113.

References to information on the Internet

If the authors feel that such information would be valuable to the readers, the URL should be cited in a footnote.

Articles in journals:

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 1 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htmArticle>

Notice: Only first words of the article title and words that normally begin with a capital letter are capitalized.

In press / Forthcoming

Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in *Arabidopsis*. *Proc Natl Acad Sci U S A.* In press / Forthcoming 2002.

Unpublished material

Papers in preparation or submitted for publication, unpublished data, and personal communications should be cited in a footnote, not in the reference section. The names of all authors should be given, along with manuscript titles if possible. Permission must be obtained from persons cited in a personal communication.

DIGITAL OBJECT IDENTIFIER

The *Archive of Oncology* assigns a unique digital object identifier (DOI) to every article it publishes. The DOI initiative is an international effort for electronic content identification and is guided by the International DOI Foundation, composed primarily of academic publishers and societies. The DOI appears on the title page of the article.

ELECTRONIC SUBMISSION SYSTEM

Manuscripts should be submitted via Journal's electronic submission system [Journal's electronic submission system](#). You will have to register first. Please note that instructions and help are available at every step of the process.

Here are some hints:

1. Submit text of the manuscript as New submission
2. Upload text file of the manuscript (Step 2. Upload Submissions)
3. Enter information about all Authors, Title, Summary, Acknowledgments, Supporting Agencies (if available) and References as metadata (Step 3. Enter Metadata)
4. Upload Tables and Figures as separate files (Step 4. Supplementary material)

COPYEDITING

After acceptance and copyediting of the manuscript Authors will be asked to check for errors and suggest corrections of copyedited text. Comments and corrections should be submitted via [Journal's electronic submission system](#) or Journal's e-mail address (archive@onk.ns.ac.rs). Instructions and help are available at copyediting level.

PROOFREADING

Proof corrections should be returned within 48 hours of proof receipt via [Journal's electronic submission system](#) or Journal's e-mail (archive@onk.ns.ac.rs). Corrections should be restricted to typewriting errors as any substantial changes may be charged to the authors. Instructions and help are available at proofreading level.