

# ***Annals of Surgical Oncology*** ***Instructions to Contributors***

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## **AIMS AND SCOPE**

### **Vision**

*Annals of Surgical Oncology* is the world's leading resource for original translational and clinical research, scholarly reviews, and expert opinion in the field of Surgical Oncology.

### **Mission**

The mission of the journal is to: 1) disseminate high-quality clinical and translational cancer research, review, and expert opinion/commentary articles; 2) represent and advance the profession of Surgical Oncology throughout the world; 3) promote high-quality multidisciplinary patient care worldwide; 4) improve global cancer surgery education and training; and, 5) promote diversity in all of its endeavors.

### **Audience**

Surgeons, physicians, scientists, and other health care professionals who have a major professional interest and commitment to oncology.

### **Authorship**

All authors must have made substantive intellectual contribution to the article for which they are listed on the byline. The four criteria for authorship defined by the [International Committee of Medical Journal Editors](#) are:

1. substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; and
2. drafting the work or revising it critically for important intellectual content; and
3. final approval of the version to be published; and,
4. 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

## **Disclosure**

Any author affiliation with or financial involvement in any organization with a direct financial interest in the subject matter or materials discussed in the manuscript must be disclosed.

## **Ethics**

*Research, Publication, and Good Practice.* All authors are expected to adhere to accepted standards and guidelines for ethical reporting in their submissions to *Annals* and are referred to the [Research ethics, publication ethics and good practice guidelines resource](#) provided by the Equator Network.

A [list of best practices and codes of conduct regarding publishing ethics](#) is also provided by Springer.

## **Experimental Subjects**

All authors are expected to abide by accepted ethical standards. In investigations that involve human subjects or laboratory animals, authors should provide an explicit statement in the "Materials and Methods" section that the experimental protocols were approved by the appropriate institutional review committee and meet the guidelines of their responsible governmental agency. In the case of human subjects, informed consent is essential.

## **Race/Ethnicity Data**

Authors who submit studies involving human subjects must report the race/ethnicity distribution of all study participants. These data are typically included in the table presenting a description of study participants. If these data are not provided, authors are required to provide (within the manuscript) an explanation of why this information was not included or is not available.

## **Originality**

All manuscripts submitted to *Annals* must be original; i.e., not published elsewhere (except in abstract form) and not under consideration for publication elsewhere. *Annals* accepts manuscripts prepared according to the ICJME "[Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals](#)" (updated December 2018).

## **Peer Review**

All manuscripts submitted to *Annals* are subject to peer review. The decision of the Editor-in-Chief and Executive Editor is final. Authors are notified of the decision with reviewer comments if applicable.

## **ORIGINAL ARTICLE MANUSCRIPT PREPARATION**

Original articles must adhere to a 3,500-word limit (not including the title page, abstract, and references) and cannot contain more than 7 figures and tables combined. The

manuscript should conform to the following order: title page, synopsis, abstract, text of manuscript, acknowledgements, references, figure legends, and tables. Manuscript should be written in high-quality English suitable for effective communication to a professional medical audience. Submitted original articles must include either a visual abstract or a video abstract, with a brief summary, to be included in the submission's peer review. If the submission is accepted, the visual abstract or video abstract will be published as a separate, companion accompaniment to the article. Further information is available at <https://mc.manuscriptcentral.com/aso>

### Adherence to Study Type Guidelines

Articles of the study types listed in the [Equator for Health Research Reporting website](#) should be submitted with a completed study guideline checklist for the respective article type. Study types requiring submission with a completed checklist include but are not limited to:

*Randomized Trials.* These must adhere to the CONSORT guidelines and provide both a CONSORT checklist and flow diagram.

*Systematic Reviews, including Meta-Analyses.* These must adhere to the PRISM checklist.

Authors should refer to the Equator for Health Research Reporting website for these checklists and those for other study types that may be submitted to the journal. All types listed on this site will require a completed respective checklist to be uploaded and submitted with the manuscript files.

Compliance with this requirement thus involves these two steps:

- UPLOAD AND SUBMIT the completed checklist and flow diagram as/if appropriate with the manuscript files in Step 2, FILE UPLOAD, when submitting via <https://mc.manuscriptcentral.com/aso>
- PROVIDE text page locations for each question, as appropriate and indicated per manuscript types listed in the Equator for Health Research Reporting website

If these steps are not completed as part of the submission process for appropriate manuscripts, the paper will be considered an incomplete submission and returned to authors for completion.

