

Guidance for Authors

on the Preparation and Submission of Manuscripts to the *Journal of Radiotherapy and Medical Oncology*

Scope. The *Journal of Radiotherapy and Medical Oncology* (formerly *Radioterapie & Oncologie Medicală*) publishes papers, which are of a high standard and which contribute to the advancement of knowledge in the field of radiotherapy and medical oncology. The journal also publishes review articles, case reports and brief communications (including book reviews) on those specific topics. Review articles should report current and/or fundamental aspects in oncology; case reports should focus on diagnostic, therapeutic and post-therapeutic problems. Letters to the Editor, mentioning an opinion on an article previously published or referring to current points of interest, are welcome. Technical notes will also be accepted if on topics of professional interest. The website address of the *Journal of Radiotherapy and Medical Oncology* is <http://www.jradonco.ro>.

The journal is published quarterly and papers are accepted for publication in the English language. Papers should be submitted electronically, using our website <http://www.jradonco.ro> (upload in Office word format) or by email to the Editorial office: editor_JRMO@iocn.ro

Please consider the following points before submission and make the appropriate declarations in your covering letter which should accompany your article:

Redundant or duplicate publication. We ask you to confirm that your paper has not been published in its current form or a substantially similar form (in print or electronically, including on a web site), that it has not been accepted for publication by another journal, and that it is not under consideration by another publication. The International Committee of Medical Journal Editors (ICMJE) has provided details regarding duplicate or redundant publications (<http://www.icmje.org>). In your covering letter to the editors, please mention any published work that concerns the same patients or subjects as the present paper.

Conflicts of interest. We ask authors to state all possible conflicts of interest, including financial and other relationships. If you are sure that there is no conflict of interest, please state this also. The sources of funding should be acknowledged in your paper.

Permission to reproduce previously published material. Please send us copies of permission to reproduce material (such as illustrations) from the copyright holder.

Patient consent forms. The protection of a patient's right to privacy is essential. Please send copies of patient's consent forms on which patients or other subjects of your experiments clearly grant permission for the publication of photographs or other material that might identify them. If the consent form for your research does not specifically include this, please obtain it or remove the identifying material. Even if patient-identifying material is not included in your paper, all studies dealing with patients or normal volunteers (including case reports) need their (or in case of minors, their parents') written informed consent. A statement must be included in the 'Methods' section of your paper.

Each paper must contain the following:

- Authors' Disclosures of Potential Conflicts of Interest. (The authors indicated no potential conflicts of interest.)
- Author Contributions:
 - Conception and design:
 - Provision of study material or patients:
 - Collection and assembly of data:
 - Data analysis and interpretation:
 - Manuscript writing:
 - Final approval of manuscript: Authors's signature.

Ethical statement. Work on human beings that is submitted to the journal should comply with the principles presented in the Declaration of Helsinki and the recommendations guiding physicians in biomedical research involving human subjects, adopted by the 18th World Medical Assembly, Helsinki, Finland, June 1964, amended by the 29th World Medical Assembly, Tokyo, Japan, October 1975, the 35th World Medical Assembly, Venice, Italy, October 1983, and the 41st World Medical Assembly, Hong Kong, September 1989. Authors must state clearly in their submission in the Methods section that the work has been approved by the appropriate ethical committees related to the institution(s) in which it was performed and that subjects gave informed consent to the work. Similarly, there must be a statement that experiments involving animals adhered to ethical standards.

The editors reserve the right to reject papers in which, in their opinion, the ethical justification is questionable.

Authorship. We ask that all authors sign the submission letter. We therefore ask all authors to confirm that they have read and approved the paper. We also ask all authors to confirm that they have met the criteria for authorship as established by the International Committee of Medical Journal Editors, believe that the paper represents honest work, and are able to verify the validity of the results reported.

Copyright assignment. Papers are accepted for publication on the understanding that exclusive copyright in the paper is assigned to the *Journal of Radiotherapy and Medical Oncology*.

