

Author Center

Welcome to *JCO Clinical Cancer Informatics*' Author Center

Submit to *JCO Clinical Cancer Informatics (JCO CCI)* and have your cancer research make an impact with the world's oncologists and their patients.

About *JCO CCI*

JCO CCI is an online-only, article-based, interdisciplinary journal publishing clinically relevant research based on biomedical informatics methods and processes applied to cancer-related data, information, and images for the American Society of Clinical Oncology (ASCO).

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If you need assistance, please contact the Editorial Office at 703-797-1900 or jcocci@asco.org.

Manuscript Guidelines

Manuscript Formatting Requirements

Authors may refer to the International Committee of Medical Journal Editors (ICMJE) "[Preparing for Submission](#)" for additional advice on appropriate manuscript preparation.

Cover Letter

With each new manuscript submission, authors must include a cover letter describing the significance of the work, its uniqueness, and any similar work the authors reported previously.

Abstract

- Limit the abstract to 275 words and place it after the title page.
- Format the abstract according to the following headings:
 1. PURPOSE
 2. PATIENTS AND METHODS (or MATERIALS AND METHODS, METHODS, or similar heading). In abstracts of Review Articles, authors may use DESIGN instead of PATIENTS AND METHODS.
 3. RESULTS
 4. CONCLUSION
- Do not use proprietary or trade names in the title or abstract.
- Comments and Controversies, Editorials, and Correspondence articles do not require abstracts.

Text

- Number and double space all pages.
- Adhere to the style guidelines set forth by the ICMJE.

Appendices/Supplemental Material

Appendices and other supplemental material can be published in *JCO CCI*. The supplemental data section should only be used for content that is directly relevant to the submitted manuscript, but which could not be included due to space limitations. New data that are not directly relevant to the manuscript should be submitted as an independent paper subject to separate peer review.

JCO CCI Article Types

Original Reports

Original Reports are the primary mode of scientific communication in *JCO CCI*. Selected manuscripts are also reviewed by external peer reviewers, and when required, a biostatistician.

Comments offered by external reviewers are returned to the author(s) for consideration. Authors should focus on accuracy, brevity, and clarity in their presentation and avoid lengthy introductions, repetition of data from tables and figures in the text, and unfocused discussions. Authors should include extended patient demographic data in a table, not within the text. The submission must be original and not under consideration for publication elsewhere. Case reports will not be considered.

Instructions for Original Reports:

- Write descriptive but succinct titles.
- Limit abstract length to 275 words.
- Limit body text to 3,000 words (excluding the abstract, references, figures, and tables).
- Limit of six total figures and tables, not including figure pieces. Table pieces (such as Table 1a and 1b) are not allowed.
- Include a CONSORT diagram for studies in which two or more groups are compared. This required diagram does not count toward the figure and table limit (see the Statistical Guidelines section).
- Include protocol information for all randomized phase II and III clinical trials (see the Protocol section).

Review Articles

A review must provide a scholarly, unbiased, and comprehensive perspective on previously published work in an area of clinical relevance, and must satisfy an unmet need in the medical literature. Manuscripts that are redundant and derivative of previously published reviews, in *JCO CCI* or elsewhere, will not be considered. The submission must be original and not under consideration for publication elsewhere. Systematic reviews and meta-analyses must adhere to the guidelines provided by the Preferred Reporting Items for Systematic Reviews and Meta-Analyses report (PRISMA Statement). Review Articles will be reviewed in the same manner as Original Reports.

Instructions for Review Articles:

- Limit abstract length to 250 words.
- Limit body text to 4,000 words (excluding the abstract, references, figures, and tables).
- Devote at least half of the text to describing studies detailing human impact, marker effect on prognosis, or clinical trials.
- Adhere to the Editors' suggested limit of 150 references (additional references may be published online in an appendix).
- Limit of six total figures and tables, not including figure pieces. Table pieces (such as Table 1a and 1b) are not allowed.

