

## Instructions to Authors

Prerequisites for publication: A copy of the certification form included in each issue must be submitted to the journal's editorial office by fax (+81-3-6831-7010) at the same time you submit your manuscripts via Manuscript Central.

**IMPORTANT:** Upon receipt of a Certificate of Exclusive Submission, manuscripts are officially recognized as submissions. The editorial board decides whether to accept or reject submitted manuscripts in consultation with at least two referees.

### ■ Manuscript Submission via Manuscript Central

Authors should submit their manuscripts to the *International Journal of Clinical Oncology* online. No manuscripts will be accepted by mail or fax. Please log in directly at: <http://mc.manuscriptcentral.com/ijco> and upload your manuscript following the instructions given. In case you encounter any difficulties while submitting your manuscript online, click on the Get Help Now icon in the upper right corner.

### Manuscript Central Requirements

Microsoft Internet Explorer 5.x or later, Netscape 7.x or later  
Adobe Acrobat Reader  
Electronic files of the manuscript text  
Electronic files of the manuscript figures and illustrations (scanned or exported)

### Author Accounts

Authors entering the journal's Manuscript Central site for the first time should create a new account. If you have an existing account, you should use it for all your submissions. You can track their status with your account.

If you have forgotten your user ID and password, please enter your e-mail address in Password Help. You will then receive an automatic e-mail with your user ID and password.

### Getting Started

Once you have logged into your account, Manuscript Central will lead you through the submission process in an orderly, step-by-step process. If you cannot finish your submission in one visit, you can save a draft and re-enter the process later at the same point for that manuscript.

While submitting your electronic manuscript, you will be required to enter data about your manuscript in the system. These include full title, author names and affiliations, and so forth, as listed below under Manuscript Preparation. Support for special characters is available. At any point during this process, there are Help buttons available for frequently asked questions.

### Uploading Files

**Main Documents:** Main documents of articles should be uploaded in rich text format (rtf) or as a Microsoft Word document (.doc).

**Tables:** Use the table functions of your word-processing program, not spreadsheets, to create tables. Tables may be uploaded separately from the main document or inserted into the main document.

**Figures:** Common graphic files such as GIF, JPEG, EPS, and TIFF are supported. Please upload figures that are satisfactory

for the review process. If your manuscript is accepted for publication, you will be required to provide figures/illustrations of sufficient quality for printing according to Requirements for Electronically Produced Illustrations for Accepted Papers toward the end of this document.

After uploading the parts of the article in this manner, the system will convert the files to PDF format. You can view the result of the conversion with Adobe Acrobat Reader. You will be also notified by e-mail that your submission was successful.

At any point during this process, there are Help buttons available to see frequently asked questions.

If the total size of the files exceeds the file volume (20 MB) for online submission, reduce the resolution of large files for initial submission.

### Keeping Track

After submission, you may return periodically and monitor the progress of your submission through the review process.

### ■ Potential Conflict of Interest

Authors must indicate whether or not they have a financial relationship with the organization that sponsored the research. They should also state that they have full control of all primary data and that they agree to allow the journal to review their data if requested.

Therefore the manuscript must be accompanied by the "Conflict of Interest Disclosure Statement". This form can be obtained from <http://www.springer.com/journal/10147/>.

### ■ Manuscript Preparation

**Types of articles:** Articles may be in the form of original articles, case reports, letters to the editor, review articles, and editorials. *Original articles* should not exceed 3000 words, not including the abstract, references, tables, and figure legends. The text should be arranged in accordance with the format described below in "Text". Acceptance of an original article is based primarily on the originality of the work and its potential clinical influence. For reports of randomized controlled trials, authors should refer to the CONSORT statement of guidelines (<http://www.consort-statement.org>). For studies of the diagnostic accuracy of tests, authors are encouraged to refer to the STARD statement (<http://www.consort-statement.org/stardstatement.htm>).

