TABLE OF CONTENTS

- Description p.1
- Editorial Board p.1
- Guide for Authors p.4

DESCRIPTION

The journal aims to promote high quality research and serve as a platform for dissemination of scientific information in pediatric hematology oncology with focus on research emanating from India and surrounding countries in the subcontinent, South Asia, West and East Asia, Africa, and serve as an alternative destination for Australia, Europe and the Americas to become a truly global and representative publication. The journal intends to be a one-stop resource for cutting edge research in all matters related to Pediatric Hematology and Oncology including Hematology Medical oncology Surgical oncology Radiation oncology Imaging sciences Hemato-pathology Surgical pathology Epidemiology PHOJ invites original research papers, reviews, case reports and letters to the editor for publication which would interest a wide cross section of sub specialists and general pediatricians involved in treating children with hematological and oncological disorders.

Author benefits:
Authors do not have to pay any open access publication fee. We also provide many author benefits, such as free PDFs, special discounts on Elsevier publications and much more. Please click here for more information on our author services.
Please see our Guide for Authors for information on article submission. If you require any further information or help, please visit the Elsevier Support Center.

EDITORIAL BOARD

Editor-in-Chief
Gaurav Narula, Professor and Convener, Pediatric Hemato-Lymphoid Group, Tata Memorial Hospital, Mumbai, India

Editor Emeritus
Bharat Agarwal, Professor & Head, Department of Pediatric Hematology Oncology and Immunology, BJ Wadia Children Hospital, Mumbai, India

Associate Editor
Deepak Bansal, Professor, Pediatric Hematology Oncology, Postgraduate Institute of Medical Education and Research, Chandigarh, India

Assistant Editors
Shweta Bansal, Nanavati Hospital, Mumbai, India
Shailesh Kanvinde, Deenanath Mangeshkar Hospital And Research Center, Pune, India
Maya Prasad, Tata Memorial Hospital, Mumbai, India
Section Editors

Ramandeep Singh Arora, Max Super Speciality Hospital, New Delhi, India
Epidemiology, Quality of Life and Late Effects

Sameer Bakhshi, AIIMS, New Delhi, India
Bone and Soft Tissue Sarcomas

Deepak Bansal, Professor, Pediatric Hematology Oncology, Postgraduate Institute of Medical Education and Research, Chandigarh, India
RBC Disorders

Girish Chinnaswamy, Tata Memorial Hospital, Mumbai, India
Solid Tumors - Medical Oncology

Nehal Khanna, Tata Memorial Hospital, Mumbai, India
Radiation Oncology

Manisha Madkaikar, National Institute of Immune Hematology, Mumbai, India
Immunology

Gaurav Narula, Tata Memorial Hospital, Mumbai, India
Myeloid Malignancies & Histiocytic Disorders; Lymphoid Malignancies

Sajid Qureshi, Tata Memorial Hospital, Mumbai, India
Solid Tumors - Surgical Oncology

Revathi Raj, Apollo Hospitals, Chennai, India
Stem Cell Transplantation

Mukta Ramadwar, Tata Memorial Hospital, Mumbai, India
Surgical Pathology

PG Subramanian, Tata Memorial Hospital, Mumbai, India
Hematopathology & Molecular Biology

Amita Trehan, Postgraduate Institute of Medical Education and Research, Chandigarh, India
Thrombosis and Hemostasis

Satya P. Yadav, Fortis Memorial Research Institute, Gurgaon, India
Supportive Care & Transfusion Medicine

