

# About the Journal and Instructions to Authors

## About the Journal

Gujarat Cancer Society Research Journal is a biannually (April and October) peer-reviewed journal published by the Gujarat Cancer Society (formerly published as GCS Research Bulletin). The journal's full text is available online at <http://www.cancerindia.org>

## Scope of the Journal

The Journal intends to cover basic, clinical, clinico-basic research and medical education carried out by the staff of the Gujarat Cancer Society and Gujarat Cancer and Research Institute related to human well being including ethical and social issues in the field of Oncology. The Journal gives preferences to original scientific papers, case reports, anecdotal reports and mini reviews. It may comprise invited review articles, publish oration speeches and work presented in the clinical meetings and the journal clubs. Hence it will continue to serve as an academic-research bridge between the basic sciences and the applied sciences, viz. various disciplines of medicine within and outside GCS-GCRI.

## Authorship Criteria

Authorship credit should be based only on contributions any of the three components mentioned below:

1. Concept and design of study or acquisition of data or analysis and interpretation of data;
2. Drafting the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript. The order of contributors should be based on the extent of contribution towards the study and writing the manuscript.

## Review Process

The submitted manuscripts not meeting with the Instructions to Authors would be returned to the authors for technical correction, before they undergo editorial / peer-review process. The editors will 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 will be 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 requisite, 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 duly highlighted in different color. 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.

## Copyright

Contents of the Gujarat Cancer Society Research Journal are covered by copyright. Gujarat Cancer Society Research Journal does not accept any responsibility for the statements made by the authors. The Editorial Board has the right to introduce such changes in the articles as may be considered necessary for effectiveness of communication.

## Plagiarism

Plagiarism is considered by the Gujarat Cancer Society Research Journal as serious professional /scientific /publication misconduct. Each manuscript submitted to the Gujarat Cancer Society Research Journal shall be subjected to thorough plagiarism check with professional plagiarism detection software as well as scrutiny by the editorial team before processing the manuscript, every time. Authors are themselves responsible to ensure that a submitted manuscript is free from plagiarism. Authors and reviewers are advised to be careful to maintain high ethical standards as per existing international norms.

## Ethics

Do not use names and initials of patient or hospitals numbers, especially in illustrative material. When informed consent for the same has been taken from the patient, it should be mentioned in the manuscript. Any report of experimental investigation on human subjects must contain evidence of informed consents by the subjects and of approval by the institutional ethics committee.

## 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 must be in metric units, preferably with corresponding SI units in

parentheses. No periods, no plural form (eg. '10 cm' not '10 cms.').

### **Name of Drugs**

Use only generic names of drugs. In case trade names (Proprietary drugs) are used, the manufacture should be identified clearly.

### **Submission of Manuscripts**

All manuscripts must be submitted on gcsjournal2012@gcriindia.org along with scanned IRC approval letter duly addressed to the editors. One hard copy of the same along with covering letter through the Head of the department should be submitted.

By submitting the manuscript to Gujarat Cancer Society Research Journal, the authors agree that the work is original and free from plagiarism. It has not been submitted for publication/ is not under consideration for publication at another Journal. The journal expects that authors would authorize one of them to correspond with the journal for all matters related to the manuscript. The manuscript must be submitted with contributors' form signed by all the contributors.

### **Manuscript Format**

Manuscript submitted using Microsoft Word, Font Times Roman, Paper size A4, Margin 2.5 cm from all four sides for Windows is preferred. Images should be submitted as JPEG file.

Manuscripts reporting clinical studies should, where appropriate, contain a statement that they have been carried out with ethical committee approval. All manuscripts should include the following sections, in order. All sections are mandatory unless designated "optional":

- Title page
- Summary
- Main text
- Abbreviations
- Acknowledgments (optional)
- Contributions (optional)
- Competing interests
- References
- Tables
- Figures

### **Types & size of manuscripts**

**1. Original article:** The text of original articles amounting to up to 3000 words (excluding summary, references and Tables) should be divided into sections with the headings Summary (unstructured - max. 200 words), Key-words, Introduction, Material and Methods, Results, Discussion, Conclusion, References (maximum up to 25 ), Tables and Figure legends.

**2. Case report:** It should have maximum limit up to 1000 words (excluding Summary and references) and should have the following headings: Summary

(unstructured - max. 200 words), Keywords, Introduction, Case report, Discussion, Reference (max. up to 10), Table and Figure legends.

**3. Review article:** It should have summary (max. 200 words), Introduction/Historical Background, Discussion, Conclusion, References, Tables, Figure and Legends.

**4. Short communication:** The length of it should not exceed 1000 words and References 10.

**Note:** Discussion and conclusion can be combined in one section. Please do not add numbers before subtitles. Write subtitles and headings in sentence case.

### **Title Page**

Include in the title page the manuscript title, author's name(s), affiliations, and corresponding author's phone/fax number and/or email. The name of the department(s) and institution(s) to which the work should be attributed

**Title:** Use sentence format; only the first word and proper nouns should be capitalized.

**Authors:** The list of authors and contributors should conform to the guidelines set out by the International Committee of Medical Journal Editors. Provide full names of all authors. Eg: **Write surname before the first name** and initials of middle name (Patel Rajesh K) with institutional affiliation.

### **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:** A structured abstract must be included with each original scientific manuscript with 4 clearly identifiable elements of content: rationale (goals of the investigation), methods (description of study subjects, experiments, and observational and analytic techniques), results (major findings), and conclusions. Except for the rationale, these sections should be preceded by headings (i.e., Methods, Results, and Conclusion). **Summary** should not contain citations to references, any images or math equations.

**Keywords:** Submit 5 keywords with the summary.

**Research manuscript sections (Font size: 12):** This should comprise of **Introduction (comprising of 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**

Briefly place the study in a broad context and highlight why it is important. Define the purpose of the

study or observation and its significance, including specific hypotheses being tested. Review carefully current state of the study research field citing key publications. Finally, briefly mention the main aim of the work and highlight the main conclusions.

### 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. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited. 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

Provide a concise and precise description of the only important observations of experimental results, their interpretation as well as the conclusions that can be drawn. Do not repeat in the text all the data in the tables, and figures. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Avoid duplication and repetition of data in figures and tables. Specify the statistical methods used to analyze the data.

### Discussion

Authors should discuss the results and how they can be interpreted in perspective of previous studies and of the working hypotheses. The findings and their implications should be discussed in the broadest context possible and limitations of the work highlighted. Future research directions may also be mentioned. This section may be combined with results.

### Conclusions

This section is not mandatory, but can be added to the discussion.

### Tables (Font size: 12)

Type 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.

### Figures and Legends (Font size: 12)

All "Figures" must be submitted on separate sheet, in JPEG finished format 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.

### Legends (Font size: 12)

Present the legends for figures on separate sheet (Font size: 12) using double-spacing with Arabic numerals corresponding to the Figures.

### Acknowledgements (Font size: 9)

State contributions that need to be acknowledged.

### References (Font size: 12):

References on separate sheet and must be numbered in order of appearance in the text. Identify references in the text in numerals in superscript and parenthesis. 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 (International Committee of Medical Journal Editors). 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](http://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](http://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 two experienced referee from our panel. The contributor's may submit names of two to five 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.