INSTRUCTIONS FOR AUTHORS

Belgian Journal of Medical Oncology

General Information
The Belgian Journal of Medical Oncology (BJMO) is the official medical journal of the Belgian Society of Medical Oncology (BSMO) and was founded in May 2007. The BJMO is an independent peer-reviewed journal that aims to support all clinicians in the field of Oncology and Radiotherapy in Belgium with articles translating latest developments in e.g. epidemiology, biology, diagnosis and treatment to daily clinical practice. The aim of the BJMO is to update the readers on all the recent developments in oncology. The aim of the BJMO is not to publish original research papers and as a consequence, these submissions will be rejected. The BJMO knows a fixed format, with several sections, as described below.

Manuscripts should be submitted to the Editorial Office (see address below). Should you decide to write a spontaneous article for the BJMO please inform the editorial office on the topic of your article. That way we can avoid overlap between articles.

Authorship criteria and copyright transfer form
Each author should have participated sufficiently in the work related to the manuscript to take public responsibility for appropriate portions of the content. All authors (i.e. the corresponding author and each co-author) must complete and submit an Author Form with signed statements on (1) authorship responsibility, (2) relevant financial company disclosure, funding and support, (3) agreement of copyright transfer to publisher, Ariez Medical Publishing BVBA, Brussels.

The financial companies’ disclosure statement provides the readers of the BJMO information on potential conflicts of interest, that may exist when an author has financial or personal relationships or affiliations that can influence (or bias) the author’s decisions, work, or manuscript. All authors are required to disclose potential conflicts of interests relevant to the subject and content of the manuscript. In case of concerns of questions, please refer these to our Editorial office.

Role of the corresponding author
The corresponding author will serve on behalf of all coauthors as the primary correspondent with the editorial office during the process of submission and review.

Categories of Articles
The BJMO has several editorial sections of different contributions, namely:

1. Review article Oncology
These reviews deal with new and existing insights within the field of Oncology and related areas (including genetics, cellular biology, palliative care, oncopsychology, etc.) that are relevant for clinical practice. Frequently, this section of the journal covers reviews on the pathogenesis, etiology, diagnosis and treatment of a certain syndrome/tumor. The author should keep in mind that all manuscripts published should contribute to the education and support of clinicians in Oncology.

Each manuscript should have following structure:

- Title
- Summary
- Key Words
- Introduction
- Main section divided in subsections
- Conclusions
- Key Messages for clinical practice (several bullets, in a separate square)
- References (in ‘Vancouver’ style) – maximum of 30.
- Correspondence address, title, gender (if not clear from the name) and position of author(s)
- Disclaimer regarding financial support received from any party in relationship with the content of the manuscript, that might influence the authors’ opinion or editorial independence in the present or in recent past

Recommended length: 3,000-3,500 words (6-7 pages A4) maximum (including references, tables and figures).

Special guidelines for illustrations and references and submission of manuscripts:
See last page of these instructions for authors.

2. Onco-Case – A patient case
In this editorial section of the BJMO, a clinical case history is presented with the most important pitfalls for clinical practice. Contributions for this section should be no longer than 2,000 words (4 pages A4, including all references, tables, illustrations) and should be structured as described under ‘pt.1 of these guidelines for authors (‘reviews Oncology’). Very important are the ‘Key Messages’ for the readers – these should not be forgotten - see further under pt. 1g.

3. Pharmacotherapy Update
In the section ‘Pharmacotherapy Update’ an objectively written review is presented on the mechanisms of action of a drug or of a class of drugs and how these treatments are used in daily practice (including the rationale for making choices between different treatment options based on the available evidence from clinical trials, information on dosing and interactions, etc).
In case only one drug is discussed, it is critically important to ensure the independence of the content of the manuscript of the pharmaceutical company that markets the drug. Articles that merely serve as promotion for a drug or several drugs, are not accepted. Based on this review, clinicians must be supported in defining the optimal treatment strategy based on evidence based data and opinions that are broadly supported by leading opinion leaders in their field.
Contributions must be no longer than 2,500 words (5 pages A4) including references, illustrations, tables, etc. Please structure your manuscript as mentioned under pt.1.

