

Instructions for authors for the preparation and submission of the manuscript

1 – THE EDITORIAL POLICY

The double-blind peer reviewed medical journal *Onkologija* is published on a semi-annual basis. The journal publishes original scientific, review, and professional articles, clinical case presentations, and clinical guidelines written in the Slovene language. The titles, abstracts, and keywords are translated into English.

With the aim of facilitating a rapid communication of knowledge within the framework of everyday oncology practice, the multidisciplinary journal deals with all the theoretical and practical aspects of oncology – from primary and secondary prevention and treatment of malignancies, their early detection and treatment, and the rehabilitation and palliation of cancer patients, to various social and ethical problems.

Ethical Standards

The editorial board of the journal acts in accordance with the applicable guidelines and recommendations published by the International Committee of Medical Journal Editors (ICMJE), the Committee on Publication Ethics (COPE), the World Association of Medical Editors (WAME), and the Open Access Scholarly Publishers Association in collaboration with Directory of Open Access Journals (DOAJ), COPE, and WAME. These guidelines and recommendations define the mutual roles of all the participants in the publication process, i.e. the authors, editors and editorial board, reviewers, and the publisher.

Open access and copyright policy

Onkologija is an open-access journal, published under the terms of the Creative Commons Attribution License CC-BY 4.0. The journal uses the Open Journal Systems software (OJS) for editorial work and open-access publishing support. The authors retain the copyright to their work without any restrictions whatsoever. The publisher allows the author to use the final published version of their article for self-archiving on the author's personal website and/or archiving in an institutional repository. In accordance with the Budapest Open Access Initiative (BOAI), the journal provides immediate open access to the full articles at the journal's OJS website (<https://revijaonkologija.si/>) and Institute of Oncology Ljubljana's website (www.onko-i.si/onkologija/). The articles are permanently archived in the Digital Repository of Research Organizations of Slovenia (DIRROS) and the Digital Library of Slovenia (dLib.si), encouraging the free availability of research and promoting a greater global exchange of knowledge.

Payment of authors and publication charges

Authors receive no payment for the publication of their articles. There are no publication fees charged to the authors.

2 – INSTRUCTIONS FOR THE PREPARATION OF THE MANUSCRIPT

Manuscripts should be written in the Slovene language. The title, abstract, and keywords of a manuscript must also be provided in the English language. The texts are to be submitted in .DOC, .DOCX, or .ODT format.

Specification of the manuscript typology

The journal *Onkologija* publishes original scientific articles, review articles, professional articles, guidelines, case reports, and event reports.

The editorial board classifies a manuscript according to the applicable typology in the COBISS system (accessible at http://home.izum.si/COBISS/bibliografije/Tipologija_eng.pdf). The typology can be proposed by the author; however, the final decision is made by the editor in chief.

Typology of documents/works for bibliography management in the COBISS system:

1.01 Original scientific article

An original scientific article is the first-time publication of original study results that allows for the study to be reproduced and the findings re-examined. As a rule, the article is to be organized either according to the IMRaD scheme for experimental studies, or in a descriptive manner when dealing with descriptive areas of science.

1.02 Review article

A review article is an overview of the most current works covering a specific subject area, or works by an individual researcher or group of researchers that is aimed at summarizing, analysing, evaluating, or synthesizing previously published information. A review article is aimed at providing new syntheses which also incorporate the results of the author's own research. In the preparation of a review article, the author can make use of international standards to present the results of the literature review they have conducted (e.g. PRISMA).

1.03 Short scientific article

A short scientific article is an original scientific article that may omit certain elements of the IMRaD scheme, providing a brief summary on the findings of either a completed original study or a work still in progress. Also falling into this category are brief reviews and previously published works with the characteristics of a short scientific article.

1.04 Professional article

A professional article presents already known data, drawing emphasis on the applicability of the results from original studies and the communication of knowledge.

Title page

The title page is the front page of a manuscript. It can exceed the length of a single page if so required.

The title page must include the title, authors, abstract, and keywords provided in the Slovene and English languages.

Title

A concise and informative title must be provided in the Slovene and English languages. Should the title exceed 100 characters, a short title must be provided, limited to 100 characters including spaces.

Authorship

The manuscript must include the names of the authors, accurately providing their academic and professional titles and the complete address of the affiliated institution, institute, or clinic where the manuscript was drawn up. The contact information of the corresponding author must also be provided (phone number, email address, and physical address).

