

Brazilian Journal of Oncology

1 INSTRUCTIONS

1.1 Instructions for Authors

Thank you for considering the Brazilian Journal of Oncology as a potential platform for publishing your research. Please follow the guidelines outlined below to ensure a smooth submission and review process. Additionally, authors must adhere to our [Editorial Policy](#). **Submitting and publishing articles in the Brazilian Journal of Oncology does not incur any fees.**

1.1.1 General Information

All manuscripts submitted to the journal will be reviewed by two to three experts, and authorship confidentiality and reviewer identity will be maintained throughout the editorial process. This journal employs a double-blind peer review system, which means that the identities of both the reviewers and authors are concealed during the review process. Copies of reviewer assessments are provided to the authors. Manuscripts that are accepted as well as those conditionally accepted pending necessary revisions will be returned to the authors along with the opinions, suggestions, or required changes provided by the reviewers. In the case of conditional acceptance, the authors must resubmit the revised text through the submission system following the same protocol as the initial submission. The revisions should be distinctly highlighted, preferably in dark green. Moreover, authors should include justifications, if applicable, for any instances where they deviate from the suggested changes indicated in the review form.

The deadline for authors to address the corrections requested by the reviewers is 15 days. If this deadline is not met, the submission will be considered overdue. Authors may request an extension, which will be evaluated by the editor-in-chief. If the manuscript is not returned after 45 days, it will be assumed that the authors are no longer interested in publication, and the paper will be rejected.

The authors bear full responsibility for the concepts and statements presented in the paper.

The material submitted for analysis must not have been simultaneously submitted for publication in other journals, nor has it been published previously, except for presentations at conferences in the form of an abstract.

The Brazilian Journal of Oncology examines articles submitted through the iThenticate anti-plagiarism system. For publication approval, we will assess originality, the relevance of the theme, ethical aspects, the quality of the methodology used, and adherence to the editorial standard of the journal.

The published material becomes the property of the Brazilian Journal of Oncology (ISSN 2526-8732). All articles published in the journal are open access. Permitted third party (re)use is defined by the Creative Commons user license, [CC BY 4.0](#). This license allows anyone to download, reuse, reprint, modify, distribute, and/or copy articles published in the Brazilian Journal of Oncology, if the original authors and sources are cited. No permission is required from the authors or the publishers. For more information on copyright and the use of articles, visit our [ABOUT](#) section.

The submission and publication of articles incurs no fee for the author(s). By submitting an article to the Brazilian Journal of Oncology, the author(s) acknowledge and agree to adhere to the journal's rules and [Editorial Policies](#) including the [Author's Responsibilities](#).

1.1.2 Types of Manuscript

The Brazilian Journal of Oncology (BJO) is dedicated to publishing original research, reviews, case reports, editorial comments, and other scholarly articles pertaining to all aspects of oncology. We welcome submissions covering a wide range of topics, including clinical and

translational studies in all areas of oncology, such as clinical, surgical, pediatric, radiotherapy, cancer biology, clinical trials, epidemiology, treatment outcomes, palliative care, and cancer supportive care.

Original papers: These are comprehensive prospective, experimental, or retrospective manuscripts presenting original clinical and/or experimental research findings. Typically, the text comprises the following sections: Introduction, Methods, Results, Discussion (Conclusions may be presented as a subheading within the Discussion section), and References. In the Discussion section, it is important to address any study limitations if applicable. The main body of the text, excluding the title, abstract, keywords, and references, should be limited to a maximum of 3,000 words.

Case Reports: These are cases of significant interest, well-documented from clinical, surgical, or laboratory perspectives. The case must be a rare one, particularly useful for illustrating a mechanism or diagnostic challenge, presenting a new diagnostic method, or detailing a new or modified treatment. The text should comprise the following sections: Introduction, Case Description, Discussion, and References. The main text, exclusive of the title, abstract, keywords, and references, should consist of up to 2,000 words.

Review Article (or Critical Literature Review): The selection of themes and the invitation to authors were based on the publishing house's established plan. Spontaneous submissions have also been considered. In such cases, authors are required to submit an initial email containing a summary or outline of their manuscript along with a list of authors. If the journal expresses interest, the author will be invited to submit the complete paper. The methods and procedures used to gather relevant literature should be described, referencing recent sources, including those from the current year. In cases where a topic remains a subject of controversy, the review should comprehensively address all ongoing trends and lines of investigation.

