



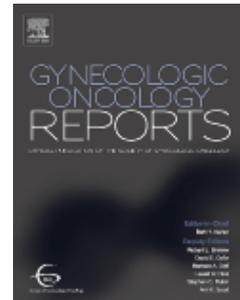
GYNECOLOGIC ONCOLOGY REPORTS

Official publication of the [Society of Gynecologic Oncology](#)

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

●	Description	p.1
●	Abstracting and Indexing	p.1
●	Editorial Board	p.1
●	Guide for Authors	p.3



ISSN: 2352-5789

DESCRIPTION

Gynecologic Oncology Reports is an online-only, open access journal devoted to the rapid publication of narrative review articles, survey articles, case reports, case series, letters to the editor regarding previously published manuscripts and other short communications in the field of gynecologic oncology. The journal will consider papers that concern tumors of the female reproductive tract, with originality, quality, and clarity the chief criteria of acceptance.

All manuscripts will be peer reviewed according to the Journal's policy set out below and, if accepted for publication in the Journal, Authors will be notified of this decision and at the same time requested to pay an Article Processing Fee. Following payment of the Article Processing Fee, papers will be made open access. Letters to the editor which comment upon work previously published in either *Gynecologic Oncology* or *Gynecologic Oncology Reports* will be published free of charge.

This title is fully open access and therefore funded not through library subscription payments but through author fees. If you would like your article to be published open access, but you genuinely cannot afford these fees, then individual waiver requests are considered on a case-by-case basis and may be granted in cases of genuine need. Priority for this waiver programme will be given to applications by authors from countries eligible for the Research4Life programme (see <http://www.research4life.org/institutions.html>).

ABSTRACTING AND INDEXING

Emerging Sources Citation Index (ESCI)
PubMed/Medline
ISI Web of Knowledge
Directory of Open Access Journals (DOAJ)

EDITORIAL BOARD

Editor-in-Chief

Beth Y. Karlan, MD, Vice Chair of Women's Health Research, Professor of Obstetrics and Gynecology, Director of Cancer Population Genetics, Jonsson Comprehensive Cancer Center, David Geffen School of Medicine at UCLA, Los Angeles, CA, USA

Deputy Editors

Robert E. Bristow, MBA, MD, University of California at Irvine, Orange, CA, USA
David E. Cohn, MD, Ohio State University College of Medicine, Columbus, OH, USA
Barbara A. Goff, MD, University of Washington, Seattle, WA, USA
Laurel W. Rice, MD, University of Wisconsin School of Medicine & Public Health, Madison, WI, USA
Stephen C. Rubin, Fox Chase Cancer Center, Philadelphia, PA, USA
Anil K. Sood, MD, University of Texas MD Anderson Cancer Center, Houston, TX, USA