If two or more authors are given, the authors are obliged to specify each author's contribution to the manuscript, as is specified in the recommendations published by the International Committee of Medical Journal Editors (ICMJE).

The authors have to meet the following authorship criteria:

- Contribute to the conception and design or the analysis and interpretation of data;
- Intellectually conceive or critically review the manuscript;
- Agree on the final version of the manuscript;
- Take responsibility for the credibility of the manuscript.

Abstract

All scientific and professional articles must be equipped with an abstract. The abstract is written by the author themselves. The abstract should be placed on the front page, between the title and the text. It must not exceed the length of 250 words, and should be written in third person. It should be understandable on its own without the reader having to read the entire article. As a rule, the abstract should be structured as a single paragraph; only in exceptional cases may it comprise more than one paragraph. In the manuscript, the Slovene abstract must be followed by an English abstract. The author should provide the translation themselves.

The abstract summarizes the essence of the manuscript, specifies the aims and objectives, and describes the methods used, research techniques, and scientific approach. The crucial study results addressing the research problem and purpose of the study must be described. In quantitative studies, the result value and level of statistical significance must also be included. Only conclusions based on the data obtained in the study may be presented. The applicability of the findings also has to be clarified, along with the importance of further research required for a better understanding of the research problem. Positive and negative findings should be presented to the same extent.

Keywords

The abstract must be followed by keywords (up to six) signifying the content of the work. The keywords should be simple expressions (words and phrases) in the nominative singular case, and should be provided in the Slovene and English languages.

Citing sources

Any mention of findings by other authors must be referenced accordingly. References in the text should be listed in the order in which they appear. A reference is made at the end of a cited statement. References in the text, images, and tables should be provided in parentheses with Arabic numerals ((1), (2, 3), or (4-7)). References that only appear in tables and images must be enumerated according to the order in which they appear in the text. Not to be included as references are abstracts and personal agreements (the latter can be mentioned in the text). A list of the literature cited should be appended at the end of the manuscript.

The journal *Onkologija* follows the Vancouver referencing style.

The names of all the authors must be provided. If there are more than six authors, reference the first six authors and abbreviate the remaining authors to et al. Electronic links must be checked.

Examples of literature referencing:

Example for a book:

- Premik M. *Uvod v epidemiologijo*. Ljubljana: Medicinska fakulteta, 1998.
- Mahy BWJ. *A dictionary of virology*. 2nd ed. San Diego: Academic Press, 1997.

Example for a book where the author is an organization:

- World Health Organization, Regional Office for Europe. *Air quality guidelines for Europe*. 3rd ed. Copenhagen: World Health Organization, Regional Office for Europe, 2005.

Example for a chapter in a book:

- Goldberg BW. *Population-based health care*. V: Taylor RB, urednik. *Family medicine*. 5th ed. New York: Springer, 1999: 32–6.

Example for a journal article:

- Barry HC, Hickner J, Ebell MH, Ettenhofer T. A randomized controlled trial of telephone management of suspected urinary tract infections in women. *J Fam Pract* 2001; 50: 589–94.

Example for a journal article with an unknown author:

- Anon. Early drinking said to increase alcoholism risk. *Globe* 1998; 2: 8–10.

Example for a journal article where the author is an organization:

- Women's Concerns Study Group. Raising concerns about family history of breast cancer in primary care consultations: prospective, population-based study. *Br Med J* 2001; 322: 27–8.

Example for an article from a journal supplement with a volume and number:

- Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994; 102(Suppl 2): 275–82.
- Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol* 1996; 23(Suppl2): 89–97.

Example for a conference report article:

- Sugden K, Kirk R, Barry HC, Hickner J, Ebell MH, Ettenhofer T et al. Suicides and non-suicidal deaths in Slovenia: molecular genetic investigation. V: 9th European Symposium on Suicide and Suicidal Behaviour. Warwick: University of Oxford, 2002: 76.

Example for master's theses, doctoral dissertations, and Prešeren awards:

- Bartol T. *Vrednotenje biotehniških informacij o rastlinskih drogah v dostopnih virih v Sloveniji: doktorska disertacija*. Ljubljana: Biotehniška fakulteta, 1998.

Example for electronic sources:

- EQUATOR Network. *Enhancing the Quality and Transparency of Health Research [spletna stran na Internetu]*. Pridobljeno 13.8.2016 s spletne strani: <http://www.equator-network.org/>.