A review article to be accepted in the Brazilian Journal of Oncology must present a concise and evaluative examination of a relevant subject rather than a mere chronological account of the existing literature. The key attributes of such articles lie in their critical and concise nature, which requires authors who have made significant contributions to the specific research field. A suitable review article should be structured into distinct sections, including an Introduction, Methods (not required but suggested), Discussion/Observations, and Conclusions. While the methods section is not mandatory for Narrative Reviews, it may be included to describe the literature search conducted for the study. If included, the authors should cite the characteristics of the literature researched and included in the review, the sources consulted, the search terms used, the dates covered in the search, and any process used to evaluate the literature and select the articles included or excluded.

The main body of the text, excluding the title, abstract, keywords, and references, should not exceed 4,000 words.

Systematic Reviews and Meta-Analyses: All systematic reviews submitted to the Brazilian Journal of Oncology must be registered in the [International Prospective Register of Systematic Reviews](#) (PROSPERO). For more information on this requirement, please refer to the specific item in our [EDITORIAL POLICY](#). The criteria for accepting a Systematic Review or Meta-Analysis are the same as those for Review articles.

Guidelines for Reporting Systematic Reviews and Meta-analyses in the Brazilian Journal of Oncology

Search Strategy and Criteria for Study Selection:

- Begin by identifying the nature of the review, distinguishing between a systematic review that evaluates diverse trials without a summary estimate and a meta-analysis that offers an overall summary estimate based on the available data.

- Specify the inclusion criteria for the studies, including study dates, language requirements, populations assessed, and study designs (e.g., randomized controlled trials or observational studies exclusively).
- State any criteria for study exclusion along with the reasons for exclusion.
- Describe the data sources assessed, including the databases searched and the exact date cutoffs. Provide at least one database's search terms to allow for replication of the search.
- Indicate the comprehensiveness of the search, such as whether the study authors were contacted, if grey literature sources were evaluated, and if articles were translated.
- Mention whether trial registries were searched, and if any unpublished studies were sought for data.
- Specify the type of data sought, whether it involved individual patient-level data or summary estimates.
- Identify the individuals responsible for the searches and data extraction, and explain how conflicts over inclusion were resolved. Describe the criteria for inclusion in the systematic review and, if applicable, for the meta-analysis (if they differ).
- If the study protocol is available online, provide a link to it. State the statistics package and version number used for the analyses.
- Provide the study registration number and the name of the registry in PROSPERO.

Reports should adhere to the [PRISMA 2020](#) guidelines. Please provide the study's registration number in PROSPERO

Editorial Comments: Opinion articles written by experts or comments on articles published in the magazine are referred to as editorials. Editorials are crafted to stimulate public opinion, encourage critical thinking, and occasionally inspire action. Essentially, an editorial is a news piece infused with opinions. It typically comprises an Introduction, Development, and Conclusion, akin to other news articles. An impartial elucidation of the issue, especially for complex matters, is valued. These articles may be commissioned by the editor or written by the editors themselves. Additionally, unsolicited submissions may also be considered for publication. The text, excluding the title and references, must be limited to a maximum of 1,500 words.

Letters to the Editor: Letters to the editor serve the purpose of addressing editorial matters while providing relevant information to the reader. These letters may be subject to summarization by the editor, but the primary points will be retained. Letters reviewing published papers will be forwarded to the authors, allowing for simultaneous publication of their responses. It is important to remember that editorial letters play a valuable role in contributing to the discourse within the field of oncology.

To enhance the quality and impact of your letter in the Brazilian Journal of Oncology, please keep your communication concise, respectful, and focused on pertinent issues. Your submission, excluding the title and references, should not exceed 750 words..

1.1.3 Ethics

Ethics form the cornerstone of scholarly publishing in scientific journals. Adhering to ethical guidelines is essential for maintaining the integrity, credibility, and transparency of research. Leading organizations such as the [Committee on Publication Ethics \(COPE\)](#) and the [International Committee of Medical Journal Editors \(ICMJE\)](#) have developed comprehensive guidelines to assist authors in navigating the complex landscape of ethical considerations in publishing.

Adhering to ethical principles in scientific publishing is paramount for maintaining the credibility and trustworthiness of the research community. Authors play a vital role in upholding these principles by ensuring honesty, transparency, and responsibility throughout the publication process.

The Brazilian Journal of Oncology follows the guidelines of COPE, and ICMJE, as well as others, such as the [Singapore Statement on Research Integrity](#) and the [Hong Kong Principles on Research Integrity](#).

When authors submit articles to our journal, they are expected to adhere to the recommended best practices in scientific research, as described in our [EDITORIAL POLICY](#).

1.1.4 Authorship

The authorship criteria for our journal adhere to the guidelines established by the International Committee of Medical Journal Editors (ICMJE).

