ORAL ONCOLOGY
A Journal Related to Head & Neck Oncology

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

- Description p.1
- Impact Factor p.2
- Abstracting and Indexing p.2
- Editorial Board p.2
- Guide for Authors p.5

ISSN: 1368-8375

DESCRIPTION

Oral Oncology is an international interdisciplinary journal which publishes high quality original research, clinical trials and review articles, editorials, and commentaries relating to the etiopathogenesis, epidemiology, prevention, clinical features, diagnosis, treatment and management of patients with neoplasms in the head and neck.

Oral Oncology is of interest to head and neck surgeons, radiation and medical oncologists, maxillofacial surgeons, oto-rhino-laryngologists, plastic surgeons, pathologists, scientists, oral medical specialists, special care dentists, dental care professionals, general dental practitioners, public health physicians, palliative care physicians, nurses, radiologists, radiographers, dieticians, occupational therapists, speech and language therapists, nutritionists, clinical and health psychologists and counselors, professionals in end of life care, as well as others interested in these fields.

Basic, translational, or clinical Research or Review papers of high quality and that make a contribution to new knowledge are invited on the following aspects of neoplasms arising in the head and neck (including lip, tongue, oral cavity, oropharynx, salivary glands, sinuses, nose, nasopharynx, larynx, skull base, thyroid, and craniofacial region, and the related hard and soft tissues and lymph nodes):

- Etiopathogenesis: natural history of cancer and pre-cancer; basic pathology, metastatic mechanisms; genetic changes; cellular and molecular changes; microorganisms; growth factors, adhesion and other molecules
- Epidemiology: risk factors; biomarkers; protective factors; geographic factors; prevention; screening and intervention
- Clinical features; orofacial effects of neoplasms at both local and distant sites; tumor staging and grading
- Diagnosis; detection of cancer and pre-cancer; cellular and molecular markers for diagnosis; advances in imaging and other functional diagnostic modalities for cancer and pre-cancer
- Management and Prognosis; clinical, cellular and molecular markers for prognosis; treatment options including surgical, lasers, photodynamic therapy, cryosurgery, micro-vascular and other forms of surgery, medical, radiotherapy, chemotherapy, immunotherapy, biological and gene therapy advances; molecular targets and new therapeutics (new cytotonics and molecular-targeted therapies); multimodality treatment; advances in reconstruction and rehabilitation, including flaps and grafts, alloplasty, bone and connective tissue biology; multidisciplinary teamwork in cancer care and oral health care.
- Quality of life issues; issues of consent; psychosocial aspects; patient and health professional information; patient involvement; psychological interventions, improving outcomes; the prevention,
diagnosis and management of complications, including, pain, hemorrhage, dysfunction, deformity, osteoradionecrosis, xerostomia, and others; rehabilitation; palliative and end of life care; and support teamwork.

IMPACT FACTOR

2018: 3.730 © Clarivate Analytics Journal Citation Reports 2019

ABSTRACTING AND INDEXING

Embase
Elsevier BIOBASE
Science Citation Index
Web of Science
Research Alert
Current Contents - Clinical Medicine
PubMed/Medline
Current Clinical Cancer
CINAHL
Global Health
Scopus

EDITORIAL BOARD

Editor-in-Chief
Robert Ferris, University of Pittsburgh, Pittsburgh, Pennsylvania, United States

Deputy Editor
Amanda Psyri, Athens, Greece

Associate Editors
Carole Fakhry, Johns Hopkins University, Baltimore, Maryland, United States
Anne W M Lee, University of Hong Kong-Shenzhen Hospital, Shenzhen, China
Nancy Y. Lee, Memorial Sloan Kettering Cancer Center, New York, New York, United States
C René Leemans, VU University Medical Centre Amsterdam Department of Otolaryngology Head & Neck Surgery, Amsterdam, Netherlands
Lisa Licitra, Foundation IRCCS National Cancer Institute, Milano, Italy
James Rocco, Ohio State University Wexner Medical Center, Ohio, United States

