

# Instruction for authors – guidelines for manuscript submission

**Papers and other contributions should be submitted using an online editorial system accessible at the following address: <http://redakce.carecomm.cz/ko>.**

The editorial office will confirm the receipt of the manuscript by an automatic reply. Should you not receive any communication within 2 days, please contact the editorial office ([petra.polsen@carecomm.cz](mailto:petra.polsen@carecomm.cz)) to verify the situation. After logging in using your username and password, the system allows you to monitor the path of your manuscript through the editorial process. You will subsequently be informed of the result of the review process.

**Paper submission into the editorial system is easy and conducted in 5 steps** through which you will be navigated by the system. Have all the required documents and annexes ready, as described in the instructions for authors and below. To go back at any stage, do not use the Back button in your browser but instead, click the appropriate step on the list of 5 steps presented under the application heading.

**Before you upload your manuscript into the editorial system, you should divide it into two files: first** containing the title, authors, summary, key words and supporting institutions (see items 1 to 5 of the “Guidelines for manuscript preparation”); **second** containing the title again and then the text itself, acknowledgements and references (see items 6 and 7 of the “Guidelines for manuscript preparation”)! Naming of the files is at your discretion.

## The process of entering the manuscript is as follows:

**If you have not worked with the editorial system yet**, and thus you do not have your user account, you need to register first.

- Enter <http://redakce.carecomm.cz/> into your internet browser and find Clinical Oncology in the list of titles.

- Click on REGISTER and complete the registration form. After completing the form, you should click on the blue field called Register beneath the form.
- You will be sent an automatic confirmation of your registration containing your user name and password at the email address provided.
- You may then log into the system using your user name and password.
- If you have already registered, select Clinical Oncology from the list of titles and then open the DISPLAY JOURNAL link; the right bar on the journal's home page contains fields for entering your user name and password.
- After you have logged in, a page entitled User will open, where you can click on the [New entry] link.
  - The manuscript may also be submitted when you click on the Author on the left hand side that links you to a page with a list of active entries.
  - The My account below on the same page allows you to amend your profile, change your password and to log off.

**The manuscript is submitted in 5 steps:** 1. INTRODUCTION, 2. UPLOAD MANUSCRIPT, 3. MANUSCRIPT INFORMATION, 4. UPLOAD ANNEXES, 5. CONFIRMATION.

### Step 1. Introduction

Select the manuscript language and confirm by ticking the 5 statements describing requirements to be fulfilled for the paper to be accepted into the process. Click on Save and continue.

### Step 2. Upload manuscript

At this stage, upload the file containing the title and the text of your manuscript only, i.e. does not contain the authors' and co-authors' names and their affiliations, summary (abstract) or key words. You will be asked to upload this informa-

tion later. The authors' names must not be included here to ensure anonymity of the review process. We also suggest deleting an author in the “Properties” of the submitted file. Manuscript annexes (e.g. figures, tables etc.) will be uploaded in forthcoming steps.

On this page, click on **Browse** (or **Select a file**) and this will open a window enabling you to select a file on your computer's hard drive. Locate the appropriate file and highlight it. In the file selection window click on **Open**; this will display the document title on this page. On the same page, click on **Upload**; this will upload the file from your computer into the journal and will rename the file in line with the journal's convention. When the manuscript is uploaded, click on **Save and continue** at the bottom of this page.

### Step 3. Manuscript information

**Enter information about the author.**

After entering the first author, other authors may also be included by clicking an Add a co-author. Indicate which of the authors will be a so called main contact, i.e. the corresponding author.

Click on RULES GOVERNING THE CONFLICT OF INTERESTS and select the correct option about your conflict of interest (1A or 1B – one option only may be selected) and an option regarding your contribution to the manuscript development (2A to 2I – more than one option may be selected) and enter these into the field titled Conflict of interest and Author's contribution. When you click on the “Rules governing the conflict of interests”, the list of options will open in a new browser window. Text may then be copied by highlighting it and then copying it into computer's memory by simultaneously pressing CTRL + C. After returning back to the “Conflict of interest” windows, insert the text by simultane-

ously pressing CTRL+V. The “Conflict of interest” section then may look as follows:

- 1A) I herewith declare that, with respect to the foregoing manuscript of which I am an author/co-author, I have no conflict of interest.
- 2D) Direct work with patients/subjects
- 2F) Statistical data analysis

When this has been done, further information is entered: **brief and concise title, abstract and keywords**. When the language of the form is changed to English, **title, abstract and key words in En-**

**glish** are to be entered. *The process is described above.*

#### **Step 4. Uploading annexes**

At this step, you can upload tables (doc or xls), graphs (preferably xls or another editable format), pictures (high resolution jpg), diagrams (editable format) using the same procedure as when uploading the text.

#### **Step 5. Confirmation**

Click on Complete entry. The author, indicated in step 3 as the main contact, will receive an email notification that the manu-

script had been entered and will be able to, after logging in to the journal’s webpage, review the manuscript’s path through the editorial process.

At this stage, comments to the editor may be added.

#### **Finally:**

Should you have any questions or comments, please do not hesitate to contact us on the following email: [petra.polsen@carecomm.cz](mailto:petra.polsen@carecomm.cz) or telephone number +420 605 274 825. We look forward to working with you.