The ICMJE, in its document titled '[Defining the Role of Authors and Contributors](#)', recommends that authorship should be determined based on the following four criteria:

- Substantial contributions to the conception or design of the work, or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or critically reviewing it for important intellectual content; AND
- Giving final approval for the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Only individuals who made direct contributions to the intellectual content of the paper should be credited as authors. To qualify as authors, they must meet the following criteria, ensuring that they can publicly take responsibility for the paper's content. In our submission form, we have incorporated the ICMJE recommendations and adopted the following authorship criteria:

- Collection and assembly of data.
- Data analysis and interpretation.
- Manuscript writing.
- Conception and design.
- Final approval of the manuscript.
- Provision of study materials or patient care.

It is important to note that holding administrative positions, contributing to patient care, or collecting and assembling data, while valuable to the research, does not qualify for authorship on its own. Any other individuals who have made significant and direct contributions to the work but do not meet the criteria for authorship should be acknowledged in the Acknowledgment section with their permission. Additionally, a description of their specific contributions to the research should be provided.

Learn more about the authorship criteria for the Brazilian Journal of Oncology on our [Publication Ethics](#) page. The authorship criteria for our journal adhere to the guidelines established by the [International Committee of Medical Journal Editors \(ICMJE\)](#). We recommend consulting them as well.

Papers authored by one or more institutions should clearly indicate the responsible authors and their respective affiliations. In multicenter studies, the number of authors should match the number of centers involved. All authors must have approved the final version of the paper for publication.

Upon submission, authors will receive electronic confirmation of the receipt of their papers along with a protocol number assigned by the journal. Submissions that adhere to the Instructions for Authors and align with the journal's editorial policy will be reviewed by reviewers designated by the publisher. However, manuscripts that do not align with the journal's objectives or fail to follow the provided instructions will be returned to the authors for necessary adjustments before undergoing evaluation by the Editorial Board. In some cases, they may be rejected without undergoing external review.

1.1.5 Cover Letter

When submitting an original article, it is essential to include a **cover letter** that justifies the importance and relevance of the manuscript. Additionally, authors must express their agreement with the editorial guidelines, the review process, and the transfer of copyright to the journal. The cover letter should contain the following crucial details:

- Title of the Article.
- Comprehensive mailing address, including the zip code, telephone number, email address, and affiliation of the author designated for correspondence.
- Names of the other authors.
- A statement confirming that the paper has not been previously published and is not currently under consideration by another journal.

If a previous version of the manuscript has been submitted to another journal for publication, please include:

- Comments received from peer reviewers.
- An indication of how the authors addressed these comments and made necessary revisions.

For papers within the realm of Clinical Investigation, please ensure to incorporate:

- A declaration confirming that the protocol was approved by the Hospital Ethics Committee (affiliated with at least one of the authors).
- Confirmation that written informed consent has been obtained from all participants in the study.

Optionally, provide the names and institutions of 2 or 3 reviewers you would like to recommend and/or people you would like to be excluded from peer review (with explanations).

It is important to note that the cover letter is not seen by peer reviewers. For more details on submission criteria, please refer to our [EDITORIAL POLICY](#).

Preparation of Manuscript

The following standards provided here are based on the format proposed by the ICMJE and were originally published in the article entitled "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," which can be accessed at <http://www.icmje.org/>. Therefore, we strongly recommend visiting the ICMJE website for more information.

Text Formatting:

- Maintain double spacing between lines throughout all sections, including the cover page, bibliographical references, tables, and legends.
- Each page should consist of approximately 25 rows in a single column.
- It is preferred to use Microsoft Word processor and Times New Roman font with a font size of 12.
- Avoid text formatting such as highlighting, underlining, or bold.
- Number all pages, starting with the cover page.

Writing Style:

- Write proper names in sentence case (capitalize only the first letter) in both the text and bibliographical references.
- Avoid using dots in acronyms; instead, write acronyms without periods (e.g., use "DPP" instead of "D.P.P.").
- When acronyms or abbreviations are used, they should be fully defined when first mentioned in the text.

Manuscripts must be submitted exclusively in the English language.

1.1.7 Format the Manuscript

Front Page

The front page features a presentation of the work, including the main title, running head or short title, abstract, and keywords. The main title should be concise and informative, avoiding non-standard acronyms or abbreviations and remaining within a two-line limit when printed. The main title should not exceed 175 characters, including spaces, while the running head should not exceed 65 characters, including spaces.

Abstract

The abstract should appear on the front page. The abstract should be structured into sections such as Introduction, Methods, Results, and Conclusion for original works. It must not exceed 275 words.

The abstract should offer a concise overview of the work, focusing on relevant information only. It should briefly describe the methods employed and the statistical analysis conducted. Present the most pertinent numerical results rather than just indicating statistical significance. Conclusions should be drawn from the work's results, not existing literature. Avoid the use of abbreviations and symbols, and do not include bibliographic references in the abstract.