*Cover Letter.* A cover letter must be included with each manuscript submission. The cover letter should explain why the manuscript content is significant and fits within the scope of the journal. An affirmative statement should be included that confirms that neither the manuscript nor any part of its content is currently under consideration or published in another journal. The cover letter should be concise.

NOTE. The submitting and corresponding authors' contact information and Twitter handles if available should be provided in the article's cover letter.

*Title page.* The title page should include:

- full names, degrees and affiliations for all authors
- full mailing and e-mail address of the author to whom correspondence and proofs should be sent
- title and subtitle of the paper
- shortened version of the title for the running head (no more than 45 characters, including spaces)
- disclosure of any commercial interest that any author may have in the subject of study and the source of any financial or material support

*Synopsis.* Authors must provide a brief 1-3 sentence explanation, not to exceed 40 words, of their manuscripts (except editorials and Letters-to-the-Editor). This synopsis will appear in the table of contents and used for social media.

*Abstract.* Each manuscript must include a structured abstract of no more than 250 words, divided into the following subheadings: (1) Background or Purpose, (2) Methods, (3) Results, and (4) Discussion or Conclusions.

*IMRad.* Manuscript contents should be organized using the structure of Introduction, Methods, Results, and Discussion (IMRad), the common way of structuring a scientific article.

*Acknowledgments.* Acknowledgment of grant support and assistance of others in the study or in the preparation of the manuscript should be made in a separate paragraph following the text and preceding the References. Acknowledgments should be as concise as possible.

*References.* *Annals* uses the American Medical Association Manual of Style, 10th Edition (New York: Oxford University Press, 2009). References must be cited in consecutive numerical order at first mention in the text and arranged numerically, not alphabetically, on pages preceded by the head "References." In each reference, list all authors' names when there are six or fewer; if there are more than six, list the first three authors followed by et al.

The author is responsible for the accuracy of the references. References must be printed double-spaced. Material cited in the reference list "in press" must have been accepted for publication, not merely submitted for review. Ibid references are not permitted.

Unpublished data and personal communications should not be included in the reference list; this information may be included in the text, with pertinent identification (A. Author, unpublished data) or (B. Author, personal communication). The unpublished data of others and personal communications can be used only when written authorization from the

data owner or communicator is submitted with the original manuscript.

## Sample References for Style Examples

### Journal

1. Klompmaker S, Peters NA, van Hilst J, et al. Outcomes and Risk Score for distal pancreatectomy with celiac axis resection (DP-CAR): An international multicenter analysis. *Ann Surg Oncol*. 2019;26: 772-781.

### Journal Article with DOI Reference

2. Moris D, Machairas N, Tsilimigras DI, et al. Systematic review of surgical and percutaneous irreversible electroporation in the treatment of locally advanced pancreatic cancer. *Ann Surg Oncol*. (2019). <https://doi.org/10.1245/s10434-019-07261-7>

### Book

3. Mahul B. Amin, Donna M. Gress. *AJCC Cancer Staging Manual, Eight Edition*. New York: Springer, 2017.

### Book Chapter

4. McMasters KM, Vauthey JN. Follow-up and salvage therapy for recurrent hepatocellular carcinoma. In: McMasters KM, Vauthey JN, eds. *Hepatocellular Carcinoma: Targeted Therapy and Multidisciplinary Care*. New York: Springer, 2011:383-392.

### Web-Based Resource

5. Centers for Disease Control and Prevention. 2017. <https://www.cdc.gov/nchs/fastats/body-measurements.htm> Accessed 25 Feb 2018.

## Figures

Manuscripts cannot contain more than 7 figures and tables combined.

- all figures are to be numbered using Arabic numerals
- figure parts should be reasonable in number and denoted by lowercase letters
- figures should always be cited in text in consecutive numerical order
- for each figure, authors should supply a figure caption
- authors need to identify all elements found in the figure in the caption as well as any previously published material by giving the original source in the form of a reference at the end of the caption
- original magnification and staining methods should be included
- acknowledgement of previous publication must be noted (see “Permissions” below)

## Dynamic Figures/Videos as Figures

Up to 3 (one minute maximum each) videos per manuscript submission is allowed. Make sure to note in the

text-based manuscript the location for the placement of the video figures.

