
INSTRUCTIONS TO AUTHORS

Scope

To provide high-quality and rapid publication of information in all areas of neuro-oncology for the international neuro-oncology community.

Content

The following types of documents are published in *Neuro-Oncology*:

- *Basic and Translational Investigations* or *Clinical Investigations* that report original experimental, clinical, translational, epidemiological, quality-of-life, or other studies relating to neuro-oncology and that are well documented, novel, and significant
- *Case Studies* that are brief, without an extensive review of the literature
- *Reviews* and *Editorials* that cover subjects of timely interest and importance to cancer researchers (These are written by invitation of the Editor in Chief. Authors wishing to write a review or an editorial should send a letter to the Editor in Chief outlining the proposed article. All reviews—solicited or unsolicited—will be peer-reviewed.)
- *Rapid Reports* that are short, definitive reports of highly significant and timely findings in the field
- *Case Illustrations* that contain briefly written text and references and portray, by neuroimaging, those concepts better visualized than described
- *Symposia* on subjects selected by the Editor in Chief
- *Phase 1 and Phase 2 Clinical Study Reports* that present positive or negative outcomes of such trials (see specific guidelines for these reports below)
- *Invited Meeting Reports* selected and invited by the Editor in Chief
- *Letters to the Editor* offering considered opinions on manuscripts published in the journal within the last 6 months (Correspondence concerning articles that have not been published in *Neuro-Oncology* will not be considered. The deadline for receipt of Letters to the Editor is 12 weeks before publication of an issue.)
- *Book Reviews* by invitation of the Editor in Chief (If you are interested in reviewing books for *Neuro-Oncology*, please contact the journal office.)
- *Announcements* of scientific meetings and courses of interest to *Neuro-Oncology* readers

Editorial Policies

Submittal of a manuscript to *Neuro-Oncology* implies that the authors of the paper understand and fully accept the policies of the journal as detailed in these Instructions to Authors.

The authors' cover letter should state that neither the submitted paper nor any similar paper, in whole or in part, other than an abstract or preliminary communication, has been or will be submitted to or published in any other source. Once an article is accepted for publication in *Neuro-Oncology*, the information therein is embargoed from reporting by the print media until the journal's issue date and embargoed from reporting by all other media until it is published.

Authorship Requirements

For guidelines on authorship, please refer to the Uniform Requirements formulated by the International Committee of Medical Journal Editors (*Ann. Intern. Med.* 126, 36–47, 1997).

The cover letter should state that all authors have seen and approved the manuscript. If the name of an author is deleted or added in a revision, it is the responsibility of the corresponding author to provide the journal editorial office with written documentation that the authors involved are aware of and agree to the changes in authorship. *Neuro-Oncology* accepts no responsibility for such changes.

Each author must sign a Publication Agreement and send it to the editorial office by mail or fax. These forms are available at the publisher's Web site (<http://www.dukeupress.edu/neuro-oncology/submissions.shtml>).

Conflict of Interest

Authors and reviewers must reveal any relationships that they believe could be construed as causing a conflict of interest with regard to the manuscript submitted for review. The authors' submitting cover letter must include a statement declaring whether a conflict of interest exists, and if it does, describing its nature.

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MANUSCRIPT SUBMITTAL

All manuscripts submitted for possible publication, including text, tables, and graphics, should be submitted online (www.editorialmanager.com/n-o). The accompanying signed documents should be faxed (713-792-3741) or mailed to the editorial office (*Neuro-Oncology*, 1515 Holcombe Blvd., Unit 234, Houston, TX 77030, USA). To send overnight or express mail, contact us by phone (713-745-4918) or e-mail (neurooncology@mdanderson.org) for the delivery address.

