

Instructions for Authors

La Revista Colombiana de Cancerología is an official publication of the *Instituto Nacional de Cancerología de Colombia*, published quarterly with the aim of widening interest in and knowledge of the findings in our specialized field. The Journal publishes articles that deal with: molecular carcinogenesis and treatment response; cancer epidemiology; clinical characteristics and treatment of neoplastic illnesses, and public health programs for the control of cancer.

Manuscripts which contain only original material are accepted for possible publication; it being understood that neither the article itself, nor any part of its primary content, statistical or graphic material have been previously published or submitted for publication in any other media except *La Revista Colombiana de Cancerología*. Preliminary reports (abstracts or posters) will not be accepted if they have been previously presented at scientific meetings or taken from press coverage at programmed events. Copies of any manuscript shall be made available to the members of the Editorial Board of the Journal in order to be considered for publication. Under exceptional circumstances, secondary publications, previously printed either in the original or another language, may be accepted for publication, when and if they comply with certain conditions.

Authors shall be responsible for obtaining permission to use texts, figures or tables taken from other publications. Acknowledgements of individuals who loan material must comply with the recommendations made by the original editors; otherwise, author, reference number, and editor are to be cited. Loaned materials must be accompanied by a letter of permission granting reproduction rights and signed by the copyright holder.

Publication Categories

- *Research Articles*: Manuscripts which report on original findings from studies within the fields

covered by the Journal. Included in this category are systematic and meta-analytic reviews, which must comply with the rigorous methodology requisite for this type of research.

- *Review Articles*: Manuscripts which carefully and critically review the existent bibliography on a given topic; and/or which provide an update, or suggestions for further research on a given topic.
- *Case Report*: Manuscripts which deal with rarely encountered clinical case histories, and which may be considered a contribution to current decision-making or to further research.
- *Oncological Images*: Photo illustrated work which shows and explains, in an educational manner, information on an oncological concept, illness or diagnosis.
- *Letters to the Editor*: Letters should refer to the contents of the Journal, or to topics of interest to its readers.
- *Special Articles*: As a rule, the Journal does not publish essays on a given topic; however, the editorial board may make exceptions. In all cases, manuscripts in this category shall be solicited by the editorial board.

Manuscript Submittal

To be considered for publication, both an original and a copy of the complete manuscript must be printed on white, standard letter size paper, double-spaced, with at least 2.5 cm. margins, using Arial 12 typescript, and sent to the address listed below. Section pages must appear on separate sheets (cover letter, abstract, text, acknowledgements, references, tables and figures). Pages are to be numbered consecutively, beginning with the title page. All correspondence is to be sent to: **Editor Jefe de la**

Revista Colombiana de Cancerología, Avenida 1ª No. 9-85, Instituto Nacional de Cancerología, Bogotá, Colombia. A copy of all the printed materials must also be included on a CD and sent by electronic mail to revista@cancer.gov.co and revistacolombianacancerologia@gmail.com using Word 2003-2007, images and figures must sent in JPEG format.

- *Cover Letter:* Authors must include a cover letter in which they clarify that manuscript contents have not appeared in any other publication, a fact recognized and understood by all collaborating authors. (See form on web page).
- *Manuscript Submission Form:* Pertinent data on authors with their signatures must accompany a copyright declaration. Any possible conflict of interest must be indicated. (See form on web page).
- *Conflict of Interest Declaration:* This form is to be filled out if 'yes' was marked on the previous form. The fact that a conflict of interest may exist, does not disqualify an article from publication. All authors must describe any financial interest, either direct or indirect, which could have affected the conduct or the results of the project. If the authors are uncertain about the existence of a conflict of interest, they should reveal all pertinent details. Information regarding possible conflicts of interest should be submitted to the review committee of the Journal. The decision to publish such information shall be made at the discretion of the editorial board. (See form on web page).

Review Process

Once a manuscript has been received, and found to be in compliance with all of the aforementioned requisites, it will be assigned a registration number. Each manuscript will be submitted to the editorial board which will decide on its pertinence and relevance. Upon initial acceptance, the manuscript will then be evaluated by independent review. The Journal appreciates authors' suggestions for possible independent reviewers; however, it reserves the right to final selection. The decision to definitely

accept or reject a manuscript for publication will be made known to the corresponding author by electronic mail. Neither rejected articles, nor the materials contained therein, shall be returned; therefore, the corresponding author should reserve his/her own manuscript copies prior to submittal.

Manuscript Presentation

These guidelines are based upon the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals", published in *Ann Intern Med* 1997, 126 (1): 36-47, (original updated version available at www.icmje.org) and in accordance with those set forth in the Fifth Edition of Regulations by The International Committee of Medical Journal Directors (ICMJD); original publication, the Vancouver Group (1978).

- *Language:* Articles will be published in Spanish or English.
- *Manuscript Title Page:* A descriptive, concise and non-declarative manuscript title must appear on a separate page. This page must also include the names of the authors who are to be listed in order of appearance, and must include only first name and one last name; under no circumstances should additional last names be included. If an author requests that more than one last name be included for publication, this will appear as one word with the two last names joined by a hyphen. Affiliation of each author is to be noted, including department and institution; no additional authorial information will be published. Institutional affiliation will be included in a foot note for each article. Identification of the corresponding author must include his/her name, complete mailing address, telephone and electronic mail address. In the case of research articles, a brief and concise description of financial sources must be provided.
- *Key Words:* From 3 to 10 key words taken from the article should be listed in this section. They should be recognized in Spanish as *Descriptores en Ciencias de la Salud (DeCS)*, and in English as Medical Subject Headings (MeSH).