## Article Feature Figure

Authors are encouraged to provide a feature figure to represent a summary or the highlights of the article. This can be one of the figures cited in the manuscript or can be prepared separately. The feature figure may be used in social media should the article be accepted.

## Tables

Manuscripts cannot contain more than 7 figures and tables combined.

- all tables are to be numbered using Arabic numerals
- tables should always be cited in text in consecutive numerical order
- for each table, authors should supply a table heading
- the table title should explain clearly and concisely the components of the table
- spell out all abbreviations found in the table or footnotes
- use the table function, not spreadsheets, to make tables
- identify any previously published material by giving the original source in the form of a reference at the end of the table heading
- footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significant values and other statistical data) and included beneath the table body
- footnotes to the table should be limited, and extensive description included in the text, not in footnotes, as appropriate

## Permissions

If a figure or table has previously appeared in copyrighted material, or if extensive material is quoted, the corresponding author must obtain written permission from the copyright holder (usually the publisher, not the author, of the original work) to reprint it in *Annals* in both the print and the online format. Full credit to the original publication must be included in the legend of the figure or footnote to the table. All letters granting reprint permission must be provided to the Editorial Office. Authors are responsible for payment of applicable fees to the copyright holder for reprinting previously published material. The use of photographs that identify patients require a written release form from the patient (or guardian) to do so. Obtaining this release is the authors' responsibility, and a copy of the release must be provided to the Editorial Office ([info@asoeditorial.org](mailto:info@asoeditorial.org)).

## Spreadsheet/Presentation Graphics

Most presentation programs (Excel, PowerPoint, Freelance) produce data that cannot be stored in an EPS or TIFF format. Therefore, graphics produced by these programs cannot be used for reproduction.

## ADDITIONAL MANUSCRIPT TYPES

### Editorials and ASO Perspective Editorials

- Description: Editorials and ASO Perspective Editorials in most cases are invited and discuss published articles and place the relevant issues in the wider context of the field.
- Word limit: 1,500 words maximum excluding references.
- Abstract: not required.
- References: 20 maximum, including the article discussed.
- Figures/tables: 2 maximum.
- Manuscript processing fee: not required.
- See Manuscript Preparation and Specifications for additional details and requirements.

### Review Articles

- Description: Review articles are comprehensive current overviews and analyses of specific topics. These articles include both invited articles as well as unsolicited. Review articles are subject to peer review.
- Word limit: 5,000 words excluding abstract.
- Abstract: 250 words maximum, sub-headers are acceptable although not required.
- References: no maximum.
- Figures/tables: minimum 1 image or figure, excluding the feature figure; no maximum.
- Manuscript processing fee: required for unsolicited review articles.
- See Manuscript Preparation and Specifications for additional details and requirements.

### Multimedia Articles/Streaming Video Articles

- Description: Multimedia articles are submissions that include video with an accompanying abstract and references.
- Special instruction: upon submission of multimedia articles, the authors are required to submit the video in the following format: (1) videos should not exceed 9 minutes; (2) videos must include narration in English; and, (3) multimedia articles must include with the video submission a title page, abstract, and references if appropriate to the submission.
- Word limit: not applicable.
- Abstract: 250 words maximum, sub-headers are acceptable although not required.
- References: no maximum.
- Manuscript processing fee: required.
- See Manuscript Preparation and Specifications for additional details and requirements.
- Special Note. Excessive size video files cannot be accommodated. Please contact the Editorial Office (info@asoeditorial.org) for further information if needed.

### ASO Author Reflections

- Description: ASO Author Reflections provide readers with author perspective regarding the significance and

relevance of recently accepted articles from *Annals of Surgical Oncology*. These brief commentaries provide a forum in which authors provide expert brief opinion and insight that complements their article.

- Word limit: 300 words approximately.
- Abstract: not required.
- References: 5.
- Figures/tables: no.
- Manuscript processing fee: not required, solicited brief articles.
- See Manuscript Preparation and Specifications for additional details and requirements.

### ASO Research Letters

- Description: Concise summaries of original surgical oncology research, supported by to-the-point data and core references.
- Word limit: 600 words maximum excluding references
- Byline: up to 7 authors
- Abstract: not included
- References: 6 maximum
- Figures/tables: 2 maximum
- Supplemental materials: optional
- Manuscript processing fee: not required.
- See Manuscript Preparation and Specifications for additional details and requirements.

