

Ministério da Saúde
Instituto Nacional de Câncer José Alencar Gomes da Silva (INCA)

Rules of **Brazilian Journal Oncology**



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Instituto Nacional de Câncer José Alencar Gomes da Silva (INCA)

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Introduction

Dear Reader,

The Brazilian Journal of Oncology is published by the José Alencar Gomes da Silva National Cancer Institute (INCA) with the aim of disseminating papers on cancer control in Brazil. In 2017, the year in which INCA celebrates its 80th anniversary, the Journal also celebrates 70 years of existence, a milestone in scientific publishing in this country.

Like any other institution, the Journal has sought to adapt to the changes that have taken place over recent decades, in our society and in the world, in the field of scientific publishing on health care. Consequently, the Journal invests in the continuous improvement of its publishing processes, updating the register of reviewers and of the Scientific Editorial Board and in the qualification of its editors.

The publication of the Rules of the Brazilian Journal of Oncology is a product of these efforts. Its aim is to offer readers, authors, reviewers and members of the Editorial Board information on how the journal is organized and work, enabling them to identify the actors involved in the publishing process, their duties and responsibilities, as well as the flow of manuscripts from submission through publication.

We believe that publishing these rules contributes to the improvement of our institution, the quality increase of the articles published in the Journal and the transparency in the various stages of the manuscript submission process.

We hope you enjoy reading it,

Teaching Coordination

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Rules of the Brazilian Journal of Oncology

On the use of the powers conferred on her, THE GENERAL DIRECTOR OF THE JOSÉ ALENCAR GOMES DA SILVA NATIONAL CANCER INSTITUTE (INCA) RESOLVES as follows:

Art. 1º To approve the Rules of the Brazilian Journal of Oncology (BJO), with the following provisions

CHAPTER I – GENERAL PROVISIONS

Art. 2º The Journal publishes content on topics related to cancer control in the following modalities: original quantitative, qualitative and mixed articles, opinion pieces, clinical trials, case report and case series, narrative, integrative and systematic reviews, book reviews, letters to the editor, debates and interviews with personalities that contribute to the cancer control.

CHAPTER II – MISSION AND OBJECTIVES

Art. 3º The Mission of the BJO is to disseminate knowledge and encourage reflection and debate, supporting the scientific development of researchers, health care professionals and students, encouraging their commitment to the health of the Brazilian population and consolidating a community of authors, reviewers and readers interested in the topic of cancer control in its many dimensions.

Art. 4º The objectives of the Journal are:

I - To promote, encourage and improve research and the dissemination of studies about topics relevant to cancer control on all dimensions like health promotion and cancer prevention, screening and early diagnosis, diagnostic procedures, treatment, palliative care, rehabilitation and caring of survivors, as well as encouraging the different types of research like, basic, clinical, epidemiological, translational, historical, social, with

quantitative or qualitative approach, associated with cancer control in Brazil.

II - To encourage the production of knowledge that increases the capacity to formulate, implement, monitor and evaluate policies, programs, projects and actions in all the dimensions of cancer control.

III - To disseminate concepts, methods and good practice in the scope of scientific research dissemination in cancer control.

CHAPTER III – EDITORIAL STRUCTURE

Art. 5º The editorial structure of the BJO is composed of the following:

I – Scientific Editorial Board.

II – Scientific Editor.

III – Editorial Policy Committee.

IV – Adjunct Scientific Editor.

V – Executive Editor.

VI – *Ad Hoc* Consultants.

VII – Editor’s Assistant.

VIII – Reviewer.

IX – Librarian.

X – Designer.

Section I - Scientific Editorial Board

Art. 6º The Scientific Editorial Board is made up of Adjunct Scientific Editors and twenty-five (25) to thirty (30) researchers and/or professionals, renowned in the areas of cancer control, working in Brazil or abroad, distributed to guarantee broad diversity and representativeness of nationality, lines of research, institution affiliation and topics of interest.

§ 1º Members of the Scientific Editorial Board must meet the following requirements:

I – Hold at least a doctorate and have recognized production in the interest areas of the BJO.

II – Have published a book, book chapter or scientific article in foreign or national journals.

§ 2º Members of the Scientific Editorial Board shall be chosen from recommendations by the Scientific Editor, through consultation with the Editorial Policy Committee, and subsequent approval by the INCA Teaching Coordination.

§ 3º There should never be more than three members of the Scientific Editorial Board linked to the same institution, except for INCA.

§ 4º The composition of the Scientific Editorial Board shall be multi-disciplinary, with specialist members distributed among the types of research accepted by the Journal, as mentioned in article 2 herein.

§ 5º The composition of the Scientific Editorial Board shall be reviewed every three (3) years or when deemed necessary by the Scientific Editor or the Editorial Policy Committee, in order to maintain the Journal's mission and objectives.

§ 6º In the Scientific Editorial Board's Review, members can be reappointed.

§ 7º The constitution of the Scientific Editorial Board shall be shown in the Journal homepage, including name, institutional affiliation and country (state) of origin.

Art. 7º The Scientific Editorial Board shall:

I - Give advice on decisions regarding BJO editorial policy.

II – Recommend *Ad Hoc* consultants.

III – Prepare report to recommend, or not, publication of the manuscripts submitted to the Journal.

IV – Act as arbiter when manuscripts receive conflicting recommendations.

V – Help to publicize the Journal and prospect for articles.

VI – Contribute by sending original articles, opinion pieces, letters to the editor, suggestions for debates or book reviews for publication.

Sole Paragraph. Board members shall be invited by the Scientific Editor to publish at least one unpublished text per mandate in the BJO.

Section II – Scientific Editor

Art. 8º The Scientific Editor shall lead the editorial process of publishing the works submitted to the BJO, acting in collaboration with the authors themselves, Ad Hoc Consultants, the Scientific Editorial Board, Adjunct Scientific Editors, the Executive Editor, the Editor's Assistant and Reviewer.

§ 1º The Scientific Editor must be an Science & Technology career employee (analyst, technologist or researcher) at INCA with a doctorate in an area directly related to topics of interest of BJO.

§ 2º The Scientific Editor will be recommended by the INCA Teaching Coordination and will hold the post for three years, although he/she may be removed before this time expires if the Editorial Policy Committee so determines.

§ 3º The Scientific Editor shall:

I – Coordinates the team involved with the Journal, including the Adjunct Editors, the Executive Editor, the Editor's Assistant and the Reviewers.

II – Analyzes the admission of manuscripts submitted to the Journal, making the decision together with the Adjunct Editors, when necessary.

III – Selects, evaluates and recommends candidates for the Scientific Editorial Board, the Editorial Policy Committee and the *Ad Hoc* Consultants.

IV – Recommends *Ad Hoc* consultants for the manuscripts submitted for publication.

V – Recommends alterations to the content of articles submitted, although this responsibility may be delegated to a member of the Scientific Editorial Board and/or Adjunct Scientific Editor.

VI – Gives the final approval to the articles.

VII – Committed itself to the continuous improvement of the Journal and of its management processes.

VIII – Define public appointment of special editions with pre-defined topics.

IX – Promotes the speed of the editorial process and timely responses to authors during the submission process.