Founding Editor
Crispian Scully

Editor Emeritus
Erza Cohen, University of California, San Diego, United States

Editorial Office
Contact the Editorial Office: ooncology@elsevier.com

Editorial Board
Jaiprakash Agarwal, Mumbai, India
Martin Batstone, Herston, Australia
Julie E. Bauman, Pittsburgh, Pennsylvania, United States
Justin A. Bishop, Dallas, Texas, United States
Patrick Bradley, Nottingham, United Kingdom
Ruud Brakenhoff, Amsterdam, Netherlands
Joseph Califano, Baltimore, Maryland, United States
Marco Carrozzo, Newcastle, United Kingdom
Bena Cartmill, Buranda, Australia
Sanjukta Chakraborty, Temple, Texas, United States
Amy Chen, Atlanta, Georgia, United States
Georgia Z. Chen, Atlanta, Georgia, United States
Fausto Chiesa, Milano, Italy
Eun Chang Choi, Seoul, Korea, Republic of
David Conway, Glasgow, Scotland, United Kingdom
Lisa Cooper, Baltimore, Maryland, United States
June Corry, Parkville, Australia
Anil D’Cruz, Mumbai, India
Dan Dayan, Tel Aviv, Israel
Remco De Bree, Amsterdam, Netherlands
Haryana Dhillon, Sydney, New South Wales, Australia
Andreas Dietz, Leipzig, Germany
Vasu Divi, Stanford, California, United States
Adel K. El-Naggar, Houston, Texas, United States
Sharon Elad, Rochester, New York, United States
Joel B. Epstein, Duarte, California, United States
Antoine Eskander, Toronto, Ontario, Canada
Johan J Fagan, Observatory, South Africa
Dan Fliss, Tel Aviv, Israel
Silvia Franchesi, Lyon, France
Neal Futran, Seattle, Washington, United States
Maura L Gillison, Columbus, Ohio, United States
Jordi Giralt, Barcelona, Spain
C Grau, Aarhus, Denmark
Silvio Gutkind, Bethesda, Maryland, United States
Patrick Ha, Baltimore, Maryland, United States
Marc Hamoir, Bruxelles, Belgium
Alec S. High, Leeds, United Kingdom
Chaosu Hu, Shanghai, China
Masayasu Iwase, Tokyo, Japan
Antonio Jimeno, Aurora, Colorado, United States
Richard Jordan, San Francisco, California, United States
Stephan Kang, Columbus, Ohio, United States
Ulrich Keilholz, Berlin, Germany
Cyrus Kerawala, London, United Kingdom
Gabriela Kornek, Wien, Austria
Luiz Paulo Kowalski, Sao Paolo, Brazil
Carlo La Vecchia, Ecullly, France
Stephen Lang, Essen, Germany
Johannes Langendijk, Groningen, Netherlands
Jean L. Lefèbvre, Lille, France
Lorenzo Lo Muzio, Foggia, Italy
Laura Locati, Milan, Italy
Xuelei Ma, Chengdu, China
Manoj B Mahimkar, Navi Mumbai, India
Esat Mahmut Özsahin, Lausanne, Switzerland
Eugenio Maiorano, Bari, Italy
Li Mao, Baltimore, Maryland, United States
Vikas Mehta, Bronx, New York, United States
Eduardo Mendez, Seattle, Washington, United States
Marco Merlano, Torino, Italy
Elisabeth Moyal, Toulouse, France
Wojtek Mydlarz, Bethesda, Maryland, United States
Jeffery N Myers, Houston, Texas, United States
Wai-Tong Ng, Chai Wan, Hong Kong
Jacques Nør, Ann Arbor, Michigan, United States
Brian Nussenbaum, Saint Louis, Missouri, United States
Karim Nylander, Umeå, Sweden
Matthew Old, Columbus, Ohio, United States
Nosayaba Osazuwa-Peters, Saint Louis, Missouri, United States
Oslei Paes de Almeida, Piracicaba-SP, Brazil
Prathamesh Pai, Mumbai, India
Sara I. Pai, Boston, Massachusetts, United States
Quintin Pan, Columbus, Ohio, United States
Benedict J. Panizza, Wooloongabba, Australia
Mihir R. Patel, Atlanta, Georgia, United States
Christos Perisanidis, Vienna, Austria
Poul Erik Petersen, Geneva, Switzerland
Stefano Petti, Roma, Italy
Marshall R Posner, New York, New York, United States
INTRODUCTION

Types of paper

Oral Oncology accepts the following article types for publication:

Editorial: Editorials are welcome on any topic; however, they may also be related to work previously published in Oral Oncology. Editorials have no abstract and no keywords, and are usually restricted to 1500 words, up to 10 references and up to 2 tables or figures.

