

Instructions for Authors

La Revista Colombiana de Cancerología is an official publication of the *Instituto Nacional de Cancerología de Colombia*, published quarterly with the aim of widening interest in and knowledge of the findings in our specialized field. The Journal publishes articles that deal with: molecular carcinogenesis and treatment response; cancer epidemiology; clinical characteristics and treatment of neoplastic illnesses, and public health programs for the control of cancer.

Manuscripts which contain only original material are accepted for possible publication; it being understood that neither the article itself, nor any part of its primary content, statistical or graphic material have been previously published or submitted for publication in any other media except *La Revista Colombiana de Cancerología*. Preliminary reports (abstracts or posters) will not be accepted if they have been previously presented at scientific meetings or taken from press coverage at programmed events. Copies of any manuscript shall be made available to the members of the Editorial Board of the Journal in order to be considered for publication. Under exceptional circumstances, secondary publications, previously printed either in the original or another language, may be accepted for publication, when and if they comply with certain conditions.

Authors shall be responsible for obtaining permission to use texts, figures or tables taken from other publications. Acknowledgements of individuals who loan material must comply with the recommendations made by the original editors; otherwise, author, reference number, and editor are to be cited. Loaned materials must be accompanied by a letter of permission granting reproduction rights and signed by the copyright holder.

Publication Categories

- *Research Articles*: Manuscripts which report on original findings from studies within the fields

covered by the Journal. Included in this category are systematic and meta-analytic reviews, which must comply with the rigorous methodology requisite for this type of research.

- *Review Articles*: Manuscripts which carefully and critically review the existent bibliography on a given topic; and/or which provide an update, or suggestions for further research on a given topic.
- *Case Report*: Manuscripts which deal with rarely encountered clinical case histories, and which may be considered a contribution to current decision-making or to further research.
- *Oncological Images*: Photo illustrated work which shows and explains, in an educational manner, information on an oncological concept, illness or diagnosis.
- *Letters to the Editor*: Letters should refer to the contents of the Journal, or to topics of interest to its readers.
- *Special Articles*: As a rule, the Journal does not publish essays on a given topic; however, the editorial board may make exceptions. In all cases, manuscripts in this category shall be solicited by the editorial board.

Manuscript Submittal

To be considered for publication, both an original and a copy of the complete manuscript must be printed on white, standard letter size paper, double-spaced, with at least 2.5 cm. margins, using Arial 12 typescript, and sent to the address listed below. Section pages must appear on separate sheets (cover letter, abstract, text, acknowledgements, references, tables and figures). Pages are to be numbered consecutively, beginning with the title page. All correspondence is to be sent to: **Editor Jefe de la**

Revista Colombiana de Cancerología, Avenida 1ª No. 9-85, Instituto Nacional de Cancerología, Bogotá, Colombia. A copy of all the printed materials must also be included on a CD and sent by electronic mail to revista@cancer.gov.co and revistacolombianacancerologia@gmail.com using Word 2003-2007, images and figures must be sent in JPEG format.

- *Cover Letter:* Authors must include a cover letter in which they clarify that manuscript contents have not appeared in any other publication, a fact recognized and understood by all collaborating authors. (See form on web page).
- *Manuscript Submission Form:* Pertinent data on authors with their signatures must accompany a copyright declaration. Any possible conflict of interest must be indicated. (See form on web page).
- *Conflict of Interest Declaration:* This form is to be filled out if 'yes' was marked on the previous form. The fact that a conflict of interest may exist, does not disqualify an article from publication. All authors must describe any financial interest, either direct or indirect, which could have affected the conduct or the results of the project. If the authors are uncertain about the existence of a conflict of interest, they should reveal all pertinent details. Information regarding possible conflicts of interest should be submitted to the review committee of the Journal. The decision to publish such information shall be made at the discretion of the editorial board. (See form on web page).

Review Process

Once a manuscript has been received, and found to be in compliance with all of the aforementioned requisites, it will be assigned a registration number. Each manuscript will be submitted to the editorial board which will decide on its pertinence and relevance. Upon initial acceptance, the manuscript will then be evaluated by independent review. The Journal appreciates authors' suggestions for possible independent reviewers; however, it reserves the right to final selection. The decision to definitely

accept or reject a manuscript for publication will be made known to the corresponding author by electronic mail. Neither rejected articles, nor the materials contained therein, shall be returned; therefore, the corresponding author should reserve his/her own manuscript copies prior to submittal.

Manuscript Presentation

These guidelines are based upon the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals", published in *Ann Intern Med* 1997, 126 (1): 36-47, (original updated version available at www.icmje.org) and in accordance with those set forth in the Fifth Edition of Regulations by The International Committee of Medical Journal Directors (ICMJD); original publication, the Vancouver Group (1978).

- *Language:* Articles will be published in Spanish or English.
- *Manuscript Title Page:* A descriptive, concise and non-declarative manuscript title must appear on a separate page. This page must also include the names of the authors who are to be listed in order of appearance, and must include only first name and one last name; under no circumstances should additional last names be included. If an author requests that more than one last name be included for publication, this will appear as one word with the two last names joined by a hyphen. Affiliation of each author is to be noted, including department and institution; no additional authorial information will be published. Institutional affiliation will be included in a foot note for each article. Identification of the corresponding author must include his/her name, complete mailing address, telephone and electronic mail address. In the case of research articles, a brief and concise description of financial sources must be provided.
- *Key Words:* From 3 to 10 key words taken from the article should be listed in this section. They should be recognized in Spanish as *Descriptorios en Ciencias de la Salud (DeCS)*, and in English as Medical Subject Headings (MeSH).

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