X – Guides author, especially with regards the norms (Instructions for Authors) for publication in the Journal.

XI – Ensures compliance with deadlines for emission of reports, revisions and changes of manuscripts.

XII – Designates guest editors to scientifically review articles whose authorship is of a specific theme or of great complexity.

XIII – Represent the BJO in forums, congresses, seminars and courses on scientific publishing.

Section III – The Editorial Policy Committee

Art. 9º The Editorial Policy Committee, chaired by the Scientific Editor, shall be composed of members recommended by the Scientific Editor following consultation with the INCA Teaching Coordination, and shall have six (6) members, including Adjunct Scientific Editors (2), the Executive Editor (1), members of the INCA Teaching Coordination (2) and the Scientific Editor him/herself (1).

§ 1º The Editorial Policy Committee shall be composed of members holding, at the least, a doctorate, or having renowned knowledge and professional experience in areas of interest to the BJO.

§ 2º The Editorial Policy Committee Shall:

I – Discusses, drafts and approves the BJO's Editorial Policy in view of INCA's nature and duties.

II – Discusses and approves BJO's Mission and Objectives.

III – Discusses and approves the norms for constituting the Scientific Editorial Boards.

IV – Discusses and approves the Rules of the BJO.

V – Discusses and approves the Journal's circulation and distribution policy, analyzes the Journal's annual report, discusses and approves the Journal's budget for the coming fiscal year.

VI – Proposes the Journal's graphics project to be submitted to the INCA General Manager.

VII – Removes the Scientific Editor before expiration of the three-year mandate through an open vote meeting without his/her participation.

Section IV – Adjunct Scientific Editor

Art. 10 The four (4) Adjunct Scientific Editors are doctorate-holding INCA researchers/technologists designated by the Scientific Editor. Of these four (4) editors, two (2) are dedicated to quantitative and two (2) to qualitative methods.

§ 1º The Adjunct Scientific Editors:

I – Substitute the Scientific Editor in case of absence of impediment.

II – Assist the Scientific Editor in his/her various duties.

III – Contribute to the Scientific Editor, when required, in the analysis of manuscripts submitted to the Journal for the different sections included in article 14 of these rules.

§ 2º The Scientific Editor shall designate which of the Assistant Editors shall substitute in case of absence or impediment.

Section V - Executive Editor

Art. 11 The Executive Editor shall be an INCA analyst, holding at least a Master Degree, and is designated by the Scientific Editor.

Sole Paragraph. The Executive Editor shall:

I – Keep the databases of *Ad Hoc* Consultants and the Scientific Editorial Board up to date.

II – Monitors and evaluates the performance of the *Ad Hoc* Consultants with regards the quality of their reports and deadlines.

III – Keep up to date the records of evaluations of *Ad Hoc* Consultants and the Scientific Editorial Board.

IV – Advise the Scientific Editor in the editing process evaluation of manuscripts submitted to the Journal.

V – Manage the work flow in the editorial process, ensuring that deadlines were met.

VI – Communicate with authors with regards the acceptance (or not) of their manuscripts for publication following analysis by the reviewers and the Scientific Editor.

VII – Suggest, implements and monitors performance indicators (metrics) of the various publishing processes of the Journal.

VIII – Prepare the Journal's Annual Report.

IX – Represent the BJO in forums, congresses, seminars and courses on scientific publishing.

Section VI - *Ad Hoc* Consultants

Art. 12 *Ad Hoc* Consultants, holding at least a Master's Degree, also known as scientific reviewers, shall be responsible for the process of double-blind analysis of the manuscripts received by the Journal, following initial analysis and acceptance by the Scientific Editor.

§ 1º The Journal shall maintain a register of consultants, organized according to topic, institutional affiliation and areas of interest/working and other data from the Lattes Platform or provided by the consultants on the registration form (Annex III).

§ 2º The consultant register may be expanded, when needed, through a public call or individual invitation.

§ 3º Selection of consultants shall consider the topics of articles submitted and their alignment within the respective areas of training and practice.

§ 4º Consultants may not belong to the same institution as any of the manuscript authors, nor be co-authors of the manuscript.

§ 5º Consultants shall be evaluated, mainly, on the clarity and consistency of the reports issued, compliance with deadlines and attitude consistent with the guidelines of the Instructions and Recommendations for Specialists (Annex I) of these Rules.

§ 6º Reports must use the specific form (Annex II).

Section VII – Editor’s Assistant

Art. 13 The Editor’s Assistant shall be an INCA’s Science & Technology assistant designated by the Scientific Editor.

Sole Paragraph. The Editor’s Assistant Shall:

- I – Control the submission process of manuscripts to the Journal.
- II – Analyse whether authors fulfill BJO Instructions for Authors.
- III – Check for plagiarism using specific software.
- IV – Communicate with authors with regards the acceptance (or not) of their manuscripts for analysis by the reviewers.
- V – File the accepted manuscripts for evaluation by consultants, as well as articles to be published.
- VI – Meet external (authors and consultants) and internal (Adjunct Editors, Scientific Editorial Board and Editorial Policy Committee) requests and give them away to the Scientific or Executive Editor when appropriate.
- VII – Support to the Scientific Editor and the Executive Editor in the process of editing the manuscripts submitted to the Journal.

Section VIII - Reviewer

Art. 14 The Reviewer shall be a public selected professional (analyst or technologist) or hold an institutional scholarship with a degree in arts, designated by the Scientific Editor.

Sole Paragraph. The Reviewer shall:

- I– Order the articles according to the selection made by the Executive Editor to produce a summary.

- II – Request the dates of submission and acceptance from the Executive Editor.
- III – Send the originals to the Librarian to standardize.
- IV – Conduct a grammatical review and edit of articles standardized by the Librarian.
- V – Monitor the editing process of the articles.
- VI – Monitor the translation/review of abstracts and articles in English and Spanish.
- VII – Forward the final version for layout and revise the proof.
- VIII – Contact authors; librarians; third-party companies (revision of English and Spanish); designer and print shop by phone and by e-mail during the entire process.
- IX – Provide the pdf version of each edition for publication on the Journal's website.
- X – Revise the print shop's proof.
- XI – Support the Scientific and Executive Editor during the publishing process of the manuscripts submitted to the Journal.

Section IX - Librarian

Art. 15 The Librarian shall be a public selected professional (analyst or technologist) or hold an institutional scholarship, designated by the Scientific Editor.

Sole Paragraph. The Librarian shall:

- I – Standardize the authors' entries according to international cataloging norms.
- II – Index the descriptors of the articles according to the Descriptors in Health Care Sciences (DeCS) in Portuguese, English and Spanish.
- III – Revise citations in ascending order in the text.

IV – Standardize bibliographical references according to the Vancouver norms.

V – Revise the sources of figures, graphics, tables and charts.

VI – Prepare indexes of authors and subjects.

VII – Contact authors.

VIII – Index the journal in scientific databases.

Section X - Designer

Art. 16 The Designer shall be a public selected professional (analyst or technologist) or holding an institutional scholarship, designated by the Scientific Editor.

Sole Paragraph. The Designer shall:

I – Distribute graphically the standardized and reviewed articles.

