

## Instructions for Authors

**Cancer Control** is an international, peer-reviewed medical journal distributed to oncologists in more than 85 countries. It is also available online at: [cancercontroljournal.org](http://cancercontroljournal.org)

**Manuscript Submission.** All manuscripts should be submitted via e-mail to [ccjournal@moffitt.org](mailto:ccjournal@moffitt.org) **AND** [Veronica.Nemeth@Moffitt.org](mailto:Veronica.Nemeth@Moffitt.org) or mailed (on CD with printed hardcopy) to the attention of the Editor, *Cancer Control: Journal of the Moffitt Cancer Center*, MBC-JRNL, 12902 Magnolia Drive, Tampa, FL 33612.

**Author Guidelines.** Authors are encouraged to indicate probabilities and levels of evidence in relation to key statements. When possible, quantification of the risks and benefits of the treatment, giving the reduction or the typical number needed to treat, is advantageous. Thus, false-positive and false-negative rates (or sensitivities and specificities) should be included for diagnostic tests, and treatment recommendations should be based on the level of evidence (ie, no clear evidence, suggestive evidence, or firm evidence).

## Editorial Review and Publication

**Peer Review.** All submitted manuscripts are reviewed initially by the editor. Manuscripts with insufficient priority for publication are rejected promptly. Other manuscripts are sent to expert consultants for peer review. Peer reviewer identities are kept confidential. Author identities are not kept confidential. The existence of a manuscript under review is not revealed to anyone other than peer reviewers and editorial staff.

**Rejected Manuscripts.** Rejected manuscripts will not be returned to authors unless specifically requested in the cover letter. Print copies of original illustrations, photographs, and slides will be returned as requested.

**Editing.** Accepted manuscripts are copyedited according to AMA style. Authors are responsible for all statements made in their work, including changes made by the copy editor and authorized by the corresponding author.

All published manuscripts become the permanent property of *Cancer Control* and may not be published elsewhere without written permission from *Cancer Control*.

**Cancer Control: Journal of the Moffitt Cancer Center**

H Lee Moffitt Cancer Center & Research Institute  
12902 Magnolia Drive / MBC-JRNL, Tampa, FL 33612

Telephone: 813-745-1348;

Right Fax (direct to computer): 813-449-8680;

E-mail: [Veronica.Nemeth@Moffitt.org](mailto:Veronica.Nemeth@Moffitt.org)

Web site: [cancercontroljournal.org](http://cancercontroljournal.org)

## Manuscript Guidelines

**Typing and Assembly** — All parts of the manuscript, including tables, figure legends, and references, should be typed using Times New Roman 12 point font, 1.5 line spacing, and 1 inch margins. Arrange components in the following order: title page, abstract, text, bibliography in numerical order, tables/figures in numerical sequence, figure legends, and appendices (if any).

**Title Page** — The title page should include the following elements:

**Main Title and Subtitle (if any)** — The title should be concise but informative. Keep in mind that the title is often used to locate papers in electronic searching. If the study is a randomized trial, a subheading must be added to that effect.

**Keywords** — Provide key concepts of the articles (MeSH terms)

**Author Listing** — List authors' **full names and their degrees** in the order in which they are to appear in the published article. For correspondence purposes, **please include each author's name, primary affiliation, department/program, mailing address, and e-mail address**. Designate a corresponding author.

**Acknowledgments and Disclaimers** — **Cancer Control disclosure forms must be read and signed by all authors** (See pages 6 & 7). List any acknowledgments or sources of support, including financial support through grants (grant number and the granting agency, corporation, or other source) or other financial support (eg, for equipment and drugs). Further, should your manuscript include reference to any unlabeled/investigational use of a commercial produce, you are required to disclose this information. Other forms of acknowledgment, such as editorial or statistical assistance, may be included.

**Abstract** — **Cancer Control requires that all manuscripts include a brief structured abstract of the article with the headings of Background, Methods, Results, and Conclusions**. (Approximately 200 words/see example on page 5)

**Text** — Length of text is generally limited to 15-20 typewritten pages, plus bibliography, tables, and figures. Articles should be written in such a way that the focus is on the author's point of view on how a subject relates to the field. In order to avoid using lifted text, copied or near-verbatim chunks of text must not be used. Wherever possible, authors should summarize the findings of articles in their own words and provide citations to support data when necessary. However, authors should try to keep references to 75 citations or less. Tables & figures can be reproduced in black and white or color. Headings should be brief and contain no abbreviations. Position all headings at the left margin.