Editorial Board

Sarah Adams, University of New Mexico Comprehensive Cancer Center, Albuquerque, New Mexico, USA
F.J. Backes, The Ohio State University College of Medicine, Columbus, Ohio, USA
Jamie N. Bakkum-Gamez, Mayo Clinic, Rochester, Minnesota, USA
Lisa Barroilhet, University of Wisconsin School of Medicine and Public Health, Madison, Wisconsin, USA
Kian Behbakht, University of Colorado, Aurora, Colorado, USA
Caroline C. Billingsley, University of Cincinnati, Cincinnati, Ohio, USA
Dave Boruta, St. Elizabeth's Medical Center, Boston, Massachusetts, USA
Leslie R. Boyd, New York University (NYU) School of Medicine, New York, New York, USA
Jubilee Brown, University of Texas MD Anderson Cancer Center, Houston, Texas, USA
Linus Chuang, Icahn School of Medicine at Mount Sinai, New York, New York, USA
Ram Eitan, Rabin Medical Center, Petah Tikva, Israel
Katherine Fuh, Washington University, St. Louis, Missouri, USA
Melissa Geller, University of Minnesota, Minneapolis, Minnesota, USA
Heidi Gray, University of Washington, Seattle, Washington, USA
Saketh R Guntupalli, University of Colorado School of Medicine - Denver, Aurora, Colorado, USA
Chad A. Hamilton, Walter Reed National Military Medical Center, Bethesda, Maryland, USA
Melissa M. Hardesty, Alaska Medical Center, Anchorage, Alaska, USA
Kenneth H. Kim, University of Alabama at Birmingham, Birmingham, Alabama, USA
Emily Ko, Penn Medicine, Philadelphia, Pennsylvania, USA
Amanika Kumar, Mayo Clinic, Rochester, Minnesota, USA
David Kushner, University of Wisconsin School of Medicine and Public Health, Wisconsin, Wisconsin, USA
Jason Lachance, Maine Medical Center, Portland, Maine, USA
Jayanthi S. Lea, University of Texas Southwestern Medical Center, Dallas, Texas, USA
Koji Matsuo, University of Southern California, Los Angeles, California, USA
Michael T. McHale, University of California, San Diego, California, USA
Kathleen Moore, University of Oklahoma, Oklahoma, USA
Katherine Moxley, University of Oklahoma Health Sciences Center, Oklahoma City, Oklahoma, USA
David O'Malley, Ohio State University, Columbus, Ohio, USA
Leslie M. Randall, University of California at Irvine, Orange, California, USA
Thomas Randall, Massachusetts General Hospital, Boston, Massachusetts, USA
Debra Richardson, University of Texas Southwestern Medical Center, Dallas, Texas, USA
B.J. Rimel, Cedars-Sinai Medical Center, Los Angeles, California, USA
Kari L. Ring, University of Virginia, Charlottesville, Virginia, USA
Stephen Rose, The University of Wisconsin Hospitals & Clinics, Madison, Wisconsin, USA
Rebecca Stone, John Hopkins Hospital, Baltimore, Maryland, USA
Michael Straughn, University of Alabama at Birmingham, Birmingham, Alabama, USA
Premal Thaker, Washington University School of Medicine, St. Louis, Missouri, USA
Shitanshu Uppal, University of Michigan, Ann Arbor, Michigan, USA
Renata Urban, University of Washington Medical Center, Seattle, Washington, USA
Robert Wenham, University of South Florida, Tampa, Florida, USA
Dennis Yi-Shin Kuo, Montefiore Medical Center/Albert Einstein College of Medicine, Bronx, New York, USA
Israel Zigelboim, St. Luke's Cancer Care Associates/ Temple University School of Medicine, Bethlehem, Pennsylvania, USA

GUIDE FOR AUTHORS

INTRODUCTION

Gynecologic Oncology Reports is an online-only, open access journal devoted to the rapid publication of survey articles, narrative review articles, case reports, case series and other short communications and correspondence in the field of gynecologic oncology. The journal will consider articles that concern tumors of the female reproductive tract, with originality, quality, and clarity the chief criteria of acceptance.

All manuscripts will be peer reviewed according to the Journal's policy set out below and, if accepted for publication in the Journal, Authors will be notified of this decision and at the same time requested to pay an Article Processing Fee.

The Article Processing Fee is as follows:

Short Format Articles (surveys, case series, case reports and short reports):

Standard price: US \$550.00 (exclusive of VAT/Sales Tax)

SGO-member price if the lead author is a member of the Society of Gynecologic Oncology (SGO):
US \$350.00 (exclusive of VAT/Sales Tax)

Narrative Review Articles:

Standard price: US \$1,650.00 (exclusive of VAT/Sales Tax)

SGO-member price if the lead author is a member of the Society of Gynecologic Oncology (SGO):
US \$1,155.00 (exclusive of VAT/Sales Tax)

Correspondence:

Free of charge for all authors

Following payment of the Article Processing Fee, papers will be made open access.

This title is fully open access and therefore funded not through library subscription payments but through author fees. If you would like your article to be published open access, but you genuinely cannot afford these fees, then individual waiver requests are considered on a case-by-case basis and may be granted in cases of genuine need. Priority for this waiver programme will be given to applications by authors from countries eligible for the Research4Life programme (see <http://www.research4life.org/institutions.html>).

Peer-Review Policy

Type of Peer Review

Gynecologic Oncology Reports employs single blind review, where the reviewer remains anonymous to the authors throughout the process.

