

Instructions to authors

Editorial policy of the journal *Radiology and Oncology* is to publish original scientific papers, professional papers, review articles, case reports and varia (editorials, reviews, short communications, professional information, book reviews, letters, etc.) pertinent to diagnostic and interventional radiology, computerized tomography, magnetic resonance, ultrasound, nuclear medicine, radiotherapy, clinical and experimental oncology, radiobiology, radiophysics and radiation protection. The Editorial Board requires that the paper has not been published or submitted for publication elsewhere: the authors are responsible for all statements in their papers. Accepted articles become the property of the journal and therefore cannot be published elsewhere without written permission from the editorial board. Papers concerning the work on humans, must comply with the principles of the declaration of Helsinki (1964). The approval of the ethical committee must then be stated on the manuscript. Papers with questionable justification will be rejected.

Manuscript written in English should be submitted to the Editorial Office in triplicate (the original and two copies), including the illustrations: *Radiology and Oncology*, Institute of Oncology Ljubljana, Zaloska 2, SI-1000 Ljubljana, Slovenia; (Phone: +386 (0)1 5879 369, Tel./Fax: +386 (0)1 5879 434, E-mail: gsera@onko-i.si). Authors are also asked to submit their manuscripts electronically, either by E-mail or on CD rom. The type of computer and word-processing package should be specified (Word for Windows is preferred).

All articles are subjected to editorial review and review by independent referee selected by the editorial board. Manuscripts which do not comply with the technical requirements stated herein will be returned to the authors for correction before peer-review. Rejected manuscripts are generally returned to authors, however, the journal cannot be held responsible for their loss. The editorial board reserves the right to ask authors to make appropriate changes in the contents as well as grammatical and stylistic corrections when necessary. The expenses of additional editorial work and requests for reprints will be charged to the authors.

General instructions• Radiology and Oncology will consider manuscripts prepared according to the Vancouver Agreement (*N Engl J Med* 1991; **324**: 424-8, *BMJ* 1991; **302**: 6772; *JAMA* 1997; **277**: 927-34.). Type the manuscript double spaced on one side with a 4 cm margin at the top and left hand side of the sheet. Write the paper in grammatically and stylistically correct language. Avoid abbreviations unless previously explained. The technical data should conform to the SI system. The manuscript, including the references may not exceed 20 typewritten pages, and the number of figures and tables is limited to 8. If appropriate, organize the text so that it includes: Introduction, Material and methods, Results and Discussion. Exceptionally, the results and discussion can be combined in a single section. Start each section on a new page, and number each page consecutively with Arabic numerals.

Title page should include a concise and informative title, followed by the full name(s) of the author(s); the institutional affiliation of each author; the name and address of the corresponding author (including telephone, fax and e-mail), and an abbreviated title. This should be followed by the *abstract page*, summarising in less than 200 words the reasons for the study, experimental approach, the major findings (with specific data if possible), and the principal conclusions, and providing 3-6 key words for indexing purposes. The text of the report should then proceed as follows:

Introduction should state the purpose of the article and summarize the rationale for the study or observation, citing only the essential references and stating the aim of the study.

Material and methods should provide enough information to enable experiments to be repeated. New methods should be described in detail. Reports on human and animal subjects should include a statement that ethical approval of the study was obtained.

Results should be presented clearly and concisely without repeating the data in the tables and figures. Emphasis should be on clear and precise presentation of results and their significance in relation to the aim of the investigation.

Discussion should explain the results rather than simply repeating them and interpret their significance and draw conclusions. It should review the results of the study in the light of previously published work.

Illustrations and tables must be numbered and referred to in the text, with appropriate location indicated in the text margin. Illustrations must be labelled on the back with the author's name, figure number and orientation, and should be accompanied by a descriptive legend on a separate page. Line drawings should be supplied in a form suitable for high-quality reproduction. Photographs should be glossy prints of high quality with as much contrast as the subject allows. They should be cropped as close as possible to the area of interest. In photographs mask the identities of the patients. Tables should be typed double spaced, with descriptive title and, if appropriate, units of numerical measurements included in column heading.

References must be numbered in the order in which they appear in the text and their corresponding numbers quoted in the text. Authors are responsible for the accuracy of their references. References to the Abstracts and Letters to the Editor must be identified as such. Citation of papers in preparation, or submitted for publication, unpublished observations, and personal communications should not be included in the reference list. If essential, such material may be incorporated in the appropriate place in the text. References follow the style of Index Medicus. All authors should be listed when their number does not exceed six; when there are seven or more authors, the first six listed are followed by "et al". The following are some examples of references from articles, books and book chapters:

Dent RAG, Cole P. *In vitro* maturation of monocytes in squamous carcinoma of the lung. *Br J Cancer* 1981; **43**: 486-95.

Chapman S, Nakielny R. *A guide to radiological procedures*. London: Bailliere Tindall; 1986.

Evans R, Alexander P. Mechanisms of extracellular killing of nucleated mammalian cells by macrophages. In: Nelson DS, editor. *Immunobiology of macrophage*. New York: Academic Press; 1976. p. 45-74.

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