II – Manage the images.

III – Standardize graphics and tables.

IV – Make the cover layout.

V – Adjust the final proof.

VI – Prepare the archive for printing.

VII – Create the pdf to be available on the Journal's site.

CHAPTER IV – FREQUENCY AND SECTIONS

Art. 17 The BJO shall be published quarterly (Jan./Mar., Apr./Jun., Jul./Sep. and Oct./Dec.), with the third edition of each year being thematic, as indicated by the Scientific Editor and agreed by the Editorial Policy Committee.

Sole Paragraph. Extra issues or supplements may be published each year.

Art. 18 The BJO shall contain the following section:

I – Original Articles Section, with unpublished articles with qualitative, quantitative or mixed methodology.

II – Review Section; these may be narrative, integrative or systematic.

III – Opinion Pieces Section.

IV – Case Reports/Case Series Section.

V – Reviews of recently-published books or techno-scientific publications of recognized importance dealing with topics of interest to the BJO.

VI – Interview Section

VII – Debate Section.

VIII – Letters to the Editor Section.

IX – Abstracts of thesis, dissertations and scientific studies Section.

§ 1º Manuscripts submitted to the original articles, review, opinion piece (except when requested by the author) and case reports/case studies sections shall be subject to obligatory peer review.

CHAPTER V – FORMATTING AND INDEXING

Art. 19 BJO issues are available in print and in pdf files on the Journal's site.

Sole Paragraph. Other formats, such as electronic mediums, shall be used if so decided by the Editorial Policy Committee.

Art. 20 Initially, the BJO shall be indexed in the LILACS database.

Sole Paragraph. If so decided by the Editorial Policy Committee, other national or international databases such as SciELO or MEDLINE (PubMed) shall be requested to index the BJO.

CHAPTER VI – EDITORIAL PROCESS

Art. 21 The process of each article submitted to the BJO shall comply with the following work flow:

I – Previous analysis to verify whether it meets the criteria for submission to the BJO, available on the Journal's site (Instructions for Authors).

II – Admission review, which should take place within ten (10) days of receipt of the original manuscript, undertaken by the Scientific Editor and Assistant Editors, to define the acceptance (or not) of the manuscript for peer review and subsequent forwarding for evaluation using the double-blind system (reviewer and author).

III – Forwarding to two consultants (Ad Hoc or from the Scientific Editorial Board) of the articles approved in the admission review.

IV – Preparation of reports by the consultants (reviewers), which should be within twenty (20) days from the article's acceptance for review.

V – Suggestions by the consultants and the scientific editor sent to the authors of those manuscripts approved with restrictions.

VI – Article returned to author with the changes and adjustments indicated in the reports. The author then has fifteen (15) days from receiving the reports to adjust/reformulate the article.

VII – Forwarding the reformulated or adjusted article for a new evaluation by the consultants and editor, if requested, which analysis should be conducted within ten (10) days of receiving the new version of the article.

VIII – Decision by the editors as to whether (or not) the article shall be published and report the author.

IX – Approved article sent for grammatical revision and editing.

X – Final format of the text, graphically distributed, approved for publication.

Sole Paragraph. The deadlines mentioned in items II, IV, VI and VII may be extended if the Scientific Editor and Adjunct Editors so decide.

CHAPTER VII – NORMS FOR SUBMISSION

Art. 22 The BJO shall publish unpublished manuscripts that have undergone admission review followed by evaluation by two or three reviewers, according to the decision of the Scientific Editor, through the double-blind system (reviewer and author).

Art. 23 Submitted manuscripts may be in Portuguese, Spanish or English, and may be original articles (using qualitative, quantitative or mixed

methods); narrative, integrative or systematic reviews; case reports or case studies; opinion pieces; book reviews, letters to the editor; interviews and debates; following the norms established in the Instructions for Authors (Annex IV).

§ 1º The author should include a letter of submission together with the manuscript submitted, as outlined in the Instructions for Authors, as well as the Research Ethics Committee (REC) form and the Informed Consent Form (ICF) when necessary.

§ 2º There is no limit to the number of manuscripts an author can submit and, if approved, they could be published in different issues.

§ 3º Publication of the texts is subject to the admission review and evaluation using the double-blind system by two or three reviewers, reserving the right to suggest modifications to the author and reject the manuscript.

§ 4º The number of authors for original articles, reviews, case reports and case series may not exceed six (6), while for book reviews, opinion pieces and letters to the editor, the number may not exceed two (2).

§ 5º The complete norms for submission and publication can be found in the Instructions for Authors which accompany and form part of these Rules.

CHAPTER VIII – ETHICAL DIRECTIVES

Art. 24 The BJO strives to ensure transparency and integrity in its scientific publishing processes and observes the ethical behavior laid out in the rules of the International Committee of Medical Journal Editors (ICMJE) and the Committee on Publications Ethics (COPE).

§ 1º The authors of the scientific articles are responsible for adhering to the scientific ethical principles, under the risk of sanctions being applied by the Scientific Editor and the editorial team, including suspension of publication of the manuscript at any stage of the editorial process, if infraction of such principles is proven.

§ 2º Members of the Scientific Editorial Board, *Ad Hoc* Consultants and Adjunct Editors involved at any stage of evaluating the submitted articles may not have conflicts of interest in relation to the research or to the financiers of the research from which the article evaluated originated.

§ 3º Research conducted with human beings or with animals must be approved by the Research Ethics Committee (REC) and the author must include proof of such approval on submission of the manuscript.

§ 4º The BJO may use plagiarism control systems or services and the *Ad Hoc* Consultants should inform the Journal editors of any suspicions of plagiarism, duplicity or inappropriate or undue use of artifices in empirical research or in the organization of the theoretical texts of the scientific articles evaluated.

CHAPTER IX – FINAL PROVISIONS

Art. 25 The BJO adopts the Attribution - Non-Commercial – No derivative Works (BY-NC-ND) Creative Commons (CC) license.

§ 1º The license permits the download and sharing of the articles so long as they are appropriately credited, without alteration and not used for commercial purposes.

§ 2º Publications that use pieces of articles published in the BJO should reference the author in the credits and may not be used for commercial purposes, although no license is needed under the terms of this license.

§ 3º By publishing the article in the BJO, the author transfers to INCA all patrimonial rights thereof.

§ 4º Articles published in the BJO may not be divulged in other media without due reference to the publication of origin.

§ 5º Authors whose articles are published in the BJO must sign a submission letter in which, among other things, they transfer copyright (Annex V). This letter must be signed by all authors of the manuscript.

Art. 26 In addition to their copy, authors whose articles are approved will receive three complimentary copies of the issue of BJO in which their work was published.

Art. 27 Together with these Rules, the Board of Directors of the INCA shall publish the Ordinance containing the names of those making up the Scientific Editorial Board, the Editorial Policy Committee, the Scientific Editor, Adjunct Editors and Executive Editor for the years 2017-2019.

Art. 28 Missing cases not covered in these rules shall be directed to the Editorial Policy Board and, in the case of an impasse or if so determined by the Scientific Editor, in consultation with the Scientific Editorial Board.