How the Reviewer is Selected

Survey articles, case series articles, case reports and short communications are reviewed by the Editorial Board of *Gynecologic Oncology Reports*. Narrative reviews are reviewed by experts who are matched to the paper according to their expertise. Letters to the Editor are evaluated by the Editors of *Gynecologic Oncology Reports*. Our reviewer database contains reviewer contact details together with their subject areas of interest, and this is constantly being updated.

Reviewer Reports

Reviewers are asked to evaluate whether the manuscript:
Is original
Is methodologically sound
Follows appropriate ethical guidelines
Has results which are clearly presented and support the conclusions
Correctly references previous relevant work

How Long Does the Peer-Review Process Take?

Typically the manuscript will be reviewed within 2-4 weeks. Should the reviewers' reports contradict one another or a report is unnecessarily delayed a further expert opinion will be sought. Revised manuscripts are usually returned to the Editors within 3-5 weeks and the Editors may request further advice from the reviewers at this time. The Editors may request more than one revision of a manuscript.

Final Report

A final decision to accept or reject the manuscript will be sent to the author along with any recommendations made by the reviewers, and may include verbatim comments by the reviewers.

Editor's Decision is Final

Reviewers advise the Editors, who are responsible for the final decision to accept or reject the article.

Types of articles

Survey Articles: Survey articles should synthesize the latest research, experiences, and/or opinions in an area of gynecologic oncology from data gathered using validated instruments. These reports should be a maximum of 2,000 words with no more than four tables or figures and 15 references.

Case Series: Case Series may be retrospective or prospective and may report an unlimited number of patients. Case Series should be a maximum of 2,000 words with no more than four tables or figures and 15 references.

Case Reports: Case Reports may provide a brief description of up to four cases of a particular condition that is unusual and also provides new insights into diagnosis or clinical management. Case Reports should be a maximum of 1,500 words with no more than three tables or figures and 10 references.

Narrative Review Articles: Narrative reviews should relate to an important basic or clinical subject in the field. These articles should be a maximum of 5,000 words in length, with an unstructured abstract, a maximum of five tables or figures, and no more than 70 references.

Short Communications: Short Communications provide a brief but complete account of work, which presents either new data or existing data to support the conclusions of the author. Short Communications should be no more than 1,500 words in length, with an unstructured abstract, a maximum of two tables and one figure and 15 references.

Educational Videos: Educational videos should provide an overview of a surgical technique or case in the field of gynecologic oncology. Video articles must be no more than ten minutes in length and should be accompanied by a voiceover which describes the technique being performed. The video must be accompanied by a title, an abstract of 250 words or less, with a maximum of 15 references and six authors. Videos must adhere to the following specifications:

- * 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.
- * A 'still' image must be included with your submission (it can be any frame from the video or may be a separate image) - this will be used as an "icon" for the video link

Correspondence: Letters may relate to previously published work from Gynecologic Oncology or Gynecologic Oncology Reports or issues within the field of gynecologic oncology that the author wishes to raise. Letters should be no more than 1,000 words in length and do not contain an abstract or list of keywords and are limited to a maximum of 10 references.

Contact details for submission

gynor@elsevier.com

Page charges

Gynecologic Oncology Reports is fully open access and therefore funded not through library subscription payments but through author fees. If you would like your article to be published open access, but you genuinely cannot afford these fees, then individual waiver requests are considered on

a case-by-case basis and may be granted in cases of genuine need. Priority for this waiver programme will be given to applications by authors from countries eligible for the Research4Life programme. See <http://www.research4life.org/institutions.html>.

BEFORE YOU BEGIN

Ethics in publishing

Please see our information pages on [Ethics in publishing](#) and [Ethical guidelines for journal publication](#).

Conflict of Interest

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within two years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. See also <https://www.elsevier.com/conflictsofinterest>.

All authors must complete the conflict of interest form developed by the International Committee of Medical Journal Editors, which may be found [here](#). The form is designed to be completed online and each and every author must complete a form. The conflict of interest form(s) must be uploaded to EES by the corresponding author with the manuscript. If you experience an issue when trying to access the form, it could be linked to your browser. Please try right clicking on the above link to the form and selecting 'save target as'. You should then be able to save the form to your computer. The form is also available to download [here](#).

