AUTHOR GUIDELINES OF ANNALS OF RESEARCH IN ONCOLOGY

AUTHOR GUIDELINES OF ANNALS OF RESEARCH IN ONCOLOGY

1. AIM AND SCOPE

Annals of Research in Oncology (ARO), **quarterly** and **open access journal**, aims to build bridges across different cancer disciplines providing a unique platform for the publication of cutting-edge research, spanning the broad areas of basic, translational, and clinical oncology.

The heterogenous and multifaceted feature of cancer demands new tools to stimulate and support the international research network promoting interaction within the many different Oncology fields, including those studying novel agents and molecular mechanisms underlying cancer development and progression; tumor heterogeneity and evolution; cancer inflammation; immunology and microenvironment; biomarker and drug discovery; new precision medicine and combination strategies; development of resistance; new cancer models and new technologies for cancer diagnosis, screening, imaging and treatment; cancer bioinformatics and systems biology. Finally, ARO aims to be a large and common space to present studies, projects and define priorities promoting collaborations and innovative reflections, which can give rise to debate between different colleagues.

2. BEFORE THE SUBMISSION

i. Manuscripts are considered for publication with the understanding that they do not contain previously published material, have not been published previously and are not currently under review at another journal or elsewhere. **Conference presentations (including summaries, abstracts and posters) and doctoral (PhD) or master (MSc) theses are exempt but should be acknowledged in the title page**.

ii. The Authors of manuscripts that include illustrations, tables and/or sections of text that have been published previously elsewhere must request permission to reproduce the material from the copyright holder. This permission must be presented in written form during submission of the manuscript. In the absence of such permission, all material received will be regarded as the Authors' own work.

iii. All the manuscripts that do not respect the Authors' Guidelines will be resent to the Author.

iv. Studies must adhere to the ethical standards established in the **The Code of Ethics of the World Medical Association** (**Declaration of Helsinki**) and have to be conducted in accordance with these. Submitted manuscripts should be compatible with the **International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals** and aim for the inclusion of representative human populations (*i.e.*, sex, age and ethnicity) as per those recommendations.

v. All **animal experiments** must follow the **ARRIVE guidelines** and should be conducted in accordance with the **National Research Council's Guide for the Care and Use of Laboratory Animals**. Authors will have to state this in the Ethics paragraph. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

vi. For the studies involving patients and animals Authors must indicate **the name of the approving committee and the approval number or code protocol**. Indeed, they must

guarantee that the enrolled participants (or who stands in for – *e.g.*, legal guardians, next of kin in case of death, animal owner) signed an informed consent with the awareness of being part of a scientific publication.
Finally, the patients' names or the needless references related to personal aspects or sensitive data that could reveal the identity of a patient must be omitted from the text and all the iconographic materials.

vii. The Publisher's conduct must be in accordance with the **ICMJE recommendations about the responsibilities in the submission and peer-review process**.

viii. **No fees are required to submit the manuscripts**.

3. ONCE A MANUSCRIPT IS ACCEPTED FOR PUBLICATION

i. Each Author must complete and sign a **Conflict of Interests disclosure form**, which specifies all economic, personal and professional relationships that could become a conflict of interests, that could be perceived as a possible conflict of interests, or that could influence the work of the Author described in the manuscript. All the declarations will appear after the **Acknowledgements** section of the article, in the specific paragraph entitled **Ethics**.

ii. Under proofreading before the publication, the Editorial Office will send you the **Conflict of Interests** disclosure form, alongside with the **Journal Publishing Agreement** to the Editorial, which you will return compiled and signed to: **editorialoffice@annals-research-oncology.com**.

iii. The Authors will be held responsible for any false declarations or noncompliance with the instructions specified above.

iv. The Editorial Office reserves the right to reject any manuscript that does not conform to the above-described instructions.

4. SUBMISSION PROCEDURE

To submit the articles each Author needs to register at the official platform, available at the following link: **https://www.Editorialmanager.com/aor/default.aspx**.
It will thus be possible to upload the manuscript, which must be in **Word format and with the word line numbers** to facilitate the reviewers.

5. PEER-REVIEW TIMING

The Journal is committed to evaluate articles as quickly as possible, while maintaining scientific excellence and rigor. **Expected time to the decision after each (re)submission**: 30 days.

6. PEER-REVIEW PROCEDURE

The decision to publish a manuscript is based on the **peer-revision** and acceptance of an article

will be based on criteria of originality, relevance, and scientific content of the contribution. Manuscripts are rapidly, strictly, and fairly peer- reviewed by international experts on our **Board of Reviewing Editors** and other members of the international Scientific Community.

Specifically, *Annals of Research in Oncology* applies a **single-blind, transparent, and constructive review process** in which both the Authors' and the reviewers' identities, gender and affiliations are concealed.

Each manuscript will be thoroughly evaluated by at least **two expert referees** beyond our Editors. **Authors may be requested to modify the text based on the comments of reviewers, to which they should respond point by point**.

Statements made in the manuscripts are the responsibility of the Author and not of the Editors. The opinions expressed in the articles are those of the Authors and may not reflect the position of the Editors.