Submissions. The journal accepts electronic submission of manuscripts in Word format, using our website <http://www.jradonco.ro> (upload in Office word format) or by email to the Editorial office: editor_JRMO@iocn.ro. Do not send them in PDF format. (Electronic submission saves time as well as postage costs, and allows the manuscript to be handled in electronic form throughout the editorial process).

Original articles should have a word count of up to 3000 words for original articles and 2000 words for case reports. Include the following where appropriate: subject consent forms; transfer of copyright form; permission to reproduce previously published material; checklist.

Double spacing should be used throughout the manuscript, which should include the following sections, each starting on a separate page: title page, abstract and keywords, text, acknowledgements, references, individual tables and Abbreviations for figures. Margins should be not less than 3 cm. Pages should be numbered consecutively, beginning with the title page, and the Arabic numbers should be placed in the top right hand corner of each page.

The peer-review. All manuscripts submitted to the *Journal of Radiotherapy and Medical Oncology* are peer reviewed by two referees. The peer-review system is single blinded (i.e. the reviewer is aware of the author's name but the author(s) do not know the reviewers' identity). The evaluation form is available on the Journal's website. The reviewer's comments and conclusions are sent to the Editorial Office within a maximum of 6 weeks from the day of the reviewer's acceptance. If major disagreement is apparent between the 2 reviewers a third reviewer or the Editor in Chief must take the responsibility of the final decision. If required, corrections of the manuscript should be completed and the final version submitted online within 5 days of the date when the author was informed about the reviewers' conclusions.

Presentation of papers

Title page. The title page should carry the full title of the paper (no longer than 85 characters) and a short title to be used as a short 'running head' (which should be so identified and should comprise maximum 45 characters). The first name, middle initial and last name of each author should appear. If the work is to be attributed to a department or institution, its full name should be included. Any disclaimers should appear on the title page, as should the name and address of the author responsible for correspondence concerning the manuscript and the name, address and e-mail address of the author to whom requests for reprints should be made (the author should mention if he does not want his e-mail address to be published). Finally, the title page should include the sources of any support for the work in the form of grants, equipment, drugs, or any combination of these.

Abstracts. The second page should carry a structured abstract of no more than 250 words. Do not use abbreviations, footnotes, or references. Review articles and case reports should include an unstructured summary of no more than 150 words. *Background & Aims.* Describe the importance of the study and the precise research objective(s) or study question(s).

Methods. Methods should include information of the following aspects of study design when applicable:

Design – describe the basic study design, e.g. randomized controlled trial, cross sectional study, cohort study, case series, survey etc.;

Setting – specify whether the study was conducted in a primary or tertiary care setting, in an ambulatory care clinic or hospital, in the general community etc.;

Participants – indicate the number of study subjects and how they were selected, recruited, and assigned to the intervention;

Intervention – report the method of administration and duration of the intervention.

Results. Provide the main outcomes of the study, including confidence intervals or P values.

Conclusion. State only conclusions that are directly supported by the evidence and the implications of the findings.

Keywords. The abstract should be followed by a list of 3-10 keywords or short phrases which will assist the cross-indexing of the article and which may be published. When possible, the terms used should be from the Medical Subject Headings list of Index Medicus (<http://www.nlm.nih.gov/mesh/meshhome.html>).

Text. Full papers of an experimental or observational nature may be divided into sections headed Introduction, Methods (including ethical and statistical information), Results and Discussion (including a conclusion). This so-called “IMRAD” structure is not simply an arbitrary publication format, but rather a direct reflection of the process of scientific discovery. Long articles may require subheadings within some sections (especially the Results and Discussion sections) to clarify their content. Other types of articles, such as case reports, reviews, and editorials, are likely to require other formats. Excessive use of abbreviations is not recommended and outlines the statistical methods used. Identify drugs and chemicals used by generic name (if trade-marks are mentioned, manufactured name and city should be given).

Acknowledgements. Acknowledgements should be made only to those who have made a substantial contribution to the study. Authors are responsible for obtaining written permission from people acknowledged by name in case readers infer their endorsement of data and conclusions.