If conflict of interest forms are not provided upon submission, your submission will be returned to you with a request that you provide forms for all authors. Your manuscript will not be considered for publication by editors or reviewers until all conflict of interest forms have been received. Please contact the Editorial Office at gynor@elsevier.com if you have any difficulty completing the form.

Submission declaration and verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see '[Multiple, redundant or concurrent publication](#)' for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service [Crossref Similarity Check](#).

Preprints

Please note that [preprints](#) can be shared anywhere at any time, in line with Elsevier's [sharing policy](#). Sharing your preprints e.g. on a preprint server will not count as prior publication (see '[Multiple, redundant or concurrent publication](#)' for more information).

Use of inclusive language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

Please include an Author Contribution section within your manuscript source file, above the references. This should include each author's contribution to the manuscript.

Author contributions

For transparency, we encourage authors to submit an author statement file outlining their individual contributions to the paper using the relevant CRediT roles: Conceptualization; Data curation; Formal analysis; Funding acquisition; Investigation; Methodology; Project administration; Resources; Software; Supervision; Validation; Visualization; Roles/Writing - original draft; Writing - review & editing. Authorship statements should be formatted with the names of authors first and CRediT role(s) following. [More details and an example](#)

Changes to authorship

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

Copyright

Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (see [more information](#) on this). Permitted third party reuse of open access articles is determined by the author's choice of [user license](#).

Author rights

As an author you (or your employer or institution) have certain rights to reuse your work. [More information](#).

Elsevier supports responsible sharing

Find out how you can [share your research](#) published in Elsevier journals.

Funding body agreements and policies

Elsevier has established a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some funding bodies will reimburse the author for the gold open access publication fee. Details of [existing agreements](#) are available online.

After acceptance, open access papers will be published under a noncommercial license. For authors requiring a commercial CC BY license, you can apply after your manuscript is accepted for publication.

Open access

This is an open access journal: all articles will be immediately and permanently free for everyone to read and download. To provide open access, this journal has an open access fee (also known as an article publishing charge APC) which needs to be paid by the authors or on their behalf e.g. by their research funder or institution. Permitted third party (re)use is defined by the following [Creative Commons user licenses](#):

Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)

For non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

The gold open access publication fee for this journal is **USD 650**, excluding taxes. Learn more about Elsevier's pricing policy: <https://www.elsevier.com/openaccesspricing>.

Language Services

Authors who require information about language editing and copyediting services pre- and post-submission please visit <https://www.elsevier.com/languagepolishing> or our customer support site at <http://service.elsevier.com> for more information. Please write your text in good English (American or British usage is accepted, but not a mixture of these).

Please note Elsevier neither endorses nor takes responsibility for any products, goods or services offered by outside vendors through our services or in any advertising. For more information please refer to our Terms & Conditions: <https://www.elsevier.com/termsandconditions>

Informed consent and patient details

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in an Elsevier publication. Written consents must be retained by the author but copies should not be provided to the journal. Only if specifically requested by the journal in

exceptional circumstances (for example if a legal issue arises) the author must provide copies of the consents or evidence that such consents have been obtained. For more information, please review the [Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals](#). Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details of any patient included in any part of the article and in any supplementary materials (including all illustrations and videos) must be removed before submission.

Submission

Submission to this journal proceeds totally online. Use the following guidelines to prepare your article. Via the homepage of this journal (<https://www.elsevier.com/journals>) you will be guided stepwise through the creation and uploading of the various files. The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail and via the author's homepage, removing the need for a hard-copy paper trail.

It is a condition of publication that all manuscripts must be written in clear, grammatical English and be submitted to the *Gynecologic Oncology Reports* Web site at <http://ees.elsevier.com/gynor>. Authors are requested to transmit the text and art of the manuscript in electronic form to this address. Each manuscript must also be accompanied by a cover letter. (Please see Preparation of Manuscript below.) If you are unable to provide an electronic version, please contact the editorial office prior to submission by e-mail (gynor@elsevier.com), telephone +1 619 699 6767, or fax +1 (619) 699 6700.