Art. 29 Minutes of Editorial Policy Board meetings should be numbered and recorded and decisions and editorial or executive communications made by the scientific or executive editors should be formally issued in numbered memoranda and filed in digital format.

Art. 30 This Ordinance shall be in force as from the date of its publication.

Rio de Janeiro, May 23, 2017.

Ana Cristina Pinho Mendes Pereira

Director-General of the José Alencar Gomes da Silva National Cancer Institute

ANNEXES

ANNEX I

INSTRUCTIONS AND RECOMMENDATIONS FOR CONSULTANTS

The integrity and quality of academic publications are ensured through detailed and professional peer evaluation. The bond of trust between the parties involved is reflected in the success of the editorial process and so it is necessary that the parties involved behave ethically and responsibly. Peer analysis is central to the editorial process.

Thus, the specialists need to be aware of their ethical obligations and for this reason the Brazilian Journal of Oncology has made available a guide to orient and clarify this relationship in the form of the **Instructions and Recommendations for Consultants (Reviewers)**, establishing norms and basic principles to which all consultants at the Journal should adhere during the peer evaluation process.

The basic principles for conducting this evaluation should bear in mind that scientific knowledge is a social education and that their valuable work as consultants should improve the text under evaluation and only as a last resort lead to refusal of the manuscript.

These instructions were drawn up according to guidance by the World Association of Medical Editors (WAME) and the Committee on Publications Ethics (COPE) and synthesized into the following topics:

1. By agreeing to evaluate a work, the consultant accepts that it falls within his/her area of expertise and that he/she can contribute to a coherent and relevant report.
2. The consultant, whether a member of the Scientific Editorial Board or from the register of Ad Hoc Consultants, should value the quality of their report, and should analyze at least three manuscript per year.
3. The confidentiality of the evaluation should be respected, as should all unpublished details be concerning the article and the analysis both during and after the evaluation process.

4. It is a serious infraction of ethics to use information obtained during the peer evaluation process for benefit of oneself or another person or organization, or to the discredit or harm of another.
5. In case of the author's identity being known, the editor should be informed to ensure the validity of the double-blind review process. Any potential conflicts of interest should likewise be declared. The Scientific Editor should be consulted regarding any doubts about the relevance of the specific conflict(s).
6. On agreeing to evaluate the manuscript, the specialists agree and commit themselves to meeting the deadlines set for delivering their reports. Meeting such deadlines is a question of ethics, respect and responsibility.
7. Evaluation of the article should not be influenced by the origin, the nationality, religion, political convictions and ideology, gender or other characteristics of the author, nor by economic considerations.
8. It is important that the author is aware of the editorial policy, in other words, the Instructions for Authors and Instructions to Reviewers of the Journal. This is essential for avoiding requests that are incompatible with what is advocated by the Journal and so that the evaluation meets editorial expectations.
9. An in-depth reading of the text is essential for a first impression thereof. We recommend that, during this first reading, reviewers adopt certain procedures such as marking or noting points of the text. The idea, however, is to understand it and not focus on specific aspects. The work should be returned to three (3) or four (4) days later, for a detailed examination of the text while drawing up the report.
10. When drawing up the report, it is important to note correctable errors and indicate how they can be remedied. The consultants should sincerely evaluate the cost-benefit of each requested change in terms of the effective improvement to the quality of the work. If it is of scientific pertinence, the consultant should suggest current or relevant references to the work and/or its reformulation.

11. To ensure a speedy editorial process, it is important that effort is made to indicate all alterations deemed relevant in the first review of the work, thus avoiding new recommendations each time the reformulation is returned.

12. If a second review of the reformulated manuscript is needed based their recommendations, those of other reviewers or of the editors, consider previous recommendations before issuing a new report.

13. If there are irredeemable errors in the work, the specialists should always indicate these as limitations of the article in the appropriate section, or even, if publication is not feasible, indicate the reasons why these errors cannot be remedied. In this way, it is hoped that the report will be objective and constructive, avoiding hostile or (inflamed) attitudes and personal, calumnious or depreciative comments.

ANNEX II

MANUSCRIPT ANALYSIS FORM TO BE COMPLETED BY CONSULTANTS

Report on manuscript

Record: **Manuscript nº. /year**

Date sent: **day.month.year**

Date approved: **day.month.year**

Dear Consultant (Reviewer),

We are sending the manuscript **“Title of manuscript”** for your consideration with regards scientific merit and relevance for publication in the Brazilian Journal of Oncology (BJO). We request that this manuscript be forwarded within, at most, twenty (20) days to e-mail rbc@inca.gov.br, counting from the date sent, and that the evaluations be guided by the Instructions to Authors at the BJO, available at (<http://www.inca.gov.br/rbc>). Your comments are very important; however, if it is not possible to meet our request, please let us know within, at most, 72 hours of receiving it.

1. Classification of manuscript

- Original Article - Quantitative
- Original Article - Qualitative
- Original Article - Mixed
- Systematic Literature Review
- Integrative Literature Review
- Narrative Literature Review
- Case Report/Case Series
- Opinion Piece

2. Ethical Aspects

- Plagiarism Duplicate publication Fraud REC Approved
- ICF included No REC needed

3. Relevance of the topic

High Medium Low

4. The article contributes to improving the control of cancer in Brazil

Complete Partial Not at all

5. Adequacy of the title to the content of the study

Complete Partial Not at all

6. Structured abstract containing the introduction, objectives, methodology, results and conclusions of the study

Complete Partial Not at all

7. Key words in the abstract reflect the objective of the study and appear in the Virtual Health Library DeCS

Yes No

8. Clarity in justification of the research, description of the objectives and the relevance of the study.

Complete Partial Not at all

9. Comprehensiveness, relevance and timeliness of the literature review

Complete Partial Not at all

10. Suitability of methods to the study objectives

Complete Partial Not at all

11. Description of the materials and methods used

Complete Partial Not at all

12. Data analysis suitable for study objectives and design

Complete Partial Not at all

13. Rigour and clarity of results

Complete Partial Not at all

14. Discussion and conclusions coherent with the development and findings of the study

Completely Partially Not at all

15. References reflect the content cited, are relevant to the topic and follow Journal norms

Yes No

16. The text is well written and logically sequenced, with appropriate vocabulary, accurate and appropriate data, and tables and figures that contribute to understanding the text

Yes No

17. Needs review by statistician

Yes No

18. Overall quality of manuscript

Good Regular Poor

19. Judgment on publication of the manuscript

Approved with no restrictions Approved with restrictions
 Not approved

Observations:

1. For original articles, all items must be completed, except for qualitative studies, to which item 17 does not apply.
2. For review articles, all items must be completed except for item 17, which does not apply.
3. For case reports/case series, all items must be completed except for items 6, 8, 10-13 and 17. Case reports/case series should have a structured abstract with the following sections: introduction, case report/case series and conclusion. The body of the text should be divided into four sections: introduction, case report/case series, discussion and conclusion.
4. For opinion pieces, all items must be completed except for items 6-14, 17.