4. Onco-Trial (Clinical Trial)
This editorial section covers up-to-date summaries of national or international academic clinical trials, that are open in Belgium. Additionally, a short comment should be made on the clinical relevance of this trial for daily practice.
If applicable, a request for referring patients to the trial centers can be added to the publication by the author(s).
Contributions should be no longer than 150-500 words (1/3-1/1 A4) including all references and illustrations. The structure of the contribution should be:
1. Title; 2.Key words; 3.Body copy; 4.Conclusions or recommendations; 5. If applicable: a request for patient referral by colleagues in Belgium with contact address; 6. Name(s), title(s), position(s) and correspondence address(es) of author(s).

5. Image Quiz
The Image Quiz section of the BJMO exists of 1 picture/image/scan representing a certain tumor or disease activity with a short introduction and only 1 Question: What is your diagnosis?. In a separate section of the journal, the answer to this question is given to the readers.
Recommended maximum length: 1 page A4 (maximum of 500 words) including the visual and references.

6. Guidelines for Clinical Practice
This section typically includes reviews on Practice Guidelines that recently were adopted in the field of Oncology, with practical or personal comments and opinions of the author(s).
The manuscript must be structured as mentioned under pt.1 and should be no longer than 2,000 words (4 pages A4) including all tables, figures, illustrations and references.

7. Statistics Corner (this section alternates with section 8)
The Statistics Corner explains statistical terminology used in the field of Oncology and translates statistics theories and terms to clinical practice.
This section serves as reminder for readers, as a quick practical manual to refer to.
Structure of contributions: 1.Title; 2. Key words; 3.Introduction; 4. Body copy; 5. Conclusions; 6. Key messages for daily practice; 7. References; 8.Name(s), title(s), position(s) and correspondence address of author(s). Recommended length: maximum of 1,000 words (2 pages A4) including illustrations, tables, figures and references.

8. Pharmaco-economics Corner (this section alternates with section 7.)
The Pharmaco-economics section of the BJMO describes a theme of interest for practicing clinicians in Oncology in Belgium, related to economical aspects of treatments or procedures and the decision-making regarding the application of a
treatment or procedure in the clinic (comparing costs and benefits). In addition, national or local governmental policies should be taken into account.

Structure of the contributions in this section: 1. Title; 2. Key words; 3. Introduction; 4. Body copy; 5. Conclusions; 6. Key messages for daily practice; 7. References; 8. Name(s), title(s), position(s) and correspondence address(es) of author(s).

Recommended length: maximum of 1,000 words (2 pages A4) including illustrations, tables, figures and references.

9. Onco-Thesis

In the section ‘Onco-Thesis’ one dissertation is presented by a (medical) doctor recently promoted to PhD. The publication date of these theses should preferably not be longer than 6 months prior to submission.

Structure of contributions: 1. Title; 2. Key words; 3. Summary; 4. Introduction; 5. Body copy; 6. Conclusions; 7. Key messages for daily practice; 8. References; 9. Name(s), title(s), position(s) and correspondence address(es) of author(s); 10. Disclosure statement(s) on author (or authors).

Recommended maximum length: 3 pages (1,500 words), including references and illustrations.

10. Journal Scan Oncology

The Journal Scan section comprises abstracts of pivotal studies (‘pearls in literature’) published in international peer-reviewed journals in the field of Oncology, with high relevance to clinical practice. Each publication is reported on by means of an abstract of maximum 200 words (maximum of 1/2 page A4) and under each abstract, a short comment of the author of 2-3 lines is given, putting the conclusions of the abstract in a local setting. Maximum length of manuscripts: 1,500 words (maximum 3 pages A4), i.e. maximum 6 abstracts of ½ page maximum each, with 6 concomitant comments of the author of 3 lines each.

