

Instructions to authors

Journal of B.U.ON. aims at the rapid diffusion of scientific knowledge in Oncology. Its character is multidisciplinary, therefore all aspects of oncologic activities are welcome including clinical research (medical oncology, radiation oncology, surgical oncology, nursing oncology, psychooncology, supportive care), as well as clinically - oriented basic and laboratory research, cancer epidemiology and social and ethical aspects of cancer. Manuscripts should be submitted with a letter stating that the report is not submitted for publication elsewhere and that all authors have agreed to its submission. Studies should be carried out in accordance with the relevant national and local guidelines. The editorial office will return to authors within 3-4 weeks, whenever possible, all papers that are found to be of insufficient priority for further consideration. Papers of high interest will be sent out for external review. Authors will be notified of acceptance, need for revision or rejection within 5-6 weeks of submission. Upon acceptance of the paper the authors will be asked to transfer the copyright to the publisher. This transfer will ensure the widest possible dissemination of information. Contributors of full articles and reviews are provided with proofs and corrections have to be returned within 48 hours from receipt of the proof, preferably by fax or E-mail. If this deadline is not met, the editorial office will take over the responsibility of proofreading. Any opinions expressed or policies advocated do not necessarily reflect the opinions or policies of the editors.

Format

Journal of B.U.ON. publishes material in the form of editorials, reviews, original articles, short reports, special articles, clinical cases, commentaries, letters, book reviews and news. Spelling may be British or American. Authors whose native language is not English are strongly advised to have their manuscripts checked by an English-speaking colleague prior to submission. Manuscripts should be typewritten (double-spaced) on good quality A4 paper with sufficiently wide margins (3-5 cm) and on one side of the paper only. They must be submitted in triplicate: the original and 2 copies (also for the illustrations) to facilitate refereeing. The preferred medium of submission is on diskette with accompanying manuscript (see "Electronic manuscripts" below).

Editorials, reviews: The editor may solicit editorials and reviews. Unsolicited reviews will also be considered. The length of the editorial will be agreed upon between editor and author while reviews summarizing state-of-the art of a particular field should not exceed 3000 words.

Original articles: Manuscripts are accepted for publication with the understanding that they represent new contributions to the scientific literature and have not been published or submitted for publication elsewhere. They should generally be no longer than 3000 words and must be prepared according to specific instructions (see below).

Short reports: Short reports generally summarize phase II trials. Negative phase II trials are also accepted when their knowledge is of interest to the scientific community. They include the title page, a summary of around 150-200 words, a text of no more than 1000 words, a maximum of 10 references and possibly 1 table summarizing the results.

Special articles: Special articles review a specific field providing at the same time original or partially known data. They should not exceed 2000 words.

Clinical cases: Clinical cases of special scientific interest are welcome. They should not exceed 2000 words, 4 figures and 20 references.

Commentaries: Commentaries usually deal with reports of scientific meetings, which are of broad interest to the scientific community. They must be no longer than 2000 words.

Letters: Letters are welcome and will be published if appropriate. They should be titled, no longer than 2 typewritten pages and have a maximum of 5 references.

Instructions for original articles

Original articles in general should be organized in the following order:

Title page: The first page should contain the following information: (1) Title of the paper, (2) Authors' names, (3) Name of Institution(s) in which the work was done, (4) Acknowledgements for research support, (5) Name, address, telephone and fax numbers of the author to whom communications regarding the manuscript should be directed.

Summary: The second page should contain a summary of no more than 250 words and a maximum of 6 key words (in alphabetical order, suitable for indexing). Summary must be organized and formatted according to the following headings: Purpose, Patients and methods (or Material and methods etc), Results, Conclusion.

Text: The text should be organized and formatted under the following headings: Introduction, Patients and methods (or Material and methods etc, as appropriate to the manuscript), Results and Discussion.