The manuscript submittal package must include the following items:

1. The authors' signed cover letter on institutional letterhead, addressed to *Neuro-Oncology* at the address above. The cover letter must contain the following information:
 - A statement that all authors have seen and approved the manuscript
 - A statement declaring whether a conflict of interest exists
 - A statement that neither the submitted paper nor any similar paper, in whole or in part, other than an abstract or preliminary communication, has been or will be submitted to or published in any other printed or digital publication
 - A statement of the novel findings of the study reported in the paper
 - The type of document being submitted, chosen from the list above under "Content"
 - The subject category, chosen from those listed below, that best describes the manuscript:
 - Biochemistry and Biophysics
 - Clinical Neuro-Oncology
 - Clinical Therapy Trials (specify type)
 - Drug
 - Radiation
 - Surgery
 - Outcomes
 - Quality of Life
 - Other
 - Epidemiology and Cancer Control
 - Imaging
 - Immunology
 - Medical Neuro-Oncology
 - Neuropathology
 - Molecular Genetics (including cytogenetics)
 - Pediatric Neuro-Oncology
 - Preclinical Experimental Therapeutics
 - Retrospective Clinical Studies
 - Surgical Neuro-Oncology
 - Tumor Biology (signal transduction, including angiogenesis, apoptosis, cell cycle regulation, growth factors, and invasion)

2. The manuscript and illustrations (see "Tables" and "Figures," below)
3. Any papers, in press or submitted, that are highly relevant to the manuscript under review.

The paper will not be sent out for review until all items are received. The preferred software for text is Microsoft Word, although manuscripts generated in other word processing programs are acceptable if saved in Rich Text Format. Papers prepared with desktop publishing software are not acceptable. Preferred software for illustrations is described on page 5 of these instructions.

Authors may suggest appropriate reviewers to whom the manuscript could be assigned or stipulate those reviewers who may have a bias or conflicting interest. Full addresses, including mail and e-mail addresses, and telephone and fax numbers of suggested reviewers should be provided. Final assignments, however, are at the discretion of the Editor in Chief. Manuscripts and illustrations are not returned to the author unless the author requests them. Journal policy dictates that the identity or information leading to the identity of any reviewer is not to be revealed.

MANUSCRIPT PREPARATION

Double-space the entire manuscript (including references, tables, and figure captions) on standard-sized paper, leaving at least 1-inch (2.54-cm) margins all around and printing on one side of the paper only. Papers should conform strictly to journal style. A paper that is not in *Neuro-Oncology* style (described below) or a paper that is not in good idiomatic English may be returned to the author without review. Terminology and abbreviations not consistent with internationally accepted guidelines should be avoided (see Terminology section and the list of abbreviations at the end of these instructions), as should laboratory jargon.

Style guides that may be helpful in writing the manuscript are the *American Medical Association Manual of Style*, 9th ed. (C. Iverson et al., Williams and Wilkins, 1998) and *The ACS Style Guide*, 2d ed. (J.S. Dodd, Editor, American Chemical Society, 1997). *Essentials of Writing Biomedical Research Papers*, 2d ed. (M. Zeiger, McGraw Hill, 1999) is an excellent resource that addresses content and format for scientific articles. Authors are urged to proofread and edit their manuscripts carefully before submittal. Alterations in proof delay publication and are expensive. Excessive changes in proof not due to printer's errors will be charged to the authors.

Arrange sections of the text in the following order, and number all pages, beginning with the title page:

- Title page
- Abstract and keywords

- Text
- References
- Captions for all illustrations

The basic format (that for Basic and Translational Investigations and Clinical Investigations) is described here. Articles that have unique formatting requirements (Rapid Reports, Case Studies, Case Illustrations, Review Articles, Meeting Reports, and Phase 1 and Phase 2 Clinical Study Reports) are covered on pages 3 and 4.

