

Instructions for Authors

Klinická onkologie (*The Journal of the Czech and Slovak Oncological Societies*) is the official professional journal of the Czech Society for Oncology of the Czech Medical Society of J. E. Purkyně and the Slovak Society for Oncology published by the Czech Medical Society of J. E. Purkyně. The journal focuses on the entire range of oncological issues and its objective is to participate in reader education and increase efficiency in the area of prevention, diagnostics and treatment of tumorous conditions. The journal is intended for doctors, researchers and academics whose practice involves the study of tumorous conditions and their treatment. It has also become a useful complementary tool for students of the respective undergraduate, graduate and postgraduate fields of studies. The journal is published six times a year and is accessible on the website of the Czech Society for Oncology (www.linkos.cz) and of the Masaryk Memorial Cancer Institute (www.mou.cz). The journal is indexed in Czech and international bibliographic databases, including the MEDLINE/PubMed database.

- The **Klinická onkologie** journal **accepts for publication** original reports, review articles, case reports and other manuscripts (letters to the editor, discussions, communications, reports from congresses, book reviews and other announcements).
- Articles should be original and contain facts not published anywhere else. Findings published in non-reviewed form and/or in the form of an abstract can be published conditionally.
- Articles in Czech, Slovak or English are accepted in electronic form in MS Word and RTF formats.
- **Send articles to the e-mail address of the editorial office** (klinickaonkologie@mou.cz). Receipt of an article is confirmed by the editorial office within 5 workdays. If this should not be the case, please contact the editorial office to verify the situation.
- Materials **taken from other sources** and publications can be published only with

the written consent of the owner of the copyrights (most commonly the publishing house that published the work).

- Articles are selected for publication by the executive editorial board once a month. Each manuscript (except for reports, announcements, reviews and correspondence) is **assessed in a review procedure** (*peer review*), with mutual anonymity being maintained. In order to accept a manuscript for publication, the editorial board requires a positive evaluation by two evaluating experts in the relevant field. If the opinions are controversial, a further independent opinion is sought or a decision is taken by the executive editorial board. At the end of the review procedure, the authors are asked to react to the evaluation of the reviewers and in case of acceptance of an article for publication, are also asked to fill in and send the following forms: 1. statement of authenticity of the work and co-authors' contributions, 2. statement of conflict of interests, 3. statement of transfer of copyrights. The forms are available on the website of the journal.
- Authors receive the article in a pdf file for **correction of mistakes** from the Medica Healthworld publisher before final printing according to ČSN 88 0410. It is essential to respect the deadline for return of the author's proof determined by the editor responsible for the respective issue.

The preparation of a manuscript is based on the relevant Czech National Standards (ČSN) and the procedure recommended by ICMJE (International Committee of Medical Journal Editors).

Title Sheet

The title sheet must contain the following information:

1. **Title of the work** – Short and apt
2. **English translation of the title**
3. **List of authors** – Indicate surname, name, contact e-mail address, official name and address of workplace

4. **Main author** – Main author's surname and name, including all his or her degrees, official name of his or her workplace, mailing address, e-mail address, telephone
5. **Corresponding author** – Corresponding author's surname and name, including all his or her degrees (if different from the main author), official name of his or her workplace, mailing address, e-mail address, telephone
6. **Key words** – A maximum of **8 key words**, please use the thesaurus of descriptors of **Medical Subject Headings (MeSH)** and their Czech translation **MeSH-CZ**. A link to the MeSH database is available on the website of the journal.
7. **Summary** – For original reports, review articles and case reports, a summary of **200–300 words** is required, divided into: a) *Backgrounds*, b) *Patients and Methods* or *Material and Methods*, for review articles *Aim*, for case reports *Observation or Case*, c) *Results* (for original reports only), d) *Conclusion*.
8. Czech translation of the Summary with the above-mentioned division into: a) *Východiska*, b) *Soubor pacientů a metody*, or *Materiál a metody*, or *pozorování nebo případ*, c) *Výsledky*, d) *Závěr*.
9. **Acknowledgments** to colleagues and project sponsors, including grant numbers if relevant.

In case of need and when asked, the editorial office is capable of providing an English/Czech translation of the title and summary.