Tables and Figures: Tables and figures must be listed in the order cited in the text using Arabic numerals. Tables should be typed double-spaced, each on a separate page: A short descriptive title should appear above each table and any footnotes, suitably identified, below: Ensure that each table is cited in the text. Provide headings for all columns and indicate

units of measurement, where applicable. All figures must be submitted in 3 copies as black and white, high contrast glossy prints, each of which is individually identified on the back by the corresponding author's name, written by a soft pencil. Never use ink of any kind. Line figures (including graphs) are also accepted and should be drawn in black ink on white paper. Photomicrographs should have the magnification and details of staining techniques. Type figure legends on a separate sheet and identify in the legend any lettering used in the figure. The top of the figure should be indicated on the back. Color photographs cannot be printed in color, unless the author pays for the cost.

References: The accuracy of references is the responsibility of the author. References should be entered consecutively by Arabic numerals in parentheses in the text. The reference list should be listed in numerical order on a separate sheet. Follow the standard form of Index Medicus. References to Abstracts and Letters to the Editor must be identified as such. Citation of papers in preparation or submitted for publication, unpublished observations and personal communications should not be included in the reference list.

For periodicals provide authors' names and initials, full title of the paper, journal title abbreviated using Index Medicus abbreviations, year of publication, volume number, first and last page. Note: list all authors when 6 or less; when 7 or more list only the first 3 and add et al.

For books provide author(s)' name and initials, title of the book, name(s) of editor(s), location and name of publisher, year, pertinent chapter or section title and page numbers.

Electronic manuscript

Submission of a paper on diskette is welcome.

Storage medium: 3 1/2" (preferred) or CD in IBM MS-DOS, Windows (preferred) format.

Software and format: Any version of Word is preferred, although manuscripts prepared using any other microcomputer word processor are acceptable. Refrain from complex formatting. If possible, please store your text in two versions: In the standard date file format offered by your word processing system or ASCII or "text only". The text file and the printout must correspond exactly. Any deviations may delay processing. Any words or phrases in the text that you wish to emphasize should be indicated throughout the paper in italics or, if this is not available, by underlining. Please delete any annotations or comments from the final text file.

Labels: Label all diskettes with your name, the file name, the word-processing program and version used.

Paper copy: Accompany all files with a printed-paper copy.

Tables: Please place all tables at the end of your file. Always separate the individual columns using tabulators, not using the space bar.

Illustrations: The preferred formats are TIFF or EPS with pict or tiff preview, although any format that is in general use that is not application-specific is acceptable. Journal quality reproduction will require greyscale and color files at resolutions yielding approximately 300 dpi. Bitmapped line art should be submitted at resolutions yielding 600-1200 dpi. These resolutions refer to the output size of the file; if you anticipate that your images will be enlarged or reduced, resolutions should be adjusted accordingly. Illustration files should be given the 2- or 3-letter extension that identifies the file format used (i.e., **TIFF**, **EPS**, **RGB**, etc.).

E-mail manuscripts: Authors may also submit a manuscript by E-mail directly to the Editorial Office (jbuon@ath.forthnet.gr) A letter sent by post or Fax should accompany the E-mail manuscript submission, stating that the manuscript is not submitted for publication elsewhere and that all authors agree to its submission.

Off prints

The first author will receive 10 off prints free of charge to be distributed among all authors. Additional copies can be ordered at prices shown on the reprint order form, which will be sent to the author with the proofs of the paper.

Proofs

Authors should always keep a copy of their manuscript, as proofs will be sent to them without the manuscripts. Only minor corrections are allowed. The proofs must be returned to the Editorial Office within 7 days of receipt.

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Submission of manuscripts

All manuscripts are welcome and should be submitted to: A.E. Athanassiou (Editor), 1st Department of Medical Oncology, Metaxa Cancer Hospital, 51 Botassi street, 185 37 Piraeus, Greece, Tel: + 30-210-4285009; Fax: + 30-210-4538953 or 4539560 or 4288029; E-mail: jbuon@ath.forthnet.gr

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