*Case reports* should describe new observations of diseases, clinical findings, or novel/unique treatment outcomes relevant to practicing oncologists, and should be presented as concisely as possible, not to exceed 1500 words, and references should be kept to a minimum. A pathologist should be included as an author if the report describes significant histological findings. Only case reports with new findings that have significant clinical impact on the field of oncology or that are likely to change clinical practice, methods, or approaches will be accepted for publication. Authors should avoid the following: describing rare cases or conditions without adding new findings; describing a combination of different tumors without providing new information; or describing the outstanding

impact of an existing clinical practice without providing an explanation of its efficacy. Case reports in which the patient's diagnosis remains uncertain following initial treatment will not be considered for publication.

*Letters to the editor* may offer criticism of published material. They must be objective, constructive, and educational, and should not exceed 500 words, not including references, tables, and figure legends. *Review articles* provide an overview of the state of the art in an area or an update in areas of current interest in clinical oncology. Review articles are solicited by the editors.

*Editorials* may be published as viewpoints of the editor(s) of the journal on current, relevant topics.

**Manuscript form:** The abstract, text, references, tables, and figure legends must be typed *double-space* with wide margins. Incomplete or improperly prepared manuscripts will be returned to the authors without review. A separate cover page should be provided. The abstract, text, acknowledgments, references, tables, legends, and figures should begin on separate sheets and follow in that order. Standard abbreviations and units should be used. Abbreviations should be defined at first appearance, and their use in the title and abstract should be avoided. Generic names of drugs and chemicals should be used.

All manuscripts must be written in English. Authors who are not fluent in English must seek the assistance of a colleague who is a native English speaker and is familiar with the field of the work.

**Cover page:** The cover page should contain the title, the full names of the authors, and the street address of the authors' academic affiliations. Please supply a fax number, telephone number, and e-mail address for the proofs.

**Abstract and mini-abstract:** The abstract should be comprehensible without reference to the text, and the use of abbreviations should be avoided whenever possible. The abstract should not exceed 250 words and should be arranged under the following subheadings for original articles: (1) Background (the problem being addressed and the purpose of the study); (2) Methods (study design/methods and materials); (3) Results (research findings), and (4) Conclusion(s) (summary of the main findings obtained and the conclusions drawn). In addition, a mini-abstract summarizing within 30 words the significant conclusion of the study should be submitted, to appear in the table of contents.

**Key words:** 3–6 key words should be listed below the abstract and mini-abstract.

**Text:** The text should be arranged as follows: (1) Introduction; (2) Patients and methods, or Materials and methods; (3) Results; (4) Discussion; (5) Acknowledgment(s). The sections should describe: (1) the problem being addressed and the purpose of the study with reference to previous findings; (2) materials and methods used in the study in concise yet sufficient detail to allow the study to be replicated; (3) main findings obtained; (4) conclusions drawn from the findings and implications for further research and clinical application, with

a review of relevant published literature and other evidence.

In Case reports, the abstract should be a brief summary of the contents without any subheadings. The text should be arranged as follows: (1) Abstract; (2) Introduction; (3) Case report; (4) Discussion.

**References:** Number references consecutively in the order cited in the text, not alphabetically. The accuracy of reference data is the authors' responsibility. Personal communications and unpublished data should not be included in the reference list but may be cited in parentheses in the text. If such a citation is from someone other than the authors, a letter should be submitted in which the direct quotation is given with the signature of its author. In the reference list, provide inclusive page numbers for all references. Give the names of the first three authors only, followed by "et al" if there are other coauthors. Journal titles should be abbreviated according to Index Medicus. For papers written in Japanese, follow the style of example 2.

References should be cited using superscript numbers, e.g., Roul et al.,<sup>1</sup> Inoue et al.,<sup>2</sup> and Dressler.<sup>3</sup>

1. Segawa T, Kamoto T, Kinoshita H, et al. (2005) Monthly paclitaxel and carboplatin with oral estramustine phosphate in patients with hormone-refractory prostate cancer. *Int J Clin Oncol* 10:333-337
2. Inoue T, Sue K, Nakano K, et al. (1991) A case report of long survival in a 17-year-old girl with gastric carcinoma treated by immunochemo-endocrine therapy (in Japanese). *Shinyaku to Rinsho (New Med)* 40:117-121
3. Dressler LG (1990) Controls, standards, and histogram interpretations in DNA flow cytometry. In: Darzynkiewicz Z, Crissman HA (eds) *Flow cytometry: methods in cell biology*, vol 33. Academic, San Diego, pp 179-183

**Tables:** Should be cited in the text. Each table should be given a number and a brief informative title and should appear on a separate page. Explain in footnotes all abbreviations used.

