

## Atlas of Genetics and Cytogenetics in Oncology and Haematology

### Policies - Instructions to Authors

Publications policies and requirements applied in the Atlas of Genetics and Cytogenetics in Oncology and Haematology follow the International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>) policies "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals" with minor modifications, as well as with the "publication ethics and malpractice statement" defined by the Committee on publication ethics (COPE), see [http://publicationethics.org/files/u2/New\\_Code.pdf](http://publicationethics.org/files/u2/New_Code.pdf) and <http://publicationethics.org/resources/guidelines>.

#### 1 Instructions to Authors

Manuscripts submitted to the Atlas must be submitted solely to the Atlas.  
Iconography is most welcome: there is no space restriction.

##### 1.1 Article Types

**The Atlas publishes "cards", "deep insights", "case reports", and "educational items".**

**Cards** are structured review articles. Detailed instructions for these structured reviews can be found at:

[http://AtlasGeneticsOncology.org/Forms/Gene\\_Form\\_for\\_submission.doc](http://AtlasGeneticsOncology.org/Forms/Gene_Form_for_submission.doc) for reviews on genes,

[http://AtlasGeneticsOncology.org/Forms/Leukemia\\_Form\\_for\\_submission.doc](http://AtlasGeneticsOncology.org/Forms/Leukemia_Form_for_submission.doc) for reviews on leukaemias,

[http://AtlasGeneticsOncology.org/Forms/Solid\\_Tumor\\_Form\\_for\\_submission.doc](http://AtlasGeneticsOncology.org/Forms/Solid_Tumor_Form_for_submission.doc) for reviews on solid tumours,

[http://atlasgeneticsoncology.org/Forms/Cancer-Prone\\_Disease\\_Form\\_for\\_submission.doc](http://atlasgeneticsoncology.org/Forms/Cancer-Prone_Disease_Form_for_submission.doc) for reviews on cancer-prone diseases.

According to the length of the paper, cards are divided, into "reviews" (texts exceeding 2000 words), "mini reviews" (between), and "short communications" (texts below 400 words).

**Deep Insights** are written as traditional papers, made of paragraphs with headings, at the author's convenience. No length restriction.

**Case Reports in haematological malignancies** are dedicated to recurrent -but rare- chromosomes abnormalities in leukaemias/lymphomas. Cases of interest shall be: 1- recurrent (i.e. the chromosome anomaly has already been described in at least 1 case), 2- rare (previously described in less than 20 cases), 3- with well documented clinics and laboratory findings, and 4- with iconography of chromosomes. It is mandatory to use the specific "Submission form for Case reports": see [http://atlasgeneticsoncology.org/Forms/Case\\_Report\\_Form\\_for\\_submission.doc](http://atlasgeneticsoncology.org/Forms/Case_Report_Form_for_submission.doc).

**Educational Items** must be didactic, give full information and be accompanied with iconography. It is ESSENTIAL to use the guidelines/ frameworks herein given :

- [Submission form for GENES](#)
- [Submission form for LEUKAEMIAS](#)
- [Submission form for SOLID TUMOURS](#)
- [Submission form for CANCER PRONE DISEASES](#)
- [Submission form for CASE REPORTS](#)

(see also, when applies, <http://www.icmje.org>, section: Preparing for Submission)

The Atlas of Genetics and Cytogenetics in Oncology and Haematology **does not publish** research articles.

## 1.2 References

References should follow the standards of the NLM's International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals: Sample References

([http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html) ).

Specifically, literature references should be included in the text: by author's name followed by year of publication arranged chronologically and then alphabetically. When there are more than two authors, use the first author name and et al. e.g. "recent data indicates that teddy bears are very affectionate persons (Paddington and The Pooh, 2009; Paddington et al., 2013) "

In the references list, references should be classified by year, from the oldest, as follows:

Title.

Author1 AB, Author2 CD, Author3 E.

Journal. Year date;Vol(Number):first page-last page.

PubMed number

Example:

All teddy bears are gentle persons.

Paddington B, The Pooh W.

Int J Teddy Bears. 2013 Dec 25;12(12):501-9.

PMID 1642873591

## 1.3 Iconography

Iconography is most welcome (accompanied with a legend, and the name and first name of the contributor to be acknowledged: " Courtesy .... " ).

- In particular chromosome structural anomalies (G- and R- bandings and others), even if the anomaly is already in the Atlas in 1 or 2 samples, and FISH images;
- But also drawings of genes and proteins, pathology images, X-Rays.
- Maximal width for drawings is 17 cm; for pathology images, it is preferable that the length does not encompass half of the width. For Images, please:
- Send optimum visual quality iconography.
- Please use preferably Arial 9 point for lettering.
- Images should be sent by e-mail, preferably in PNG, JPG or PSD (for photographs: chromosomes, histo-pathology, radiographs, ...); and PPT (for drawings); the desk may have problems with other formats.
- The Editor keeps the right to process drawings for them to conform with our editorial policies.

## 1.4 Abbreviations and Symbols / Units of Measurement

Use only standard abbreviations. The spelled-out form of the abbreviation followed by the abbreviation in parenthesis should be used on first mention (except for units of measurement). Units of measurements should be in metric units and/ or other international systems of units (e.g. WBC : digits x 10<sup>9</sup>/L; Hb : digits g/dL).

## 1.5 Submission checklist

- Full postal and e-mail addresses for all authors
- Keywords / Abstract
- All figures / All tables
- References are in the correct format for the Atlas
- All references mentioned in the Reference list are cited in the text, and vice versa
- Financial support
- Permission obtained for the reuse of material copyrighted elsewhere
- Potential conflicts of Interest stated
- Privacy and Confidentiality: informed consent obtained or ethical committee approval when applicable.
- Authorship vs contribution
- No plagiarism, no duplicate publication, no fraudulent data.

## 1.6 Authorship

All authors should qualify for authorship according to the ICMJE criteria (see <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html#two>): substantial contributions to the conception or design of the work; analysis and interpretation of data for the work; and drafting the work/revising it critically; and approval of the version to be published. The corresponding author is responsible for ensuring that all authors have agreed to the manuscript's content and its submission.

All contributors who do not meet the above mentioned criteria for authorship will be listed in the acknowledgments section.

<http://AtlasGeneticsOncology.org>