On the same page as the abstract, list 3 to 7 keywords. Capitalize the first letter of each keyword (e.g., Surgery, Plastic / Neoplasm, Bone / Free tissue flaps). These keywords will aid in indexing in national and international databases and should align with the Medical Subject Headings (MeSH) of the National Library of Medicine, accessible at <https://www.ncbi.nlm.nih.gov/mesh/>.

Also on the same page, below the abstract, provide the registration number and/or identification for randomized controlled trials and clinical trials, if applicable.

For Case Reports and Narrative Review Articles, the abstract should not follow a structured format. Case Reports need to be limited to 150 words. Review Articles and Systematic Reviews are limited to 275 words, like Original Articles.

Introduction

This section should provide an overview of the current state of the topic under study, along with any existing disagreements and gaps that could warrant the development of this research. This should be accomplished without delving into an exhaustive literature review. Briefly describe the research's objectives, including pertinent background information.

For Case Reports, a concise summary of previously published cases, the epidemiology of the reported condition, and a rationale for presenting it as an individual case should be provided. The research objectives must be articulated with clarity.

Methods

Begin this section by specifying the approach taken in your research: whether it was a retrospective or prospective, experimental or clinical trial, and if cases were randomly distributed. Provide details about the criteria used to select patients or experimental groups, including information about the control group. Mention the equipment and reagents used, including the manufacturer's name, city, and country. Ensure that there is sufficient information within the text or references to widely accessible journals to facilitate replication of the study.

If your methodology has been used previously, you should provide references and briefly describe the method. Also, be sure to mention the statistical methods employed and specify the comparisons for which each test was used.

For studies focused on investigating the effectiveness or tolerability of treatments or drugs, it is crucial to include an appropriate control group. For papers in the Clinical Investigation domain, it is essential to confirm that you obtained approval from the Hospital Ethics Committee associated with at least one of the authors' affiliated hospitals and obtained written informed consent from all participants. This information must be cited in the Materials and Methods section of the manuscript.

Results

The text, tables, and figures should present the results in a clear and logical sequence. This section may be divided into subsections, each with a concise subheading. State the results that are relevant to the purpose of the study and those that will be discussed. Do not include all the data from the tables and figures; instead, describe and emphasize the most relevant results without interpreting them (see Tables). In Case Reports, the Methods and Results sections are replaced by a Case Description, while the other sections remain unchanged.

Discussion

In this section, it is essential to underscore both the original findings and the new information gleaned from the study. Please refrain from reiterating information already presented in the "Introduction" and "Results" sections. Additionally, avoid referencing tables and figures here. Instead, concentrate on elucidating the practical applicability of the research methods employed.

Authors are encouraged to draw comparisons between their observations and those of other scholars, elucidating and expounding upon any disparities. Furthermore, it is imperative to outline the implications of the study's findings, while also acknowledging its limitations. Recommendations should accompany this discussion.

For Case Reports, we recommend anchoring the discussion in a comprehensive and up-to-date literature review. In this context, you may tabulate and display information on previously published cases to facilitate comparisons.

Acknowledgments

The acknowledgments should be directed towards individuals who have provided intellectual collaboration for the work, even if their contribution does not warrant co-authorship. Additionally, acknowledgments should be extended to those who have offered material or other forms of support during the paper's development. For more

information on authorship, please refer to our section on Authorship Criteria in the [EDITORIAL POLICY](#).

References

In this section, include all authors and works mentioned in the text, and vice versa (cite only authors that appear in the text). References should be numbered consecutively in the order in which they are first mentioned in the paper. For each contextualization, prioritize citing the most relevant and recent works. Identify references in the text, tables, and legends using Arabic numerals in parentheses. When citing multiple references within a single set of parentheses, separate them by commas without spaces (e.g., 1, 5, 7). When citing three or more consecutive references, represent them as a range (e.g., 4-9). Avoid using underlining, boldface, or italics.

Preferably, present the titles in the original language of the article. If citing a title in English, enclose it in brackets and include information about the language of the article at the end of the reference. Abbreviate journal titles according to the style used in [MEDLINE](#). As all references will be electronically linked (DOI), proper formatting is essential.

When citing articles that have been accepted for publication but not yet published, include the expression “accepted and awaiting publication,” along with the periodical, volume, and year. When referencing preprints, ensure that the citation clearly indicates the source of the preprint publication.

Only use self-citations (citations from other authors' publications) when there is a genuine need and relevance to the topic. If applicable, include only the original papers published in regular periodicals in the references.

