

> Instructions to Authors

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Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journal" developed by the Journal Editors (February 2007). The uniform requirements and specific requirements of Journal of Cancer Research and Therapeutics for manuscript contributors are requested to check for the latest instructions available. Instructions are also available from the website (<http://www.cancerjournal.net>) and from the manuscript submission site (<http://www.journalonweb.com/jcrt>).

> The Editorial Process

The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time, or 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 information in an average 20% of manuscripts get rejected at the initial stages. All manuscripts received are duly acknowledged. The journal will not accept other manuscripts. Other manuscripts are sent to two or more expert reviewers without revealing the identity of the contributors to the reviewers. Each reviewer of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. Within a period of 10 to 15 days, contributors are informed about the reviewers' comments and acceptance/rejection of manuscript. On an average, the submission to first decision per manuscript is 2004. Up to 70% of the manuscripts submitted to the journal do not get accepted.

Articles accepted would be copy edited for grammar, punctuation, print style, and format. Page proofs will be sent to the first contributor within 10 days. Correction received after that period may not be included.

The contributor may provide names of two or three qualified reviewers who have had experience in the subject of the submitted manuscript from the same institutes as the contributor/s.

> Types of Manuscripts and Limits

- Original articles: Randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, case-control series, and surveys with high response rate. Up to 3000 words excluding references and abstract.
- Review articles: Systemic critical assessments of literature and data sources. Up to 4000 words excluding references and abstract.
- Case reports: new/interesting/very rare cases can be reported. Cases with clinical significance or implications will be given priority. Case may not be considered. Up to 1000 words excluding references and abstract and up to 10 references.
- Letter to the Editor: Should be short, decisive observation. They should not be preliminary observations that need a later paper.
- Announcements of conferences, meetings, courses, awards, and other items likely to be of interest to the readers should be submitted by the person from whom additional information can be obtained. Up to 100 words.

> Authorship Criteria

Authorship credit should be based only on substantial contributions

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

Conditions 1, 2, and 3 must all be met. Participation solely in the acquisition of funding or the collection of data does not justify the research group is not sufficient for authorship. Each contributor should have participated sufficiently in the work to take appropriate portions of the content.

The order of naming the contributors should be based on the relative contribution of the contributor towards the study and written submitted the order cannot be changed without written consent of all the contributors.

For a study from in a single institute the number of contributors should not exceed six. For a case-report, images, Letter to the number of contributors should not exceed four. A justification should be included, if the number of contributors exceeds these

Only those who have done substantial work in a particular field can write a review article. A short summary of the work done by review should accompany the manuscript. The journal expects the contributors to give post-publication updates on the subject brief, covering the advances in the field after the publication of article and should be sent as letter to editor, as and when major

> Contribution Details

Contributors should provide a description of what each of them contributed towards the manuscript. Description should be divided into concepts, design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis preparation, manuscript editing, and manuscript review. Authors' contributions will be printed on the first page of the article. One or more the integrity of the work as a whole from inception to published article and should be designated as 'guarantor'.

> Competing or Conflict of Interest

If competing interest exists, the author(s) must disclose them while submitting the manuscript. Competing interest could include financial relationships, academic competition, intellectual passion, a fee for speaking, fee for organizing educational activities, funds for research consultation fees from an organization that may in any way gain or lose financially from the results of the study, review, editorial or letter

> Sending the Manuscript to the Journal

Send three copies of the manuscript along with a covering letter, contributors' form signed by all the contributors, checklist and floppy photographs in a separate heavy-paper envelope. The covering letter must include

1. A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the work should be referred to specifically, and referenced in the new paper. Copies of such material should be included with the covering letter to show how to handle the matter.
2. A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript.
3. A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated in the journal and that each author believes that the manuscript represents honest work, if that information is not provided in another form (such as a letter to the editor).
4. The name, address, and telephone number of the corresponding author, who is responsible for communicating with the other authors and for the approval of the proofs, if that information is not included on the manuscript itself.

