

# CHECK LIST FOR AUTHORS

## Required Submission Criteria

### *Order of Submission*

The order of your new submission should be as follows:

- 1) Cover Letter
- 2) Conflict of Interest Forms
- 3) Manuscript File (should include title page, full manuscript body text, conflict of interest statement, references, and table and figure legends)
- 4) All Regular Tables (in order of citation within the manuscript text)
- 5) All Regular Figures (in order of citation within the manuscript text)
- 6) All Supplementary Materials

### *General*

- After your article is accepted, you may not add authors to the manuscript without prior approval from the editorial office. To determine authorship of manuscripts submitted to *Gynecologic Oncology Reports*, please use the following criteria provided by the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (available from Secretariat Office, American College of Physicians, Independence Mall West, Sixth Street at Race, Philadelphia, PA 19106-1572).
- Suggest at least **two potential reviewers** who are experts in the field and provide reviewer's full name and current functioning email addresses for each.
- Provide a **cover letter** that outlines the significance of the findings, the contribution of the individual authors, and any other information pertinent to the review and publication of the manuscript. If your paper has more than the allowed number of authors for the article type, your cover letter should also provide detailed information regarding each author's contribution to the article. All financial support should also be stated in the cover letter.
- Conflict of Interest Forms** for all authors are included with the submission. Please note that manuscript will not be seen by editors or reviewers until all conflict of interest forms are included with the submission.
- A **Conflict of Interest statement** is included in the main manuscript file and appears before the reference listing
- An **Author Contribution section** is required within your manuscript source file, above the references. This should include each author's contribution to the manuscript
- Pages are numbered** consecutively
- Lines are numbered** consecutively. All line numbers should be provided on the left margin of the page, and each and every line should be numbered. Please number all pages continuously and do not restart the line numbering on each page. You may add line numbers in Microsoft Word by clicking on "File", select "Page setup", select the "Layout" tab, click on the "Line Numbering" button, check the "Add Line Numbering" box, and select "Continuous"
- Lines are double-spaced**
- Word count / table & figure limitations** are observed on the manuscript text.

MANUSCRIPT LENGTH AT A GLANCE						
Article Type	Abstract Length (words)	Manuscript Length (words)	Tables and/or Figures* (max.)	Supplementary Material	Highlights**	References
Case Reports	Not required	1500	3	No Limit	Required	10
Correspondence	Not required	1000	N/A	No Limit	Not Required	10
Case Series	250	2000	4	No Limit	Required	15
Survey Articles	250	2000	4	No Limit	Required	15
Short Communications	250	1500	2 tables, 1 figure	No Limit	Required	15
Educational Video	250	N/A	1 'still' figure	1 – film***	Required	15
Surgical Film Submission	250 (structured)	N/A	1 'still' figure	1 – film***	Required	4

- \* A combination of figures and/or tables is permissible.
- \*\* The research highlights are 3-5 bullet points (a maximum of 125 characters for each bullet point provided in a separate file) which is not identical to the article title or the full abstract. Please see <http://www.elsevier.com/researchhighlights> for examples.
- \*\*\* The maximum file size is **100 MB** (after conversion to mp4). Videos will be published in mp4 format only. Formats accepted for conversion include: mpg, avi, mov, wma, wmv, swf, rm, fla.

- The manuscript is **written in clear and proper English**.
- All files are presented in the **proper order**. Files should be ordered according to the number which appears next to the file description on the "Attach Files" screen.

### ***Title page***

- Every submission must include a title page as the **first page of the manuscript file** (please note: not the system generated built PDF, but rather the Microsoft Word document or RTF file that you upload to your submission). Please note that the corresponding author listed on your title page must match the corresponding author entered in our systems; should this information conflict, we reserve the right to contact either or both authors for correspondence.
- Includes **full title** of manuscript.
- Includes **all author names** in the style and order to be published.
- All **current author affiliations** are provided.
- The **corresponding author** is denoted.
- The current postal address, telephone number, fax number, and **functioning email address** is provided for the corresponding author.
- If an author has moved since the work described in the article was done, or was visiting at the time, a "**Present address**" (or "**Permanent address**") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes

### ***References***

- References are cited in text by **number in order of appearance**.
- All references provided in the reference listing have been **cited within the text** of the manuscript.
- References should be cited in the text by Arabic numerals in square brackets, [1], [2], etc., in order of appearance and follow the **Vancouver Style** ([http://www.library.uwa.edu.au/education\\_training\\_and\\_support/guides/citing\\_your\\_sources\\_-\\_vancouver\\_style](http://www.library.uwa.edu.au/education_training_and_support/guides/citing_your_sources_-_vancouver_style)). Only articles that have been published or are in press should be included in the references. Unpublished results or personal communications should be cited as such in the text.
  - [1] Ostor AG, Duncan A, Quinn M, Rome R. Adenocarcinoma in situ of the uterine cervix: an experience with 100 cases. *Gynecol Oncol* 2000;79:207-10.
  - [2] Hay R. Atlas of human tumor cell lines. San Diego: Academic Press; 1994.
  - [3] DiSaia PJ, Creasman WT. The adnexal mass and early ovarian cancer. In: DiSaia PJ, Creasman WT, editors. *Clinical gynecologic oncology*. 5th ed. St. Louis: Mosby-Year Book;1997. p. 253-61.
  - [4] Breast Cancer Information Core (BIC) databases ([http://www.nhgri.nih.gov/Intramural\\_research/Lab\\_transfer/Bic/](http://www.nhgri.nih.gov/Intramural_research/Lab_transfer/Bic/)).

## ***Tables and Figures***

- Table and figure limitations** are observed. Any excess tables or figures are supplied as supplementary materials.
- Please see <http://www.elsevier.com/artworkinstructions> for **additional instructions**
- All figures are provided in EPS, TIFF, JPEG, or PDF **file format** and all tables are provided in DOC or RTF file format.
- All figures pass system **quality check** on the “QC Check” screen and are provided in high-resolution.
- All tables and figures are **labeled and files are named** according to the order of appearance in the manuscript.
- Each table or figure has an **accompanying legend**. Labels on legends should match labels on figures or tables. All table and figure legends should be provided in a list in the order of appearance of citation within the manuscript text. This list should appear at the end of your manuscript file (not in a separate file) after your reference listing. Please ensure that the label on each legend matches the label on the corresponding figure. Legends for supplementary figures should be labeled “S1”, “S2”, etc.
- Neither tables nor figures are embedded in the manuscript text. Figures should be provided in a **separate file**, while tables may be presented either in a separate file or at the end of your manuscript file.
- All figures and tables are **readable and appear in full** in the system built PDF. Nothing should be cut off from the edge of the page or be otherwise unreadable.
- For Video Submissions, all videos must be submitted as a supplementary item and should be no larger than 100MB. All videos should be provided in either MPG, MP4, AVI, GIF, or MOV file format. All video submissions should also contain a figure still either a frame from the video or animation or a separate image. The figure still should adhere to the file format guideline specified above.
- If, together with your accepted article, you submit **usable color figures** then Elsevier will ensure, at no additional charge that these figures will appear in color on the Web (e.g., ScienceDirect and other sites).

## ***Supplementary Materials***

- All supplementary materials must be provided in **separate files**. Supplementary materials are intended for **online publication only** and will not be published in print. Like regular figures and tables, supplementary materials are subject to a quality check to ensure that they are publishable. Supplementary figures and tables should be labeled “S1”, “S2”, etc.