Original Research Articles:

Original research articles present results of original epidemiology and public health, basic, clinical and/or translational (basic research with clinical applications) research. This article focuses on new data collected by the author(s) during the course of a epidemiology and public health research; basic investigation; clinical trial; or translational research, although other studies may be cited for support. Original research articles, which have not been published previously, except in a preliminary form, may be submitted as original full-length research papers. The article should contain the following sections: Title Page, Abstract, Conflict of Interest Statement, Introduction, Patients (or Materials) and Methods, Results, Discussion, and Conclusion. Mechanics: Research articles should contain an abstract, a list of up to 10 keywords and have a limit of 3,500 words, 7 figures and/or tables, and 60 references.

Review Articles:

Review articles that are topical and a critical assessment of any aspect of head and neck are welcome. Review articles collate, describe, and evaluate prior publications of important head and neck subjects, accompanied by critical analysis leading to rational conclusions. These Reviews should contain very little, if any, original data from an author's own study; however, such data can be used to support the overall thesis of the article. We also accept targeted mini-reviews that cover specific topics or therapies as well as meta-analyses. Mechanics: Review articles should contain a short abstract stating the goal of the review, an introduction, discussion, and conclusion. Review articles can contain up to 5,000 words, 7 figures and/or tables, and 120 references.

Perspectives:

Perspectives are more focused than reviews and seek to review a topic from a particular view or opinion. Perspectives should review a particular field to identify outstanding issues and/or challenges and propose new hypotheses or directions. A Perspective may highlight emerging science, controversial opinions, or issues within the field and seek to address these controversies. They may be accepted from a single individual or a team. Mechanics: Perspectives should contain a short abstract stating the goal of the review, an introduction, discussion, and conclusion. Perspective articles are limited to 2000 words, 3 figures and/or tables, and 45 references.

Letters to the Editor:

Letters to the Editor relating to published work in Oral Oncology or other topics of interest including unpublished original research are welcome. If accepted Letters are published online only. Mechanics: Letters should not exceed 1,000 words in length and can contain up to 2 figures and/or tables.

Oral Oncology does not consider case reports; however, authors are welcome to submit these as a Letter to the Editor, and can contain up to one image, not exceeding 1,000 words in length

Types of paper

Special Issues:

If you have been invited to submit a manuscript for a Special Issue, please note that we recommend writing about 3,000 words and encourage diagrams, tables, and figures. There is no limit on references. References in a special issue - Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue. When submitting your manuscript, please be sure to select the correct Special Issue designation in the Peer Review System. If you have any questions, please contact the inviting Editor.

After reading the Guide for Authors, please visit our online submission system to submit your manuscript: http://ees.elsevier.com/oo.

Page charges

This journal has no page charges.
Submission checklist
You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:
- E-mail address
- Full postal address

All necessary files have been uploaded:
Manuscript:
- Include keywords
- All figures (include relevant captions)
- All tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided
- Indicate clearly if color should be used for any figures in print
Graphical Abstracts / Highlights files (where applicable)
Supplemental files (where applicable)

Further considerations
- Manuscript has been 'spell checked' and 'grammar checked'
- 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 Internet)
- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed
- Referee suggestions and contact details provided, based on journal requirements

For further information, visit our Support Center.

BEFORE YOU BEGIN
Ethics in publishing
Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication.

Studies in humans and animals
If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms sex and gender should be used correctly.

Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should comply with the ARRIVE guidelines and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

Conflict of interest
By means of a "Conflict of interest statement", all authors must disclose any financial and personal relationships with other people or organisations that could inappropriately influence (bias) their work. If there are no conflicts of interest, please state "None declared". This document should be found as a separate page within the manuscript and placed directly below the title page.

Role of the Funding Source
All sources of funding should be declared as an acknowledgment at the end of the text.