Manuscripts are accepted for review with the understanding that no substantial portion of the study has been published or is under consideration for publication elsewhere and that its submission for publication has been approved by all of the authors and by the institution where the work was carried out. Authors must disclose prior presentation at a public scientific meeting as a footnote on the title page.

Manuscripts that do not meet the general criteria or standards for publication in *Gynecologic Oncology Reports* will be immediately returned to the authors, without detailed review.

Submit your article

Please submit your article via <http://ees.elsevier.com/gynor>.

Referees

Please submit, with the manuscript, the names, addresses and e-mail addresses of at least 2 potential reviewers. Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

Consent

Studies on patients or volunteers require ethics committee approval and fully informed written consent which should be documented in the paper. Authors must obtain written and signed consent to publish the case report from the patient (or, where applicable, the patient's guardian or next of kin) prior to submission. Authors will be asked to confirm as part of the submission process that such consent has been obtained, and the manuscript must include a statement to this effect in a consent section at the end of the manuscript, as follows: "Written informed consent was obtained from the patient for publication of this case report and accompanying images. A copy of the written consent is available for review by the Editor-in-Chief of this journal on request". Patients have a right to privacy. Patients' and volunteers' names, initials, or hospital numbers should not be used. Images of patients or volunteers should not be used unless the information is essential for scientific purposes and explicit permission has been given as part of the consent. If such consent is made subject to any conditions, the Editor in Chief must be made aware of all such conditions. Even where consent has been given, identifying details should be omitted if they are not essential. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note.

Role of Medical Writer or Editor

If a medical writer or editor was involved in the creation of your manuscript, we need a signed statement from the corresponding author to include their name and information about funding of this person. This information should be added to the Acknowledgement section. We also require signed statements from any medical writers or editors declaring that they have given permission to be named as an author; or in the Acknowledgments section.

PREPARATION

Please follow this link for a detailed list of the submission requirements and how to structure your article: [Check List for Authors](#)

Peer review

This journal operates a single blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. [More information on types of peer review.](#)

Use of word processing software

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the [Guide to Publishing with Elsevier](#)). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Subdivision - unnumbered sections

Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

Essential title page information

Please follow this link for a detailed list of the submission requirements and how to structure your article: [Check List for Authors](#)

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.**
- **Present/permanent address.** 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.

Graphical abstract

Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum

of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. You can view [Example Graphical Abstracts](#) on our information site.

Authors can make use of Elsevier's [Illustration Services](#) to ensure the best presentation of their images and in accordance with all technical requirements.

Research Highlights

Highlights are mandatory for this journal. They consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 125 characters, including spaces, per bullet point). You can view [example Highlights](#) on our information site.

Keywords

Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Artwork

Electronic artwork

General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Save text in illustrations as "graphics" or enclose the font.
- Only use the following fonts in your illustrations: Arial, Courier, Times, Symbol.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Produce images near to the desired size of the printed version.
- Submit each figure as a separate file.

A detailed guide on electronic artwork is available on our website: <https://www.elsevier.com/artworkinstructions>

You are urged to visit this site; some excerpts from the detailed information are given here.

Formats

Regardless of the application used, when your electronic artwork is finalised, please "save as" or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS: Vector drawings. Embed the font or save the text as "graphics".

TIFF: color or grayscale photographs (halftones): always use a minimum of 300 dpi.

TIFF: Bitmapped line drawings: use a minimum of 1000 dpi.

TIFF: Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.

DOC, XLS or PPT: If your electronic artwork is created in any of these Microsoft Office applications please supply "as is".

Please do not:

- Supply embedded graphics in your wordprocessor (spreadsheet, presentation) document;
- Supply files that are optimised for screen use (like GIF, BMP, PICT, WPG); the resolution is too low;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

Figure captions

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables

Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

References

Reference links

Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is highly encouraged.

A DOI is guaranteed never to change, so you can use it as a permanent link to any electronic article. An example of a citation using DOI for an article not yet in an issue is: VanDecar J.C., Russo R.M., James D.E., Ambeh W.B., Franke M. (2003). Aseismic continuation of the Lesser Antilles slab beneath northeastern Venezuela. *Journal of Geophysical Research*, <https://doi.org/10.1029/2001JB000884>. Please note the format of such citations should be in the same style as all other references in the paper.

