

Instructions to the Authors

Indian Journal of Cancer is the official journal of the Indian Cancer Society, Indian Society of Oncology and Indian Co-operative Oncology Network.

Manuscripts must be prepared in accordance with *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals* (ICMJE Recommendations). We suggest that all potential authors study the relevant documents on manuscript submission at <http://www.icmje.org> to understand the process of publication better. The uniform requirements and specific requirement of Indian Journal of Cancer are summarised below. Articles must be submitted online from <http://www.journalonweb.com/ijc>.

» Editorial Process

The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere. The Editors review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific flaws, or absence of importance of message are rejected. Other manuscripts are sent to one or more expert reviewers without revealing the identity of the contributors to the reviewers. Within a period of eight to ten weeks, the contributors will be informed about the reviewers' comments and acceptance/rejection of manuscript. Articles accepted would be copy edited for grammar, punctuation, print style, and format.

» Types of manuscripts and word limits

Original articles: Randomised controlled trials, intervention studies, studies of screening and diagnostic tests, outcome studies, cost effectiveness analyses, case-control series, surveys with high response rate, case series etc. Up to 2500 words excluding references and abstract. These articles have a structured abstract and should follow the IMRAD (Introduction, Methods, Results and Discussion) format.

Review articles: A review article must be present the subject in considerable detail and include the current concepts. We expect authors to have first hand experience in the field as evidenced by published papers in the area being reviewed and to have sufficient expertise to critically evaluate the relevant literature. Tables and figures can be used in the article. Review articles are usually by invitation, but unsolicited articles will also be considered. Please discuss this with the editor at editor@indianjcancer.com before embarking on it. Be specific about your topic and tell us why you think you are suited to write it or coauthor it. About 3000-4000 words. Tables and illustrations allowed.

Editorials: are usually by invitation. However, unsolicited editorials will also be considered: please discuss this with the editor at editor@indianjcancer.com before embarking on it. Be specific about your topic and tell us why you think you are suited to write it or coauthor it. The editorial should be about 1000 words with about 10 references, but no illustrations.

Case reports: We encourage case reports of upto about 1000 words. We see case reports as being of tremendous educational value; thus, they need not consist only of the unusual or rare conditions, as is often the practice. A medical event that has a message and that could help others understand a pathophysiologic process better or help manage their patients better would be a good reason to publish a case report. Upto 2 photographs .can accompany the report. Authors would find it useful to look up <http://www.care-statement.org/> before writing a casereport. For most case reports, we'd expect a maximum of four authors.

Off the beaten track/ In my opinion : which is exactly what it says. A personal viewpoint on any aspect of cancer care in India or the rest of the world. (approximately 1500 words). Though references may be provided where appropriate, the focus is on personal views and interpretation. This is also the column for freewheeling, creative essays, which, however, must be related to the broad speciality of oncology.

Correspondence: This includes readers' comments on articles published in the Journal during the previous 6 months. Short studies, or opinions could also be submitted. Upto about 400 words with a maximum of 1 table or figure and 6 references).

Narratives: stories of patients and of doctors which will remind us about the purpose of Medicine.

Images in oncology: Much of medicine consists of pattern recognition. The images section is meant for images which are instructive - to both the neophyte as well as the experienced oncologist. Images may be from clinical Medicine or radiology or Pathology (In the broadest sense). A text of about 400 words should accompany the image. Images should be in JPEG or Tiff. Patient consent or IRB consent is necessary if the patient can be identified from the image or the history.

History of oncology: We are interested in articles - either brief or in depth - pertaining to the History of cancer. Illustrations are welcome.

Conferences - information on Conferences, and CME programmes related to oncology will be printed in the journal. You need to inform us about the theme of the conference, dates, venue, contact details of the organizing secretary and the website.

□ Apart from the above sections, the journal welcomes ideas and suggestions from readers for other sections so that it remains the foremost journal in oncology in the Indian subcontinent.

Plagiarism is not acceptable. Also, do take note that pseudo journals (predatory journals) should not be quoted in the references. As a rule of thumb choose journals on MEDLINE/ Scopus/Web of Science only.