Basic Format: *Basic and Translational Investigations* and *Clinical Investigations* Articles

Title Page

The title page should contain the following information:

- A title of not more than 100 characters and spaces
- The authors' full names
- The affiliation of each author, including complete addresses, with zip codes. If authors are from more than one department or institution, each author's initials should be placed in parentheses after the applicable address.
- A running title, not to exceed 50 characters and spaces
- The name and address of the corresponding author, including telephone, fax, and e-mail address
- A list of any unpublished papers cited (see Unpublished Material under References)
- If applicable, a statement that the paper being submitted is one of a series

Abstract

The abstract should not exceed 250 words. Since abstracts often appear apart from the text of a paper (e.g., on Medline), they should not cite references. Keep nonstandard abbreviations and acronyms to a minimum (no more than five in the abstract), defining them in parentheses at first mention.

Keywords

Below the abstract, list up to five keywords that may be used for indexing.

Text

Introduction. This section should state the problem or question being addressed and summarize relevant background information to provide context for the research question.

Materials and Methods. Explanation of the experimental methods should be brief but adequate for repetition by qualified investigators. Procedures that have been published previously should merely be cited in appropriate references. Only new and significant modifications of

previously published procedures need complete exposition. The sources of special chemicals or preparations used should be given, along with their locations (city and state [or country, if not USA]).

For experimental investigations of human or animal subjects, state in the Methods section of the manuscript that an appropriate institutional review board approved the project. Investigators who do not have formal ethics review committees should follow the principles outlined in the "World Medical Association Declaration of Helsinki: Research involving human subjects" (available at www.wma.net/e/policy/17-c_e.html). For investigations of human subjects, state in the Methods section the manner in which informed consent was obtained from the subjects.

Results. This section should include a concise summary of the data presented in tables and illustrations. Excessive elaboration of data already given in tables and illustrations should be avoided. The Results and Discussion sections may be combined if doing so saves space or improves the logical sequence of the material.

Discussion. The data should be interpreted concisely without repeating material already presented in the Results section. Speculation is permissible, but it must be well founded.

Acknowledgments (optional). An Acknowledgments section should be included, if appropriate, to recognize the following:

- Financial support for the research or a researcher (specifying grant numbers and recipients)
- Previous presentation of the material at a meeting, workshop, or other event
- Special assistance or contributions by nonauthors (e.g., supply of materials, editorial support).

Articles with Special Formatting Requirements

Rapid Reports

These submissions receive accelerated review and, if accepted, publication. Reports should be no more than 7 printed pages long (about 18 double-spaced typed pages, including references, figures, and tables). Sectional restrictions are also imposed, as set out below, and any reports that do not adhere to these guidelines will be returned to the authors unreviewed.

Abstract	about 100 words
Introduction	one paragraph
Materials and Methods	as brief as possible
Results and Discussion	either combined or separate
References	no more than 20
Figures and Tables	no more than 4 total

Case Studies

Case studies must be brief—no more than 4 printed pages (about 12 double-spaced pages, including references and illustrations)—and contain no more than 25 references.

Case Illustrations

This type of article uses neuroimaging to convey those concepts that are better visualized than described. Restrictions for case illustrations include a title of no more than 55 characters (including spaces); text of no more than 200 words (subdivided into two parts, as described below); no more than four figure panels, with a limit of 25 words for each legend; and no more than five references. The initial text should state concisely the purpose of the investigation; the neuroimages should illustrate the principal findings; and the ending text should state the conclusion(s) drawn.

Review Articles

Because of the nature of review articles, which may cover a broad scope of topics related to the subject at hand, authors should use short headings to identify major manuscript sections. The number of references for review articles is limited to 100. Though potentially broad in scope, reviews should be as concise as possible and should focus on seminal findings and important developments contributing to understanding of (or controversy about) the subject at hand.

Meeting Reports

Total paper length—including the title page, text, references, and tables or figures—is limited to five printed pages (or about 15 typed pages).

