

About the Journal and Instructions to Author

Gujarat Cancer Society Research Journal is a biannually (April and October), ISSN 2320-1150, peer-reviewed journal published by the Gujarat Cancer Society. The journal is indexed with Index Copernicus, Journals Master List. The journal's full text is available online at <http://www.gcriindia.org>

The Editorial Process

A manuscript will be reviewed for possible publication with the understanding that it is being submitted to Gujarat Cancer Society Research Journal at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors would authorize one of them to correspond with the journal for all matters related to the manuscript. On submission, editors review all submitted manuscripts initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Manuscripts that are unlikely to be of interest to the Gujarat Cancer Society Research Journal readers are also liable to be rejected at this stage itself.

Manuscripts that are found suitable for publication in Gujarat Cancer Society Research Journal are sent to expert reviewer/s. The journal follows a double-blind review process, therein the reviewer/s and authors are unaware of each other's identity. Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewer/s takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewer/s are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers' comments in a separate sheet and submit a revised version of the manuscript with the changes underlined in red. This process is repeated till reviewers and editors are satisfied with the manuscript.

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within two days. It may not be possible to incorporate corrections received after that period.

1. Please send the Manuscript /abstracts through the Head of your department.
2. Manuscript submitted using Microsoft Word (), Paper size A4, Margin 2.5 cm from all four sides for Windows is preferred. Images should be submitted as JPEG file.
3. Submit one copy printed on A4 size papers.
4. Please mail the articles/abstracts on gcsjournal2012@gmail.com, alternatively CD (soft copy) can also be sent to room no.301.
5. Manuscripts reporting clinical studies should, where appropriate, contain a statement that they have been carried out with ethical committee approval.
6. Manuscript should have signature of the first author and unit head.

The following documents are required for each submission: (Font: Times New Roman)

- Title Page (Font size: 12)
- Title of manuscript (Font size: 16)
- Summary and Keywords (Font size: 9)
- Text (Introduction, Aims and Objectives, Materials and Methods, Results and Analysis, Discussion with Conclusions; Font size: 12).
- Tables (separate page, Number Arabic numerals (e.g. 1,2,3) as it comes in results) (Font size: 12)
- Figures and Illustration (separate page, JPEG format, Number Arabic numerals (e.g. 1, 2,3) as in results, if photographs of persons are used, the subjects or patients must not be identifiable).
- Legends to Figures and Illustration: Present the legends for illustrations separate page using double-spacing, with Arabic numerals corresponding to the Illustrations. (Font size: 12)
- References (separate page, Number references consecutively in the order in which they are first mentioned in the text. Identify references in the text in numerals in superscript and parenthesis; Font size: 12).
- Acknowledgement (Font size: 9)

Units and abbreviations

Avoid abbreviations in the title and abstract. All unusual abbreviations should be fully explained at their first occurrence in the text. All measurements should be expressed in SI units. Drug names Generic drug names should be used.

Abbreviations of units should conform to those shown below:

Decilitre	dl	Kilogram	kg
Milligram	mg	Hours	h
Micrometer	mm	Minutes	min
Molar	mol/L	Mililitre	ml
Percent	%		

Title Page

The title page should include

1. Type of manuscript (article/case report)
2. The title of the article, which should be concise, but informative; (Title case, not ALL CAPITALS, not underlined)
3. The name by which each contributor is known (Last name, First name and initials of middle name), with institutional affiliation;
4. The name of the department(s) and institution(s) to which the work should be attributed;
5. The name, address, phone numbers and e-mail address of the contributor responsible
6. The total number of pages and total number of photographs
7. Source(s) of support in the form of grants, equipment, etc
8. 3-8 keywords

Language and grammar

- Uniformly American English
- Abbreviations spelt out in full for the first time

- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

Summary and Keywords: Summary no more than **250 (150 for Case Report)** words. Should have following headings: **Introduction** (state the purposes of the study or investigation), **Materials and Methods** (selection of study subjects/patients, observational and analytical methods), **Results** (give specific data and their statistical significance, where ever possible), and **Conclusion** (succinct emphasis of new and important aspects of the study or observations). Do not use symbols in the summary; rather, spell out what they stand for in full. Three to eight keywords must be included below the summary.