Use only three levels of headings and clearly indicate the levels by using these typographic conventions:

- First-level headings: **Initial Capital Letters, Boldface**
- Second-level headings: ***Initial Capital Letters, Italics, Boldface***
- Third-level headings: ***Initial Capital Letters, Italics***

**Abbreviations and Symbols** — Use only standard abbreviations for clinical and technical terms. Keep abbreviations to a minimum, and explain thoroughly those used. Do not abbreviate the names of symptoms or diseases or anatomic and histologic characteristics. Use standard abbreviations for units of measurement (eg, 3 mL for 3 milliliters) and standard scientific symbols (eg, Na for sodium).

**Units of Measurement** — Use SI units throughout for hematologic and clinical chemistry measurements. When reporting values for such commonly studied components as cholesterol, C-peptide, glucose, thyroxine, and urea nitrogen, the value should be reported in SI units with conventional units given in parentheses.

**Proprietary and Generic Names** — Wherever possible, generic terms should be used for all drugs. Proprietary names may be included in parentheses following the generic name. Instruments may be referred to by proprietary name, but the name and location of the manufacturers must be provided in parentheses.

**References and Bibliography** — Number references consecutively in the bibliography as they appear in the text. Use the AMA style, as shown in the examples below. **If using Endnote, format in the style of JAMA.**

**Journals:**

Klapman J, Malafa MP. Early detection of pancreatic cancer: why, who, and how to screen. *Cancer Control*. 2008;15(4):280-287.

White R, D'Angelica M, Katabi N, et al. Fate of the remnant pancreas after resection of noninvasive intraductal papillary mucinous neoplasm. *J Am Coll Surg*. 2007;204(5):987-993; discussion 993-995.

Cooke AL, Metge C, Lix L, et al. Tamoxifen Use and Osteoporotic Fracture Risk: A Population-Based Analysis. *J Clin Oncol*. 2008 Oct 6. Epub ahead of print.

Gierga DP, Brewer J, Sharp GC, et al. The correlation between internal and external markers for abdominal tumors: implications for respiratory gating. *Int J Radiat Oncol Biol Phys*. 2005;61(5):1551-1558.

**Abstracts:**

Strosberg JR, Choi J, Gardner N, et al. First-line treatment of metastatic pancreatic endocrine carcinomas with capecitabine and temozolomide. *J Clin Oncol*. 2008;26(May 20 suppl). Abstract 4612.

Poplin E, Levy DE, Berlin J, et al. Phase III trial of gemcitabine (30-minute infusion) versus gemcitabine (fixed-dose rate infusion) versus gemcitabine plus oxaliplatin (GEMOX) in patients with advanced pancreatic cancer (E6201). *J Clin Oncol*. 2006 ASCO Annual Meeting Proceedings Part I. 2004;24(18S June 20 suppl):LBA4004. Abstract.

**Textbooks:** Holzbeierlein JM, Smith JA Jr. Natural history and surgical management. In: Vogelzang NJ, Shipley WU, Scardino PT, et al, eds. *Comprehensive Textbook of Genitourinary Oncology*. 2nd ed. Philadelphia, Pa: Lippincott Williams & Wilkins; 2000:384-424.

**Electronic journals/Web sites:** American Cancer Society. What are the key statistics for pancreatic cancer. [http://www.cancer.org/docroot/CRI/content/CRI\\_2\\_4\\_1X\\_What\\_are\\_the\\_key\\_statistics\\_for\\_pancreatic\\_cancer\\_34.asp?sitearea=](http://www.cancer.org/docroot/CRI/content/CRI_2_4_1X_What_are_the_key_statistics_for_pancreatic_cancer_34.asp?sitearea=). Accessed June 17, 2008.

**Unpublished material:** Reinartz JA. Percutaneous lung aspiration: a useful diagnostic adjunct in pneumonia. Presented at the Ninth Interscience Conference on Anti-microbial Agents and Chemotherapy; October 19, 1974; Atlantic City, NJ.

In the list of references, do not include material that has been submitted for publication but has not yet been accepted. This material, with its date, should be noted in the text as “unpublished data”.