PEER-REVIEW WORKFLOW		
Steps	**Editorial Office (OE) /Editor in Chief (EIC) /Section Editor (SE)**	**Comments**
1	Author submits a manuscript	Only Word format papers are accepted in the platform. **Word line numbers are needed on the left.**
2	EO receives new submission	
3	EO executes Technical Check	
4	EO initiates discussion	

5	EO alerts the EiC on the presence of the manuscript in the platform. According to the topic, EIC assigns the manuscript to the appropriate SE (Cancer Epidemiology and Prevention, Cancer Genetics, Epigenetics and non coding RNAs, Genome instability and cancer, Cancer Therapy and Precision Medicine, Tumor Heterogeneity and Evolution, Cancer Signalling and Molecular Mechanisms, Cancer Metabolism, Cancer Microbiome, Cancer Inflammation, Microenvironment and Metastasis, Cancer Immunology and immunotherapy, Cancer Therapy and Precision Medicine, Cancer Pharmacology, Cancer chemoprevention, Cancer screening, Cancer Drug discovery and repurposing, Cancer Resistance, Cancer Supporting Care, Modeling Cancer, New Methods in Cancer Research, Cancer Imaging and Radiotherapy, Cancer Clinical Trials, Cancer System Biology, Viruses and cancer, Nutrition and cancer, Palliative care, Cancer and society, Breast cancer, Thoracic cancer, Head and neck cancer, Endocrine system cancer, Gastrointestinal cancer, Genitourinary cancer, Gynaecological cancer, Haematological cancer, Neurooncology, Paediatric oncology, Sarcoma, Melanoma and skin cancer, Rare cancers, Consultant for Biostatistics, Ethics and science integrity).	Before peer-review process EIC discusses the manuscript and decides on: - removal (like "Early Rejection"). - Assignment: paper will be assigned to a SE to be peer reviewed.
6	The SE decides if the submitted manuscript should be accepted for further revision or rejected.	The assigned SE will then follow the manuscript in the subsequent steps and might require consultation with the EIC or other Editorial board members for specific issues.
7	SE identifies and invites the reviewers	**2 Reviewers** (default) or more in case assessment requires multiple expertise. 14 days to review (original manuscripts)
8	Reviewers send in their comments and recommendation	EO/SE sends reviewers reminders if necessary
9	SE/EO receives reviewer comments	Only assigned Editor receives the comments
10	SE makes a recommendation accordingly	SE decides (revise, accept, reject) and shares its decision with the EIC. EO receives notification
11	In case of revision, EO notifies the Authors	
12	In case of revision, Authors submit revised manuscript to EO	Author submits revision (deadline: 2 months default; flexibility depends on the amount of work required to address the Editor/reviewer comments)
13	EO assigns manuscript to previous SE	
14	In case of revision, SE sends revised manuscript to the Reviewers (if necessary or requested by Reviewers)	14 days to review (revised manuscripts). Reviewers can see comments from Authors
15		Reviewers send their recommendation
16	SE receives recommendation	Only assigned Editor receives
17	SE sets a (final) decision	SE decides (revise, accept, reject) and shares its decision with the EIC. EIC confirms.
18	EO notifies the Author	

19	EO sets final disposition	Publishing Editor receives manuscript

7. PREPARATION OF THE MANUSCRIPT

7.1 Article types

Article description	Abstract	Word limit	Tables/Figures	References
Research articles Research Articles report on primary research. They must describe significant and original observations. Consideration for publication is based on the article's originality, novelty, and scientific soundness, and the appropriateness of its analysis. The article must be subdivided into the following sections: introduction, materials and methods, results, discussion, conclusions.	Unstructured abstract, max. 350 words.	The text should be 3000-5500 words (8 to 16 typed, double-spaced pages) not including abstract, tables, figures, references.	Min. 4 Max. 6-8	Max. 120-150
Review article Reviews are summaries of recent insights in specific research areas of a topic that has direct relevance in the field. Key aims of Reviews are to provide systematic and substantial coverage of mature subjects, evaluations of progress in specified areas, and/or critical assessments of emerging technologies. They should discuss a topic of current interest, outline current knowledge of the subject, analyze different opinions regarding the problem discussed in a balanced manner, be up to date on the latest data in the literature. Normally these are Authored by individuals who have themselves made a significant contribution to the original literature on the topic under review and are acknowledged Authorities in the field.	Unstructured abstract, max. 350 words.	The text should be 2000-4000 words not including abstract, tables, figures, references.	A minimum number of 3 display items is required including figures and tables or boxes for important but marginal topics.	Max. 150-180.
Brief reports Brief Reports are short announcements of research results. They must contain data derived from cutting-edge research and be of potential interest to a large proportion of the readership. They are independent, concise reports representing a significant contribution to the field. Such communications should represent complete, original studies and should be arranged in the same way as full-length manuscripts.	Unstructured abstract, max. 200 words.	The text should be limited to 2500 words not including abstract, tables, figures, references.	Max of 2 figures and/or tables (combined total).	Max. 20
Perspectives Perspectives are intended to review concepts in a field of interest to ARO based on the writer own assessment. They should provide a new view with the goal of sparking debate and open up future research avenues.	Unstructured abstract, max. 200 words.	The text should be between 2000 and 3500 words not including abstract, tables, figures, references.	A minimum number of 2 display items is required.	Max. 50-100