Copies of any permission(s) to reproduce published material, and to use illustrations or report information about identifiable people. Copies of any and all published articles or other manuscripts in preparation or submitted elsewhere that are related to the manuscript. The manuscript should be sent to Journal of Cancer Research and Therapeutics, Department of Radiation Oncology, Nanavati Hospital,

> Online Submission of the Manuscripts

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

1. First Page File: Prepare the title page, covering letter, acknowledgement, etc. using a word processor program. All information here. Use text/rtf/doc/PDF files. Do not zip the files.
2. Article file: The main text of the article, beginning from Abstract till References (including tables) should be in this file. Do not include 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 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 file size. Size of the image can be reduced by reducing the width of the images (keep up to 1024x760 pixels or 5 inches). All image formats (jpeg, tiff, gif, bmp, png, eps, etc.) are acceptable.
3. Images: Submit good quality color images. Each image should be less than 400 kb in size. Size of the image can be reduced by reducing the width of the images (keep up to 1024x760 pixels or 5 inches). All image formats (jpeg, tiff, gif, bmp, png, eps, etc.) are acceptable.
4. Legends: Legends for the figures/images should be included at the end of the article file.

If the manuscript is submitted online, the contributors' form and copyright transfer form has to be submitted in original with the two weeks from submission. Hard copies of the images (one set), for articles submitted online, should be sent to the journal of revised manuscript.

> Preparation of the Manuscript

The text of observational and experimental articles should be divided into sections with the headings: Introduction, Methods, Results, Figures, Figure legends, and Acknowledgment. Do not make subheadings in these sections. Send laser printout, on white thick paper margins of 25 mm (1 inch) from all the four sides. Type or print on only one side of the paper. Use double spacing throughout. Number the title page. The language should be British English.

Title Page

The title page should carry

1. Type of manuscript (e.g. Original article, Case Report)
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 (Last name, First name and initials of middle name), with his or her highest 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;
7. The total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding references);
8. Source(s) of support in the form of grants, equipment, drugs, or all of these;
9. Acknowledgement, if any; and

If the manuscript was presented as part at a meeting, the organization, place, and exact date on which it was read.

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 original articles). The abstract should be structured and state the Context (Background), Aims, Settings and Design, Methods used, Results and Conclusions. Below the abstract should provide 3 to 10 key words.

Introduction

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

Methods

The Methods section should include only information that was available at the time the plan or protocol for the study was written. The conduct of the study belongs in the Results section.

Selection and Description of Participants: Describe your selection of the observational or experimental participants (patients or controls) clearly, including eligibility and exclusion criteria and a description of the source population. Because the relevance of the object of research is not always clear, authors should explain their use when they are included in a study report; for example, only subjects of certain ages were included or why women were excluded. The guiding principle should be clarity about how a particular way. When authors use variables such as race or ethnicity, they should define how they measured the variables and

Technical information: Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures used by other workers to reproduce the results. Give references to established methods, including statistical methods (see below); provide descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration. Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesizing methods should also be summarized in the abstract.

Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment, randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT Statement. Altman DG: The CONSORT Statement: Revised Recommendations for Improving the Quality of Reports of Parallel-Group Randomized Clinical Trials. *Med.* 2001;134:657-662, also available at <http://www.consort-statement.org>).

Authors submitting review article should include a section describing the methods used for locating, selecting, extracting, and synthesizing methods should also be summarized in the abstract.

Ethics

When reporting studies on human, indicate whether the procedures followed were in accordance with the ethical standards of human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (available at http://www.wma.net/e/policy/17-c_e.html). Do not use patients' names, initials, or hospital numbers, especially in illustrative material. For studies on animals, indicate whether the institution's or a national research council's guide for, or any national law on the care and use of animals, was followed.

Evidence for approval by a local Ethics Committee (for both human as well as animal studies) must be supplied by the authors. Procedures should be as humane as possible and the details of anesthetic and analgesics used should be clearly stated. The experiments must be in accordance with the guidelines provided by the CPCSEA (animal) and ICMR (human). The journal will not accept ethically unacceptable. A statement on ethics committee permission and ethical practices must be included in all research articles in the Methods' section.

Statistics

When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals or losses to observation (such as dropouts from a clinical trial)). Put a general description of methods in the Methods section. When presenting results in the Results section, specify the statistical methods used to analyze them. Avoid non-technical uses of technical terms in statistics, such as 'normalizing device', 'normal', 'significant', 'correlations', and 'sample'. Define statistical terms, abbreviations, and most symbols. For all P values include the exact value and not less than 0.05 or 0.001.