Phase 1 and Phase 2 Clinical Study Reports

These reports are formatted like clinical investigations. However, before submitting a phase 1 or phase 2 study report, authors should consult the GNOSIS guidelines (published in the October 2005 issue of *Neuro-Oncology* [Vol. 7, Issue 4]) and, to ensure completeness, crosscheck their manuscript against these guidelines. Also, for negative studies, authors are required to limit phase 1 and phase 2 reports to no more than, and preferably fewer than, 18 typed pages, including title page, text, references, and tables and figures.

Citations and References

Neuro-Oncology uses a numbered reference list, with references presented in order of citation in the text; superscript Arabic numbers are used to cite references in the text and are placed after commas and periods but before colons and semicolons.

Sample In-Text Citation with References

Low-grade gliomas are slow-growing tumors, but they hamper the functional prognosis, because they infiltrate functional areas, and the vital prognosis, because they are ultimately prone to undergoing anaplastic transformation¹; although the treatment of these tumors remains controversial, there is growing evidence that the extent of resection is an important factor in outcome.^{2–4}

Authors' names

The author's surname and then initials (without commas or periods) are used in the reference list. For works with more than six authors, list the first three authors and then "et al."

Rose PR

Walker BK, Matthews CP Jr

Johnson MN III, van Veen HN, Oudijk PH, et al.

[*more than six authors*]

Titles

For titles of articles and chapters or sections of books, capitalize only the first letter of the first word, proper nouns, and abbreviations (e.g., DNA).

For books and journals, use title capitalization for English titles. Capitalize the first and last words and nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, that, etc.*). Lowercase articles (*a, an, the*), coordinating conjunctions, and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased.

Sample Reference Entries

Journal Article

Index Medicus abbreviations are used for journal titles. A file listing the abbreviations is available at <ftp://nlm-pubs.nlm.nih.gov/online/journals/ljiweb.pdf>. References to journal articles include author's name, article title, abbreviated journal title (with a period only after the last word), year of publication, volume number, and page numbers.

1. Bailey P, Eisenhardt L. Spongioblastomas of the brain. *J Comp Neurol*. 1932;56:391–430.

Correction

1. Apte SS, Olsen BR, Murphy G. The gene structure of tissue inhibitor of metalloproteinases (TIMP)-3 and its inhibitory activities define the distinct TIMP gene family [published correction appears in *J Biol Chem*. 1996;271:2874]. *J Biol Chem*. 1995;270:14313–14318.

Supplement

1. Robins HI, Peterson CG, Mehta MP. Combined modality treatment for central nervous system malignancies. *Semin Oncol*. 2003;30(suppl.): 11–22.

Chapter in Book

1. Bailey OT. Medulloblastoma. In: Minckler J, ed. *Pathology of the Nervous System*. Vol. 2. New York: McGraw-Hill; 1971:2071–2081.

Book

1. Kaye AH, Laws ER Jr, eds. *Brain Tumors: An Encyclopedic Approach*. Edinburgh: Churchill Livingstone; 1995.

Web References

1. Surawicz TS, McCarthy BJ, Kupelian V, Jukich PJ, Bruner JM, Davis FG. (1999) Descriptive epidemiology of primary brain and CNS tumors: results from the Central Brain Tumor Registry of the United States 1990-1994. *Neuro-Oncology* [serial online]. 1999;1:14–15. Available at <http://neuro-oncology.dukejournals.org/cgi/reprint/1/1/14?maxtoshow=&HITS=10&hits=10&RESULTFORMAT=&fulltext=Surawicz&searchid=1&FIRSTINDEX=0&volume=1&issue=1&resource=HWCIT>. Accessed July 12, 2006.
2. OMIM. Online Mendelian Inheritance in Man Database. Available at <http://www3.ncbi.nlm.nih.gov/omim>. Accessed February 28, 1998.

Abstract

1. Vaidyanathan, G, Friedman, HS, Keir, ST, Zalutsky, MR. (1996) Meta-[211At]astatobenzylguanidine (MAbs): In vivo evaluation in an athymic mouse human neuroblastoma xenograft model [abstract]. *J. Nucl. Med.* 1996;37:61.