References. References (no more than 25) should be numbered consecutively in the order in which they first appear in the text. They should be assigned Arabic numerals, which should be given in brackets, e.g. (12). References should include the names of all authors when six or fewer; when seven or more, list only the first three names and add *et al.* References should also include full title and source information. Journal names should be abbreviated as in *Index Medicus* (http://www.nlm.nih.gov/tsd/serials/terms_cond.html). For Letters to the Editor, 5-7 references are the maximum. References should be typed double-spaced on a separate sheet. Abbreviations of journals should conform to those used in *Index Medicus*.

Examples:

Articles: Lee YN, Wang KL, Lin MH, et al. Radical hysterectomy with pelvic lymph node dissection for treatment of cervical cancer: a clinical review of 954 cases. *Gynecol Oncol*, 1989; 32:135-142

Book: Ang KK, Garden AS. Radiotherapy for head and neck cancer, indications and techniques. Philadelphia: Lippincott Williams and Wilkins, Philadelphia, 2006; 118-135.

Chapter in Books: Fyles A, Kirkbride P. Cervix uteri carcinoma. In: Hermanek G, Gospodarowicz MK, Henson DE: *International Union Against Cancer*, Prognostic factors in cancer. Springer, Berlin, 1995, 185-192

Avoid abstracts as references or keep as few as possible. Personal communications and unpublished work should not feature in the reference list but should appear in parentheses in the text. Unpublished work accepted for publication but not yet released should be included in the reference list with the words ‘in press’ in parentheses beside the name of the journal concerned. References should be verified by the author(s) against the original documents, although the accuracy of the references is always checked by the editorial office. *Citations from this Journal are highly encouraged as this constitutes a major issue for establishing the impact factor of the Journal.*

Tables. Each table should be typed on a separate sheet in double spacing. Tables should not be submitted as photographs. Each table should be assigned a Roman numeral (e.g. Table III) and a brief title. Explanatory matter should be placed in footnotes. Explain in footnotes all non-standard abbreviations that are used in each table. Identify statistical measures of variations, such as standard deviation and standard error of the mean. Each table should be cited in the text.

Illustrations. All graphs, photographs (on glossy paper), diagrams will be referred to as figures and should be numbered consecutively in the text in Arabic numerals. They will be submitted electronically or on CD-Rom, as separated files, preferably named as “Figure 1.tiff”, “Figure 2.jpg” etc., whenever possible. Do not prepare too small images, as there is no effective way to increase the resolution of an image beyond its original size. Figures must be at least 150 dpi to ensure quality. If scanned, line art should be at a resolution of 800 dpi, and halftones and color at 300 dpi. For vector images (graphs, carts), *eps* is the best format to be used.

If a figure has been published before, the original source must be acknowledged and written permission from the copyright holder for both print and electronic formats should be submitted with the material. Permission is required regardless of authorship or publisher. Figures may be reduced, cropped or deleted at the discretion of the Editor. Abbreviations for illustrations will be typed on a separate sheet and numbered in Arabic numerals with a title above and explanatory notes below them. Do not embed image files or other objects in your Word document.

Abbreviations for illustrations. Captions should be typed in double spacing, beginning on a separate page. Each one should have an Arabic numeral corresponding to the illustration to which it refers. Internal scales should be explained and staining methods for photomicrographs should be identified.

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 mmHg. All hematological and clinical chemistry measurements should be reported in the metric system in terms of the International System of Units (SI).

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.

Pre-submission Checklist

It is hoped that this list will be useful during the final checking of an article prior to sending it to the Journal's Editor for review.

- one author designated as corresponding author: with e-mail address, full postal address, telephone and fax numbers;
- all necessary files have been uploaded;
- key words, running head;
- all figures and tables (including title, description, foot-notes);
- references are in the correct format for this Journal;
- all references mentioned in the reference list are cited in the text, and *vice versa*;
- permission has been obtained for use of copyrighted material from other sources.

**These instructions comply with those formulated by the International Committee of Medical Journal Editors. See <http://www.icmje.org>.*