Data references

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Reference management software

Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support [Citation Style Language styles](#), such as [Mendeley](#). Using citation plug-ins from these products, authors only need to select the appropriate journal template when preparing their article, after which citations and bibliographies will be automatically formatted in the journal's style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide. If you use reference management software, please ensure that you remove all field codes before submitting the electronic manuscript. [More information on how to remove field codes from different reference management software](#).

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link:

<http://open.mendeley.com/use-citation-style/gynecologic-oncology-reports>

When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

Reference formatting

There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the article number or pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct. If you do wish to format the references yourself they should be arranged according to the following examples:

Reference style

Text: All citations in the text should refer to:

1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication;
2. *Two authors:* both authors' names and the year of publication;
3. *Three or more authors:* first author's name followed by 'et al.' and the year of publication.

Citations may be made directly (or parenthetically). Groups of references can be listed either first alphabetically, then chronologically, or vice versa.

Examples: 'as demonstrated (Allan, 2000a, 2000b, 1999; Allan and Jones, 1999)... Or, as demonstrated (Jones, 1999; Allan, 2000)... Kramer et al. (2010) have recently shown ...'

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2010. The art of writing a scientific article. *J. Sci. Commun.* 163, 51–59. <https://doi.org/10.1016/j.Sc.2010.00372>.

Reference to a journal publication with an article number:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2018. The art of writing a scientific article. *Heliyon.* 19, e00205. <https://doi.org/10.1016/j.heliyon.2018.e00205>.

Reference to a book:

Strunk Jr., W., White, E.B., 2000. *The Elements of Style*, fourth ed. Longman, New York.

Reference to a chapter in an edited book:

Mettam, G.R., Adams, L.B., 2009. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E-Publishing Inc., New York, pp. 281–304.

Reference to a website:

Cancer Research UK, 1975. Cancer statistics reports for the UK. <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/> (accessed 13 March 2003).

Reference to a dataset:

[dataset] Oguro, M., Imahiro, S., Saito, S., Nakashizuka, T., 2015. Mortality data for Japanese oak wilt disease and surrounding forest compositions. *Mendeley Data*, v1. <https://doi.org/10.17632/xwj98nb39r.1>.

Data visualization

Include interactive data visualizations in your publication and let your readers interact and engage more closely with your research. Follow the instructions [here](#) to find out about available data visualization options and how to include them with your article.

Supplementary material

Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

Research data

This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the [research data](#) page.

Data linking

If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.

There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the [database linking page](#).

For [supported data repositories](#) a repository banner will automatically appear next to your published article on ScienceDirect.

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

Mendeley Data

This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to *Mendeley Data*. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the [Mendeley Data for journals page](#).

Data statement

To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the [Data Statement page](#).

Submission checklist

Please follow this link for a detailed list of the submission requirements and how to structure your article: [Check List for Authors](#)

It is hoped that this list will be useful during the final checking of an article prior to sending it to the journal's Editor for review. Please consult this Guide for Authors for further details of any item.

Ensure that the following items are present:

One Author designated as corresponding Author:

- E-mail address
- Full postal address
- Telephone and fax numbers

All necessary files have been uploaded

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been "spellchecked" and "grammar-checked"
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)
- Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print or to be reproduced in color on the Web (free of charge) and in black-and-white in print
- If only color on the Web is required, black and white versions of the figures are also supplied for printing purposes

For any further information please visit our customer support site at <http://service.elsevier.com>.

AFTER ACCEPTANCE

Online proof correction

Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors.

If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF.

We will do everything possible to get your article published quickly and accurately. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

Offprints

The corresponding author will be notified and receive a link to the published version of the open access article on [ScienceDirect](#). This link is in the form of an article DOI link which can be shared via email and social networks. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's [Author Services](#).

AUTHOR INQUIRIES

Visit the [Elsevier Support Center](#) to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch.

You can also [check the status of your submitted article](#) or find out [when your accepted article will be published](#).

© Copyright 2018 Elsevier | <https://www.elsevier.com>