» **Manuscript submission, processing and publication charges**

There are no charges for submission or for publishing in Indian J Cancer.

» **Online submission**

Articles must be submitted online from <https://journalonweb.com/ijc>. New authors will have to register as author, which is a simple two step procedure. For online submission articles should be prepared in two files (first page file and article file). Images should be submitted separately.

- **First Page File:** Prepare the title page, covering letter, acknowledgement, etc. using a word processor program. All information which can reveal your identity should be here. Use text/rtf/doc/pdf files. Do not zip the files.
- **Article file:** The main text of the article, beginning from Abstract till References (including tables) should be in this file. Do not include any information (such as acknowledgement, your names in page headers, etc.) in this file. Use text/rtf/doc/pdf files. Do not zip the files. Limit the file size to 400 kb. Do not incorporate images in the file. If file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file.
- **Images:** Submit good quality color images. Each image should be less than 400 kb in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1024x760 pixels or 5 inches). All image formats (jpeg, tiff, gif, bmp, png, eps, etc.) are acceptable; jpeg is most suitable. Do not zip the files.
- **Legends:** Legends for the figures/images should be kept ready for copy-paste during the submission process.

» **Sending the Manuscript to the Journal**

The covering letter must include information on prior or duplicate publication or submission elsewhere of any part of the work/study; and a statement of financial or other relationships that might lead to a conflict of interest.

Copies of any permission(s) to reproduce published material, and to use illustrations or report information about identifiable people must accompany the manuscript.

» **Preparation of the Manuscript**

Use double spacing throughout. Number pages consecutively, beginning with the title page. The language should be American English.

Title Page

The title page should carry

1. Type of manuscript (Original/Review/Case)
2. The title of the article, which should be concise, but informative;
3. Running title or short title not more than 50 characters;
4. The name by which each contributor is known (First name, initials of middle name, surname), with his or her highest academic degree(s) and institutional affiliation;
5. The name of the department(s) and institution(s) to which the work should be attributed;
6. The name, address, phone numbers, facsimile numbers and e-mail address of the contributor responsible for correspondence about the manuscript;

7. The total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the references and abstract).
8. Source(s) of support in the form of grants, equipment, etc.; and
9. If the manuscript was presented as part at a meeting, the organisation, place, and exact date on which it was read.
10. Word count (excluding references/tables)

Abstract Page

The second page should carry the full title of the manuscript and an abstract (of no more than 150 words for case reports, brief reports and 250 words for original articles). The abstract should be structured and state the Context (Background), Aims, Settings and Design, Methods and Material, Statistical analysis used, Results and Conclusions. Below the abstract should provide 3 to 5 key words.

Introduction

State the purpose of the article and summarize the rationale for the study or observation.

Methods

Describe the selection of the observational or experimental subjects (patients or laboratory animals, including controls) clearly. Identify the age, sex, and other important characteristics of the subjects. Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail. Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration.

Reports of randomised clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomisation, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT statement (<http://www.consort-statement.org>).

Ethics

When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (http://www.wma.net/e/policy/17-c_e.html). Do not use patients' names, initials, or hospital numbers, especially in illustrative material.

We suggest that you look up the ICMR guidelines (2017) before you venture on any research project. Most studies, prospective as well as retrospective, now need ethics committee clearance before the study is performed.

Indian Journal of Cancer is unlikely to accept basic research/ animal research data.

Statistics

When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Report losses to observation (such as dropouts from a clinical trial). Put a general description of methods in the Methods section. When data are summarized in the Results section, specify the statistical methods used to analyse them. Avoid non-technical uses of technical terms in statistics, such as 'random' (which implies a randomising device), 'normal', 'significant', 'correlations', and 'sample'. Define statistical terms, abbreviations, and most symbols. Use upper italics ($P = 0.046$).

Results

Present the results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasise or summarise only important observations.

Discussion

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results section. Include in the Discussion section the implications of the findings and their limitations, including implications for future research. Relate the observations to other relevant studies.

