Manuscript Submission Guidelines: *Technology in Cancer Research & Treatment*

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This Journal is a member of the Committee on Publication Ethics

This Journal recommends that authors follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals formulated by the International Committee of Medical Journal Editors (ICMJE)

Please read the guidelines below then visit the journal’s submission site [https://mc.manuscriptcentral.com/tcrt](https://mc.manuscriptcentral.com/tcrt) to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of *Technology in Cancer Research & Treatment* will be reviewed.
As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

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2. Article processing charge (APC)

If, after peer review, your manuscript is accepted for publication, a one-time article processing charge (APC) is payable. This APC covers the cost of publication and ensures that your article will be freely available online in perpetuity under a Creative Commons license.

An introductory article processing charge (APC) of $1000, discounted from the full rate of $2000 is available for a limited time.

3. Article types

3.1 Original Research Articles

Original, in-depth, research articles must follow the Aims & Scope of TCRT with emphasis on early diagnosis, treatment, and palliation of cancer. TCRT does not impose word or figure limits, but does reserve the right to ask for manuscripts to be edited and/or shortened.

3.2 Review Articles

Review Articles should report on the existing state of understanding in a specific research area and/or topic. TCRT does not impose word or figure limits, but does reserve the right to ask for manuscripts to be edited and/or shortened.

3.3 Opinion Pieces

Opinion Pieces should not exceed four printed pages. Papers in this section should present a new vision or perspective of recent developments. They may also critically address recent publications from any journal. In the latter case, the criticized authors will be given a chance to write a prompt response. Articles in this section should address unsolved controversies arising in current research.
4. Editorial policies

4.1 Peer review policy
The journal’s policy is to have manuscripts reviewed by two expert reviewers. *Technology in Cancer Research & Treatment* utilizes a single-blind peer review process in which the reviewer’s name and information is withheld from the author. All manuscripts are reviewed as rapidly as possible, while maintaining rigor. Reviewers make comments to the author and recommendations to the Editor-in-Chief who then makes the final decision.

As part of the submission process you will be asked to provide the names of up to five peers who could be called upon to review your manuscript. Recommended reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript. Please include their complete mailing addresses, phone numbers and e-mail addresses, as all recommended reviewers are subject to verification by the Editor-in-Chief. In addition, the potential referees should have at least 10 publications in the relevant field.

Please be aware of any conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the below:

- The reviewer should have no prior knowledge of your submission
- The reviewer should not have recently collaborated with any of the authors
- Reviewer nominees from the same institution as any of the authors are not permitted

Please note that the Editors are not obliged to invite any recommended/opposed reviewers to assess your manuscript.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor / Board member will have no involvement in the decision-making process.

4.2 Authorship
Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors. The list of authors should include all those who can legitimately claim authorship. This is all those who:

(i) Made a substantial contribution to the concept or design of the work; or acquisition, analysis or interpretation of data,
(ii) Drafted the article or revised it critically for important intellectual content,
(iii) Approved the version to be published,
(iv) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.
Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the International Committee of Medical Journal Editors (ICMJE) authorship guidelines for more information on authorship.

4.3 Acknowledgements
All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

4.3.1 Writing assistance
Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual’s name, company and level of input – and identify the entity that paid for this assistance.

It is not necessary to disclose use of language polishing services.

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

4.4 Funding
Technology in Cancer Research & Treatment requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the Funding Acknowledgements page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

4.5 Declaration of conflicting interests
It is the policy of Technology in Cancer Research & Treatment to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please ensure that a ‘Declaration of Conflicting Interests’ statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that ‘The Author(s) declare(s) that there is no conflict of interest’.

For guidance on conflict of interest statements, please see the ICMJE recommendations.

4.6 Research ethics and patient consent
Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki.

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional
Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative.

Please also refer to the ICMJE Recommendations for the Protection of Research Participants.

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted. The journal has adopted the Consensus Author Guidelines on Animal Ethics and Welfare for Veterinary Journals published by the International Association of Veterinary Editors.

4.7 Clinical trials
Technology in Cancer Research & Treatment conforms to the ICMJE requirement that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

4.8 Reporting guidelines
The relevant EQUATOR Network reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed Consolidated Standards of Reporting Trials (CONSORT) flow chart as a cited figure, and a completed CONSORT checklist as a supplementary file.

Other resources can be found at NLM’s Research Reporting Guidelines and Initiatives.

5. Publishing policies

5.1 Publication ethics
SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics’ International Standards for Authors and view the Publication Ethics page on the SAGE Author Gateway.

5.1.1 Plagiarism
Technology in Cancer Research & Treatment and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to:
publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

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If material has been previously published, it is not generally acceptable for publication in a SAGE journal. However, there are certain circumstances where previously published material can be considered for publication. Please refer to the guidance on the SAGE Author Gateway or if in doubt, contact the Editor at the address given below.