Structure of contributions (per publication described): 1. Title of publication, complete reference; 2. Key words; 3. Abstract with main conclusions of the publication; 4. Comment of the author under each abstract putting the information in the proper clinical context for Belgian clinicians in Oncology, of maximum 3 lines. In total, your contribution can thus exist of 6 international articles, discussed in the way as mentioned in pt 1-4. At the end of the manuscript: 5. Name(s), title(s), position(s) and correspondence address(es) of author(s).

11. Congress reports

The section Congress reports presents most important highlights of national and/or international scientific congresses focusing on clinical practice.

Maximum length of manuscripts: 1,000 words (maximum 2 pages A4).

Structure of contributions: 1. Title; 2. Body copy 3. Main conclusions; 4. (If applicable to content): key messages for daily practice; 5. References, if applicable; 6. Name(s), title(s), position(s) and correspondence address(es) of author(s).

12. Oncology Online

The section Oncology Online covers short abstracts on websites that are interesting and important for clinicians in the field of Oncology. The structure of your
contributions is similar to the section Journal Scan, see pt. 9. The sites presented can be professional sites or sites with patient information or information on institutes or societies in the field of Oncology or closely related fields of interest.

13. Letters-to-the-Editor
Readers can submit a Letter-to-the-Editor, giving opinions and comments on previously published issues of the BJMO. Letters-to-the-Editor must be submitted no later than 4 weeks after publication of a manuscript in the BJMO to the Editorial Office. Please state the publication in the BJMO which you are referring to. The Editorial Board reserves the right not to publish Letters-to-the-Editor that are received at a later date to preserve the actuality of the content of the BJMO. Maximum length: 500 words (1 page A4).

14. Agenda/Announcements
In the agenda, announcements are published of local and international congresses, symposia and announcements of the BSMO. This section is written by the Editorial Secretariat in collaboration with the BSMO and the Editorial Board.

15. Special editorial supplements
Several times a year, the abstract of lectures given at the scientific symposia of the BSMO, are covered in a separate educational supplement to the journal. This section is written by the lecturers, in collaboration with the BSMO and the Editorial Secretariat.

Illustrations
Illustrations, such as graphs, tables and pictures, are welcomed for publication. These illustrations need to be submitted to the Editorial Secretariat by email as a TIFF- or JPEG-file and should have a minimum resolution of 300 dpi (dots per inch) with a minimum size of 6 cm x 6 cm or larger. Please number all illustrations in the sequence in which these are mentioned in the text of your manuscript. Please explain clearly all symbols, units and abbreviations used in the illustration in the legenda going with the illustration.

References
Please refer to published references from the international literature in the sequence of which these are mentioned in your manuscript. Range your references from low to high numbers, i.e. starting with reference 1, and afterwards, going up. All references should be inserted in the text at the end of each line, after the dot. Please always use the ‘Vancouver style’ for the structure of your list of references:

Example:
Name all authors in case of 6 or less authors. In case there are 7 or more authors, please state only the first 6 authors in row, with full detail, followed by: “et al.”. Please abbreviate the names of international journals in agreement with the Index Medicus (or international standards).

Instructions for submission of manuscripts to the Editorial Office
Your manuscript needs to be written and submitted in Word 6.0 or a higher version. Please insert a page number on each page of your manuscript.

Always submit, together with your manuscript, at least:
1) Your correspondence address with telephone number and e-mail address where you can be contacted (assuming that the person who submits the manuscript is also the first author or the corresponding author).
2) Please inform us if your manuscript has been previously published in another medical journal, or online, or you are planning to submit the same manuscript for publication to another medical journal (local or international journal). Please state the name of journal and the date of publication or expected period of publication.
3) Permission in writing of publisher(s) or of third parties or persons for use of materials previously published elsewhere or for use of photographs that depict patients or persons in general in a recognizable way.
4) Permission from other publishers in order to be able to use materials (such as tables or graphs) that were previously published in other journals, should be obtained by the authors. Please enclose the written permission to the submission.

Should you have any questions or concerns after having read these instructions for authors, please feel free to contact our Editorial Office at:

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