Unpublished Material

Cite unpublished articles (including those in review or preparation), data, and observations parenthetically in the text as either “unpublished data” or “unpublished manuscript,” along with the name of the investigator responsible for those data (e.g., the lead author of a paper in preparation). No manuscript title or presumed year of publication is needed. In the case of “personal communications,” give the name of the original speaker/correspondent and, if possible, the date of the communication; note that the Editorial Office requires a signed statement from the speaker/correspondent giving the author permission to quote him or her in the manuscript.

Nonetheless, it appears that peptides become associated in some fashion with chaperones prior to or upon extraction from cells (M.W. Graner, unpublished data), and the effects of exogenous chaperones on the innate immune cells are certainly not denied.

Tables

Tabular material should not simply duplicate data presented in the text or figures. Large groups of individual values should be avoided; instead, these should be averaged and an appropriate designation of the dispersion, such as standard deviation or standard error, included.

Every table must have a descriptive title. If a reader might not understand the table without referring to the text, give the experimental details in an explanatory paragraph placed at the end of the table. Note that each column, including the first column, must carry an appropriate heading, and if numerical measurements are given, these units should be added to the column heading.

Number tables with Arabic numerals and footnotes with superscript lowercase italic letters (*a*, *b*, *c*, etc.).

All units of measurement and concentration must be clearly designated. Exponential terminology is discouraged (e.g., the term *mm* is preferable to 10^{-3} m).

Authors are obliged to indicate the significance of their observations by appropriate statistical analysis. An asterisk (*) should be placed beside values having differences that are statistically significant (additional symbols [dagger, double dagger, etc.] should be used to indicate different significance levels, as needed); the *p* value and (if necessary) name of the comparison group should be indicated in the footnote.

Figures

Authors are encouraged to submit color illustrations. The expense of reproducing these illustrations, however, will be borne by the authors. The charge for one color figure is \$650.00.

Graphics should be sized as one-column or two-column width. The preferred format for halftones and continuous-color graphics is TIFF or EPS, with tiff preview. Grayscale and color files must yield an output resolution of approximately 300 dpi; bitmapped line art should yield an output resolution of 900–1200 dpi. Line graphics should be submitted in their native format, for example, Powerpoint or Excel. Labeling should be sized to withstand reduction.

Captions are required for all figures. Captions should briefly describe the data shown and should not repeat details given in the text. Include the type of staining where applicable. Each caption should adequately identify all symbols (where not defined on the figure itself) and abbreviations used in the figure. Captions and symbols should make the figure interpretable without reference to the text.

Figure numbers or captions should not be included on the face of an illustration. However, composite figures should be grouped under one figure number, with each section lettered “A,” “B,” “C,” etc., in the upper left-hand corner on the face of the illustration.

Graphs are best ruled off close to the area occupied by the curve, and abscissas and ordinates should be clearly marked with appropriate units. Explanations of the coordinates should not extend beyond the axis lines. Top and right-hand frame lines should not be used to box in graphs unless they are essential for reference. The use of exponents for labeling coordinates in graphs is considered ambiguous and should, if possible, be avoided.

The contrast of panels within a composite photograph should be consistent. Symbols, arrows, or letters used in photomicrographs should contrast with the background. The use of internal scale markers on photographs themselves is preferred to listing the magnification in the caption, since it may be necessary to reduce the figures. It should be noted that magnifications given in the caption reflect size before reduction.

The author is responsible for submitting prints that are of sufficient quality to permit accurate reproduction and for approving the final color proof.

Terminology

Genes: All gene names should be in italic type, while their corresponding proteins should appear in roman type. For human gene names, the Human Genome Organisation's database style (all caps, no hyphens) and name (not alias) will be used in this journal. The database is located at <http://www.gene.ucl.ac.uk/nomenclature/>. The OMIM database, the resource for human protein terminology, is accessible at <http://www3.ncbi.nlm.nih.gov/omim>.