Text: This should consist of **Introduction (including Aims and Objectives), Materials and Methods, Results, Discussion with Conclusions. Cite every Reference, Figures and Tables mentioned in the text in Arabic numerals (e.g. 1,2,3).**

Introduction/Aims and Objective: State the purpose of the article. Summarize the rationale for the study or observation. Give only strictly pertinent information and references, and do not review the subject extensively. Do not include data or conclusions from the work being reported.

Materials and Methods: Describe precisely your selection of the observational or experimental subjects (patients, including controls). Identify the methods, apparatus (including manufacturer's name and address in parenthesis), and procedures in sufficient detail to allow others to reproduce the method. Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well-known. For new or substantially-modified methods, describe and give reasons for using them and evaluate their limitations.

Identify precisely all drugs and chemicals used, including their generic names, their manufacturer's name, city and country in parenthesis, doses, and routes of administration.

Results: Present your results in a logical sequence in the text, Tables, and Illustrations. Do not repeat in the text all the data in the Tables or Illustrations. Emphasize or summaries only important observations. Specify the statistical methods used to analyze the data. Restrict Tables and Illustrations to those needed to explain the argument of the paper and to assess its support. Where possible, use Graphs as an alternative to Tables with many entries. Do not duplicate data in Graphs and Tables.

Discussion: Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results section. Include in the Discussion section the implications of the findings and their limitations, including the implications for future research. Relate the observations to other relevant studies.

Tables: Print each Table double-spaced on a separate sheet. Number Tables consecutively in Arabic numerals (e.g. 1, 2, 3) in the order of their first citation in the text and supply a brief

title, which should be shown at the top of each table.

Illustrations (Figures) and Legends for Illustrations: All Illustrations must be submitted in JPEG finished format form that is ready for reproduction. Figures should be numbered consecutively in Arabic numerals (e.g. Figure 1, 2, 3) according to the order in which they have been first cited in the text. If photographs of persons are used, the subjects or patients must not be identifiable. Present the legends for illustrations using double-spacing, with Arabic numerals corresponding to the Illustrations.

Acknowledgements: State contributions that need to be acknowledged.

References

A list of all the references cited in the text should be given at the end of the manuscript and should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in the text by Arabic numerals in superscript. Omit month and issue number. List all authors, but if the number is six or more, list first three followed by et al. The references should be cited according to the Vancouver agreement. Authors must check and ensure the accuracy of all references cited. Abbreviations of titles of medical periodicals should conform to the latest edition of Index Medicus. Some examples are shown below:

Standard Journal

You CH, Lee KY, Chey RY et al: Electrogastrographic study of patients with unexplained nausea, bloating, and vomiting. *Gastroenterology* 1980; 79:311-314

Online journal article

Miyamoto O, Auer RN. Hypoxia, hyperoxia, ischemia and brain necrosis. *Neurology* [serial online] 2000; 54:362-71. Available at: www.neurology.org. Accessed February 23, 2000.

Chapter in a book

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. *Pathologic Physiology: Mechanisms of Disease*. Philadelphia: Saunders, 1974: 457-472

Online book or website

Garrow A, Weinhouse GL. Anoxic brain injury: assessment and prognosis. In: *Up To Date Cardiovascular Medicine* [online] Available at: www.UpToDateInc.com/card. Accessed February 22, 2000.

In press

Lillywhite HB, Donald JA. Pulmonary blood flow regulation in an aquatic snake. *Science*. In press.

Referees

Generally, submitted manuscripts are sent to one experienced referee from our panel. The contributor's may submit names of two qualified reviewers who have had experience in the subject of the submitted manuscript, but not associated with the same institution(s) as contributors nor have published manuscripts with the contributors in the past 10 years.