

## **Publishing requirements – instructions for Authors (updated: January 2013)**

### **General information**

The quarterly “**Onkologia Polska**” (“Polish Oncology”) publishes original (experimental and clinical) review and casuistic articles in the field of oncology. In addition, the periodical publishes reports and materials from scientific congresses, book reviews as well as articles of interdisciplinary character concerning deontology, communications on scientific congresses.

Papers are accepted in Polish and English, and in case of foreign authors – only in English.

Beginning from 1<sup>st</sup> of October 2012 manuscripts should only be submitted in electronic form via CORPRESS system, available on-line on web site: <http://corpress.cometis.pl>.

The instructions are based on “Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Updated April 2010” prepared by International Committee of Medical Journals Editors.

The journal is indexed in Excerpta Medica/EMBASE, Elsevier BIOBASE (Current Awareness in Biological Sciences), and Index Copernicus.

“Polish Oncology” is published in print as a quarterly (reference version). Full papers are available on-line on web sites of the Publisher: <http://www.cometis.pl/en/wyszukiwarka>.

### **Editorial policy**

#### **Authorship**

Authorship credit should be based on:

- 1) substantial contributions to conception and design, acquisition of data, analysis, and interpretation of data;
- 2) drafting the article or revising it critically for important intellectual content;
- 3) final approval of the version to be published.

Authors should meet all three conditions. When a large, multi-center group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. When submitting a group manuscript, the corresponding author should clearly indicate the preferred citation of authors and should clearly identify all individual authors as well as the group name. The order of authorship on the byline should be a joint decision of the co-authors. All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should participate sufficiently in the work to take public responsibility for appropriate fragments of the study, the content and conflict of interests. All contributors who do not meet the criteria for authorship should be listed in the acknowledgments section. All persons must give written permission to be acknowledged.

#### **Preventing scientific misconduct**

In order to prevent the phenomenon of *ghostwriting* and *guest authorship* the author who sends the paper (the author indicated as the Corresponding Author) should on behalf of the others fulfill and send a contribution form and describe the contribution of the individual authors into the whole publication. This form is a part of the CORPRESS submitting process. By submitting the manuscript for publication the author agrees, that the manuscript could be subjected to verification by internet plagiarism detection software.

All detected cases of scientific misconduct will be disclosed, including notification of proper institutions.

#### **Reviews**

The authors who submit manuscripts for publication agree to undergo reviewing process. All submitted manuscripts are subjected to editorial review and subsequently peer review by two external reviewers. The submitted manuscripts will not be sent to reviewers from the same centre as the authors or from the same centre as Editor-in-Chief, either to persons who are the members of Editorial Board, Editorial Office, Scientific Committee or can be in conflict of interest with the authors. All reviews are confidential and anonymous (*double blind review*). The reviewers may not use the content of the manuscript before its publication.

The manuscript is given an editorial number which will identify the manuscript at all stages of the editorial process. The author is notified about the reviews and corresponds with the Editor of the journal about possible remarks or qualification of the study for printing. The final decision concerning printing is made by the Editor-in-Chief.

#### **Conflict of interests**

Authors must disclose all conflicts of interest (which can have influence for value of article) to the Editor and describe them in dedicated form, which is a part of the CORPRESS submitting process:

- financial relationships (employment, consultation, stock ownership, remuneration, paid expertise),
- personal relationships,
- academic competition and others which could affect, according to the Editor or Readers, the content of the study,
- sponsoring of the whole or part of the study – draft, collection, analysis and interpretation of data, report writing and decision on submitting for publication.

The reviewers and editors are also obliged to disclose in a letter to Editor-in-Chief all connections which could be suspected as conflict of interests with the Author. The letter should contain all connections with commercial companies dealing with medical products described in the manuscript. The form "Declaration of the conflict of interests" is available in CORPRESS system.

#### **Patients confidentiality**

The Authors of scientific papers are obliged to ensure patients privacy rights. Only clinically or scientifically important data are permitted for publishing. Data on ethnicity, race, culture and religion of a patient should be disclosed only if in the Author's opinion they affect the course of disease and/or treatment. If identifying details cannot be omitted, informed consent must be obtained from the patient (or his/her guardians) for the publication of personal data, photographs of face, X-rays etc., which should be noted in the study.