Opinions Opinions are short articles intended to convey the Author's viewpoint: on an issue that is critical to the research community; on the strengths and weaknesses of a hypothesis or scientific theory; on a research study. In the latter cases they should provide constructive criticism and be supported by available evidence. Opinion articles should not contain unpublished or original data.	Unstructured abstract, max. 200 words.	The text should be limited to 2500 words not including abstract, tables, figures, references.	A minimum number of 2 display items is required.	Max. 20
Commentaries A commentary is a thorough analysis referred to a work already published in the field of interest to ARO, written to draw attention to its possible impact. They should be written by expert in the field.	No abstract	The text should be between 1500 - 2000 words not including tables, figures, references.	Max of 2 figures and/or tables (combined total).	Max. 20
Meeting Reports	No abstract	The text should be between 2000 and 3500 words not including tables, figures, references.	Max of 2 figures and/or tables (combined total).	Max. 20
Letter to the Editor Letters are encouraged if they directly concern articles recently published in the journal. If accepted, the Editors reserve the right to submit such letters to the Authors of the articles concerned prior to publication, in order to permit them to respond in the same issue of the journal. In exceptional cases, Letters may also address data published in another journal or general subjects related to matters discussed in the journal.	Unstructured abstract, max. 200 words.	The text should be limited to 2500 words not including abstract, tables, figures, references.	Max of 2 figures and/or tables (combined total).	Max. 20
Editorials Editorials are discussions related to a specific topic, article or issue written by an Editor or other member of the publication staff.	No abstract	The text should be between 1500 - 2000 words not including tables, figures, references.	Max of 2 figures and/or tables (combined total).	Max. 20
Interviews These types of articles are usually written by the Editors who use a question/answer format to interview leading scientists or eminent characters to provide an Authoritative view on a particular aspect related to the field of interest to ARO.	No abstract	The text should be limited to 2500 words not including tables, figures, references.	Max of 2 figures and/or tables (combined total).	Max. 20
Case report Accurate and transparent data collection from episodes of care informs the delivery of high-quality individualized healthcare. Therefore, case reports submitted to *Annals of Research in Oncology* should make a contribution to medical knowledge, must have educational value, highlighting the need for a considerable change clinical practice or diagnostic/prognostic approaches. The ones that describe preventive or therapeutic interventions are discouraged, as these generally require stronger evidence.	See *ARO*'s Case report format below	The text should be limited to 1500-1800 words.	Max of: 1-2 tables and 3 figures.	See *ARO*'s Case report format below

Should adhere to **international case report guidelines** supporting the measurement of: (1) **clinician and patient-assessed outcomes**, (2) effectiveness of **Clinical Practice Guidelines** (CPGs), and (3) **the return on investment** (ROI).				
Clinical Trial Description of the results of interventional studies related to health. They can include: **pilot studies**, **safety and efficacy trials**, **surrogate endpoint studies**, and **proof-of concept studies.** Clinical Trials Articles should have the following format: 1) Abstract, 2) Introduction, 3) Materials and Methods, 4) Results, 5) Discussion.	Abstract with the clinical trial registry number	The text should be limited to 12000 words.	Max. 15 tables and figures.	Max. 120-150

7.2 Case Report format

i. **Title** – The diagnosis or intervention of primary focus followed by the words “case report”.

ii. **Key words** – 2 to 5 key words that identify diagnoses or interventions in this case report (including "case report").

iii. **Abstract** – (unstructured)

iv. **Introduction** – Briefly summarizes why this case is unique and may include medical literature references.

v. **Patient information**:
- ✓ primary concerns and symptoms of the patient.
- ✓ Medical, family, and psychosocial history including relevant genetic information.
- ✓ Relevant past interventions and their outcomes.
- ✓ De-identified patient specific information.

vi. **Clinical findings** – Describe significant physical examination (PE) and important clinical findings.

vii. **Timeline** – Historical and current information from this episode of care organized as a timeline (figure or table).

viii. **Diagnostic assessment**
- ✓ Diagnostic methods (PE, laboratory testing, imaging, surveys).
- ✓ Diagnostic challenges.
- ✓ Diagnosis (including other diagnoses considered).
- ✓ Prognostic characteristics when applicable.

ix. **Therapeutic intervention**
- ✓ Types of therapeutic intervention (pharmacologic, surgical, preventive). o Administration of therapeutic intervention (dosage, strength, duration).

- ✓ o Changes in therapeutic interventions with explanations.

x. **Follow-up and outcomes**
   - ✓ Clinician- and patient-assessed outcomes if available.
   - ✓ Important follow-up diagnostic and other test results.
   - ✓ Intervention adherence and tolerability. (How was this assessed?)
   - ✓ Adverse and unanticipated events.

xi. **Discussion**
   - ✓ Strengths and limitations in your approach to this case.
   - ✓ Discussion of the relevant medical literature.
   - ✓ The rationale for your conclusions.
   - ✓ The primary "take-away" lessons from this case report (without references) in a one paragraph conclusion.

xii. **Patient perspective** – The patient should share their perspective on the treatment(s) they received.

xiii. **Informed consent** – The patient should give informed consent.