Comments and Controversies

Comments and Controversies papers should address unresolved and timely issues in oncology. This section should not generally be used to provide commentary on a recently published article in *JCO CCI*; in that case, a Correspondence submission (Letter to the Editor) would be more

appropriate. Comments and Controversies submissions can involve discussion of new treatment approaches and diagnostic modalities, including disagreement regarding how such approaches should be incorporated into clinical practice or trial design. Issues related to onco-economics are also appropriate to consider. Although the nature of this section lends itself to opinion, ample evidence to support the authors' views must be provided, excessive speculation without supportive evidence must be avoided, and the topic should be of interest to the broad readership of *JCO CCI*. This section is generally not appropriate for presentation of new data or analyses, which constitutes original research and thus should be submitted as an Original Report to an appropriate journal. It is also not usually appropriate for controversies based upon data presented in abstract form only, since such data may change with longer follow-up and have not yet undergone formal peer review. The submission must be original and not under consideration for publication elsewhere.

Instructions for Comments and Controversies:

- Address unresolved and timely issues in oncology
- Do not include an Abstract
- Limit text to 2,000 words
- May contain a total of one table or figure (optional)
- Limited or no subheadings within the body of the manuscript

Correspondence

Correspondence submissions must be no longer than 750 words, no more than 10 references, and no more than a total of 2 figures and tables (combined). The submission must be original and not under consideration for publication elsewhere. If the Correspondence is written in response to a *JCO CCI* article, it must be submitted within 6 weeks of publication of that article in order to ensure timeliness of content. The Editor-in-Chief may choose to invite the article's authors to write a Correspondence Reply. The Correspondence section is not considered to be an appropriate venue for publishing new data without peer review, nor for comments made in response to a previously published Correspondence. In general, correspondences submitted in response to other correspondences previously published in *JCO CCI* will not be considered. Case reports will not be considered. Studies with scientific merit should be considered for submission as an Original Report to an appropriate journal.

Instructions for Correspondence:

- Letters in reference to a *JCO CCI* article must be received within 6 weeks after publication of the article.
- Limit text to 750 words or fewer, limit of 10 references.
- Provide a succinctly worded title, which differs from the previously published *JCO CCI* article.
- Include a title page.

Special Articles

Special Articles are manuscripts whose content and style do not fall under the categories of Original Reports or Review Articles. These may include—but are not limited to—guidelines,

summaries of consensus meetings, taskforce/workshop statements, and other scholarly communications. The submission must be original and not under consideration for publication elsewhere.

Criteria for consensus meetings, guidelines/recommendations, and taskforce/workshop summaries submitted to *JCO CCI* include the following:

- Consensus statements and summaries of guidelines/recommendations should be driven by a high level of evidence and describe novel diagnostic or therapeutic algorithms that are not already well documented by other organizations or publications. *JCO CCI* expectations for such statements are consistent with those of the Institute of Medicine's report on Clinical Practice Guidelines. In addition, substantial overlap with already published guidelines from other organizations/groups will lower the priority of such work for *JCO CCI*.
- Consensus meetings, guidelines committees, or taskforce/workshops should be convened by a high-profile, nonprofit, cancer organization or group that ensures broad and objective input from recognized experts on the topic. The methods used to select committee membership should be explicitly stated.
- Guidelines submissions that are institution specific or represent provincial management styles will generally not be considered.
- Closed-door, privately funded meetings that are not conducted under the auspices of a high-profile organization or group will generally not be considered.
- Consensus statements based exclusively on the Delphi method, without relying upon higher levels of evidence to support the consensus recommendations, will receive lower priority.
- Taskforce or workshop statements should involve initiatives that have immediate relevance to patient care or clinical investigation, should offer novel insights, should be data driven, and should be written in the format of an original report. Taskforce or workshop statements composed of a list of bullet points will not be considered.
- Taskforce or workshop statements that draw conclusions that are self-evident, overly speculative, or already well accepted by the oncology community will not be considered

Editorials

The Editor-in-Chief may solicit an Editorial to accompany an accepted manuscript. Editorialists are expected to provide a balanced opinion of the paper in question and must not have a conflict of interest that could compromise their objectivity. Any concerns that the editorialist might have regarding conflict of interest should be discussed with the Editor-in-Chief before the editorial is written. Editorials should be no longer than 1,500 words, may contain a total of one table or figure (optional), and should not include an abstract. The Editorial should generally not be divided into subheadings, although on occasion a few subheadings to promote clarity might be permitted at the discretion of the Editor. Opinions stated in Editorials should not be overly speculative and should be supported by facts published in the medical literature. The submission must be original and not under consideration for publication elsewhere. Editorials are subjected to editing and final approval by the Editor-in-Chief.