Authors should inform patients, whether possibly recognizable materials could be available on Internet after publishing the manuscript.

#### **Ethical requirements**

When reporting experiments on human subjects, the authors should indicate whether the procedures were in accordance with the principles of the Helsinki Declaration, which should be noted in the description of Methods. For those investigations the Authors must get a permission from the Regional Supervising Committee for Investigations on Human Subjects (Ethical Committee). Animal experimentation reported in the journal must have been approved by appropriate committee, which should be indicated in a letter to the Editor.

#### **Clinical trials**

The requirement for publishing a paper that contains reports from clinical studies is that the number of registration in appropriate registration centre – must be submitted.

#### **CMI responsibility**

The Editor will observe the content of the manuscript however full responsibility for the content of the article lies with the Author, and for the advertisements – the sponsoring company or marketing company. The Editorial Board and the Publisher do not take responsibility for the results of possible unreliability.

#### **Copyright**

Authors transfer copyright (including printing, electronic publishing and on-line publishing) to the Editor. Only publication of abstracts is permitted without the Editor's consent. For the above reason the Authors do not receive remuneration. Author for correspondence receives one copy of printing version of journal and PDF of the article.

#### **Detailed information**

##### **Sending the manuscript to the journal**

Beginning from 1<sup>st</sup> of October 2012 manuscripts should only be submitted in electronic form via CORPRESS system, available on-line on web site: <http://corpress.cornetis.pl>.

Sending the manuscript to the journal is equal to the statement that the manuscript has not been published in other journals and that it has not been submitted to another Editor. Submitting the manuscript for publication also means that all Authors agree for the publication and that all Authors had full access to all data in the study and take full responsibility for the reliability and thoroughness of analysis.

Editors may sometimes choose to publish material that has also been published in other journals, if the articles need to reach the widest possible audience.

#### **Manuscript**

1. The size of original and review articles should not exceed 12 pages and case reports – 5 pages of manuscript, including references, tables, figures and abstract (standard page – 1800 characters).
  2. The manuscripts should be prepared on A4 format pages, with space 1,5 , size 12 font, (eg. Arial), 1 cm left margins and 4 cm right margins.
  3. Highlighted parts of the text should be in bold print.
  4. References to the tables and figures should be clearly mark in the text.
  5. The title page should carry the following information:
    - the title of the article in Polish and English (in case of foreign authors – only in English),
    - the shortened title of the article in Polish and English,
    - full names of all Authors and, in case of multicentre studies, institutional affiliations,
    - full name of the institution/institutions from which the paper originates (in official version),
    - Author's address for correspondence, including the name of Author, scientific title, address, telephone and fax numbers, and e-mail address.
- It signifies consent for the publication of presented personal data,
- key words in Polish and English, according to the current Medical Subject Headings (MeSH) (in case of foreign authors – only in English) – no more than 5.
  - source(s) of support (grants, sponsor etc.), acknowledgements, and the name of the congress at which the study was presented, the patient's

consent for publication of his/her image. The Authors should explain whether they had writing assistance and identify the entity that paid for this assistance.

6. All possible conflicts of interests should be described on a separate form, which is which is a part of the CORPRESS submitting process.

7. Contribution of Authors must be listed on a separate form, which is also a part of the CORPRESS submitting process.

#### **Abstract and key words**

The manuscript should be preceded by an abstract in Polish and English (in case of foreign authors – only in English).

The abstract of original studies and editorials should contain up to 300 words in Polish and in English and should be divided into five sections with the headings: Introduction, Aim of study, Material and methods, Results, Conclusions (Polish and English abstracts should sound similar). All abbreviations used in the text should be explained. The abstract of review articles and case reports should contain up to 250 words. Following the abstract, the Authors provide and identify no more than 5 key words in Polish and English (in case of foreign authors – only in English) according to the current Medical Subject Headings (MeSH). If suitable MeSH terms are not yet available for recently introduced terms, present terms may be used.