7.3 Cover Letter

A Cover Letter must be included with each manuscript submission:

- ✓ The affiliation and contact information of your Corresponding Author.
- ✓ A brief explanation of why the work is appropriate for *ARO*.
- ✓ Confirm that neither the manuscript nor any parts of its content are currently under consideration or published in another journal.
- ✓ The names and contact information of at least three reviewers you consider suitable. (Facultative)
- ✓ The names of any referees you would like excluded from reviewing. (Facultative)

Finally, you should state whether you have had any prior discussions with one of ARO's Editorial Board Member about the work described in your manuscript.

If the manuscript is longer than previously indicated, reasons for increase in length, figure or table number or reference number should be stated here. Acceptance of longer manuscripts is subjected to acceptance by the EiC. The decision will be taken according to the scope and importance of the communication.

7.4 Essential title page information

7.4.1 Full title

The title of the manuscript should be concise and specific. Manuscripts must be submitted with both a full title (maximum of 100 characters) and a short running title (Not exceeding 40 characters and spaces), abbreviations are not allowed in the titles.

7.4.2 Authors' full names

Authors names should be listed in the following order: first name and last name.

7.4.3 Authors' institutional affiliations including city and country

Each Author should list a department, university or hospital or research institution, city and country (please avoid writing your academic position such as resident, fellowship, assistant or associate professor).

At least one Author should be designated as Corresponding Author, and his or her **e-mail address** and other details should be included at the end of the affiliation section. It is also advisable to indicate the **ORCID** identification.

7.4.4 The name, the affiliation, the e-mail address of the Author responsible for correspondence about the manuscript

At least one Author should be designated as **Corresponding Author** (identifying the corresponding Author with an asterisk), and his or her email address and other details should be included at the end of the affiliation section. It is also advisable to indicate the **ORCID** identification.

In the case of joint first Authorship, a footnote should be added to the Author listing, *e.g.,* 'X and Y should be considered joint first Author' or 'X and Y should be considered joint senior Author'.

8. MAIN TEXT FILE

The text file should be presented in the following order and be line numbered throughout:

i. **Abstract and key words;**
ii. **Impact statement;**
iii. **Main text;**
iv. **Acknowledgments;**
v. **Compliance with Ethical Standards** (**see the paragraph below**);
vi. **References;**
vii. **Tables (each table complete with title and footnotes);**
viii. **Figure legends;**
ix. **Appendices (if relevant).**

NOTE: Figures, Tables and supporting information should be supplied as separate files.

i. **Abstract and key words**

A concise and factual abstract is required, **not exceeding 300 words**. The abstract should recapitulate in an abbreviated form the Purpose of the study, Results (along with the main methods used) and Conclusions. Vague, uninformative statements and too basic, general sentences should be avoided. Important terms relevant to the content of the manuscript should be incorporated into the abstract to assist indexers and searchers. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Immediately after the abstract, provide a **maximum of 5** keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

ii. Impact statement

The impact statement is single sentence (typically 15-30 words) that summarizes the most important finding of the work: it needs to complement (rather than repeat) the title and should avoid acronyms that are not well known to a broad readership.

The style of writing should conform to English usage and syntax. Authors whose mother tongue is not English are urged to have their manuscripts checked for linguistic correctness before submission. Slang, technical jargon, obscure abbreviations and abbreviated phrasing should be avoided.

iii. Main text

1) Introduction

Should establish the rationale for the research and contain only the essential information and citations.

2) Materials and methods

Provide a detailed description of the materials and methodologies used. Indeed, new sequence information must be deposited to the appropriate database prior to submission of the manuscript.

New high throughput sequencing (HTS) datasets (RNA-seq, ChIP-Seq, degradome analysis, ...) or other high throughput data must be deposited in public databases such as the GEO database, the NCBI's Sequence Read Archive (SRA), or others.

Clarify all the ethical aspects related to your research (see instructions on the Ethics paragraph below) including availability of data and materials. Copy of all the uncropped original experimental data at publishing resolution must be retained for five years and shown upon request by the journal. Failure to produce such data on request can constitute a reason for possible retraction by the journal.

3) Results

Present the results of the research clearly and exhaustively. Should give answers to the aim/s aforementioned in the introduction and provide main findings and trends.

4) Discussion

Analyze critically the results obtained and their possible translational and clinical implications. Should compare and contrast the results with relevant research, provide possible alternate explanations to interpret the results and include possible limitations and shortcomings. It should make clear whether the hypothesis mentioned in the article is true, false or no conclusions can be derived.

5) Conclusions

Present the significance of the results, their potential impact and, if possible, future perspectives.