In particular, contributors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analyses. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them as such. Recommendations, when appropriate, may be included.

Acknowledgments

As an appendix to the text, one or more statements should specify 1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; 2) acknowledgments of technical help; and 3) acknowledgments of financial and material support, which should specify the nature of the support. This should be the last page of the manuscript.

References

Pseudo journals (predatory journals) should not be quoted in the references. As a rule of thumb, choose journals on MEDLINE/ Scopus/Web of Science only.

References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order). Identify references in text, tables, and legends by Arabic numerals in superscript. 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. Use the style of the examples below, which are based on the formats used by the NLM in Index Medicus. The titles of journals should be abbreviated according to the style used in Index Medicus. Use complete name of the journal for non-indexed journals. Avoid using abstracts as references. Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source. Contributors should obtain written permission and confirmation of accuracy from the source of a personal communication. The commonly cited types of references are shown here, for other types of references such as electronic media, newspaper items, etc. please refer <http://www.icmje.org>.

1. Standard journal article: Seshadri L, George SS, Vasudevan B, Krishna S. Cervical intraepithelial neoplasia and human papilloma virus infection in renal transplant recipients. *Indian J Cancer* 2001;38:92-5.

List the first six contributors followed by *et al*.

2. Personal author(s): Ringsven MK, Bond D. *Gerontology and leadership skills for nurses*. 2nd ed. Albany (NY): Delmar Publishers; 1996.

3. Chapter in a book: Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology, diagnosis, and management*. 2nd ed. New York: Raven Press; 1995. pp 465-78.

Download a [PowerPoint presentation](#) on common reference styles and using the reference checking facility on the manuscript submission site.

Tables

- Tables should be self-explanatory and should not duplicate textual material.
- Tables with more than 10 columns and 25 rows are not acceptable.
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
- Place explanatory matter in footnotes, not in the heading.
- Explain in footnotes all non-standard abbreviations that are used in each table.
- Obtain permission for all fully borrowed, adapted, and modified tables and provide a credit line in the footnote.
- For footnotes use the following symbols, in this sequence: *, †, ‡, §, ?, , **, ††, ‡‡

Illustrations (Figures)

- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. A credit line should appear in the legend for figures for such figures.

Legends for Illustrations

Type legends (maximum 40 words, excluding the credit line) for illustrations using double spacing, with Arabic numerals corresponding to the illustrations.

When symbols, arrows or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend.

Explain the internal scale and identify the method of staining in photomicrographs.

» Protection of Patients' Rights to Privacy

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names

from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

1. Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
2. If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

When informed consent has been obtained, it should be indicated in the article.

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» **Contributors' form**

(to be modified as applicable and one signed copy attached with the manuscript)

Manuscript Title: _____

Manuscript number: _____

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We give the rights to the corresponding author to make necessary changes as per the request of the journal, do the rest of the correspondence on our behalf and he/she will act as the guarantor for the manuscript on our behalf.

All persons who have made substantial contributions to the work reported in the manuscript, but who are not contributors, are named in the Acknowledgment and have given me/us their written permission to be named. If I/we do not include an Acknowledgment that means I/we have not received substantial contributions from non-contributors and no contributor has been omitted.

Name	Signature	Date	signed
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» Checklist

(to be tick marked, as applicable and one copy attached with the manuscript)

Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Middle name initials provided
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Title page contains all the desired information (vide supra)
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (not more than 150 words for case reports and 250 words for original articles)
- Structured abstract provided for an original article
- Key words provided (three or more)
- Key messages provided
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS, not underlined)
- References cited in superscript in the text without brackets
- References according to the journal's instructions.

Language and grammar

- Uniformly American English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

Tables and figures

- No repetition of data in tables/graphs and in text
 - Actual numbers from which graphs drawn, provided
 - Figures necessary and of good quality (colour)
 - Table and figure numbers in Arabic letters (not Roman)
 -
 - Figure legends provided (not more than 40 words)
 - Patients' privacy maintained (if not, written permission enclosed)
 - Credit note for borrowed figures/tables provided
-



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