Do not include “personal communications” in the list of references. These should be noted in the text and the following forms may be used:

- In a conversation with A. B. Smith, MD (November 2002). . . .
- According to a letter from A. B. Smith, MD, in November 2002). . . .
- Similar findings have been noted by James<sup>4</sup> and by A. B. Smith, MD (written communication, November 2002).

**Tables and Figures** — Tables require headings, and figures require legends. Explain all abbreviations used. Images should be submitted as jpg, pdf or tif files -- no less than 300 dpi.

**Copyright Information** — If copyrighted material (table, figure, illustration, etc) is included, either in its original format or as an adaptation or revision, written permission for both print and electronic use must be obtained from the copyright owner by the author. In all cases, the material should carry a proper credit line. Copies of the permissions obtained should be provided to *Cancer Control* upon receipt. If assistance is needed, contact *Cancer Control's* Editorial Coordinator.

### **Redundant or Duplicate Publication**

Redundant or duplicate publication is a paper that overlaps substantially with one already published. Such papers may violate international copyright laws, ethical conduct, and cost-effective use of resources. When submitting a paper, the author should always make a full statement to the editor about all submissions and previous reports that might be regarded as redundant or duplicate publication of the same or very similar work. The author should alert the editor if the work includes subjects about which a previous report has been published. Any such work should be prominently referred to and referenced in the new paper. Copies of such material should be included with the submitted paper to help the editor decide how to handle the matter.

### **Acceptable Secondary Publication**

Secondary publication is justifiable and beneficial when all of the following conditions are met:

1. The author has received approval from the editors of both journals.
2. The paper for secondary publication is intended for a different group of readers.
3. The secondary version, which may include updates and expanded information, faithfully reflects the data and interpretations of the primary version.
4. The footnote on the title page of the secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part and states the primary reference. A suitable footnote might read: “This article is based on a study first reported in the [title of journal, with full reference].”

**Style Guidelines** — Guidance on grammar, punctuation, and scientific writing can be found in the *American Medical Association Manual of Style*. 10th ed. Philadelphia, Pa: Williams & Wilkins; 1998.

## Abstract Outlines

### For Review Articles:

Purpose  
Data sources  
Study selection  
Data extraction  
Results of data synthesis  
Conclusion

### For Original Research Studies:

Objective  
Design  
Setting  
Patients/participants  
Interventions  
Main outcome measures  
Results  
Conclusion

### Sample - Abstract

**Background:** *Prior to the use of cisplatin, durable complete remissions of metastatic testis cancer were rare. In 1977, a treatment program including a chemotherapy program of cisplatin, vinblastine, and bleomycin (PVB) led to high response rates and acceptable toxicities in patients with disseminated testis cancer. Since then, various regimens such as bleomycin, etoposide, and cisplatin (BEP) have been tested for good- and poor-risk disease and for salvage therapy.*

**Methods:** *The author reviewed the results of prospective, randomized clinical trials that have markedly improved the outlook of patients with this type of cancer according to risk.*

**Results:** *These trials have defined the current standard combination chemotherapy and their schedules, depending on risk category. Standard therapy for both good-risk and poor-risk disease remains BEP therapy. High-dose chemotherapy with autologous bone marrow or peripheral stem cell rescue transplantation is being investigated to overcome chemotherapy resistance.*

**Conclusions:** *While the present state of the art for treating metastatic testicular cancer is promising, approximately one third of patients will not achieve a remission. Trials of new agents may provide strategies to increase patient survival.*

## ASSIGNMENT OF COPYRIGHT

Each author must read and sign *either* the statement on copyright transfer *or* the statement on federal employment. If necessary, photocopy this document to distribute to coauthors for their signatures.

### 1. Copyright

In compliance with the Copyright Revision Act of 1976, effective January 1, 1978, the Moffitt Cancer Center, in consideration of taking further action in reviewing and editing your submission, requests that each author sign a copy of this form before manuscript review can proceed. Such signature shall evidence the mutual understanding between the Moffitt Cancer Center and the undersigned author(s) thereby transferring, assigning, or otherwise conveying all copyright ownership, including any and all rights incidental thereto, exclusively to the Moffitt Cancer Center.

