

Instruction for authors – guidelines for manuscript preparation

I. GENERAL INFORMATION

- Clinical Oncology accepts the following manuscripts for publication: original research, review papers, case studies and other manuscripts (news, information, letters to the editor, discussions, short communications, conference reports, book reviews etc.)
- Original papers only with thus far unpublished information should be submitted. Findings previously published without a peer review or as an abstract might conditionally be published.
- Papers written in Czech, Slovak and English are accepted.
- **Papers and other contributions should be submitted using an online editorial system accessible at the following address: <http://redakce.ambitmedia.cz/ko>.** The editorial office will confirm receipt of the manuscript by an automatic correspondence. Should you not receive any communication within 2 days, please contact the editorial office (klinicka-onkologie@mou.cz) to verify the situation. After logging in using your username and password, the system allows you to monitor the path of your manuscript through the editorial process. You will subsequently be informed of the result of the review process.
- **Material from other sources and publications** will be published with a written agreement of the copyright owner (usually the publisher) only.
- Papers for publication are selected by the executive editorial board once a month. Each original research, review paper and case study manuscript is peer reviewed, whereas reciprocal anonymity is observed. To accept a manuscript for publication, the editorial board requires positive evaluation by two reviewers. If the reviews are controversial, another independent review is sought or the decision is made by the editorial board.

- In accordance with the Czech Technical Standard No. 88 0410, the publisher (Ambit Media), shall send the authors their paper as PDF to **correct any errors** before the paper is printed. The date by which the authors are required to return the manuscript with their corrections, indicated specifically for each issue by a responsible editor, must be complied with.
- Manuscript preparation is governed by pertinent Czech Technical Standards and must comply with the requirements for manuscript publication in biomedical journals set forth by the ICMJE (International Committee of Medical Journal Editors).

II. Manuscript preparation

Manuscripts must be typed in **Microsoft Word or Open Office**. Alternatively, when a different word processor is used, the manuscript is to be saved as RTF.

1. Title

Brief and concise title in Czech or Slovak language and an English translation. If English is the primary language, prepare Czech or Slovak translation of the title. The same instructions apply to the summary.

2. Summary

Summary is required for original research, review papers and case studies only and should be **200–300 words in length. Be particularly careful when preparing the summary. The summary represents your paper in the PubMed database and often decides whether or not the reader goes through the full paper.**

The summary is to be divided into the following sections:

- a) **Background**,
- b) **Materials and Methods** or Patients and methods; Purpose for review papers; and Case or Observation for case studies.
- c) **Results** (original research only),

- d) **Conclusion** (not required for review papers).

Summary in Czech/Slovak translation must use the same structure, i.e. must be divided into:

- a) **Východiska/Východiská**,
- b) **Materiál a metody** or Pacienti a metody, or Cíl/Ciel (for review papers), Případ/Prípad or Pozorování/Pozorovanie (for case studies),
- c) **Výsledky**,
- d) **Závěr/Záver** (not required for review papers).

If necessary and upon request, the editorial office is able to arrange for the title and summary to be translated into Czech or Slovak language.

3. Key words

A **minimum of 3** and **maximum of 8** key words is to be submitted. **At least 3 key words that best describe the topic and content of your paper must be selected from the Medical Subject Headings key word database (MeSH), <http://www.nlm.nih.gov/mesh/MBrowser.html>, and their Czech translation MeSH-CZ, http://www.medvik.cz/medvik/search_titles.do?source=mesh.** It is recommended that you select **English key words** first and than their Czech translations. Even though it is desirable that all key words are selected from MeSH, this is not always possible. This is why you can select further up to 5 own key words. However, always check the MeSH database to verify that the selected key word does not have a different meaning than intended.

4. Contributors and Supporting Agencies

Acknowledge grant agencies, sponsors, foundations or private companies supporting your research. For example: "This work was supported by the Internal Grant Agency of the Czech Ministry of Health grant No. NS/10357-3."

5. Manuscript

A structured and concise manuscript should be **double spaced and all pages should be numbered**. Recommended font: **Times New Roman, 12 points**. The length of case studies is limited to **5 pages** (possible to add 5 different appendices in addition to the text, e.g. pictures, tables), other manuscripts to 3 pages (plus just 1 photograph or table). **The length of original research and review papers is not limited**, a manuscript of an original research must be divided into: **a) Background or Introduction, b) Materials and methods or Patients and methods, c) Results, d) Discussion, e) Conclusion**. An informed consent and/or ethics committee approval must be dealt with in section b). Research involving laboratory animals must state that the project **COMPLIED** with the requirements for research involving laboratory animals and was approved by a pertinent committee for research involving laboratory animals. There are no requirements for structure of review papers and case studies, although it is recommended to start with an *Introduction* and further divide manuscripts into logical chapters.