Manuscript Text

Structured and apt text of the manuscript should be in double-spacing and all pages should be numbered. The text should be written by means of a common text editor in .doc or .rtf formats, recommended font: Times New Roman, 12 points. Format the text using the built-in functions of your text editor, such as "Bold", "Italic", etc. **only**. Never use the spacebar for for-

matting (!) and do not end each line by hitting Enter. When writing, do not use the „O“ character instead of the „0“ number, or the „l“ character instead of the „1“ number, etc.; while these characters may appear similar when using certain fonts, once exported to a different font, these similarities may disappear.

The maximum extent for case reports is limited to 5 pages (with the possibility of 5 different appendices besides the text, for instance: pictures, tables), for other manuscripts to 3 pages (using 1 photograph or table only). No manuscript extent limitation applies to original reports or review articles, however, the manuscript of an original report must be further divided into: a) *Backgrounds*, b) *Patients and Methods* or *Material and Methods*, c) *Results*, d) *Discussion*, e) *Conclusion*. In part (b), informed consent and/or approval of an ethics committee must be mentioned. In case of work with laboratory animals, it must further be mentioned that the project conformed to the standards for work with laboratory animals and was approved by the relevant committee for work with laboratory animals. The manuscript of a review article and a case report does not have to conform to obligatory internal division, however, we suggest that it begin with "Introduction" and be further divided into logical chapters.

The text must further contain references to any graphs, pictures, photos or tables in the following format: (graph No. 1), (picture No. 1), (table No. 1). In the text of the manuscript mention citations uniformly, using Arabic digits in square brackets [], in consecutive order. Explain

any non-standard abbreviations when first using them.

Literature

Only works closely related to the published work should be cited. The bibliographic references format is based on the ISO 690 standard and is modified to the citation formats in the **MEDLINE/PubMed** database. Align citations in ascending numerical order matching the order of citations in the text. Mention in the citation all authors when there are three or fewer. If there are more than three authors, indicate the first three and use the abbreviation "et al." Specify the pages at the end of each citation. Works that are being printed and/or that have been sent for publication can be included in the citation list.

Citation format:

Original reports and review articles:

Zitterbart K, Kadlecová J, Závělová I et al. Pilotní studie exprese izoform proteínu p73 u meduloblastomu: možný podíl p53-homologního proteínu s potenciálním prognostickým významem v tumorigenezi embryonálních nádorů CNS. *Klin Onkol* 2006; 19(4): 228–233.

Chapters from books:

Adam Z, Tomáška M, Vorlíček J. Další primárně kožní lymfomy. In: Adam Z, Vorlíček J. *Hematologie II*. 1. vyd. Praha: Grada 2001: 303–310.

Further examples can be found on the website of the *Klinická onkologie* journal (www.linkos.cz).

The editorial office recommends that Czech and Slovak works dealing with the issue are mentioned in the citations. Their overview is available from the National Medical Library Database, *Bibliographia Medica Českoslovaica*. The editorial board also asks authors to cite

articles published in the *Klinická onkologie* journal as well. The citing of articles from *Klinická onkologie* is recognition of the professional level of the journal.

A detailed database of articles published in the *Klinická onkologie* journal since 1988 can be found at www.linkos.cz. These requirements will be taken into consideration when the articles are reviewed.

Pictures, graphs, tables, schemes, photographs

Please send graphic files separately in tiff, eps or jpg format with the minimum compression (do not insert them in Word or Power Point) and with the consecutive numbering matching the order in which they are cited in the text. Pictures must be supplied in the necessary print quality with a minimum resolution of 300 dpi, with a minimum width of 700 pixels. Tables must be created using **MS Word** or **MS Excel**. Similarly, graphs and schemes need to be supplied in an editable format (MS Excel), **including the source data**. Graphic files created using statistical software (for instance, Statsoft STATISTICA or others) should be sent in common **vector formats** (for instance, emf, wmf, svg, etc.); never send them in MS Word format! When the size of all pictures exceeds 15 megabytes, it is necessary to arrange exchange of the file(s) with the editorial office. Titles and more detailed descriptions of pictures, graphs, tables, schemes and photos must be provided in a separate file, in the text format. If symbols, arrows, figures or letters are used to describe certain parts of a picture, explain them in the legend.