

## **INSTRUCTIONS FOR AUTHORS**

### **Belgian Journal of Medical Oncology (BJMO)**

#### **General Information**

The Belgian Journal of Medical Oncology (BJMO) is the official medical journal of the Belgian Society of Medical Oncology (BSMO) and was founded in May 2007.

The BJMO is an independent peer-reviewed journal that aims to support all clinicians in the field of oncology and radiotherapy in Belgium with articles translating latest developments in e.g. epidemiology, biology, diagnosis and treatment to daily clinical practice. The aim of the BJMO is to update the readers on all the recent developments in oncology. The BJMO aspires to be an educational journal and therefore publishes mostly review articles. The BJMO knows a fixed format, with several sections, as described below.

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

**All manuscripts, also those on invitation by editorial board, will be submitted to a review process, to ensure actuality and quality of the content of BJMO and therefore, it is possible you may be requested to adapt the text of your manuscript accordingly. Should your manuscript not meet the requirements of our reviewers, even after corrections have been made, the manuscript may be rejected for publication.**

#### **Author Criteria**

The author(s) are required to fill in, sign (all co-authors as well) and return the copyright document to the Editorial Office, with regards to copyright, financial disclaimer and conflicts of interest.

Please inform us if your manuscript has been previously published in another medical journal, or online, or you are planning to submit the same manuscript for publication to another medical journal (local or international journal). Please state the name of journal and the date of publication or expected period of publication.

#### **Role of the corresponding author**

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

## Categories of Articles

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

### Review Oncology

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

Each manuscript should have following structure:

- a) Title
- b) Summary
- c) Key Words
- d) Introduction
- e) Main section divided into subsections
- f) Conclusion(s)
- g) Key Messages for clinical practice (several bullets, in a separate square)
- h) References (in 'Vancouver' style) - maximum of 30.
- i) Correspondence address, title, gender (if not clear from the name) and position of author(s)
- j) Disclaimer regarding financial support received from any party in relationship with the content of the manuscript that might influence the authors' opinion or editorial independence in the present or recent past
- k) English UK spelling throughout the manuscript.

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

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

### Practice Guidelines

This section typically includes reviews on Practice Guidelines that recently were adopted in the field of oncology, with practical or personal comments and opinions of the author(s).

The manuscript must be structured as mentioned under pt.1. and should be no longer than 2,000 words (4 pages A4) including all tables, figures, illustrations and references.

### Pharmacotherapy

In the section 'Pharmacotherapy' an objectively written review is presented on the mechanisms of action of a drug or of a class of drugs and how these treatments are used in daily practice (including the rationale for making choices between different treatment options based on the available evidence from clinical trials, information on dosing and interactions, etc).

In case only one drug is discussed, it is critically important to ensure the independence of the content of the manuscript of the pharmaceutical company that markets the drug. Articles that merely serve as promotion for a drug or several drugs, are not accepted. Based on this review, clinicians must be supported in defining the optimal treatment strategy based on evidence based data and opinions that are broadly supported by leading opinion leaders in their field.

Contributions must be no longer than 2,500 words (5 pages A4) including references,

illustrations, tables, etc. Please structure your manuscript as mentioned under pt.1.

### **Oncocase - A case report**

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

### **Oncothesis**

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

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

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

### **Oncoquiz**

The quiz section of the BJMO exists of 1 picture /image/scan representing a certain tumor or disease activity with a short introduction and only 1 Question: *What is your diagnosis?*. In a separate section of the journal, the answer to this question is given to the readers.

Recommended maximum length: 1 page A4 (maximum of 500 words) including the visual and references.

### **Pharmaco-Economics**

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

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

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

### **Congress News**

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

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

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

### **Reimbursement News**

The Reimbursement News section systematically covers all new oncology drugs that have become available in Belgium, including a short description of the reimbursement modalities. Changes in the reimbursement criteria of oncology drugs are also listed.

### **Letters-to-the-Editor**

Readers can submit a Letter-to-the-Editor, giving opinions and comments on previously published issues of the BJMO.

Letters-to-the-Editor must be submitted no later than 4 weeks after publication of a manuscript in the BJMO to the Editorial Office. Please state the publication in the BJMO which you are referring to. The Editorial Board reserves the right not to publish Letters-to-the-Editor that are received at a later date to preserve the actuality of the content of the BJMO. Maximum length: 500 words (1 page A4).

### **Calendar of Events / Announcements**

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

### **Special editorial supplements (optional section)**

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

### **Illustrations**

Illustrations are welcomed for publication. Please submit illustrations, graphs and tables as original files in Word, PowerPoint or Illustrator (with editable text).

Photographs or medical images should be submitted in TIFF or JPEG format, with a minimum resolution of 300 dpi and a minimum size 8 x 6 cm or larger.

Please number all illustrations in the sequence in which these are mentioned in the text of your manuscript. Please clearly explain all symbols, units and abbreviations used in the illustration within the caption that accompanies the illustration. A legend/caption with each illustration is mandatory.

### **References**

Please refer to published references from international literature in the sequence in which these are mentioned in your manuscript. Range your references from low to high numbers, i.e. starting with reference 1, and ascending.

All references listed within the text should be at the end of the sentence, after the point, in superscript and without brackets. Please always use the '*Vancouver style*' for the structure of your list of references:

#### *Example:*

Reynolds EH, Bottiglieri T, Laundry M, et al. Subacute combined degeneration with high serum vitamin B12 level and abnormal vitamin B12 binding protein. Arch Neurol 1993;50(7):739-42.

Name all authors in case of 3 or less authors. In case there are 4 or more authors, please state only the first 3 authors in a row, with full detail, followed by: "et al."

Please abbreviate the names of international journals in agreement with the Index Medicus (or international standards).

## **Instructions for submission of manuscripts to the Editorial Office**

Your manuscript needs to be written and submitted in Word 6.0 or a higher version.

Please insert a page number on each page of your manuscript.

### Always submit, together with your manuscript:

- 1) Your correspondence address with telephone number and e-mail address where you can be contacted (assuming that the person who submits the manuscript is also the first author or the corresponding author).
- 2) Permission in writing of publisher(s) or of third parties or persons for use of materials previously published elsewhere or for use of photographs that depict patients or persons in general in a recognisable way.
- 3) Permission from other publishers in order to be able to use materials (such as tables or graphs) that were previously published in other journals should be obtained by the authors. Please enclose the written permission with the submission.

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

**ARIEZ INTERNATIONAL B.V.**  
**Vanessa Vernimmen**  
**BJMO Publishing Manager**  
**Telephone: +32 (0)9 227 4616**  
**E-mail: [editor@bjmo.be](mailto:editor@bjmo.be)**