NOTE: Acronyms, abbreviations, units of measurements
Annals of Research in Oncology recognizes the adoption of the **International Systems of Units** (**SI-Units**). Acronyms, abbreviations and units of measurements without a legend and/or incomprehensible are not permitted. When necessary, a list of abbreviations may be inserted after the abstract.

iv. **Acknowledgments**

v. **Compliance with Ethical Standards**

Complete the paragraph with the following items:

1) **Fundings**: in addition to a list of the sources of funding, Authors are also expected to provide the relevant grant numbers, where possible, and list the Authors associated with the specific funding sources.
   Authors are also required to state whether the funding sources were involved in study design, data collection and interpretation, or the decision to submit the work for publication.
2) **Conflicts of interests**: Authors must include financial relationships (such as employment, consultancies, stock ownership or options, honoraria, patents, and paid expert testimony), personal, political, intellectual (organizing education) or religious interests, according to the **ICMJE recommendations**. A competing interest should not prevent someone from being listed as an author if they qualify for authorship (see below). If there is doubt about whether interests are relevant or significant, it is prudent to disclose.
   Also state if no conflict was present by writing "The Authors have declared no conflict of interests".
3) **Availability of data and material**: each manuscript should provide a standardized format to specify the availability of data underlying the research results of the article.
   The statement may refer to original data the research generated or to third-party data, which have been analyzed. The statement should expresses: the means of access, where applicable, providing their link to the data or the required unique identifier. Some examples:

AVAILABILITY OF DATA	STANDARDIZED STATEMENT
Available in a repository accessed with the DOI link.	*The data underlying this article are available in (repository name), at the following link: https://dx.doi.org/[doi]*
Available in a repository accessed using a unique identifier other different from a DOI.	*The data underlying this article are available in (repository name) at the following link: (URL), accessed with a unique identifier, (e.g. deposition number, accession number).*
Incorporated into the article (and its online supplementary material).	*The data underlying this article are available in the article (and in its online supplementary material).*

Cannot be shared for reasons due to ethics and privacy.	*The data underlying this article cannot be shared publicly due to (describe why, e.g., for the privacy of research participants). The data can be shared just before a reasonable request to the corresponding* Author.
Available just before a reasonable request.	*The data underlying this article can be shared just before a reasonable request to the corresponding* Author.
Owned by a third party.	*The data underlying this article were provided by a third party (specify who/which) under an appropriate license or permission. Data can be shared on request to the corresponding* Author *after the permission of the third party.*
Generated at a large-scale facility.	*The data underlying this article were accessed from (indicate the name with the URL and unique identifier for dataset). The derived data generated in this research can be shared after a reasonable request to the corresponding* Author.
Derived from a source in the public domain.	*The data underlying this article are available in (repository name), at the following link: https://dx.doi.org/[doi]. The datasets were derived from sources in the public domain: (indicate the list sources, with the URLs).*
Subject to an embargo.	*The data underlying this article are subject to an embargo of (specify the period of embargo). Once the embargo expires the data will be available (specify the availability, e.g. after a reasonable request, etc.).*
No new data associated with this article.	*No new data were generated or analysed in this research.*

4) **Code availability**: indicate if it is applied.

5) **Authors' contributions**: *Annals of Research in Oncology* follows the **International Committee of Medical Journal Editors** which state that, in order to qualify for Authorship of a manuscript, the following criteria should be observed:
   - ✓ substantial contributions to the conception or design of the work; or the acquisition, analysis or interpretation of data for the work;
   - ✓ drafting the work or revising it critically for important intellectual content;
   - ✓ provide approval for publication of the content;
   - ✓ agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Contributors who do not meet these criteria, but nonetheless provided important contributions to the final manuscript, should be included in the **acknowledgements** section. The responsibility is related to the Author, who will get written approval by persons named in the acknowledgments section.
Manuscripts prepared and written by commercial entities (fake-paper factories, "paper mills") on behalf of researchers listed as Authors on the manuscript do not meet *Annals of Research in Oncology*'s policies and will not be considered for publication. *ARO* will reject suspicious manuscripts before the peer-revision.
All the individual contributions should be specified as an Author Contributions statement, that is mandatory and needed at the time of the submission. It should describe each Authors' tasks.

NOTE: list only **2 initials** for each Author, without full stops, but separated by commas (*e.g,.* JC, JS). In the case of two Authors with the same initials, please use their middle initial to differentiate between them (*e.g.,* REW, RSW) or second letter of the last name (*e.g.*, RWe, RWa).

6) **Ethical Approval**

Human studies and subjects

The study must be conducted in accordance with the ethical standards established in **The Code of Ethics of the World Medical Association** (**Declaration of Helsinki**). The manuscript should be compatible with the **Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals** and aim for the inclusion of representative human populations (*i.e.*, sex, age and ethnicity) as per those recommendations.
Authors must provide the name of the approving committee and the approval number or code protocol. Furthermore, they must guarantee that the enrolled participants (or who stands in for – *e.g.*, legal guardians, next of kin in case of death, animal owner) signed an informed consent and that are aware they will be part of a scientific publication. Patients' names and unnecessary references to personal aspects (*e.g.*, occupation, residence) or sensitive data (*e.g.*, political preference, etc.) that could reveal the identity of a patient must be omitted from the text and iconographic materials.

Animal Studies

If experiments have been conducted on animals, the Authors should declare that the study have been conducted in accordance with the **ARRIVE guidelines** and should be carried out in line with the **National Research Council's Guide for the Care and Use of Laboratory Animals**. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

NOTE: if some of the Ethics' items are not applied, please, write **N/A**.