Clinical Informatics Grand Rounds

Clinical Informatics Grand Rounds will describe management approaches relevant to a representative patient case that is derived from the author's own experience. The case, including associated radiographs and histopathology specimens, must be anonymized so as to protect the identity of the patient being presented. A unique aspect of this section is that it will integrate findings of an Original Report, often published in the same issue of *JCO CCI*, into the described management approach. This will allow the reader to place the findings of the Original Report into a practical, real-world context, by illustrating how a leading expert in the field might consider using the information contained in the Original Report to influence clinical practice. The discussion should be data driven and will be subject to editing and final approval by the Editor-in-Chief. The submission must be original and not under consideration for publication elsewhere. Clinical Informatics Grand Rounds manuscripts are solicited by the Editor-in-Chief; unsolicited submissions to Clinical Informatics Grand Rounds will not be considered.

Statistics in Oncology

Statistics in Oncology include the presentation of new methods, examination of controversies and timely reviews for a readership of biostatisticians and scientists. Interested authors may also e-mail proposals to jcocci@asco.org for presubmission review. Acceptance of these articles is contingent upon satisfactory peer review. The submission must be original and not under consideration for publication elsewhere.

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Peer Review

JCO CCI employs a single-blind review process, so authors do not know the identity of the reviewers. Editors select external reviewers using a database of experts, many of whom are Editorial Board members. During the submission process, the Editors encourage authors to suggest up to four names of appropriate reviewers for this manuscript. These reviewers provide comments for the Editors and the authors, as well as a recommendation on the decision. Upon receiving the comments, the Editor assigned to the manuscript will ultimately make the decision. Commonly, Editors seek opinions from one another about manuscripts or discuss decisions at a routinely held all-Editor conference call. The Editor-in-Chief approves all accept and reject decisions.

If review is required, authors may expect to learn of rejection or acceptance in approximately 4 weeks, depending on the turnaround time for reviews.

Upon completion of review, the Editor's decision will be e-mailed to the corresponding author, along with instructions for accessing the reviewers' comments online.

The author will receive one of the following decisions:

Reject

The editors did not select your manuscript for publication. Many factors contribute to acceptance, including but not limited to the following:

- Importance of the research to the field of oncology
- The originality of the work
- The quality of the study
- The priority of the work to *JCO CCI* and its readership

If an author disagrees with the editorial decision, cordial inquiry is invited through the online Manuscript Processing System. The response must be timely and include a detailed rebuttal.

Major Revision

The editors believe that your article contained information of potential importance, but a number of major issues were raised. If you believe that you can address the issues raised, the editors would be willing to reconsider your manuscript, but cannot guarantee acceptance, particularly if you cannot address the concerns.

Minor Revision

The editors found your manuscript potentially acceptable for publication provided you make some minor adjustments.

Acceptance

The editors selected your manuscript for publication. Additional information will be provided regarding embargo policies and the production process.

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Journal Policies

Confidentiality

Submitted manuscripts are considered both CONFIDENTIAL and EMBARGOED from the time of submission. In compliance with the Embargo Policy, no information beyond that contained in the Abstract can be made public before the manuscript has been published. Manuscripts containing a substantial amount of overlapping information that has been previously published or made available to the readership through other venues are ineligible. For more information on *JCO CCI* originality requirements and what constitutes prior publication, please scroll down to the Originality section below.

The Confidentiality and Embargo Policies require that, prior to the embargo being lifted, all authors of the research are not allowed to:

- Publish the information or provide it to others who may publish or disseminate it through other venues
- Use the information for trading in the securities of any issuer, or provide it to others who may use it for securities trading purposes.

The corresponding author is responsible for conveying this information to all parties.

Originality

Manuscripts must contain original material. The only exception allows authors to submit and present abstracts (which might include oral presentations, presentations in books, posters, slides and other media types related to the abstract) of their research in open scientific meetings.

The title page and cover letter should include a statement about the originality of the work, and disclose any previous abstracts, presentations, reports, or publications that contain any material that appears in the article. If a similar or supplemental publication exists, the authors should upload a copy as a supplemental file as part of the submission process. If applicable, authors should cite any previously published or closely related work within the text.