**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').

**Authorship and acknowledgments**
All authors must meet the ICMJE authorship criteria (http://www.icmje.org/ethical_1author.html). The corresponding author must submit a completed Author Form with their submission. The form must be signed by the corresponding author on behalf of all authors and can be scanned and uploaded to EES. If you are unable to upload your Author Form to EES, please contact the Editorial Office (ooncology@elsevier.com) for further information. No subsequent change in authorship will be possible.

**Reporting clinical trials**
Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram are available online.

**Registration of clinical trials**
Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

**Article transfer service**
This journal is part of our Article Transfer Service. This means that if the Editor feels your article is more suitable in one of our other participating journals, then you may be asked to consider transferring the article to one of those. If you agree, your article will be transferred automatically on your behalf with no need to reformat. Please note that your article will be reviewed again by the new journal. More information.
Copyright
Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see more information on this). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases.

For gold open access articles: Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (more information). Permitted third party reuse of gold 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.

Role of the funding source
You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Open access
Please visit our Open Access page from the Journal Homepage for more information.

Elsevier Researcher Academy
Researcher Academy is a free e-learning platform designed to support early and mid-career researchers throughout their research journey. The "Learn" environment at Researcher Academy offers several interactive modules, webinars, downloadable guides and resources to guide you through the process of writing for research and going through peer review. Feel free to use these free resources to improve your submission and navigate the publication process with ease.

Language (usage and editing services)
Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's Author Services.

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**
Our online submission system guides you stepwise through the process of entering your article details and uploading your files. The system converts your article files to a single PDF file used in the peer-review process. Editable files (e.g., Word, LaTeX) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

**Submit your article**
Please submit your article via [http://ees.elsevier.com/oo](http://ees.elsevier.com/oo).

**Referees**
Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our Support site. Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

**Online-only publication**
Oral Oncology offers authors the opportunity to select online-only publication as their preferred option for publishing original research papers in the journal, rather than print publication. Errata and corrigenda will be published online-only and will not appear in print.

Any material which is published online-only will be published online on ScienceDirect as paginated and fully citable electronic article. It will be listed in the contents page of a printed issue and the full citation and abstract will be published in print. The citation and abstract of the paper will also still appear in the usual abstracting and indexing databases, including PubMed/Medline, Current Contents/Clinical Medicine and the Science Citation Index.

Authors will be asked to select which publication option they would prefer when submitting their paper to the Editorial Office.

**Prior to Submission**
Oral Oncology will consider manuscripts prepared according to the guidelines adopted by the International Committee of Medical Journal Editors ("Uniform requirements for manuscripts submitted to biomedical journals", available as a PDF from [http://www.icmje.org](http://www.icmje.org)). Authors are advised to read these guidelines.

Please note, this journal does not offer pre-submission review all manuscripts must be uploaded to the submission site if they are to be considered by the Editor.

**PREPARATION**

**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.
LaTeX
You are recommended to use the Elsevier article class elsarticle.cls to prepare your manuscript and BibTeX to generate your bibliography. Our LaTeX site has detailed submission instructions, templates and other information.

Article structure
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'.

Introduction
State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods
Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

Results
Results should be clear and concise.

Discussion
This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Essential title page information
• Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
• Author names and affiliations. Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. 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. This responsibility includes answering any future queries about Methodology and Materials. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.
• 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.
• Word Count. Please include a word count on your Title Page. Your word count should exclude the abstract, keywords, references, tables and figures.

Highlights
Highlights are optional yet highly encouraged for this journal, as they increase the discoverability of your article via search engines. They consist of a short collection of bullet points that capture the novel results of your research as well as new methods that were used during the study (if any). Please have a look at the examples here: example Highlights.

Highlights 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 85 characters, including spaces, per bullet point).
Abstract
A concise and factual abstract of no more than 250 words is required. The abstract must be **structured for original research articles and articles reporting the results of clinical trials**. The abstract should be divided by subheadings as follows: Objectives, Materials and Methods, Results and Conclusion.

The abstract **should not be structured for review articles**. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone.

**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.

**Highlights**
Highlights are mandatory for Original Research Articles, Review Articles, and Perspectives. 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 85 characters, including spaces, per bullet point).

See: [https://www.elsevier.com/highlights](https://www.elsevier.com/highlights) for examples.