Clinical Trials Registration

Annals of Research in Oncology follows the **International Committee of Medical Journal Editors (ICMJE)** policy about **Clinical Trial registration** and adopts its definition of clinical trial: "Any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example, drugs, surgical procedures, devices, behavioral treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including

pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration".
ARO requires the registration of clinical trials in a public registry, before or at the time of first patient enrollment, to be considered for the publication.
The ICMJE allows publicly accessible registration in any registry that is a primary register of the **WHO International Clinical Trials Registry Platform (ICTRP)**, including the minimum acceptable 24-item trial registration dataset or in **ClinicalTrials.gov** (a data provider to the WHO ICTRP).
During the submission, Authors must provide the registration identification number and the URL for the trial's registry. The studies involving applicable clinical trials should be complied with the FDAAA of 2007 and the results should be reported to clinicaltrials.gov within 1 year of study completion. Author's results can be shown in clinical trials registries without it being considered previously overlapping or published publication.

Clinical Trial submissions

The quality of data reporting on randomized clinical trials will be evaluated following the rules and checklist of the **CONSORT statement** (CONSORT 2010 Statement: Updated Guidelines for Reporting Parallel Group Randomized Trials. Schulz KF, Altman DG, Moher D et al. Ann Intern Med 2010;152: 1-7).
ARO requires a clear and accurate description of the study design, conduct, and analysis methods used to obtain the results of clinical trials.

Phase I studies

Phase I studies of single agents will be considered only where there are additional translational research components. Instead, where a remarkable response rate was observed, translational research is not required.
Phase I studies of single agents could be considered if they have the following features:

- has compelling preclinical rationale.
- Includes a new drug class that has not been studied before in the phase I. Comprehends pharmacokinetics in order to determine whether potentially therapeutic blood levels have been achieved, based upon preclinical studies.
- Demonstrates tolerability of the drug at the maximum-tolerated dose, preferably associated with inhibition of a relevant pharmacodynamic end point.
- Demonstrates that the drug has entered phase II or III testing, because of its sufficient interest to investigators.
- Derivative phase I studies of the same drug, but now investigated in a different schedule compared to what was previously reported, will receive lower priority.
- Derivative phase I studies of a new drug of the same class as was previously reported, without compelling evidence of novelty compared to what is known about this drug class, will receive lower priority.

Phase I studies of combination could be considered if they have the following features:

- compelling preclinical rationale for the combination with the inhibition of intersecting pathways.
- Includes novel drug classes that have not been previously combined.
- Comprehends pharmacokinetics in order to determine whether potentially

therapeutic blood levels have been achieved for each drug, based upon preclinical studies, and importantly whether an interaction exists between the two agents.
- Demonstrates tolerability for the combination at the maximum-tolerated dose, preferably associated with inhibition of a relevant pharmacodynamic end point.
- Demonstrates that the drug has entered phase II or III testing, because of its sufficient interest to investigators.

Phase II trials

Phase II studies should be considered if they include:
- a clearly expressed definition of the primary end point.
- Hypothesized value of the primary end point that justified the planned sample size.
- Analysis of the weakness or of any comparison to historical controls.

7) Publication Ethics

ARO's Publication Ethics are in accordance with the **ICMJE Publishing and Editorial issues related to publication in Medical Journals**.

1) *Plagiarism*

Authors should declare any potentially overlapping publications on submission. Any overlapping publications explicitly identified should be cited.
In case of doubt, the Editors shall require explanations and the full access to the used documents, such as the signed consent forms. The Editors can also proceed with an independent revision of the manuscript to ascertain if the manuscript meets the ethical standards. If any problem emerges, the Authors and the institution where the study was conducted will be consulted and updated about the results of such review. The manuscripts could be rejected in case of serious misconduct.
Furthermore, in case of serious proven misconduct, all Authors of the indict article shall be banned from future publication in ARO.
A fraudulent article or an article previously published elsewhere could be improperly published. In this case, the article will be retracted. Readers will be informed with a notification on the journal web site, and the Authors' institution will be contacted by Editors and/or the Publisher. In case of publication on indexing systems, every appropriate step to identify the fraudulent article will be undertaken, including adding the word "Retraction" in the title.

2) *Data falsification and fabrication*

Data falsification means to manipulate data, images, not convenient results, with the intention of giving a false impression, for example increasing the scientific quality of the study.
Any doubt regarding data integrity will be referred to the Editor. The Editor may request the data for inspection or verification. If the original data cannot be provided, the manuscript will be rejected or retracted, depending on the cases.

3) *Manipulation of images*

ARO strives to avoid misrepresentation of the data collected. Images cannot be modified (enhancing, obscuring, moving, removing or introducing features) to change the overall appearance or appearance of any specific feature.
Adjustments of brightness and contrast or colour balance are acceptable but must be applied to the entire image and as long as they do not obscure, eliminate, or misrepresent any information present in the original.
Images collected at different times or from different locations or from different

parts of the same gel or from different gels should not be combined into a single image, unless specified. In this case, the edges must be clearly delimited (*e.g.*, dividing lines) in the figure and described in the legend.

Please, for greater details **visit the following websites**:

- https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4114110/
- https://www.elsevier.com/connect/Authors-update/five-things-every-researcher-should-know-about-image-manipulation

vi. **References**

Please, ensure that every reference cited in the text is also present in the reference list (and *viceversa*). References should follow the **Vancouver System**, as indicated below:

- the order number corresponding with that of appearance in the text;
- the first six Author's surname(s) followed by the initial letter of the names and et al.;
- the title of the work, in the original language;
- for journals: usual title abbreviations according to international nomenclature and in the order: year, volume number, issue number (in parenthesis), first and last page numbers of the work.
- Doi.