JCO CCI will not accept for review any manuscript that is currently under review at another journal.

Authors can post their results in clinical trial registries without it being considered previously published or overlapping publication.

JCO CCI follows the guidelines from the International Committee of Medical Journal Editors section on [Overlapping Publications](#).

Conflict of Interest

Authors

In compliance with standards established by ASCO's Conflict of Interest Policy (J Clin Oncol 31:2043, 2013), ASCO's intent is to promote balance, independence, objectivity, and scientific rigor in all of its editorial policies related to *JCO CCI*, through the disclosure of financial and other interests, and in the identification and management of potential conflicts. The financial interests or relationships requiring disclosure are outlined in the ASCO Conflict of Interest Policy. All contributors to *JCO CCI* are required to disclose financial and other relationships with entities that have an investment, licensing, or other commercial interest in the subject matter of their manuscript. These disclosures should include, but are not limited to, relationships with pharmaceutical and biotechnology companies, device manufacturers, or other commercial entities whose products or services are related to the subject matter of the submission.

Disclosures of financial interests or relationships involving the authors must be addressed on the Author Disclosure Declaration at the time authors are asked to revise their article. Each author must complete a declaration form for each manuscript submitted.

The [disclosure form](#) is also available for download in the Author Area of the manuscript processing system or upon request from the Editorial Office.

Please note that authors being solicited for editorials should alert *JCO CCI* immediately if there is a conflict of interest that might be perceived to bias their ability to provide objective commentary on a given paper. *JCO CCI* reserves the right to decline an editorial contribution if there is sufficient evidence to give the appearance of a conflict of interest.

Disclosure of Research Funding Instructions

- Disclose financial research support received from commercial entities under question 7 (Research Funding) on the Author Disclosure Declaration (note that funding from government or nonprofit entities should not be disclosed here).
- Acknowledge financial research support of the study on the manuscript title page (see Manuscript Preparation Guidelines), rather than on the form.
- Disclose commercial research funding received by an author's institution, cooperative group, or clinical division on the form if the author has received benefit (eg, salary support).
- For more information, see Questions and Answers Regarding the ASCO Conflict of Interest Policy.

Editors and Reviewers

Editors and reviewers are required to disclose financial interests or relationships, and are asked to answer the same questions as authors. Editors' disclosures are [published annually online](#), whereas reviewers' disclosures are held in confidence within the Editorial Office.

If in doubt about reporting any potential conflict of interest, it is better to declare a conflict than not. For additional information regarding ASCO's Conflict of Interest Policy, see this [Web site](#).

Authorship Contributions

JCO CCI adheres to the guidelines on authorship established by the International Committee of Medical Journal Editors statement on [Authorship and Contribution](#). According to these guidelines, the criteria established for authorship are intended to present an honest account of what took place. Those with substantial intellectual contributions or who have written the manuscript should be included as an author.

Entering patients for study or providing funding or administrative oversight are not sufficient for authorship; instead, these contributions should appear in the Acknowledgment section. If someone other than the authors, such as a science writer or corporate employee, has participated in writing the paper, this participation must be disclosed. If a multicenter group conducted the research, the group should identify a writing committee that accepts direct responsibility for the manuscript.

Authors themselves, not *JCO CCI*, are responsible for settling any disputes about authorship. Authors must complete Author Contribution Forms at the time of revision.

Click on the link for [JCO CCI Author Disclosure Declaration and Author Contribution form](#).

The forms are also available upon request from the Editorial Office.

Corresponding Author

Selecting the corresponding author:

- The corresponding author is the primary contact with the journal.
- Any author can be the corresponding author.
- Only one author can be the corresponding author.

Role of the corresponding author:

- Meets submission requirements and submits the manuscript to the journal
- Ensures all authors have reviewed and approved the final version of the manuscript prior to submission
- Ensures completion of authorship forms—this includes conflicts of interest forms for all authors
- Distributes decision letters, reviewer comments, and other messages from the journal, and distributes proofs among coauthors for review
- Returns corrections and ensures that all authors approve each version of the article

Human Investigations

JCO CCI reviews reports on human experimentation in accordance with the precepts of the [Helsinki Declaration](#). All reports must include:

- A statement that the investigators performed the human investigations after approval by a local Human Investigations Committee and in accord with an assurance filed with and approved by the Department of Health and Human Services, where appropriate.
- A statement that the investigators obtained informed consent from each participant or each participant's guardian.