Text must include references to any graphs, pictures, photographs or tables as follows: (graph 1), (fig. 1), (tab. 1). Consistent style should be used for in-text referencing, i.e. Arabic numerals in square brackets [] in ascending order. Non-standard abbreviations should be explained when first used. When typing the text, do not finish each line with "enter"; do not mix letter "O" with number "0" or letter "l" for number "1" etc.

6. Acknowledgments

Acknowledge colleagues who are not co-authors of the paper.

7. Literature/References

Only publications closely associated with the published research should be cited. Reference formatting is based on the ISO 690 standard that matches reference format to the MEDLINE/PubMed database. References should be arranged in ascending numerical order that matches the order of references within the text. If the publication has up to three authors, all should be named. If there are more authors, state the first three and then use

the abbreviation: „et al“. Specify pages at the end of the reference. Publications „in print“ and/or sent for publication may be included in the list of references.

Reference format – examples

Original and review papers:

1. Zitterbart K, Kadlecova J, Zavrelva I et al. A pilot study of protein p73 isoform expression in medulloblastoma: Possible contribution from p-53 homologous protein with potential prognostic importance in tumorigenesis of embryonic CNS tumours. *Clinical Oncology* 2006; 19(4): 228–233.
2. Nielsen T, Hsu F, Jensen K et al. Immunohistochemical and clinical characterization of the basal-like subtype of invasive breast carcinoma. *Clin Cancer Res* 2004; 10(16): 5367–5374.
3. Brdicka R, Bruchova H. Emergence and development of chip technology. *Clinical Oncology* 2006; 19(Suppl 2): 331–332.

Books and book chapters:

1. Adam Z, Tomiska M, Vorlicek J. Further primary cutaneous lymphomas. In: Adam Z, Vorlicek J. *Hematologie II*. 1. ed. Prague: Grada 2001: 303–310.
2. Kozler P (ed). *Intracranial tumours*. 1. ed. Prague: Galen 2007.

Book of abstracts:

1. Baselga J, Rothenberg ML, Taberner J. TGF- β 1, pSMAD and TGF β -related markers in Patients with advanced metastatic cancer. Abstract 3638. *Proc Amer Assoc Cancer Res* 2006; 47: 854.
2. Lukesova M, Vasickova P, Machackova E et al. Characterisation of integrated BRCA1 gene deletions detected using MLPA in patients with congenital predisposition to develop breast or ovarian cancer. Abstract 191. In: *Educational proceedings. XXX. Brno oncology days and XX. Conference for nurses and laboratory assistants*. Brno, 11th –13th May 2006.

Article in press

1. Tian D, Araki H, Stahl E et al. Signature of balancing selection in Arabidopsis. *Proc Natl Acad Sci U S A*. In press 2002.

CD-ROM/DVD:

1. Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins 2002.

Monograph on the internet:

1. Foley KM, Gelband H (eds). *Improving palliative care for cancer* [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

Website

1. Linkos.cz [website]. Czech Society for Oncology, Czech Republic; c2000-06 [updated 2006 December 16; cited 2007 January 2]. Available from: <http://www.linkos.cz>.
2. Svod.cz [website]. Czech national web portal for tumour epidemiology. Masaryk University, Czech Republic; c2006. [updated 2007 April 17; cited on 2007 April 17]. Available from: <http://www.svod.cz>.
3. Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

Detailed list of examples can be found on the US National Library of Medicine website. This was also the source for some of the examples provided above.

The editors encourage the authors to cite Czech and Slovak research on the selected topic. **At the same time, the Editorial Board requests the authors to also cite papers published in Clinical Oncology**. Frequent citing of Clinical Oncology papers means that professional excellence of the journal is being recognized. **A detailed database of papers published in Clinical Oncology may be found in the archive section of the www.linkos.cz website**. This requirement will be taken into account during the review process.

8. Figures, graphs, tables, diagrams, photographs

Pictures and figures should be submitted in separate files as tiff (tif), eps or jpg with minimum compression (do not insert into Word or PowerPoint) and numbered in the same order as they appear in the manuscript. Pictures should be in print quality with resolution of at least 300 dpi and width of at least 700 pixels. Tables are to be created using **MS Word/OpenOffice** or MS Excel. Similarly, graphs and diagrams are to be editable (MS Excel) and **include source data**. Figures created with a statistical software (e.g. Statsoft STATISTICA etc.) should be submitted in a **vector format** (e.g. emf, wmf, svg etc.); never send them in MS Word! Should a picture size exceed 15 MB, the editorial office should be contacted to agree on a suitable means for transferring the materials. Titles and descriptions of figures, tables, diagrams and photographs should be entered in an appropriate field of the electronic editorial system. **Should a more detailed description or annotation be required to describe specific sections of the graphic, e.g. if symbols, arrows, numbers, letters etc. are used, these must be provided below the text or in a separate document**.

III. FINALLY

Should you have any questions or comments, please do not hesitate to contact us on the following email: simona.novakova@ambitmedia.cz or klinickaonkologie@mou.cz, or telephone number +420 533 337 308. We look forward to working with you.