#### **Text structure**

The text of the manuscript should be divided into sections: **Introduction, Aim of the study, Material and methods, Results, Discussion, Conclusions, References, Tables, Legends to figures** (in a single text file) and **Figures**.

#### **Tables**

The tables at the end of the manuscript should be added. Titles for tables and their content should be in Polish and English (in case of foreign authors – only in English). All abbreviations should be explained in footnotes. The tables should be numbered in Roman numerals.

#### **Figures**

Figures and photographs (in resolution suitable for publishing: 300 dpi) should be placed in separate files – the recommended formats: \*.PNG, \*.GIF, \*.TIF, \*.JPG. Graphs and diagrams should be made using Microsoft Excel. Titles for figures and headings should be in Polish and English (in case of foreign authors – only in English).

All abbreviations should be explained in footnotes. The figures should be numbered in Arabic numerals. Titles for figures should be placed additionally at the end of the main text. Figures should be accompanied by data from which they were made. The Editor has a right to create figures basing on the enclosed data.

#### **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 in degrees Celsius. All other units should be accordant with the International System of Units (SI).

#### **Abbreviations and symbols**

Use only standard abbreviations and symbols. The full term for which an abbreviation stands should precede its first use in the text.

#### **References**

References should be numbered consecutively in the order in which they are first mentioned in the text (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 number of cited references in **original, editorial and review articles should not exceed 30**, and in **case reports – 10**. References should be provided in ICMJE/Vancouver style (consistent with MEDLINE format (<http://www.lib.monash.edu.au/tutorials/ci-ting/vancouver.html>)) and should only include published papers.

Citation of a **journal article** should include: authors names and initials without periods (if number of authors exceeds four, only the first three should be listed and after the third name et al. should be given), title of the paper, abbreviation of the journal name according to the list of journals indexed in Index Medicus (to be obtained from <ftp://nlmpubs.nlm.nih.gov/online/journals/ljweb.pdf>), year of publication, volume number and page numbers (first and last page of the article). Names, title, journal name and year of publication should be separated with periods, e.g.:

• Nettis E, Colanardi MC, Barra L, et al.: *Levocetirizine in the treatment of chronic idiopathic urticaria: a randomized, double-blind, placebo-controlled study*. Br J Dermatol. 2006;154:533-538.

References to **books** should include surname(s) of the author(s) with first name initials (if number of authors exceeds four, only the first three should be listed and after the third name et al. should be given), title, number of edition (not required for the first edition), city and name of the Publishing House and year of publication. Group publications are cited starting from the name of responsible editor(s) (followed by ed(s).), e.g.:

• Iverson C, Flanagan A, Fontanarosa PB, et al. *American Medical Association manual of style*. 9th ed. Baltimore: Williams & Wilkins; 1998.

References to **book chapters** should include: surname(s) of the author(s) of the chapter with first name initials without periods (if number of authors exceeds four, only the first three should be listed and after the third name et al. should be given), chapter title, and after indicating In: surname(s) of the author(s)/editor(s) with first name initials, title of the book number of edition (not required for the first edition), city and name of the Publishing House and year of publication followed by p. and page numbers of chapter, e.g.:

- Lesiak A, Narbut J. *Rumienie – co nowego*. In: Szepietowski J, Reich A, ed. *Dermatologia – co nowego*. Wrocław: Cornetis; 2011. p.37-39.

Electronic materials (Internet):

**Internet sources** should include the date of download or view the file.

- Kmiec ML, Broniarczyk-Dyła G. *Psychological aspects related to atopic dermatitis*. [http://www.cornetis.com.pl/artykul.php?issn=1730-7201&rok=2009&numer=4&str\\_p=237](http://www.cornetis.com.pl/artykul.php?issn=1730-7201&rok=2009&numer=4&str_p=237) (access on 29.04.2010).

References to internet publications are allowed only if no corresponding data are available in printed literature.

**Punctuation used in references must exactly follow the above examples.**

#### **Correspondence, letters to Editor**

All correspondence concerning manuscripts should reach the Editor within 30 days from the day of publication in the journal. The letters may not include ad hominem argumentation, aiming at discrediting opinions or results. The journal will only respond to and publish letters of merit, scientific reports, discussions etc.