- *Abbreviations:* Except for international units of measure, abbreviations should be avoided. Only recognized acronyms and abbreviations will be accepted. The first time an abbreviation appears, it must be preceded by the words which provide its meaning.

Content

Research Articles

Text must not exceed 5,000 words and the total number of figures and tables must be no greater than 6.

- *Abstract:* On a separate page, using a maximum of 250 words, the abstract is to be written in Spanish. It is to be structured in four parts: objective, method and materials, results, and conclusion. These shall describe in brief why the topic was studied, how the study was conducted, what the results were, and what conclusions the study results allowed the authors to reach. The Journal will be responsible for the English translation of all abstracts written in Spanish.
- *Introduction:* The introduction establishes the purpose of the article. It summarizes the rational basis for the study. References must be cited with precision. Data or conclusions from the study are not to be included in this section.
- *Method and Materials:* The selection of experimental or observational subjects (patients or laboratory animals, including requisite controls) are to be described. Subject characteristics are to be included. Methods and equipment (name and address of manufacturer in parenthesis) are to be described, along with a description of the procedures utilized which is to be written in sufficient detail so as to make it possible for other researchers to reproduce the results of the study. Standard method references are to be included along with statistical methods employed; method references and descriptions which have been published but which are not widely known must also be described; descriptions of new methods or of those which have been substantially modified are to be included, accompanied by the justification for their use and an evaluation of their limitations. Precise identification must be made of all drugs and chemicals used, including generic names, dosis and means of administration. Statistical methods are to be described in sufficient detail so that readers with the knowledge and the access to the original data, may verify study results. Whenever possible, findings are to be quantified and presented with appropriate margins of error or variation (such as confidence intervals). Mentioning only "P" values is to be avoided when examining hypothetical proof. The eligibility of subjects for experimentation should be discussed. Details about randomization and observational blinding are to be provided. Any complication as a result of treatment should be reported. The number of observations should be noted. Observational losses (desertions during clinical trials) must be reported. References for study design and statistical methodology must be based upon recognized sources. Computer programs used must be identified.
- *Results:* Results, statistical charts, and illustrations are to be presented within the text in a logical sequence. Data presented in statistical tables and illustrations is not to be repeated within the text; only the most important observations should be emphasized or summarized. Only those statistical tables and graphs necessary to explain and substantiate the study thesis should be included. Graphs with numerous entries may be used as an alternative for statistical tables; the data in graphs and statistical tables should not to be duplicated.
- *Discussion:* Emphasis should be given to all new and important research aspects produced by the study, along with the resultant conclusions. Data or material provided in the introduction or in the results section should not be repeated in detail here. The implications of the study findings, as well as the limitations, along with contributions toward future research should be included in the discussion. Relevant observations from other studies should also be mentioned. Study objectives should be related to the conclusions;

however, non-qualified criteria and data lacking sufficient support are to be avoided. When necessary, new hypothesis should be established, and clarified as such.

Review Articles

Text must not exceed 4,500 words and total number of figures and tables must not surpass 6. It is recommended that this category of articles include at least 25 bibliographical references. One of the sections in the article must identify the procedures that were used to procure information sources (journals, books, documents and other reference materials). It is essential that detailed discussion of the topic be provided, accompanied by an extensive bibliography, as well as analysis and commentaries from publications by other authors.

- *Abstracts*: Must be non-structured and not exceed 150 words.
- *Introduction*: The purpose and fundamentals of the review are to be set forth. Ideally, a paragraph is to be included describing the search method, information sources and source selection criteria.
- *Text*: Critical analysis of the literature and data provided by the authors is of primary interest within the text. It is recommended that tables, outlines, and figures be used to help illustrate and understand contents. Subject matter may be broken down into chapters in accordance with specific topics and headed by subtitles; however, no more than one level of subtitles will be accepted. Text must be organized in a logical sequence directly related to the subject being described.
- *Conclusion*: It is important to include observations on the topic reviewed in order to ensure that decision-makers working in the same field will benefit from the information

Case Report

Text must not exceed 2,500 words and total number of figures and tables must not surpass 6.

- *Abstract*: Must be non-structured and not exceed 150 words.
- *Introduction*: The purpose and justification for the case report must be established.
- *Discussion*: It is essential that an explanation of the ethical standards employed and of the precautions taken to protect patient confidentiality be included. This type of article should include at least 10 bibliographical references.

Oncological Images

A brief commentary which emphasizes the importance of the illustrated subject matter must be included. Extreme care should be taken to guarantee that sharp images of the findings be provided, and that symbols visually pinpoint them. Photo montage will not be accepted. Captions should not accompany photos; these should be printed on a separate page and be sufficiently clear as to eliminate the need to consult the text for clarification.

Letters to the Editor

Test must not exceed 1,000 words. Letters must be received within four weeks after the publication of the article to which they refer.

References (for all publication categories)

References must be typed double space, and consecutively numbered in the order in which they appear in the text. References cited in the captions that accompany graphs or figures must be numbered to correspond to their reference sequence in the text. Reference style is the same as for *Index Medicus*. Names of all the authors are to be included when there are six (6) or fewer; when there are seven (7) or more, the first six (6) names are to be included, followed by "et.al." . References numbered as personal communication, unpublished data or manuscripts in preparation will not be accepted. If such references are deemed essential, they must be inserted in an appropriate place within the text.