The authors are responsible for the accuracy of the data in the bibliographic references.

References should adhere to the recommendations of the [International Committee of Medical Journal Editors \(ICMJE\)](#), the standards outlined in the [National Library of Medicine's \(NLM\) Sample References](#) webpage, and the comprehensive guidelines provided in the [NLM's Citing Medicine](#), 2nd edition. These resources are continuously updated to encompass evolving media formats. They currently encompass guidance for print documents, unpublished materials, audiovisual media, materials on CD-ROM, and web-based materials.

In all references, include the names of up to the first six authors. If there are more than six authors, cite the initial six followed by 'et al.' An example of a complete citation for an article in a scientific journal with more than six authors, including the DOI and link, is as follows: Begin with the first six authors followed by 'et al.' [Authors], 'Title,' Periodical [using the abbreviation from NLM's Sample References], Year Month [first three letters of the month] Day, Volume, Complete Pages. Accessible at: [URL] (if available). DOI: [DOI] (if available).

Some Examples of References

Journal articles

Mohty M, Malard F, Abecassis M, Aerts E, Alaskar AS, Aljurf M, et al. Revised diagnosis and severity criteria for sinusoidal obstruction syndrome/veno-occlusive disease in adult patients: a new classification from the European Society for Blood and Marrow Transplantation. *Bone Marrow Transplant*. 2016;51(7):906–12. <https://doi.org/10.1038/bmt.2016.130>.

Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. *Blood*. 2002 Nov 15;100(10):3828–31. Epub 2002 Jul 5.

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res*. 2002;935(1-2):40–6.

Forooghian F, Yeh S, Faia LJ, Nussenblatt RB. Uveitic foveal atrophy: clinical features and associations. *Arch Ophthalmol*. 2009 Feb;127(2):179–86. PubMed PMID: 19204236; PubMed Central PMCID: PMC2653214.

Ellingsen AE, Wilhelmsen I. Sykdomsangst blant medisin- og jusstudentene. *Tidsskr Nor Lægeforen*. 2002;122(8):785–7. Norwegian.

Books

Baggish MS, Karram MM. Atlas of pelvic anatomy and gynecologic surgery. 2nd ed. Philadelphia: WB Saunders; 2006.

Book chapters

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill; 2002. p. 93-113.

Monograph on the Internet

Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <https://nap.nationalacademies.org/catalog/10149/improving-palliative-care-for-cancer>.

Software on the Internet

Hayes B, Tesar B, Zurof K. OTSoft: Optimality Theory Software. Version 2.3.2 [software]. 2013 Jan 14 [cited 2015 Feb 14]. Available from: <https://linguistics.ucla.edu/people/hayes/otsoft/>.

Presentation of the Tables

Tables must be submitted as editable text in Word (.doc) or Excel (.xls) format and not as images. A maximum of three tables were accepted. Extensive tables or supplementary materials can be published as supplemental materials.

Tables should be created in an Excel or Word file and included in the full text (without authors' names and affiliations, with title, abstract, keywords, full text, and references) that will be uploaded to the

respective fields. They must be written with double spacing and a preference for Times New Roman font size 8 or 10. Numbering should follow a sequential pattern, using Arabic numerals corresponding to the order in which they are cited in the text. Each table must possess a title and all columns within the table should be clearly identified with headings. The captions should provide sufficient information to allow readers to understand the table's content even without reading the accompanying text.

The horizontal lines should be kept minimal, with a maximum of two at the top and one at the bottom of the table; vertical lines should not be used. Do not rely on table creation, justification, decimals, or centering tabs. Instead, tab commands are used to separate the columns and the enter key to create new rows.

A caption should be included at the bottom of the table to explain any abbreviations and to detail the statistical tests employed. All abbreviations must be defined in this footnote even if they are explained in the text.

Figures (Graphics and Illustrations)

Figures should be submitted as attachments (Supplemental Files for Review) and numbered sequentially using Arabic numerals, following the order they appear in the text. All figures must meet high-quality graphic standards and include a caption and title. To ensure compliance with the journal's standards, the scanning process should adhere to the following parameters:

- For graphics or layouts, use a resolution of 600 dpi in bitmap format.
- For illustrations and black-and-white photos, use 600 dpi in RGB or grayscale.
- In all cases (graphics, drawings, and layouts), files must have one of the following extensions: .tif, .png, and/or .jpg. Additionally, .pdf files are accepted for other document types.
- A maximum of five figures will be considered.

If the figures have been previously published, please provide written authorization from the author/publisher and include the source in the caption.

Captions

The captions accompanying the respective figures (graphics, photographs, and illustrations) should be typed with double spacing and numbered in Arabic numerals, corresponding to each figure and in the order they appear on the paper.