**Figures:** Should be used with discretion and are justified only if they clarify or reduce the text required. Information given in captions should not be repeated in the text. Figures should be cited in the text and should be numbered sequentially with arabic numerals. A brief descriptive legend should be provided for each figure; legends are part of the text and should be appended to it on a separate page. The figures should match the size of either the column width (8.6cm) or the printing area (17.6 ×

23.6cm). Related figures should be grouped into a plate on one page (17.6 × 23.6cm). The figures, including legends, should not exceed the printing area.

Color illustrations will be accepted; however, the author will be expected to make a contribution to the extra cost (¥110000 for the first color page and ¥60000 for each additional color page).

For line drawings, letters (capitals) 2mm high are recommended. For halftone illustrations, inscriptions should be about 3mm high.

If reduction is absolutely necessary, please state the alternative scale desired. The publisher reserves the right to reduce or enlarge illustrations.

**Permissions:** Authors should obtain written permission from the copyright owner for the use of direct quotations, tables, or illustrations that have appeared in copyrighted material, and should acknowledge the source in their manuscripts. For photographs of identifiable persons, a signed release form giving consent for their publication should be obtained.

#### ■ Requirements for Electronically Produced Illustrations for Accepted Papers

After acceptance of the manuscript, the publisher requires figure files prepared according to the following specifications.

##### Illustrations

The preferred figure formats are EPS for vector graphics exported from a drawing program and TIFF for halftone illustrations. EPS files must always contain a preview of the figure in TIFF format.

The file name (one file for each figure) should include the figure number. Figure legends should be included in the text and not in the figure file.

To create an EPS or a TIFF file, please use graphic programs such as *Adobe Illustrator*, *Adobe Photoshop*, *Macromedia Freehand*, *Corel Draw* or *Corel Photopaint*.

**Note:** Almost all common graphic programs are capable of saving files in EPS and in TIFF format. This option can normally be found under the "Save As..." or "Export..." commands in the "File" menu.

##### - Scan resolution

Scanned line drawings should be digitized with a minimum resolution of 800 dpi relative to the final figure size. For digital halftones, 300 dpi is usually sufficient.

##### - Color illustrations

Store color illustrations as RGB (8 bits per channel) in TIFF format.

##### - Vector graphics

Fonts used in vector graphics must be included or outlined. Please do not use hairlines. The minimum line width is 0.2 mm (i.e., 0.567 pt) relative to the final size.

#### General Information on Data Delivery

Please send us files by the following methods.

- Via ftp.springer.jp (log-in: z10147; password: spvz10147).
- If you are using Netscape or Internet Explorer to upload your files, please use this URL: ftp://z10147:spvz10147@ftp.springer.jp
- By e-mail: ijco@springer.jp (suitable only for small volumes of data)
- Via postal mail on a CD-ROM or MOD (230/640 MB)

Mailing address:

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Please always supply the journal title, the name of the operating system, drawing program, image-processing program, and compression program with your data. For the file name, please use the manuscript ID (e.g., IJCO-2005-OA-001). Use only the extensions that the program assigns automatically.

#### ■ Proofreading

Proofs along with instructions will be sent to the corresponding author by e-mail (if an e-mail address is unavailable or appears to be out of order, proofs will be sent by postal mail). Marked page proofs should be sent to the publisher by fax or postal mail. Following instructions, authors should make their proof corrections (formal corrections only) on a printout of the PDF file supplied, checking that the text is complete and that all figures and tables are included. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the editor responsible. In such a case, please contact the editorial office before returning the proofs to the publisher.

**Offprints:** Authors receive one complimentary copy of the issue in which their article appears and offprints in lots of 50 at actual cost. To order these, fill out the form enclosed with the proofs.

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