For example: Bodtger U, Linnegerg A. Remission of allergic rhinitis: An 8-year observational study. J Allergy Clin Immunol. 2004;114(6):1384-8.

Books

Name of the Author/Editor, title, publisher/institution, town where published, first and last page number of the work.

For example: Paupe J, Scheinman P (Eds). Allergologie Pédiatrique. Flammarion, Paris, 1988:pp:324-42.

NOTE: do not write the references using uppercase, small caps or italics. For abbreviation of titles, use the international standards from **Index Medicus**.

Web links and URLs

All web links and URLs, including links to the Authors' own websites, should be given a reference number and included in the reference list rather than within the text of the manuscript. They should be provided in full, including both the title of the site and the URL, as well as the date the site was accessed.

For example: The Mouse Tumor Biology Database. Available from: http://tumor.informatics.jax.org/mtbwi/index.do. Accessed: May 20, 2013.

If an Author or group of Authors can clearly be associated with a web link, such as for weblogs, then they should be included in the reference.

Article within a journal

Smith JJ. The world of science. Am J Sci. 1999;36:234-5.

Article within a journal (no page numbers)

Rohrmann S, Overvad K, Bueno-de-Mesquita HB, Jakobsen MU, Egeberg R, Tjønneland A, et al. Meat consumption and mortality - results from the European Prospective Investigation into Cancer and Nutrition. BMC Medicine. 2013;11:63.

Article within a journal by DOI

Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. Dig J Mol Med. 2000. doi:10.1007/s801090000086.

Article within a journal supplement

Frumin AM, Nussbaum J, Esposito M. Functional asplenia: demonstration of splenic activity by bone marrow scan. Blood. 1979;59 Suppl 1:26-32.

Book chapter, or an article within a book

Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, Editors. International review of cytology. London: Academic, 1980:pp. 251-306.

Online First chapter in a series (without a volume designation but with a DOI)

Saito Y, Hyuga H. Rate equation approaches to amplification of enantiomeric excess and chiral symmetry breaking. Top Curr Chem. 2007. doi:10.1007/128_2006_108.

***Complete book,* Authored**

Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science, 1998.

Online document

Doe J. Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry 1999. Available from: http://www.rsc.org/dose/title of subordinate document. Accessed: Jan 15, 1999.

Online database

Healthwise Knowledgebase. US Pharmacopeia, Rockville 1998. Available from: http://www.healthwise.org. Accessed: Sept 21, 1998.

Supplementary material/private homepage

Doe J. Title of supplementary material. 2000. http://www.privatehomepage.com. Accessed: Feb 20, 2000.

University site

Doe, J. Title of preprint. Available from: http://www.uni-heidelberg.de/mydata.html (1999). Accessed: Dec 25, 1999.

FTP site

Doe, J. Trivial HTTP, RFC2169. Available from: ftp://ftp.isi.edu/in-notes/rfc2169.txt (1999). Accessed: Nov 12, 1999.

Organization site

ISSN International Centre: The ISSN register. Available from: http://www.issn.org (2006). Accessed: Feb 20, 2007.

Dataset with persistent identifier

Zheng L-Y, Guo X-S, He B, Sun L-J, Peng Y, Dong S-S, et al. Genome data from sweet and grain sorghum (Sorghum bicolor). GigaScience Database. 2011. http://dx.doi.org/10.5524/100012.

Note: use of the Digital Object Identifier

The Digital Object Identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document. When you use a DOI to create links to documents on the web, the DOIs are guaranteed never to change.

vii. **Tables (each table complete with title and footnote)**

All tables must be presented in separate files in a text format. Tables must be identified and referred in the manuscript with arabic numerals and accompanied by a brief caption. Footnote symbols: †, ‡, §, ¶, should be used (in that order) and *, **, *** should be reserved for P-values. Statistical measures such as SD or SEM should be identified in the headings.

Tables will not be accepted in PowerPoint, PDF or JPG formats, which require retyping of the text for uniformity of style with journal graphics.

viii. **Figures and legends**

The figures (*i.e.*, photographs, graphs, and diagrams, including flow charts) themselves should be submitted separately from the manuscript file (one file for each figure). Each figure should be numbered with an arabic numeral (according to its citation in the text). For composite figures, each component should be labeled with lowercase letters (*e.g.*, **Figure 1 *a***).

Photographs, graphs, diagrams, and flow charts must be supplied in one of the following formats: JPG (high resolution: min 300 dpi), TIFF (high resolution: min 400 dpi), or EPS (high resolution: min 600 dpi).

Scanned images must be acquired with high resolution and saved in a high-resolution format as indicated above.

Illustrative material included in the article should ideally be unprotected by **copyright**. For tables or figures that have already been published (by the Authors or others), permission to reproduce must be obtained from the copyright holder (generally, the journal in which the material was originally published) and attached to the submission. Failure to obtain this permission prior to submission can delay publication of an accepted manuscript.

Authors should make sure that photographs of patients contain no identifying features. The patient must be asked to provide written informed consent to the publication of the photograph.

In addition, the Publisher reserves the right to not publish images not conforming to these requirements, which could affect the graphical quality of the journal.