RECOMMENDATIONS TO THE AUTHOR:

CONSULTANT`S PRIVATE COMMENTS TO THE EDITOR:

Signature of the Consultant

Notes:

1. Recommendations to the author should include the aspects identified in the review (and indicated in the guidance for reviewers) to provide guidance to authors on how to improve their manuscripts. Criticism should be constructive and critical comments should be avoided. It should be clear what improvements are to be made and which are essential for publication of the manuscript and which are merely to improve the manuscript.
2. Specialist's private comments to the editor should only include what is undesirable to be read by the author. Avoid suggesting that the author include citations from publications by the reviewer. Avoid private comments to the editor that denigrate the authors simply because the authors will not have access to such comments. Bear in mind that editors require reviewers to have substantial knowledge of the topic, fair judgement of the manuscript and a final report that can be used by the editor in making their decision.

ANNEX III

CONSULTANT REGISTRATION FORM

Ministry of Health		REGISTER OF CONSULTANT	
NAME			
ADDRESS - <input type="checkbox"/> BUSINESS / <input type="checkbox"/> PERSONAL:			
NEIGHBORHOOD	CITY – STATE	ZIP CODE	
E-MAIL		MOBILE PHONE	TELEPHONE
GRADUATION	INSTITUTION/YEAR		
SPECIALIZATION DEGREE (MORE RELEVANT)	INSTITUTION/YEAR		
MASTER DEGREE	INSTITUTION/YEAR		
DOCTORATE DEGREE	INSTITUTION/YEAR		
AFFILIATED INSTITUTION (PRINCIPAL)		CHARGE/FUNCTION	
CV LATTES ADDRESS			
WORKING AREA			
<input type="checkbox"/> Surgical Oncology <input type="checkbox"/> Nursing Oncology <input type="checkbox"/> Psychological Oncology <input type="checkbox"/> Hematology <input type="checkbox"/> Clinical Oncology <input type="checkbox"/> Nuclear Medicine <input type="checkbox"/> Palliative Care <input type="checkbox"/> Genetics <input type="checkbox"/> Pathology / Citology <input type="checkbox"/> Pharmacy	<input type="checkbox"/> Research <input type="checkbox"/> Radiology <input type="checkbox"/> Epidemiology / Preventive Medicine <input type="checkbox"/> Medical Physics / Nuclear Medicine <input type="checkbox"/> Bioethics <input type="checkbox"/> Social Services <input type="checkbox"/> Dentistry <input type="checkbox"/> Nutrition <input type="checkbox"/> Clinical Analysis	<input type="checkbox"/> Physiotherapy <input type="checkbox"/> Health Prevention and Promotion <input type="checkbox"/> Health Communication <input type="checkbox"/> Education / Learning <input type="checkbox"/> Management and Human Resources <input type="checkbox"/> Others:	
INTEREST AREA			
<input type="checkbox"/> Cns Tumours <input type="checkbox"/> Head and Neck Tumours <input type="checkbox"/> Breast Tumours <input type="checkbox"/> Lung Tumours <input type="checkbox"/> Bone and Soft Tissues Tumours <input type="checkbox"/> Hematological Tumours <input type="checkbox"/> Aids Related Tumours <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Gastrointestinal Tumours <input type="checkbox"/> Genitourinary Tumours <input type="checkbox"/> Gynecological Tumours <input type="checkbox"/> Pediatric Tumours <input type="checkbox"/> Cutaneous Tumours		<input type="checkbox"/> Infections in Oncologic Patients <input type="checkbox"/> Bone Marrow Transplant <input type="checkbox"/> Innovation / Technology <input type="checkbox"/> Public Health <input type="checkbox"/> Basic Research <input type="checkbox"/> Clinical Research <input type="checkbox"/> Epidemiological Research <input type="checkbox"/> Social Research <input type="checkbox"/> Qualitative Method <input type="checkbox"/> Quantitative Method <input type="checkbox"/> Mixed Methods <input type="checkbox"/> Others:	

Scanning and send to: rbc@inca.gov.br

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ANNEX IV

INSTRUCTIONS FOR AUTHORS - VERSION 2017

GENERAL INFORMATION

The Brazilian Journal of Oncology is a quarterly publication edited by the José Alencar Gomes da Silva National Cancer Institute (INCA), the aim of which is to disseminate work related to all areas of cancer control. Texts in Portuguese, English and Spanish are accepted for publication, and are subject to peer review. Various types of manuscripts are accepted such as: original articles, reviews, case reports and case series, opinion pieces, research summaries, book reviews, letters to the editor, debates and interviews.

There are no charges or fees of any kind for processing or publishing the manuscript in the Journal.

Manuscripts should be unpublished articles exclusive to the BJO, and it is not permissible to send them to other journals simultaneously. The concepts and opinions expressed in the articles, as well as the accuracy and origin of citations are the sole responsibility of the author(s). Submission to this Journal of manuscripts referring to parts of the same research project is discouraged.

The published manuscripts become property of the BJO and their reproduction, even in part, in other journals is prohibited, as is their translation into other languages for publication without prior authorization.

Manuscripts accepted for publication may be modified to the Journal's editorial-graphical style without, however, altering their technical/scientific content.

Authors of manuscripts that include tables and illustrations previously published by other authors and in other publications must provide proof of authorization for their reproduction, signed by the copyright holder.

Readers of bio-medical journals should be able to trust that what they are reading is original, unless it is clearly stated that the article is being republished at the wish of the author and editor (as may be the case with historical or reference texts). When a large part of the manuscript submitted has already been published in another journal or is part of or closely related to another manuscript submitted for publication in another journal, the author(s) should make this clear in the submission letter and provide a copy of such material for analysis by the editor.

When part of the manuscript's material has already been presented in a preliminary communication or at a symposium, congress etc. this fact should be noted in a footnote on the title page and the manuscript submitted should be accompanied by a copy of the text of the presentation.

Submission of manuscripts or abstracts resulting from research must be accompanied by a declaration that the research was approved by or exempt from submission to the Research Ethics Committee (REC) of the institution with which the authors are linked or, in the lack thereof, by another REC recommended by the National Research Ethics Commission of the Ministry of Health. For research that has been submitted to and approved by the REC, a copy of the approval document must be sent and, where necessary, the Informed Consent Form (ICF).

Patients have the right to privacy, which may not be infringed without informed consent. Personal identification information may not be published in the form of written descriptions, photographs, genealogies or case reports, unless such information is essential for the scientific purpose and the patient (or parents or guardian) give written informed consent authorizing publication.

Non-essential identification details should be omitted, but patients' data should never be altered or falsified in the attempt to achieve anonymity. Complete anonymity is difficult to achieve, and informed consent should be obtained if there is any doubt. For example, hiding the eye region in photographs of patients is not adequate to protect anonymity.

The BJO recognizes the importance of recording information on clinical studies and disseminating it internationally, with open access, supporting World Health Organization (WHO) and International Committee of Medical Journal Editors (ICMJE) policies for recording clinical trials. Thus, it will only accept articles on clinical trials that have received an identification number from the registers of clinical trials validated as meeting the criteria established by the WHO and ICMJE, the addresses of which are available on the ICMJE site ([http:// www.icmje.org](http://www.icmje.org)).