Abbreviations and Acronyms: Nonstandard abbreviations should be kept to a minimum. The term "nonstandard" refers to abbreviations that are not a part of the *Système International d'Unités* (International System of Units, known as SI units) and those that are not widely known. Some standard abbreviations not needing expansion at first use are listed on pages 319–328 of the *American Medical Association Manual of Style* (Baltimore, MD: Williams & Wilkins; 1998). A list of standard abbreviations is also included at end of these Instructions. Nonstandard abbreviations used in a manuscript should be established in parentheses when they are first mentioned in the text (e.g., "The study population was drawn from the institution's neonatal intensive care unit (NICU) . . .").

Abbreviations list

Authors may use, without definition, the following abbreviations:

ADP	adenosine diphosphate	Physical and Chemical Units	
ATP	adenosine triphosphate	°C	degree Celsius (Centigrade)
cDNA	complementary DNA	°F	degree Fahrenheit
CNS	central nervous system	g	acceleration of gravity (closed with number [e.g., 200g])
CoA, acyl-CoA	coenzyme A and its acylderivatives (e.g., acetyl)	K	Kelvin
CT	computed tomography	Rf	retardation factor
DNA	deoxyribonucleic acid	Others	
DNase	deoxyribonuclease	Ci	Curie
EDTA	ethylenediaminetetraacetate	cpm	counts per minute
ELISA	enzyme-linked immunosorbent assay	Da	dalton
FDA	Food and Drug Administration (U.S.)	dpm	disintegrations per minute
IR	infrared	eq	equivalent
KPS	Karnofsky performance status	log	logarithm (Briggsian)
MR	magnetic resonance	ln	logarithm (natural)
MRI	magnetic resonance imaging	mol	mole
mRNA	messenger RNA	M _r	molecular weight
NAD ⁺ , NADH	nicotinamide adenine dinucleotide and its reduced form	P	probability
NADP ⁺ , NADPH	nicotinamide adenine dinucleotide phosphate and its reduced form	R	roentgen
NCI	National Cancer Institute (U.S.)	rpm	revolutions per minute
NIH	National Institutes of Health (U.S.)	S	Svedberg unit
nRNA	nuclear RNA	SD	standard deviation
PCR	polymerase chain reaction	SEM	standard error of the mean
PET	positron emission tomography	V	volt
RBC	red blood cell	In chemical compounds	
RNA	ribonucleic acid	<i>o-</i>	<i>ortho</i>
RNase	ribonuclease	<i>m-</i>	<i>meta</i>
rRNA	ribosomal RNA	<i>p-</i>	<i>para</i>
tRNA	transfer RNA	<i>sec-</i>	<i>secondary</i>
Tris	tris(hydroxymethyl)methylamine	<i>tert-</i>	<i>tertiary</i>
UV	ultraviolet	Routes of administration	
WBC	white blood cell	i.c.	intracranial
WHO	World Health Organization	i.m.	intramuscular
		i.p.	intrapertitoneal
		i.v.	intravenous
		p.o.	oral
		s.c.	subcutaneous
Units of Concentration			
Gy	gray		
M (not used for moles)	molar (moles/liter)		
mM (preferred to 10 ⁻³ M)	millimolar (millimoles/liter)		
μM (preferred to 10 ⁻⁶ M)	micromolar (micromoles/liter)		
nM (not mM)	nanomolar		
pM (not mM)	picomolar		
g/ml, g/100 ml, g per liter, etc.	avoid using mg%		
Units of Length, Area, Volume, Mass, Time			
The abbreviations below are correct for both singular and plural forms of each term.			
cm	centimeter		
g	gram		
h	hour		
kg	kilogram		
liter	not abbreviated		
m	meter		
min	minute		
μm	micrometer (not micron)		
mm	millimeter		
ml	milliliter		
μl	microliter		
μg	microgram		
mg	milligram		
nm	nanometer		
pm	picometer		
s	second		