NOTE: figures must be presented separately, not inserted in the manuscript text and must not

contain trade names or bibliographic references.
Figures submitted in color may be reproduced in color online free of charge. Please note, however, that it is preferable that line figures (*e.g.,* graphs and charts) are supplied in black and white so that they are legible if printed by a reader in black and white.

A caption should comprise a brief title and a description of the illustration. Captions for figures are to be provided in the text file at the end of the manuscript.

ix. **Appendix (if relevant)**

Annals of *Research* in *Oncology* strives to make supplementary data, if applicable, easily accessible, searchable, and citable, and made available in the most useful format for reuse. *Annals* of *Research* in *Oncology* encourages Authors to provide Source data files, for example, for figures such as histograms or tables showing summary data.

Each Source data file should relate directly to a single figure or table, whereas major datasets generated in the course of the work should be deposited externally. Each source data file should be clearly labelled, '**Figure 1**–Source data 1', '**Table I**–Source data 1' and so on and have a short title (and optional legend).

Source data files should be referred to in the relevant figure legend or table footnote, and they should also be listed at the end of the article text file.

In addition, Authors should provide information about data processing and analysis, including any statistical tests applied, with exact sample number, p-values of tests, criteria for data inclusion or exclusion, and details of replicates. In some cases, it might be unwieldy to have this information in the legend of a figure, in which case the information should be provided along with the source data file.

Wherever possible, Authors should make major datasets available using domain-specific public archives (for example, **GenBank, Protein Data Bank, ClinicalTrials.gov**), or generic databases (for example, **Dryad**, **Dataverse**, **the Open Science Framework** or an institutional repository) where a domain specific archive does not exist. A comprehensive catalogue of databases has been compiled by the **BioSharing information resource**.

9. SUBMISSION CHECKLIST

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Ensure that the following items are present:

i. one Author has been designated as the corresponding Author with contact details:
   - ✓ e-mail address;
   - ✓ affiliation;
   - ✓ ORCID.

ii. All necessary files have been uploaded, and contain:
   - ✓ key words;
   - ✓ all figure captions;
   - ✓ all tables (including title, description, footnotes); further considerations:
   - ✓ manuscript has been "spell-checked" and "grammar-checked";

- ✓ references are in the correct format for this journal;
- ✓ all references mentioned in the Reference list are cited in the text, and *viceversa*;
- ✓ permission has been obtained for use of copyrighted material from other sources (including the Internet);
- ✓ ethics paragraph.

10. REVISED MANUSCRIPT

Revised manuscripts, if not differently indicated in the decision letter, must be returned within established deadline (three months in case of major revision, one month in case of minor revision) and must include the following items:

- ✓ Responses to Comments that includes point-by-point responses to the comments made by the Reviewers, Editor, and Editorial Office for each of them numbered and labelled always as COMMENT and RESPONSE.
- ✓ Marked Manuscript. Any text that was not part of the original manuscript but has now been added, underline formatting should be applied; to any text that was part of the original manuscript but has now been deleted, strikethrough formatting should be applied. Changes made on Figures and Tables should be clearly visible and provided as separate files labelled as 'Figure x Marked' and 'Table x Marked'. Line numbering must be used in the Marked Manuscript and numbers mentioned in the response to the comments.
- ✓ Unmarked Manuscript. The Unmarked Manuscript should be your revised manuscript just as you intend it for publication (if it is accepted). Line numbering need not be used in the Unmarked Manuscript too.

If the deadline for revision cannot be met, Authors may justify a request for an extension which will be examined by the Editorial Office.

11. ONLINE PROOF CORRECTION

Proofreading is the responsibility of the Authors regarding content, and of the Editors regarding the technical part. The proofs for correction will be sent to the corresponding Author indicated in the manuscript. These must be corrected and returned to the Editorial Office by the date indicated in the accompanying letter and within **5 working days** of their receipt.

After this deadline, ex officio correction and/or postponing of publication will occur, depending on the Editorial priority of the Editor in Chief.

Responses received after the indicated date and requests for sending to another or more than one Author, different from the one indicated in the manuscript, will not be accepted.

11.1. Correction to Authorship

ARO will allow Authors to correct Authorship on a submitted, accepted, or published article if a valid reason exists to do so. All Authors – including those to be added or removed – must agree to any proposed change. To request a change to the Author list, please complete the **Request for Changes to a Journal Article Author List Form** and contact the journal's Editorial Office, depending on the status of the article. Authorship changes will not be considered without a fully completed Author Change form.

NOTE: proofreading corrections must avoid modifying the graphics already defined or modifying the content so to require a new peer-review process.

12. AUTHOR LICENSING

Authors publish open access under the terms of the **Creative Commons License**, type **CC BY-NC** (**Creative Commons Attribution-NonCommercial License**).
In order to grant this License, If your paper is accepted, the Author identified as the formal Corresponding Author will receive an email with the **Journal Publishing Agreement** (as explained in the paragraph 2). The form must be compiled and signed by **each Authors** of the manuscripts.

13. CONTACTS

13.1. Editorial Office contact details

In case of needing of Editorial support write to: **Editorialoffice@annals-research-oncology.com**.

13.2. Managing Editor

In case of specific needing about the content of the paper write to the **Executive Editor**:
f.pentimalli@annals-research-oncology.com.