The BJO adopts ICMJE “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” ([http:// www.icmje.org](http://www.icmje.org)). The manuscript, including tables, illustrations and references must follow the most recent version of these requirements. The authors should consult the ICMJE site to obtain the most up-to-date version of the document.

The BJO also adopts the recommendations of the Committee on Publication Ethics (COPE) with regards the ethical aspects of editing and publishing scientific articles. Codes of conduct and guidelines for editors and reviewers are available on COPE’s site (<http://publicationethics.org/>).

Authors should recognize and mention conflicts of interest. These situations could include: holding shares in a company that produces the drugs or equipment cited in the work, or in a competitor thereof. Other sources of conflict include assistance received, subordinate-superior relationships in the workplace, consultancy etc.

Manuscripts should be submitted to the BJO by email to rbc@inca.gov.br, with the complete text, tables, graphics, figures, images, REC report and ICF, if applicable, and in accordance with the Journal norms. The “letter of submission”, signed by each of the authors (model available at [http:// www.inca.gov.br/rbc](http://www.inca.gov.br/rbc)) should also be sent at this time.

MANUSCRIPT EVALUATION PROCESS

Publication will depend on adherence to BJO norms for drafting and

submitting manuscripts and the decision of the Editorial Board. The evaluation process starts with the Scientific Editor, who evaluates the article received for its contribution to the area of cancer control and its interest to the readers as well as whether the original follows the instructions recommended by the Journal. Manuscripts deemed relevant, but not in accordance with these instructions, shall be returned to the authors for the necessary changes, before evaluation by the Editorial Board and/or Consultants (Reviewers).

Accepted manuscripts are sent for analysis and report by at least two members of the Editorial Board and/or *Ad Hoc* Consultants (Reviewers), all of whom are renowned professionals from the various areas of cancer control. During this process, the confidentiality and anonymity of authors and consultants are maintained. The reviewers make comments and suggestions for improving the manuscript and may also refuse it. The consultant's report is based on the Anex II available on the BJO at <http://www.inca.gov.br/rbc>.

After the respective consultants have analyzed and prepared their reports, the manuscript and the reports are sent to the Scientific Editor who analyzes them in terms of following the Journal norms and of scientific merit and decides whether to accept the manuscript, over which decision process he/she has full authority.

Following analysis by the editor, the manuscripts are classified as: manuscript approved without restriction, which is then sent to the technical reviewer for review and later publication; manuscript approved with restrictions, which will be returned to the author(s) with requests for adjustments; or manuscript refused. The editor's decision shall be communicated to the author(s) via e-mail.

The revised manuscript should be resubmitted to the BJO by the author(s) accompanied by a letter informing the changes made or, when not made, giving the appropriate explanations. If the manuscript is not resubmitted within forty-five (45) days, the author(s) shall be deemed to be no longer interested in publication and the manuscript considered as refused.

Approved manuscripts shall be published in accordance with the work flow and the editorial schedule of the Journal, respecting acceptance dates.

CATEGORIES OF MANUSCRIPTS

The following types of manuscripts shall be considered for publication:

- **Original Articles** - articles informing the results of original research of an empirical or experimental nature, using quantitative or qualitative approaches. Also considered original is research of historical content and methodological articles focusing on the processes of collecting, analyzing and interpreting data. They should be structured in the following format: introduction, method, results, discussion and conclusion. The maximum number of pages is twenty-five (25) for quantitative studies and thirty (30) for qualitative ones, including the cover, abstracts, body of the text and references. Figures, tables and graphics should not exceed five (5) pages and each should take up one page.
- **Literature Review** - a systematized and up-to-date review of the literature on a specific topic or problem. The type of review (narrative, integrative or systematic) should be described, as should the methods and procedures adopted in the work. The authors must also interpret and draw conclusions. The structure should be as follows: introduction, method, results, discussion and conclusion. The maximum number of pages is thirty-five (35), including the cover, abstracts, body of the text and references. Figures, tables and graphics should not exceed five (5) pages and each should occupy one (1) page.
- **Case Reports/Case Series** - it is a detailed description and critical analysis of one or more cases, typical or atypical, based on broad and current literature review. Should have: cover, abstracts, key words, introduction, case exposition, discussion, conclusions and references. The maximum number of pages is fifteen (15), including cover, abstracts, body of the text and references. Figures, tables and graphics should not exceed four (4) pages and each should occupy one (1) page.

- **Opinion Piece** - the author's qualified opinion on a specific topic concerning cancer control. An abstract is not required. The structure should be as follows: cover, introduction, development (with subsections, if necessary), conclusion and references. The maximum is ten (10) pages, including cover, abstracts, body of the text and references. Figures, tables and graphics should not exceed two (2) pages and each should occupy one (1) page.
- **Book Review** - review of a book on topics in the field of cancer, control published within the last three years. The maximum is four (4) pages, including any references.
- **Abstracts of dissertations, theses and scientific papers** - succinct information on the original research. They should, however, contain the nature and aims of the research and an objective description of the methodology, results and conclusions. The aim is to transmit the scientific production of young researchers. Theses and dissertations must have been defended and approved within the last two years and the scientific papers presented at science events within the last twelve (12) months. They should be between 150 and 250 words and follow Journal norms for abstracts.
- **Interviews** - testimonials from health care professionals, researchers and managers whose life histories, research and achievements are relevant to the area of cancer control. The maximum is ten (10) pages and should include a summary, maximum 250 words, of the interviewee's CV. Publication is always on the initiative of the Scientific Editor.
- **Debate** - theoretical article on conjectural topics of importance to cancer control, by a guest specialist, accompanied by critical commentary by two other guest specialists, followed by a response from the author of the principal article. The principal article is of a maximum five (5) pages. Commentary should not exceed three (3) pages, likewise the author's response. Figures, tables and graphics should not exceed two (2) pages, each occupying one (1) page.
- **Letters to the editor** - brief criticism or commentary on topics related

to cancer control, preferably linked to articles published in the Journal. Criticism of papers published in previous issues of the Journal shall be sent to the authors, so that their response can be published together. Letters may be summarized by the editor, retaining the main points. The maximum is four (4) pages.

PREPARING THE MANUSCRIPT

The original should be written in the third person singular, using the active voice (ABNT.NBR-6028, 2003, p.2).

The word processor used should be *Microsoft Word*, type *Times New Roman*, size 12, with margins of 30 mm on both sides, double spacing in all sections, paper size A4 (210 x 297mm) and pages numbered as from the introduction. Footnotes are not accepted.

Manuscript preparation should follow ICMJE "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals". The most recent version of this document is available at <http://www.icmje.org>. The most recent translation into Portuguese (2014) can be accessed at <http://www.icmje.org/recommendations/translations/portugese2014.pdf>.

It is recommended that manuscripts follow the guidelines for scientific writing depending on the research design. Guidelines for writing up clinical trials, systematic reviews and observational studies can be found at the EQUATOR Network initiative site (<http://www.equator-network.org/>).

If in doubt about preparing the manuscript, we suggest consult other manuscripts of that type previously published in the BJO.