In consideration of the action of the Moffitt Cancer Center in reviewing and editing this submission, the author(s) undersigned hereby transfer(s) or otherwise convey(s) all copyright ownership to the Moffitt Cancer Center in the event that such work is published by the Moffitt Cancer Center.

**Author(s) Signature(s)**

**Date Signed**


**2. US Federal Employees:** If you are an employee of the US federal government, please sign the following statement: I was an employee of the US federal government when this work was conducted and prepared for publication; therefore, it is not protected by the Copyright Act and there is no copyright, thus ownership cannot be transferred.

**Author(s) Signature(s)**

**Date Signed**


Return Form to: Veronica Nemeth, Editorial Coordinator, Cancer Control Journal, 12902 Magnolia Dr, MBC-JRNL, Tampa, FL 33612. E-mail: veronica.nemeth@moffitt.org

**Volume** \_\_\_\_\_, **Issue #** \_\_\_\_\_ (CCJ to fill in)

**AUTHOR(S) NAME(S):**

**TITLE OF ARTICLE:**

**SCANNED/E-MAILED OR FAX RETURN IS ACCEPTABLE**

**PLEASE FAX TO:**  
**Right Fax (direct to computer):** 813-449-8680

# Cancer Control

*Journal of the Moffitt Cancer Center*

## Disclosure Form

Volume \_\_\_\_, Issue # \_\_\_\_ (CCJ to fill in)

AUTHOR(S) NAME(S):

TITLE OF ARTICLE:

**Check all that apply in (1), (2) and (3), and provide any details** (Type of Affiliation/Financial Interest, Name of Corporate Organization) **in the next section:**

(1) \_\_\_\_\_ I, the undersigned (or an immediate family member), have a significant financial relationship, arrangement or affiliation with a corporate organization (commercial supporter) offering financial support or grant monies for, or related to, this activity.

(2) \_\_\_\_\_ I, the undersigned have a significant financial relationship, arrangement or affiliation with a manufacturer of a product discussed in my presentation. (Note: there is no need to disclose the actual financial value of any affiliation or relationship).

(3) \_\_\_\_\_ I, the undersigned have no significant financial relationship or affiliation to disclose

**Type of Affiliation/Financial Interest**

**Name of Corporate Organization**

Grants/Research Support: \_\_\_\_\_

Consultant: \_\_\_\_\_

Stock/Shareholder (directly purchased): \_\_\_\_\_

Honorarium: \_\_\_\_\_

Employee: \_\_\_\_\_

Other Financial or Material Support: \_\_\_\_\_

I intend to discuss unlabeled/unapproved uses of drugs or products in my presentation. Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please specify any product by name for which unlabeled/unapproved use will be discussed and the unapproved use:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return Form to: Veronica Nemeth, Editorial Coordinator, Cancer Control Journal, 12902 Magnolia Dr, MBC-JRNL, Tampa, FL 33612. E-mail: veronica.nemeth@moffitt.org

**SCANNED/E-MAILED OR FAX RETURN IS ACCEPTABLE**

**PLEASE FAX TO:**

**Right Fax (direct to computer): 813-449-8680**

## MANUSCRIPT CHECKLIST

- Manuscript should be submitted as a MS Word document and tables and images should be submitted as jpg, pdf, or tif files, if possible. Electronic submission of materials is acceptable. If submitting by mail, include a hard copy of the manuscript, tables and figures, and a PC-compatible diskette or CD.
- The title page includes:
  - Main Title and subtitle (if applicable)
  - Keywords (MeSH terms)
  - Each author's name, degrees, primary affiliation, address, telephone and facsimile numbers, and e-mail address.
  - A designated corresponding author
- Provide an abstract that conforms to the required abstract format (Background, Methods, Results, Conclusions).
- Check all references for accuracy and completeness. Put references in **numerical order**, making sure each is cited in sequence in the text. References that appear in a table, should also flow in numerical sequence with those in the text. Duplicates should not appear in the bibliography, and please check that abstracts listed in the bibliography are replaced with full articles, where appropriate.
- Include titles for tables and legends for figures.
- Both copyright and financial disclosure statements must be signed by each author.
- To reproduce or adapt previously published figures/tables, written permission must be obtained from copyright holders for print and electronic use.
- Provide written permission from each individual identified as a source for personal communication or unpublished data.