Abbreviations and Acronyms

When an article includes abbreviations and acronyms, insert a table at the beginning of the article to compile all of them. This table should consist of two columns:

- Abbreviation or Acronym.
- Full Name.

Ensure that the table is sorted alphabetically by abbreviation.

For lengthy expressions that need to be repeated, it is recommended to use capital initials in place of the full expression after its initial mention. The initials should be enclosed in parentheses. All abbreviations used in tables and figures must be defined in the corresponding table notes or figure captions.

It's important to note that abbreviations and acronyms should not be used in the article title or the abstract.

1.1.8 Submitting Your Paper

This journal uses Scholar One for online submissions. This process is divided into the following steps:

1. Selection of the type of the manuscript: Original Article, Case Report, etc.
2. Selection of one area: Clinical Oncology, Pediatric Oncology, Radiotherapy, or Surgical Oncology.
3. Inclusion of the title (0/999 characters) and keywords in English. The journal recommends 5 to 7 keywords based on the [Medical Subject Headings \(MeSH\)](#) of the National Library of Medicine.
4. Registration of the authors' institutional affiliations (without indicating functions performed in the institution), their full names (without abbreviations), and the ORCID of all authors. Also, provide their respective valid email addresses and contributions for each author.
5. Inclusion of the abstract. In this field, provide information about the Ethics Committee number, if applicable. Additionally, disclose any conflicts of interest if applicable. If financial support was received in the form of scholarships, funding, or the supply of materials such as drugs, reagents, or equipment, please describe it. If the work had a registered clinical trial number, use the specific field provided for this information.
6. The full work (Title, abstract, keywords, body, tables (if applicable), references) should be submitted as a single Microsoft Word document in .doc or .docx format. Ensure that the document does not include the names of the authors and their affiliations to avoid compromising the evaluation of the work.
7. Submission of image files and any other supplementary documents, such as graphics and illustrations, must be sent as attachments labeled 'Supplemental File for Review.' In the case of a cover letter to the Editor-in-Chief or an Ethics Committee document, the file must be sent as a 'Supplemental File NOT for Review.'
8. Review the work and accept the submission terms before finalizing the submission for evaluation.

Author's Submission Checklist

This checklist was created to assist the author in confirming compliance with the main requirements for manuscript submission:

- Is the article written entirely in English?
- Are all images and tables cited in the text?
- Have all references been formatted according to Vancouver standards?
- Are all numbered references in the text correctly included in the References section?
- Do all references have at least one citation in the text?
- If the article contains abbreviations, is there a table consolidating them?
- If the article reports on human trials, is there documentation of approval from the Research Ethics Committee for the study, and is it cited in the manuscript?
- Are the authors and their affiliations spelled correctly?
- Has the main document been submitted in its entirety?
- Are there no formatting errors that may impede correct reading or lead to misinterpretations?
- If it is an original article, have you submitted a cover letter as a "Supplemental File for Not Review," following the journal's guidelines?
- For Clinical Trials and Systematic Reviews and Meta-Analyses, have you registered in the specific registration systems?
- For any type of review article, it is mandatory to send an email before submission addressed to the Editor-in-Chief to inquire about the journal's interest in the review work.

1.1.10 Terms of Submission

TERMS OF ACCEPTANCE SUBMISSION – MANDATORY CONDITIONS (PLEASE READ CAREFULLY)

Declaration of Interest

All authors are required to disclose any actual or potential conflicts of interest, which may include financial, personal, or other relationships with individuals or organizations, that have arisen within the three years prior to commencing the submitted work. Such conflicts could inappropriately influence or be perceived to influence their work.

Submission Declaration and Verification

Submission of an article implies that the work described has not been previously published (except as an abstract or as part of a published lecture, academic thesis, or electronic preprint), is not currently under consideration for publication elsewhere, has received approval for publication from all authors, and has been approved, either tacitly or explicitly, by the responsible authorities where the work was conducted. Furthermore, if the article is accepted, it will not be published elsewhere in the same form, whether in English or any other language, including electronic publication, without the written consent of the copyright

holder. To verify the originality of your article, it may be subjected to scrutiny by the originality detection service CrossCheck.