MAIN GUIDELINES FOR WRITING A MANUSCRIPT

- ORIGINAL ARTICLE AND REVIEW

1. Title page or cover

Should contain: a) the title of the article up to 100 characters, except

titles of thesis and dissertation and scientific paper abstracts, alternating capital and lower-case letters, in Portuguese, English and Spanish; b) abbreviated title, up to 40 characters; c) full name(s) of author(s). Designation of authorship should be based on ICMJE deliberations, which consider an author to be one who contributed substantially to the conception or to the planning of the study; to obtaining, analyzing and/or interpreting the data; as well as to revising the articles and to approving the final published version. In institutional (with collective authorship) and multi-center studies, the names of those responsible should be specified and all considered to be authors should meet the criteria above; d) for each author, indicate in a footnote their professional category, highest academic degree, names of the department(s) and institution(s) to which the work should be attributed, e-mail, city, state and country; e) name, address and telephone of the author responsible for correspondence on the manuscript; f) description of the individual contribution of each author to the manuscript (e.g.:...worked on the conception and on writing and... on the research and methodology); g) acknowledgements: other contributors who did not fit the above-mentioned criteria for authorship should be mentioned in this item, specifying the type of collaboration. The authors are responsible for obtaining written authorization of those named in the acknowledgements, as it could be inferred that they agree with the content of the work; h) declare any conflicts of interest (write “no conflicts to declare” or reveal any conflicts); i) for subsidized work, identify the sponsor and process number (if any).

2. Abstract and descriptors (key words)

All articles should contain a structured abstract in Portuguese, English and Spanish, accompanied by key words in the respective languages. The terminology for the keywords should be denominated in the article as follows: *palavras-chave*, key words and *palabras clave*. Each abstract should be between 150 and 250 words, and contain the sections introduction, objective(s), methodology, results and conclusion.

The key words are essential words for indexing the articles in national and international databases. To determine the keywords, consult the list

of Key Words in Health Care Sciences (DeCS-LILACS - <http://decs.bvs.br>) created by Bireme. Abstracts should be accompanied by between three and six key words.

Abstracts should not contain citations of references, nor include abbreviations or charts, tables or figures.

Authors of papers presented at events on cancer control submitted for publication in the BJO should ensure the abstract complies with the norms of the Journal before sending them, and the accuracy and correctness of the language used being their sole responsibility.

3. Introduction

This should be objective, clearly defining the problem studied, highlighting its importance and the gaps in knowledge; the review of the literature should be strictly relevant to the topic dealt with by the study, providing the background to current understanding of the topic and showing the importance of further study. It should contain the objective(s) of the study or the hypothesis/es to be tested.

4. Method

This should clearly describe how and why the study was conducted. The details of how the study was carried out should be such as enable the reader to reproduce it. The method includes description of data collection, selection, analysis and interpretation techniques.

If any organization was paid or contracted to assist in conducting the research (such as, for example, in collecting or handling the data), this should be detailed in the method section.

It should describe the process of selecting the research subjects, inclusion and exclusion criteria and a description of the target population.

For quantitative studies, the methods should be described with sufficient detail to enable the reader to judge their appropriateness and check the results. Statistical terms, abbreviations and symbols should be defined. If a statistical software package was used, the version used should be defined.

For qualitative studies, the process of analyzing, synthesizing and interpreting the data should be detailed.

When reporting on experiments involving human beings, indicate whether the procedures followed were in accordance with the ethical standards of the human REC of the institution that approved the research, with the Declaration of Helsinki (most recent version 2013) and with Resolutions nº. 466/2012 and nº. 510/2016 of the Brazilian National Health Board. Do not use patients' names or initials or record numbers, especially in illustrative material. Experiments involving animals should indicate whether they followed the norms of the institutions, of National Research Councils, or any national laws on laboratory animal use and care.

This section should also mention the document indicating the protocol number from the REC of the institution to which the author(s) are linked and which approved the study.

5. Results

Present the relevant results according to the objectives, with the principal or most important results first. Only the results found should be included, without including interpretations or comparisons. Provide information referring to the primary and secondary outcomes identified in the methodology section.

Present the results, tables and illustrations in logical sequence, ensuring that the text complements and does not simply repeat what is described in the tables and illustration. Limit tables and illustrations to those necessary to explain and support the argument of the article. Use graphics as an alternative to tables with many entries; do not duplicate data in graphics and tables.

Avoid using statistical technical terms such as: "random", "normal", "significant", "correlation" and "sample" in non-technical ways. Define statistical terms, abbreviations and symbols.

6. Discussion

This should contain the authors' interpretations, compare the results with the literature, connect the observations to other relevant studies, point out any limitations to the study, emphasize new and important aspects of the study and the conclusions derived, including suggestions for future research. The discussion may possibly be written together with the results if such is the author's preference, especially in qualitative studies.

Do not repeat in detail the data or other material from the "introduction" or "results" sections.

7. Conclusion

This should be based on the results found and linked to the objectives of the study. This section should not include unqualified statements or conclusions not completely supported by the data. Avoid alluding to unfinished studies. Establish new hypotheses when clearly justified as such. Recommendations for practice may be included when appropriate.

8. References

Should be numbered in the text using Arabic numerals in superscript (e.g.: Extending survival, among others¹), consecutively, according to the order in which they are mentioned in the text and without mentioning the authors. The same rule applies to tables and subtitles. In sequential citation, separate the numbers with a dash (ex.: ¹⁻²); otherwise, use commas (e.g.: ^{1,3,7}).

References should be checked with the original document. Citations of references cited by another author should use the term "apud".

The accuracy of the references is the responsibility of the authors. Only relevant references that were actually used in the study should appear.

There may not be more than twenty-five (25) references, except for literature reviews, in which up to thirty-five (35) may be accepted.

The abstract and the conclusion should not include references.

References should follow the standard summarized in the original document, in English, by the International Committee of Medical Journal Editors (ICMJE) entitled Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals: Sample References ([https:// www.nlm.nih.gov/bsd/uniform_requirements.html](https://www.nlm.nih.gov/bsd/uniform_requirements.html)) or the standards presented in full in the publication Citing Medicine 2nd Edition ([https:// www.ncbi.nlm.nih.gov/books/NBK7256/](https://www.ncbi.nlm.nih.gov/books/NBK7256/)).

We shall present the most common occurrences of reference according to material type referenced. Some observations listed below are the fruit of occurrences in articles submitted for publication.

For the Journals' titles standardization in the references, is used as a guide the *LocatorPlus*, a consultation source from the National Library of Medicine, which, under the option of Journal Title, provides the title and/or the abbreviation used. In some sources, the title comes standardized (PubMed, LILACS and MEDLINE). If the preferred standardization form is not used, give it in full and avoid giving a non-standardized abbreviation, which makes identification more difficult.

To indicate authorship, include the names of up to six (6) authors in the order they appear in the publication, starting with surname followed by the initials of all forenames, separated by a comma (1). In publications with more than six (6) authors, cite the first, using a comma and the expression et al. (2). When the author's surname indicates some degree of kinship – Filho (son), Sobrinho (nephew), Júnior (junior), Neto (grandson) – these should follow the final surname: João dos Santos de Almeida Filho - Almeida Filho JS, José Rodrigues Junior - Rodrigues Junior J.