- Mayring. Qualitative content analysis: theoretical foundation, basic procedures and software solution [e-knjiga]. Landsberg: Beltz, 2014. Pridobljeno 15.7.2016 s spletne strani: http://www.ssoar.info/ssoar/bitstream/handle/document/39517/ssoar-2014-mayringQualitative_content_analysis_theoretical_foundation.pdf?sequence=1.

Tables

Tables should adequately accompany the manuscript. They must be compiled in either Excel or Word. They must consist of rows and columns intersecting in cells. Enumerate them according to the order in which they appear, with each table referenced in the text. A table must be equipped with a concise title. A table key should provide all the acronyms, abbreviations, and non-standard values appearing in the table.

Images, illustrations, and photographs

Images must be professionally created and provided in separate files of the best possible quality. Their location in the text must be clearly marked.

Letters, numbers, or symbols used in the images must be clear, unified, and large enough to be readable in a downsized image. Handwriting in images is impermissible.

Each image must be referenced in the text. The text accompanying the image must include the title of the image, and an explanation of its content. The image should be understandable without the accompanying text. All abbreviations used in the image must be explained. The use of abbreviations in the accompanying text is not allowed. Accompanying texts should be included at the location of the image in the text.

For photographs disclosing a patient's identity, provide an informed consent signed by the patient.

Units of measure

Units of measure must be in accordance with the International System of Units (SI).

Acronyms and abbreviations

Avoid using acronyms and abbreviations, with the exception of international symbols for units of measure. The title and abstract must not include acronyms. In the first occurrence of an expression that is to be substituted with an acronym, the full form should be provided, followed by the acronym enclosed in parentheses. In the text that follows, use the acronym instead of the full expression.

3 – SUBMISSION OF THE MANUSCRIPT

The corresponding author must submit the manuscript electronically using the Open Journal System (OJS) available at: <https://revijaonkologija.si/>. The authors should adhere to the accepted guidelines and fill in all the sections given. To maintain the anonymity of the review process, the author shall be obliged to submit the manuscript in e-form via the web system of the journal in two separate files:

I. Title page that includes:

- title of the article;
- authors in the order in which they must be listed in the article;
- complete information about all authors (surname, name, level of education, habilitation title, employment, e-address) and information about the correspondence author.

2. Text of the manuscript

is anonymised and includes the title (without mentioning any authors and contact information), extract, key words, text of the article in the prescribed structure, and source literature. If the article also includes illustrative material (images, photos, illustrations, etc.), we kindly ask the authors to submit each piece separately. Their location in the text should be clearly marked.

Further, the authors must also submit a **form with the following statements**: Authorship and originality statement, Copyright and license statement, Conflicts of interest statement, Funding, Statement on the potential risk to human or animal research subjects, Acknowledgments. The statements must be signed by all authors. Forms with the statements are available at <https://revijaonkologija.si/Onkologija/about/submissions/>.

Prior to their publication, all works undergo a double-blind peer review process organized independently by the editorial team.

Editorial decisions about a manuscript are based on its importance, originality, clarity, and relevance to the journal's scope and content. The journal has an obligation to its readers and patients to ensure that the research published is accurate and that it adheres to the highest ethical standards.

The peer reviewing process plays an essential role in the editorial board's decisions, and is indispensable in ensuring the professionalism and quality of an article. The professional opinion of a peer reviewer helps an editor decide on the publication, and provides the author with feedback.

Based on their objectivity and scientific knowledge, peer reviewers are carefully selected by editors to provide a written assessment of the strengths and weaknesses of a written research, to comment on any ethical concerns raised by the study, to provide the author with useful suggestions for improvement of the manuscript, and to identify and prevent research misconduct, including checking manuscripts for plagiarism, citation manipulation, and data falsification or fabrication. In the process of identifying and dealing with allegations of research misconduct, the journal, editors, and reviewers abide by COPE's guidelines.

The identities of the reviewer and the author remain undisclosed to each other throughout the review process.

After the peer review, the manuscript is returned to the author for correction approval, consideration, and the preparation of a clean copy. The author is obliged to review the improvements, take them into consideration to the largest extent possible, and amend the article within a deadline set by the editors. Should the author fail to return the article within the set deadline, the article shall be rejected. If the author does not take into account any of the proposed improvements, they must provide in writing the reasons for having done so.

The editors send the clean copy to a proofreader.

After the review, the text is formatted by a designer. The author receives the first print and is requested to identify any typing errors. The corrections are to be returned within three days; otherwise, the editors shall deem that the author agrees with the first print.

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