Results

Present your results in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not use the tables or illustrations; emphasize or summarize only important observations. Extra or supplementary materials and technical details should be placed in an appendix where it will be accessible but will not interrupt the flow of the text; alternatively, it can be published only in the electronic version of the manuscript.

When data are summarized in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the raw data from which the derivatives were calculated, and specify the statistical methods used to analyze them. Restrict tables and figures to those that are essential to the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data.

non-technical uses of technical terms in statistics, such as "random" (which implies a randomizing device), "normal," "significant." Where scientifically appropriate, analyses of the data by variables such as age and sex should be included.

Discussion

Include Summary of key findings (primary outcome measures, secondary outcome measures, results as they relate to a prior study, limitations of the study (study question, study design, data collection, analysis and interpretation); Interpretation and implications of the evidence (is there a systematic review to refer to, if not, could one be reasonably done here and now?, what this study adds to current knowledge on patient care and health policy, possible mechanisms); Controversies raised by this study; and Future research directions (further studies, collaboration, underlying mechanisms, clinical research). Do not repeat in detail data or other material given in the Introduction.

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

Acknowledgments

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

References

References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order in tables, and legends by Arabic numerals in square bracket (e.g. [10])). References cited only in tables or figure legends should follow the sequence established by the first identification in the text of the particular table or figure. Use the style of the examples below. The formats used by the NLM in Index Medicus. The titles of journals should be abbreviated according to the style used in Index Medicus. The titles of books should be abbreviated according to the style used in the journal for non-indexed journals. Avoid using abstracts as references. Information from manuscripts submitted but not accepted should be cited as "unpublished observations" with written permission from the source. Avoid citing a "personal communication" unless it proves to be available from a public source, in which case the name of the person and date of communication should be cited in parentheses. In articles, 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. See the Guidelines (<http://www.icmje.org> or http://www.nlm.nih.gov/bsd/uniform_requirements.html).

Articles in Journals

1. Standard journal article: Kulkarni SB, Chitre RG, Satoskar RS. Serum proteins in tuberculosis. *J Postgrad Med* 1960;6:113-118. List the first six contributors followed by et al.
2. Volume with supplement: Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1995;103:275-82.
3. Issue with supplement: Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol* 1995;22:1-10. Books and Other Monographs
4. Personal author(s): Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishing; 1995.
5. Editor(s), compiler(s) as author: Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1995.
6. Chapter in a book: Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: practical 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 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.
- Type or print out each table with double spacing on a separate sheet of paper. If the table must be continued, repeat the table number by "(contd.)".
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each table.

- 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)

- Submit three sets of figures.
- Send sharp, glossy, un-mounted, color photographic prints, with height of 4 inches and width of 6 inches.
- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- Each figure should have a label pasted (avoid use of liquid gum for pasting) on its back indicating the number of the figure and the legends of the figure. Do not write the contributor/s' name/s. Do not write on the back of figures, scratch, clips.
- Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to fill the width of a printed column.
- Symbols, arrows, or letters used in photomicrographs should contrast with the background and should be marked neatly with white overlay and not by pen.
- Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves.
- When graphs, scatter-grams or histograms are submitted the numerical data on which they are based should also be submitted.
- The photographs and figures should be trimmed to remove all the unwanted areas.
- If photographs of people are used, either the subjects must not be identifiable or their pictures must be accompanied by a written photograph.
- If a figure has been published, acknowledge the original source and submit written permission from the copyright holder. A credit line should appear in the legend for figures for such figures.
- Print outs of digital photographs are not acceptable. For digital images send TIFF files of minimum 1200 x 1600 pixel size.
- The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

Legends for Illustrations

- Type or print out legends (maximum 40 words, excluding the credit line) for illustrations using double spacing, with Arial font.
- When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one 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 pedigree information essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent requires that the patient be shown the manuscript to be published. When informed consent has been obtained, it should be included in the manuscript. The consent should be attached with the covering letter.