Please note: For those reports that involve transplantation of organs (such as liver transplantation for hepatocellular carcinoma), *JCO CCI* will not consider studies that use executed prisoners as a donor source.

Data Submission Guidelines

JCO CCI requires that large data sets central to the premise of a manuscript be submitted along with the original work as a supplemental file. Such data, whether submitted as a supplemental file, table, or figure, must be anonymized so as to protect the identities of subjects involved in the research. The same requirement applies to all text, tables, and figures submitted as part of the manuscript itself. These data will be published as supporting supplemental material if the manuscript is accepted for publication. Examples of such data sets include, but are not limited to, miRNA, methylation, SNP, protein, mRNA expression arrays, and comparative genomic hybridization data. If a novel "signature" is described (eg, protein or genetic), the identity of the components in that specific signature must be clearly stated in a table available for review in the body of the manuscript or as a supplemental figure. When a novel compound is reported, authors must provide detailed information as to the chemical structure of that compound or a link to detailed material that would fully describe the structural nature of the compound. Prior to publication, data sets or sequences relevant to the research must be provided in full, including gene expression profiling data with clinical correlative information. Such data must be anonymized and may be provided either as a supplementary file or by depositing the data in a public data base such as GenBank, Gene Expression Omnibus, or Array Express, with the accession number provided in the text of the final manuscript. As a condition of publication, it is expected that authors will share all data relevant to the manuscript with readers who may wish to replicate the results. Likewise, *JCO CCI* requires that any specialized algorithms and methods used in the analysis of such data be described in sufficient detail, in either the manuscript itself or an accompanying supplemental file, so as to permit readers to replicate the results.

Disclosure

The ideas and opinions expressed in *JCO CCI* do not necessarily reflect those of the American Society of Clinical Oncology, *Journal of Clinical Oncology (JCO)*, the Editor, or the Publisher. In addition, JCO has no oversight and no input in the selection of articles published in *JCO CCI*. Publication of an advertisement or other product mentioned in *JCO CCI* should not be construed as an endorsement of the product or the manufacturer's claims. Readers are encouraged to

contact the manufacturer with any questions about the features or limitations of the products mentioned. Neither the American Society of Clinical Oncology nor the Publisher assumes any responsibility for any injury and/or damage to persons or property arising out of or related to any use of the material contained in this periodical. The reader is advised to review the appropriate medical literature and the product information currently provided by the manufacturer of each drug to be administered to verify the dosage, the method and duration of administration, or contraindications. It is the responsibility of the treating physician or other health care professional, relying on independent experience and knowledge of the patient, to determine drug dosages and the best treatment for the patient. Every effort has been made to check generic and trade names, and to verify drug doses. The ultimate responsibility, however, lies with the prescribing physician. Please convey any errors to the Editor at report.error@asco.org.

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How Do I Report a Problem?

Corrections to Published Articles

If you believe a correction is needed to a published article, please send an email to report.error@asco.org.

Please be sure to include the full citation of the article, identify the location of the error, and if possible, suggest the correction.

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For Non-Native English Speakers

Use of English Language

All *JCO CCI* submissions and editorial correspondence must be in English. Appropriate use of the English language is a requirement for review and publication in *JCO CCI*. Use of professional writing services, where assistance is provided with basic writing and construction of a manuscript, is sometimes considered by authors, especially if English is not their primary language. Under these circumstances, *JCO CCI* expects that the majority of the writing effort is still the responsibility of investigators who are intellectually engaged with the work. Many companies provide substantive editing after the authors produce an initial version, including the following:

- www.biosciencewriters.com
- www.bostonbioedit.com
- www.sciencedocs.com
- www.prof-editing.com
- www.journalexerts.com
- www.bluepencilscience.com
- www.stallardediting.com
- www.bioedit.co.uk
- www.bioscienceeditingsolutions.com
- www.charlesworthauthorservices.com
- www.enago.com
- www.editage.com
- www.aptaracorp.com

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