**Keywords**
Immediately after the abstract provide a maximum of ten keywords, to be chosen from the Medical Subject Headings from Index Medicus. These keywords will be used for indexing purposes. It is usually necessary to include keywords such as Oral Cancer, or Head and Neck cancer.

**Abbreviations**
Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

**Acknowledgements**
Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

**Formatting of funding sources**
List funding sources in this standard way to facilitate compliance to funder’s requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

**Units**
Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.
Footnotes
Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

Artwork
Electronic artwork
General points
- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.
- Ensure that color images are accessible to all, including those with impaired color vision.

A detailed guide on electronic artwork is available.
You are urged to visit this site; some excerpts from the detailed information are given here.

Formats
If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply ‘as is’ in the native document format.
Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, 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 (or PDF): Vector drawings, embed all used fonts.
- TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
- TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
- TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:
- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionally large for the content.

Color artwork
Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. 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 online (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. For color reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article. Please indicate your preference for color: in print or online only. Further information on the preparation of electronic artwork.

Illustration services
Elsevier's Author Services offers Illustration Services to authors preparing to submit a manuscript but concerned about the quality of the images accompanying their article. Elsevier's expert illustrators can produce scientific, technical and medical-style images, as well as a full range of charts, tables and graphs. Image 'polishing' is also available, where our illustrators take your image(s) and improve them to a professional standard. Please visit the website to find out more.

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
Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

Table footnotes
Indicate each footnote in a table with a superscript lowercase letter.

Figure Captions, Tables, Figures and Schemes
Present these, in this order, at the end of the article. They are described in more detail below. High-resolution graphics files must always be provided separate from the main text file.

References
Citation in text
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either ‘Unpublished results’ or ‘Personal communication’. Citation of a reference as ‘in press’ implies that the item has been accepted for publication and a copy of the title page of the relevant article must be submitted.

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.

Web references
As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

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.

Data Reference Example

References in a special issue
Please ensure that the words ‘this issue’ are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.
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/oral-oncology
When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

Reference Style
Note: For the purposes of using software to format references, please use the AMA reference style.

Text: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.
List: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.
Examples:
Reference to a journal publication:
Reference to a book:
Reference to a chapter in an edited book:
[3] Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. Introduction to the electronic age, New York: E-Publishing Inc; 2009, p. 281–304. Note shortened form for last page number. e.g., 51–9, and that for more than 6 authors the first 6 should be listed followed by 'et al.' For further details you are referred to 'Uniform Requirements for Manuscripts submitted to Biomedical Journals' (J Am Med Assoc 1997;277:927–34) (see also http://www.nlm.nih.gov/bsd/uniform_requirements.html).

Journal abbreviations source
Journal names should be abbreviated according to the List of Title Word Abbreviations.

Video
Elsevier accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include links to these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the file in one of our recommended file formats with a preferred maximum size of 150 MB per file, 1 GB in total. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect. Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our video instruction pages. Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.

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.

Note: Please note that the journal may request that you make your data available to the Editors and/or the referees during the peer-review process. If an author is unable to make data available to the Editors and/or referees on request, their manuscript may be withdrawn from the journal.

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.
Word limits
Editorials submitted to the journal must be 1,500 words in length or less. Original research articles submitted to the journal must be 3,500 words in length or less. Review articles submitted to the journal must be 5,000 words in length or less. Perspectives submitted to the journal must be 2,000 words in length or less. Letters to the Editor must be 1,000 words in length or less. All word counts are excluding the abstract, keywords, references, tables and figures.

Presentation of Manuscript

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Italics are not to be used for expressions of Latin origin, for example, in vivo, et al., per se. Use decimal points (not commas); use a space for thousands (10 000 and above).

Language Polishing
Authors who require information about language editing and copyediting services pre- and post-submission please visit http://webshop.elsevier.com/languageservices or visit our Support Center for more information. 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 and Conditions.

Provide the following data on the title page:

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 is willing to 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.

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 receive a customized Share Link providing 50 days free access to the final published version of the article on ScienceDirect. The Share Link can be used for sharing the article via any communication channel, including email and social media. 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 Webshop. Corresponding authors who have published their article gold open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.

**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