Electronic Version

- The manuscript must be accompanied by a 3.5 inch (1.44 MB) floppy or CD containing the manuscript.
- Use a new diskette or fully format the diskette before use. There should be no other document, file, and material on the diskette. Text, references, tables and legends, all should be in one electronic file.
- Label each diskette with first contributor's name, short title of the article, software (e.g. MS Word), version (e.g. 7.0) and the diskette with the corresponding contributor's last name (up to eight characters) and a three-letter extension to signify the revised manuscript name the file with the manuscript number (e.g. jcr58). Use any word-processing program (e.g. Microsoft Word) to provide text files.
- Do not use 'oh' (O) for 'zero' (0), 'el' (l) for one (1). Do not use space bar for indentation. Do not type headings or any other words at the end of lines. Do not use an extra hard return/enter between paragraphs. Do not insert a tab, indent, or other mark at the beginning of a paragraph. Do not use software's facility of automatic referencing, footnotes, headers, footers, etc.
- Use a hyphen only to hyphenate compound words. Use only one letter space at the end of sentence. Use hard return/enter for new paragraphs.

and display lines (e.g. titles, headings and subheadings). Incorporate notes or footnotes in the text, within parentheses, the foot of the page.

- Use single space between lines for the manuscript on the floppy. Provide the tables and charts at the appropriate place the manuscript.
- Care should be taken to prevent damage to floppy while sending it through post.

> **Sending a revised manuscript**

While submitting a revised manuscript, contributors are requested to include, along with single copy of the final revised manuscript, a copy with the changes underlined in red and copy of the comments with the point to point clarification to each comment. The manuscript must be submitted in original and a copy of the manuscript. If the manuscript is submitted online, the contributors' form and copyright transfer form has to be submitted in original within two weeks of submission. Hard copies of images should be sent to the office of the journal. There is no need to send hard copies if submitted online.

A photocopy of the first page of all the cited references (articles and books) can be asked by the journal to verify the references.

> **Reprints**

Journal provides no free printed reprints. It is mandatory to purchase minimum reprints, payment for which should be done at the time of purchase.

> **Copyrights**

The whole of the literary matter in the Journal of Cancer Research and Therapeutics is copyright and cannot be reproduced without the permission of the Editorial Board.

> **Checklist**

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

Manuscript Title

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 Methods, citing previous study as 'our study' instead 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
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (about 150 words for case reports and 250 words for original articles)
- Structured abstract provided for an original article
- Key words provided (three or more)

- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS)
- References cited in square brackets
- References according to the journal's instructions, punctuation marks checked

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 and 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)
- Labels pasted on back of the photographs (no names written)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not permission taken)
- Credit note for borrowed figures/tables provided
- Manuscript provided on a floppy (with single spacing)

> Contributors' form

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

Manuscript Title: _____

I/we certify that I/we have participated sufficiently in the intellectual content, conception and design of this work or the analysis and in applicable), as well as the writing of the manuscript, to take public responsibility for it and have agreed to have my/our name listed as

I/we believe the manuscript represents valid work. Neither this manuscript nor one with substantially similar content under my/our au considered for publication elsewhere, except as described in the covering letter. I/we certify that all the data collected during the stud data from the study has been or will be published separately. I/we attest that, if requested by the editors, I/we will provide the data/inf obtaining and providing the data/information on which the manuscript is based, for examination by the editors or their assignees. Fin exist or may be perceived to exist for individual contributors in connection with the content of this paper have been disclosed in the cc the project are named in the cover letter.

I/We hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership, including any and all rights incidental thereto, excl Research and Therapeutics, in the event that such work is published by the Journal of Cancer Research and Therapeutics. The Jour Therapeutics shall own the work, including 1) copyright; 2) the right to grant permission to republish the article in whole or in part, with preprints or reprints and translate into languages other than English for sale or free distribution; and 4) the right to republish the work mechanical or electronic format.

We give the rights to the corresponding author to make necessary changes as per the request of the journal, do the rest of the corres 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 me/us their written permission to be named. If I/we do not include an Acknowledgment that means I/we have not received substantial no contributor has been omitted.

Name Signature Date signed

- 1 -----
- 2 -----
- 3 -----
- 4 ----- (up to 4 contributors for case report/images/review)
- 5 -----
- 6 ----- (up to 6 contributors for original studies)

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