Copyright Transfer Agreement

- 1 – The TRANSFERORS state that the above-referenced work is original and exclusively written by them. It has not been submitted for publication through any other means of communication, and all necessary authorizations have been obtained to cite sources. The TRANSFERORS shall be held responsible before the TRANSFEREE for any violations or infringements of copyright or other third-party rights that may arise from or be associated with the content of this work. This exempts the TRANSFEREE from any responsibility or involvement in such acts or their consequences. As the primary authors and copyright holders of the work, we hereby permanently, exclusively, and without charge assign and transfer the copyright of the work, including any included images, to the TRANSFEREE.
- 2 - Through this agreement, the copyright of the manuscript is hereby transferred to the TRANSFEREE for reproduction of an editorial and/or commercial nature. This includes printed, electronic, electromagnetic, digital, and/or multimedia publication, as well as modification, amendment, translation, reproduction, and unrestricted distribution of copies, both in Brazil and abroad and in any language. This transfer encompasses all forms of use without requiring prior authorization. The work may be used in its entirety or in part.
- 3 – The TRANSFERORS assert sole responsibility for the reproduction of text and/or images, as well as for the accuracy and reliability of credits and copyrights.
- 4 – The TRANSFERORS does not waive the right to be credited as the authors in the publication of the work for which the rights are being transferred.
- 5 – The "Brazilian Journal of Oncology," however, is granted the right to republish the work in any printed and/or electronic collection, free of charge, provided that the work has been previously published in the journal owned by the TRANSFEREE. The TRANSFERORS must obtain prior authorization from the Editorial Staff of the journal and provide proper citation in the new publication.
- 6 – This transfer agreement shall take effect upon acceptance of this contract. However, if the manuscript is not accepted by the Review Board of the journal owned by the TRANSFEREE, known as the Brazilian Journal of Oncology, or if the study is not published in the journal within five (5) years from the date of this contract's signing, this transfer agreement shall become void, and all rights previously assigned shall automatically revert to the TRANSFERORS.

[] Please agree to and accept the submission terms.

These terms will be automatically filled in at the end of the submission.

1.2 Instructions for Reviewers

Introduction to the Brazilian Journal of Oncology

The Brazilian Journal of Oncology is an open-access publication affiliated with the Sociedade Brasileira de Oncologia Clínica, Sociedade Brasileira de Cirurgia Oncológica, Sociedade Brasileira de Radioterapia, and Sociedade Brasileira de Oncologia Pediátrica. The journal is dedicated to showcasing exceptionally significant, original, and pertinent articles covering various domains of oncology, including clinical practice, surgery, radiotherapy, and pediatric oncology. The journal's audience encompasses diverse medical professionals specializing in oncology disciplines, such as medical, surgical, therapeutic radiology, hematology, gynecologic, and urologic oncology. It caters to physicians, researchers, pharmaceutical experts, oncology nurses, and healthcare practitioners with a primary interest in oncology.

When you receive an invitation to peer review, you should be sent and read a copy of the paper's abstract to help you decide whether you wish to do the review. Please try to respond to invitations promptly to prevent delays. Reviewers are expected to submit reviews within the agreed-upon timeframe. Reviewers' comments should be constructive, honest, and polite. It is also important at this stage to declare any potential conflicts of interest. Reviewers must disclose any affiliations or engagements that could potentially introduce bias into their assessment of a manuscript and abstain from participating in the peer-review process if such a conflict of interest is present.

Publication Criteria

To be considered for publication in the Brazilian Journal of Oncology, manuscripts must meet the following criteria:

- Originality.
- Relevance to researchers in the field.
- Methodological rigor with substantial evidence supporting the conclusions.

The review process involves a formal peer review, where all submitted manuscripts deemed potentially suitable are evaluated collaboratively by the Editor-in-Chief, an Associate Editor, and the Editorial Assistant. Their decisions are based on feedback from reviewers, and possible outcomes include:

- Acceptance of the submitted paper.
- Acceptance pending minor revisions.
- Extensive revision, with authors invited to enhance the manuscript before the final judgment.
- Rejection with encouragement for resubmission after substantial revision.
- Outright rejection due to a lack of originality, significance, cross-disciplinary interest, or robust methodology.

Reviewers are encouraged to provide

specific recommendations while recognizing the potential for differing opinions among reviewers. In cases of differing opinions, the Associate Editor and Editor-in-Chief consider all comments to reach a balanced verdict. Reviewers must provide comprehensive and relevant information and references to improve the work.

When fundamental disagreements arise between reviewers, all reviews may be shared with each reviewer, at the discretion of the Associate Editor and Editor-in-Chief, to gather additional information to inform the decision-making process. However, the final decision is not determined by majority rule, but by a rational and balanced choice of the best contributions from reviewers.

While reviewers' insights are of great relevance, decisions are ultimately made by the Associate Editor and Editor-in-Chief, based on reviewers' comments and suggestions and the editors' experience.

After corrections and improvements by the authors in response to the review form, reviewers may be invited to carry out a second review of the work, and possibly even a third.