### Letters to the Editor

- Description: Letters must offer perspective to content published in *Annals*. A Letter must reference the original source. If accepted and appropriate, the source article author will be invited to submit a reply.
- Word limit: 500 words maximum.
- Abstract: not required.
- References: 5-10 maximum.
- Figures/tables: 1 maximum.
- Manuscript processing fee: not required.
- See Manuscript Preparation and Specifications for additional details and requirements.

### ONLINE SUBMISSION

Manuscripts are submitted online to the *Annals of Surgical Oncology* via Manuscript Central:  
<https://mc.manuscriptcentral.com/aso>

### Manuscript Processing Fee

As described in the online submission site, there is a processing fee of \$50 USD for each new submission of an unsolicited *Annals* original article, excluding editorials. New manuscripts are not entered into the review process until payment of the submission fee is completed. There is no processing fee associated with solicited or resubmitted manuscripts.

## Preparing Electronic Files for Submission

After entering all the information about manuscript title, abstract, authors and other details, authors will be prompted for uploading files. For review purposes, text and figure file(s) will be converted into HTML to be easily viewed with a browser on the Internet. Electronic files will also be converted into a PDF document. The files will be presented in the order uploaded/ specified. Authors should save each figure as a single image file in either uncompressed TIFF (Tag Image File Format) or EPS (Encapsulated PostScript) format. The JPEG format is acceptable if the image is saved at the highest quality (without or with less compression). Images created in slide presentation programs, such as Microsoft PowerPoint, are not recommended. Charts created with Microsoft Excel are not acceptable in any circumstances.

## BIOMEDICAL JOURNAL STANDARDS AND ANNALS POLICIES

### Data Sharing

*Annals* encourages authors, where possible and applicable, to deposit data that support the findings of their research in a public repository. Authors and editors who do not have a preferred repository should consult Springer Nature's list of repositories and research data policy.

[List of Repositories](#)

[Research Data Policy](#)

### Reporting of Randomized Trials

The CONSORT (Consolidated Standards of Reporting Trials) Statement offers a standard way for authors to prepare reports of trial findings, facilitating their complete and transparent reporting, and aiding their critical appraisal and interpretation. Authors are recommended to review the following references for further information regarding the CONSORT Statement:

[Schulz KF, Altman DG, Moher D, for the CONSORT Group. CONSORT 2010 Statement: updated guidelines for reporting parallel group randomised trials. \*BMJ\* 2010;340:c332.](#)

[Moher D, Hopewell S, Schulz KF, Montori V, Gøtzsche PC, Devereaux PJ, Elbourne D, Egger M, Altman DG, for the CONSORT Group. CONSORT 2010 Explanation and Elaboration: updated guidelines for reporting parallel group randomised trial. \*BMJ\* 2010;340:c869.](#)

## Consensus Statement on Surgery Journal Authorship

In the majority of clinical and research studies submitted to surgery journals for possible publication, many individuals participate in the conception, execution, and documentation of each of those works. However, recognition of work in the form of authorship has varied widely. Authors are recommended to review the following consensus statement for further information regarding these issues regarding surgical journal authorship.

[Consensus Statement on Surgery Journal Authorship 2006. \*Ann Surg Oncol\* 13:\(6\) 757-758.](#)

## Consensus Statement on Sex-Inclusive Biomedical and Clinical Research

*Annals* requires sex-based reporting and analysis for all human and animal studies. If only one sex is studied, the authors must include a justification statement as to why a single-sex study was conducted. For tissue and cell studies, the sexual derivation of tissues or cells must be reported when it is known or should be known; sex-based analysis of results must be performed whenever possible.

This requirement supports a Joint Statement by the Surgery Journal Editors Group:

[Roh MS, McMasters KM. Joint Statement by the Surgery Journal Editors Group: Adopted by the \*Annals of Surgical Oncology\*. \*Ann Surg Oncol\*. 2018; 25:2512.](#)

## PREPRINT POLICY

Authors are allowed to submit papers placed in a Preprint Server site. Authors should disclose details of preprint posting, including DOI and licensing terms, upon submission of the manuscript or at any other point during consideration at (the) journal. Once the preprint is published, it is the author's responsibility to ensure that the preprint record is updated with a publication reference, including the DOI and a URL link to the published version of the article on the journal website.

## CONTACT AND FURTHER INFORMATION

Authors are encouraged to contact the Editorial Office for further information ([info@asoeditorial.org](mailto:info@asoeditorial.org); 904-625-6831 telephone).