To standardize titles of studies, use small case letters except for the first word, which will always start with a capital letter. This does not apply to proper nouns, names of people, sciences or disciplines, teaching institutions, countries, cities or similar or to names of private or public establishments.

9. Tables

Tables are used to present information in a concise and easy-to-visualize way. Data or information is included in tables rather than described in the text to reduce the size of the text.

Number the tables sequentially in the order in which they are mentioned in the text and give each a short title. Tables should be indicated in the body of the text, although sent in on separate sheets. Define each column with an abbreviated or short heading. Place explanations in a footnote to the tables, rather than in the heading. Explain all non-standardized abbreviations used in each table in footnotes. Use symbols to explain information (letters of the alphabet or symbols such as *, §, †, ‡).

Do not send tables as images, so that they may be edited.

Identify statistical measures of variation, such as standard deviation and standard error.

Check that each table is cited in the text according to number and not as, for example, the following table, the table below.

If data from another source, published or otherwise, are used, obtain authorization and acknowledge in full.

Use of large tables, or excessive use in relation to the text, may cause difficulties in the way they are presented on the page.

10. Illustrations (figures)

The BJO is published in black and white and thus all illustrations shall be reproduced in this format. Images should be scanned in black and white (grey tones), and must not exceed 20 x 25 cm in size. Letters, numbers and symbols should be clear and legible, so they can be reduced for publication. Do not place titles and explanations in the illustrations but rather in the subtitles.

If photographs of individuals are used, the subject must not be identifiable or the photographs of them must be accompanied by their written consent to publication.

Illustrations should be numbered according to the order in which they are mentioned in the text. Although illustrations should be indicated in the text, they should be sent in on separate sheets.

If an illustration has already been published, acknowledge the original source and send written authorization to reproduce the material by the copyright holder. Authorization is required, whether that of the author or of the publishing company, except for documents from the public domain.

Illustrations should be provided in the following form:

- Digital file in .TIFF, .JPG, .EPS, format with resolution of at least:
 - 300 dpi for ordinary photographs.
 - 600 dpi for photographs containing fine lines, arrows, subtitles etc.
 - 1.200 dpi for drawings and graphics.

11. Nomenclature

The rules of biomedical nomenclature should be strictly observed, as should the abbreviations and conventions adopted in specialized disciplines.

Originals in Portuguese should conform to the new Orthographic Agreement, signed in 1990.

- THESES, DISSERTATIONS AND SCIENTIFIC PAPERS ABSTRACTS

All abstracts should be structured, written in one (1) of the three (3) languages accepted for publication (Portuguese, English and Spanish), accompanied by the key words in the respective language. The terminology for the key words in the article is *palavras-chave*, key words or *palabras clave*.

The key words are essential words for indexing the articles in national and international databases. To determine the key words, consult the list of Key Words in Health Care Sciences (DeCS-LILACS - <http://decs.bvs.br>) created by Bireme. Between three (3) and six (6) key words are required.

Each abstract should contain between 150 and 250 words and the introduction, objective(s), method, results and conclusion sections.

Abstracts should not contain citations of references nor include abbreviations, charts, tables or figures.

Authors of papers presented in events of cancer control submitted for publication in the BJO should ensure that abstract complies with the norms of the Journal before sending them, being the accuracy and correctness of the language used their sole responsibility.

For each author, indicate in a footnote their professional category, highest academic degree, names of the department(s) and institution(s) to which the author is affiliated, e-mail, city, state and country.

Give the name, full address and telephone of the author responsible for correspondence on the article. For thesis and dissertation abstracts, the author and the mentor(s) should be identified.

Abstract titles should be given in Portuguese, English and Spanish.

- TECHNICAL REQUISITES FOR SUBMITTING MANUSCRIPTS

Before sending the manuscript by email to rbc@inca.gov.br, check whether the Instructions for Authors available at www.inca.gov.br/rbc have been followed and use the checklist below:

- Submit the entire manuscript file in *Microsoft Word*.
- Use double spacing in all parts of the document.
- Begin each section or component on a new page.
- Check the sequence: title page/cover; abstracts and key words; introduction; methods, results, discussion; conclusion; references; tables, charts, figures with captions (indicated in the body of the text, but each one on a separate page).
- Give three to six key words and the respective *palavras-chave* and *palabras clave*.
- References: numbered, in superscript, in the order in which they appear in the text, correctly typed and not exceeding twenty-five (25)

in number; or thirty-five (35) for reviews. Check that all works cited are in the list of references and that all on the list are cited in the text.

- Present illustrations, photos or designs separately (20 x 25 cm maximum).
- Include a submission letter available in the Instructions for Authors. If the manuscript has more than one author, each of them should complete and sign the letter, and the author responsible for submission should send them, scanned and in PDF format, together with the manuscript file to rbc@inca.gov.br.
- Include permission to reproduce any previously published material or to use illustrations that could identify individuals.
- Include written permission from those named in the acknowledgements, when applicable.
- Include a document showing REC approval, or the ICF, when applicable.

ANNEX V

LETTER OF SUBMISSION TO THE BRAZILIAN JOURNAL OF ONCOLOGY

Please complete this form and send it, together with the original of your work, to: rbc@inca.gov.br. For manuscripts with more than one author, each of them should complete, sign and forward a scanned copy of this letter, in pdf format, to the author responsible for submission, so it can be sent on to the BJO together with the manuscript.

Title of manuscript:

Classification of the manuscript:

- Original article: Quantitative Qualitative Mixed
- Literature review: Narrative Integrative Systematic
- Case report/case series
- Opinion piece
- Interview
- Debate
- Book
- Review
- Abstract
- Letter to the Editor

Each author should indicate their contributions to the sections below with an X:

1. The author contributed:

- to the conception and planning of the research project
- to obtaining and/or analyzing and interpreting the data

() drafting and reviewing

2. Conflicts of interest:

() the author does not have any conflicts of interest, including specific financial interests or relationships or affiliations relevant to the topic or material described in the manuscript.

() the author confirms that all financing, financial support and material/human support for this research and/or work is clearly identified within the manuscript sent to the BJO editorial board for evaluation.

3. Acknowledgements:

() the author confirms that all those who contributed substantially to the work in described in this text, but who did not meet the criteria for authorship, were mentioned in the “acknowledgements” of the manuscript, with a description of the specific contributions.

() the author confirms that all those mentioned in the “acknowledgements” gave their written permission to be included.

() the author confirms that, if the “acknowledgements” were not included in the text submitted, it was because there was no substantial contribution of others, apart from the authors, to the manuscript.

4. Transfer of copyright/publication rights

I declare that if this manuscript is accepted for publication, I agree that the copyright shall become the property of the BJO, prohibiting its reproduction, even in part, in other journals, either printed or online, and its translation into other languages, without previous authorization by the BJO and, if this is obtained, the Journal shall be acknowledged appropriately.

Author: _____

Signature: _____

Date: _____

E-mail: _____

Type: Open Sans, body 9.
Rio de Janeiro, september 2017.

DISQUE SAÚDE

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Ouvicória Geral do SUS

Biblioteca Virtual em Saúde Prevenção e Controle de Câncer
<http://controlecancer.bvs.br/>



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