Selecting Reviewers

The process of choosing appropriate reviewers plays a crucial role in the review process. Several factors are taken into account, including the reviewer's reputation, qualifications, the number of papers they have published within their specific field of expertise, endorsements from other researchers or reviewers they are acquainted with or have collaborated with previously, and the Editor's familiarity with the reviewer's past performance. Prior to assigning a manuscript, potential reviewers are frequently approached, and these interactions involve confidential information.

Conducting the Review

When reviewing a manuscript, it is essential to provide expert opinions on its quality while also offering constructive feedback to help authors improve their work. Maintaining confidentiality, any suggestions aimed at improving the article must be communicated directly to the authors. A thorough review should delve into crucial aspects, including the importance of statements, originality, contextualization, strength of research data, and potential areas for improvement, while also considering the interests and needs of the intended target audience.

Additional Factors to Consider

When dealing with promising manuscripts, reviewers' input is sought regarding the clarity of the manuscript, the provision of supporting evidence, the fair treatment of previous literature, and the transparency of the methodology.

Confidentiality, Timeliness, and Anonymity

Reviewers are expected to maintain strict confidentiality throughout the review process. We kindly request timely responses,

preferably within two weeks of receipt of the manuscript. If more time is needed, reviewers should immediately communicate their need for an extension, while ensuring the ongoing anonymity and confidentiality of the process. Please note that delays by a reviewer can delay the entire article editing process.

Editing Reviewers' Reports

Reviewers' comments intended for authors typically remain unaffected, except in cases where they contain inappropriate content or confidential information. We encourage reviewers to provide feedback that is honest, kind, and constructive.

Disclosure of Conflicts of Interest

Reviewers who may have potential conflicts of interest are expected to notify the editors and, if necessary, decline to review if their impartiality is compromised. The review process prioritizes transparency and aims to address any competing interests.

Providing Feedback to Reviewers

The reviewers' comments are included in the review letter that will later be sent to the authors, in a double-blind process, even in cases where their opinions may differ from the final decision. It is common for differences of opinion to arise, and the editorial team will ultimately make the final judgment. In these cases, the Associate Editor will inform the reviewer of the decision made.

1.3 Instructions for Advertising

The International Committee of Medical Journal Editors (ICMJE) acknowledges the importance of responsible advertising practices within medical journals. While the assessment of commercial advertisements is allowed, it is crucial to stress that advertising must never influence editorial decisions under any circumstances. It is essential to ensure that no advertisement appears alongside editorial content related to the same product, maintaining a clear distinction between the two. Advertisements must be easily distinguishable as such, and editors should retain complete authority and the final decision-making power concerning the approval of advertisements. These guidelines have been developed to uphold ethical advertising principles and preserve the integrity of the content featured in the Brazilian Journal of Oncology.

Non-Interference with Editorial Decisions:

Advertisements must not, under any circumstances, exert influence over editorial processes or decisions. Editors must retain complete independence in making judgments, solely considering the quality and merit of the submitted content.

Segregation of Advertisements from Editorial Content:

Advertisements must never appear near the editorial content of the same product. It is imperative to maintain an unambiguous distinction to avoid any potential association between the advertisements and the editorial material.

Transparent Advertisement

Identification:

Advertisements should be easily recognizable and prominently marked as “Advertisement” or using an equivalent designation. This measure ensures that readers can readily distinguish between editorial content and advertising materials.

Editorial Authority and Ultimate Decision-Making:

Editors hold complete authority and have the final say in the approval of advertisements featured in the journal. They are entrusted with the responsibility of upholding the journal’s advertising policy and ensuring that all advertisements adhere to the specified criteria.

Online Advertising Exclusivity:

These guidelines apply to advertisements published exclusively on the magazine’s digital platform and its website. The same segregation and identification standards must also be applied to online advertising, printed advertising, event promotions, or other promotional activities for the journal.

Enforcement of Advertising Policy:

The editors are responsible for diligently upholding the journal’s advertising policies. Any violation of these guidelines will be promptly and appropriately addressed. The editors of the Brazilian Journal of Oncology have the authority to decline online advertisements that are considered inappropriate or do not meet established regulatory standards.

In strict adherence to the ICMJE guidelines, we are dedicated to upholding the highest standards of integrity and transparency in advertising within the Brazilian Journal of Oncology. By ensuring that advertisements do not compromise editorial independence and are clearly distinguishable from editorial content, we safeguard the trust of our readers and maintain the credibility of the information presented in our journal.



[Creative Commons License](https://creativecommons.org/licenses/by/4.0/)

This work is licensed under an Attribution 4.0 International License (CC BY 4.0), effective June 9, 2022. Previously, the journal was licensed under a Creative Commons Attribution - Non-Commercial - Share Alike 4.0 International License.