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6. Preparing your manuscript
Preferred formats for the text and tables of your manuscript are Word DOC, RTF, XLS. LaTeX files are also accepted. The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point. TCRT follows IUPAC-IUB nomenclature. Word and (La)Tex templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

6.1 Manuscript Preparation

Title and Authors
- Title should be in upper and lower case (Do not use all UPPER case)
- Author first name (or initials), middle initial, and last name (surname, family name) and degree(s)
- Affiliations: use 1, 2, etc. after the degree
- Put an * after the name of the corresponding author
- Do not make a separate title page

Abstract
The abstract should be 250-300 words and should reflect the results. Describe the purpose of the study and briefly explain how the study was performed. Summarize the most important observations and their significance. Do not use abbreviations in the abstract.
Keywords
Following the abstract, please list 5-6 keywords for indexing the article. Keywords, along with the abstract and title, are central to ensuring that readers can search for and find your article online. For this reason, to aid in search-ability, words in the title should not be used as keywords. For keyword suggestions, please visit the National Library of Medicine’s Medical Subject Headings (MeSH®) website.

Abbreviations
Please included a list of all abbreviations used in the manuscript. These should be listed in alphabetical order. (Example: MRI, Magnetic Resonance Imaging; RT, Radiation Therapy)

Introduction
Provide background that allows readers outside the discipline to understand significance of the study. Include a brief review of important literature in the relevant field. References cited should be in parentheses ( ).

Materials and Methods
Please do not use numbering or subheadings. Describe in detail any new methods or protocols used, in order that other investigators can replicate the study. Older, better-known methods may be cited in references, but should be described enough that the reader may understand the method.

Specific Reporting Guidelines
Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki. Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number. For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

Human Subject Research
Methods section using human subject must include ethics statements that specify:

- The name of the approving institutional review board (IRB) or equivalent committees. If approval was not obtained, a detailed statement explaining the reason is required.

- Nature of Informed consent – oral or written. If oral, how the consent was documented should be stated in the manuscript. If written consent was not obtained, the reasons should be stated in the manuscript.

Animal Research
Methods section of the manuscript reporting animal research must include ethics statements that specify the relevant ethics committee approving the research, and associate permit number(s). If ethical approval was not required, reasons should be stated in the manuscript. Relevant details to minimize suffering of the animal should be mentioned.

Cell Line Research
Methods section should state the origin of the cell lines. In cases of established cell lines, in addition to origin, the commercial source should be given. If previously unpublished new cell lines were used, the source should be disclosed.

Results
Explain how the results relate to the premise of the study especially in relation to previous related studies and how the present study results might have potential in directing future research.
Discussion
Describe the interpretation of the data.

Conclusion (Optional)
Avoid overemphasizing the conclusion.

Conflict of Interests Statement
At the end of the manuscript, before the Acknowledgements section, statements related to conflicts of interests must appear.

Acknowledgements
List the names of the individuals along with the contributors who have participated in some capacity but cannot be qualified as authors.

Funding
Disclose if any funds were received to conduct the research.

References
Technology in Cancer Research & Treatment adheres to AMA reference style. In the references section (i.e., bibliography), please list references in the same order as they were cited in the manuscript. When a website is cited as a reference, provide the date that the website was last accessed.

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Figures
All figures and illustrations should contain clean and clear graphics, and must be submitted electronically in their original format (e.g., png, jpeg, tif).

Line art must have a resolution of at least 900 dpi (dots per inch). Electronic photographs, radiographs, CT scans, MRIs, all medical imaging, and all scanned images must have a resolution of at least 300 dpi. If fonts are used in the artwork, they must be embedded in the files. Color images must be created/scanned and saved and submitted as CMYK files. Please note that artwork downloaded from the internet (JPEG or GIF files) cannot be used.

Ensure that fonts are clear and easy to read should the figures be resized to a 1-column or 2-column format during the layout process of publication. Please use the following guidelines when preparing your image files:
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For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE’s Manuscript Submission Guidelines.

Figures supplied in color will appear in color online.

Equations
If your manuscript is in .docx format and contains equations, make sure the equations are editable. Equations must be placed in brackets [ ].

Tables
Tables should have a concise title and should not occupy more than one printed page. Indicate in red where to place the Figures and Tables. Create tables in Word format within the manuscript.

Use Arabic numerals to name tables (e.g. Table 1). Cite tables in the text in consecutive order. For each table, provide a table heading that clearly and concisely explains the content of the table. Indicate table footnotes with lower-case letters in superscript font. Place the information for the footnote beneath the body of the table.

If a table will be submitted as a separate document, the filename should contain the surname of the first author and match its label in the manuscript (e.g., SMITH Table 1).

6.3 Supplementary material
This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc) alongside the full-text of the article. These will be subjected to peer-review alongside the article. For more information please refer to our guidelines on submitting supplementary files, which can be found within our Manuscript Submission Guidelines page.
6.4 Journal layout

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6.5 English language editing services

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7. Submitting your manuscript

7.1 How to submit your manuscript

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IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne Online Help.

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Please supply a title, short title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on How to Help Readers Find Your Article Online.

7.3 Corresponding author contact details

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

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9. Further information
Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the Managing Editor as follows:

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