

INSTRUCTIONS FOR AUTHORS

Changes are in bold.

„Klinická Onkologie“ (Journal of the Czech and Slovak Oncological Societies) is a journal issued six times a year aimed at all aspects of oncology. The Czech Medical Society of J.E.Purkyně publishes the journal. The journal is indexed in Excerpta Medica and is accessible on the website of the Czech Oncological Society (www.linkos.cz) and Masaryk Memorial Cancer Institute (www.mou.cz).

Journal „Klinická Onkologie“ accepts for publication original reports, review articles, case reports and other manuscripts (letters to the editor, discussions, reports from congresses, book reviews and other announcements). Articles should be original and contain findings not published anywhere else. Findings published in unreviewed 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 (fait.brian@gmail.com, fait@mou.cz). The editorial office confirms receipt of an article within 5 workdays. If this should not be the case, please contact the editorial office to verify the situation. All contributions must be accompanied by: 1. declaration of authenticity of the work and co-authors' contributions; 2. declaration of conflict of interests. Forms for declarations are available at the journal's website. Materials taken from other sources and publications can be published only with written consent of the owner of copyrights (most commonly the publishing house that published the work). Articles are selected for publication by the executive editorial board once a month. Every manuscript (except for reports, announcements, reviews and correspondence) is assessed in a review procedure (peer review) with mutual anonymity ensured. For the acceptance of a manuscript for publication the editorial board requires a positive evaluation by two evaluating experts in the relevant field. If the reviews are controversial a further independent review is sought or the executive editorial board takes a decision. At the conclusion 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 also to fill-in and send a form on transfer of copyrights. Authors receive page layouts for correction before final print, according to ČSN 88 0410. Refused contributions are returned to authors.

Recommendations for Preparation of Manuscripts

Preparation of a manuscript is based on the relevant ČSN norms and the procedure recommended by ICMJE (International Committee of Medical Journal Editors, <http://www.icmje.org/>).

Title List

The title list must contain the following information: (1) short and apt “Title of Work”; (2) English translation of the title; (3) list of authors (put down surname, name and contact e-mail address); (4) official name and address of authors' workplace(s); (5) surname and name of the main author, official name of his or her workplace, mailing address, e-mail address, telephone; (6) surname and name of the

corresponding author (if different from the main author), official name of his or her workplace, mailing address, e-mail address, telephone; (7) “Keywords:” maximum of 8 key words, it is appropriate to use professional terminology included in the thesaurus of descriptors of Medical Subject Headings (MeSH) and their Czech translation (MeSH-CZ, www.nlk.cz); (8) English translation of the “Keywords;” (9) for original reports, review articles and case reports a “Summary” is required of maximum 200 words divided into: (a) “Backgrounds,” (b) “Patient Group and Methods” or “Material and Methods”, for review articles “Aim,” for case report “Observation” or “Case,” (c) “Results” (only for original reports), (d) “Conclusions”; (10) English translation of the “Summary“ with the abovementioned subdivisions: (a) “Backgrounds”, (b) “Patients and Methods”, or “Materials and Methods” or “Design”, “Case” or “Observation”, (c) “Results”, (d) “Conclusion”; (11) “Acknowledgements” of colleagues and project sponsors. In case of necessity and when asked the editorial office is capable of providing English translation of the title and summary.

Manuscript Text

Structured and apt text of the manuscript should be conceived in double-space and all pages should be numbered. Recommended font formats: “Times New Roman”, “Arial” or “Courier”, size 11 or 12 points. **The text should only be formatted using the built-in functions of your text editor, such as “Bold”, “Italic”, “Align center” etc. Never use the spacebar for formatting. When creating numbered or bulleted lists, use your text editor's built-in automating function (for example MS Word's “Bullets and numbering” function). Do not use the character “O” instead of character “0” or characters “I” and “l” instead of character “1”; while these characters may appear similar when using certain fonts, once exported to a different font, these similarities may disappear.** Maximum number of pages for case reports is limited to 5 and other manuscripts to 3 pages. Original and review article manuscripts are not limited, however the manuscript of original report must be further subdivided into: (a) “Backgrounds”, (b) “Patients and Methods” or “Materials and Methods”, (c) “Results”, (d) “Discussion”, (e) “Conclusion”. In part (b) informed consent and/or approval of ethics committee must be mentioned. In case of work with laboratory animals it must further be mentioned that the project conformed to the norms for work with laboratory animals and was approved by the relevant committee for work with laboratory animals. Manuscript of review article and case report does not have to conform to obligatory internal division, however we suggest that it is begun with “Introduction” and further subdivided into logical chapters. The text must further contain references to occasional 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, either in parentheses of square “[]” or round “()” type using Arabic digits in consecutive order. Explain other than standard abbreviations when first using them. You can find detailed information regarding preparation of the individual types of manuscripts on the journal's website (www.linkos.cz).

Literature

Only works closely related to the published work should be cited. Bibliographic references format is based on the norm ISO 690 and is adjusted to the citation formats in the database MEDLINE/PubMed. Align citations in rising numerical order matching the order of citations in the text.

Use the text editor's built-in automating features to create a numbered bibliography. Do not number the citations in the bibliography by hand.

Mention in the citation all authors when there is three or less. When there is more than three authors put down the first three and use the abbreviation: "et al." At the end of each citation specify the pages. Works that are being printed and/or that are sent for publication can be included in the citation list. Citation Format: Original and review articles: 1. Zitterbart K, Kadlecová J, Zavřelová I, et al. Pilotní studie exprese izoforem proteinu p73 u meduloblastomu: možný podíl p53-homologního proteinu s potenciálním prognostickým významem v tumorigenezi embryonálních nádorů CNS. *Klinická onkologie* 2006;19(4):228-233. 2. Nielsen T, Hsu F, Jensen K, et al. Immunohistochemical and clinical characterization of the basal-like subtype of invasive breast carcinoma. *Clin Cancer Res* 2004;10(16):5367-74. Chapters form books: 1. Adam Z, Tomáška M, Vorlíček J. Další primárně kožní lymfomy. In: Adam Z, Vorlíček J. *Hematologie II*, 1. vyd. Praha, Grada; 200. s.303-310. Further examples can be found at the website of "Klinická onkologie." 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 (www.nlk.cz) and database of "Klinická onkologie" journal (www.linkos.cz). This requirement is taken into consideration when the articles are reviewed.

Pictures, graphs, tables, schemes, photos

Pictures, graphs, tables, schemes and photos must be of professional quality. Add them at the end of the manuscript and also send them in separate files with distinctive makings (for example "picture1.bmp", "table1.doc"). Minimum quality of graphic files is 200x400 pixels. We accept all usual formats except for files created in MS Excel and MS PowerPoint. **Graphic files created using Statsoft STATISTICA must be sent in a bitmap file format (such as JPEG, BMP, PNG etc.), they mustn't be sent in the MS Word format. In case of the JPEG file format, compression adequate to the file's content must be used. When the size of all graphic files crosses 15 megabytes, it is necessary to arrange the exchange of the file(s) with the editorial office.** We also do colour print. Titles and detailed descriptions of pictures, graphs, tables, schemes and photos must be provided in a separate file: "Names and descriptions of illustrations.doc".