Editorial Board

Uma Athale, Toronto, Canada
Sripad Banavali, Mumbai, India
Rajat Bhattacharya, Singapore, Singapore
Deepa Bhojwani, Memphis, US
Dario Campana, Singapore, Singapore
Mammen Chandy, Kolkata, India
Murali Chintagumpala, Houston, US
Rashmi Dalvi, Mumbai, India
Mukesh Desai, Mumbai, India
Mohammad Faranoush, Tehran, Iran
Amar Gajjar, Memphis, US
Kanjaksha Ghosh, Mumbai, India
Sumeet Gujral, Mumbai, India
Aleem Jan, Srinagar, India
Vikramjit S. Kanwar, Albany, NY, US
Gauri Kapoor, New Delhi, India
Srini Kaveri, Paris, France
Rejin Kebudi, Istanbul, Turkey
Gili Kenet, Tel Aviv, Israel
Archana Kumari, Lucknow, India
Kusuma Kumari, Trivandrum, India
Purna Kurkure, Mumbai, India
Siddharth Laskar, Mumbai, India
Chi-kong Li, Hong Kong
Vijay Gandhi Linga, Hyderabad, India
MR Lokeshwar, Mumbai, India
Mamta Mangalani, Mumbai, India
Akira Nakagawara, Tokyo, Japan
Nalini Pati, Canberra, Australia
Koneti Rao, Bethesda, US
ATK Rau, Bengaluru, India
Y Ravindranath, Michigan, US
Raya Saab, Beirut, Lebanon
Vaskar Saha, Kolkata, India
Yogesh Sarin, New Delhi, India
Martin Schrappe, Kiel, Germany
Howard Scott, Memphis, US
Nitin Shah, Mumbai, India
Praveen Sobti, Ludhiana, India
Sutaryo, Yogyakarta, Indonesia
Ajay Vora, Sheffield, UK
Raj Warrier, New Orleans, US
Sheila Weitzman, Toronto, Canada
GUIDE FOR AUTHORS

INTRODUCTION

Types of paper
Contributions falling into the following categories will be considered for publication: Original Research Papers, Reviews, and Letters to the Editor. Case Reports or Short series of exceptional scientific significance may also be considered. Please ensure that you select the appropriate article type from the list of options when making your submission. Authors contributing to special issues should ensure that they select the special issue article type from this list.

BEFORE YOU BEGIN

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

Declaration of interest
All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then please state this: ‘Conflicts of interest: none’. More information.

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 or as part of a published lecture or academic thesis or as an electronic preprint, see ‘Multiple, redundant or concurrent publication’ section of our ethics policy 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 CrossCheck.

Changes to authorship
This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts:

Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, 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. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure as described above. Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) publication of the accepted manuscript in an online issue is suspended until authorship has been agreed.

After the accepted manuscript is published in an online issue: Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

Copyright
Upon successful submission of an article, authors will be asked to complete a ‘Journal Publishing Agreement’. Acceptance of the agreement will ensure the widest possible dissemination of information. 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. Submission of this form is essential to initiate the peer review process.

Permission of the society is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations (please consult editor.phoj@gmail.com). 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.]
Author rights
As an author you (or your employer or institution) have certain rights to reuse your work. More information.

Open Access
Every peer-reviewed research article appearing in this journal will be published open access. This means that the article is universally and freely accessible via the internet in perpetuity, in an easily readable format immediately after publication. The author does not have any publication charges for open access. Pediatric Hematology Oncology Chapter of Indian Academy of Pediatrics will pay to make the article open access.

A CC user license manages the reuse of the article (see http://www.elsevier.com/openaccesslicenses). All articles will be published under the following license:

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.

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 paper for publication. If the funding source(s) had no such involvement then this should be stated. Please see http://www.elsevier.com/funding.

Elsevier Publishing Campus
The Elsevier Publishing Campus (www.publishingcampus.com) is an online platform offering free lectures, interactive training and professional advice to support you in publishing your research. The College of Skills training offers modules on how to prepare, write and structure your article and explains how editors will look at your paper when it is submitted for publication. Use these resources, and more, to ensure that your submission will be the best that you can make it.

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 WebShop.

Submission
Submission to this journal proceeds totally online. Use the following guidelines to prepare your article. Via the homepage of this journal (http://www.evise.com/evise/faces/pages/navigation/NavController.jspx?JRNL_ACR=PHOJ) 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. If you are unable to provide an electronic version, please contact the editorial office prior to submission by writing to editor.phoj@gmail.com.

Additional Information
Tables and figures may be presented with captions within the main body of the manuscript; if so, figures should additionally be uploaded as high resolution files.

PREPARATION
Double-blind review
This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:
Title page (with author details): This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.

Blind manuscript (no author details): The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

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.

Article structure
Subdivision - numbered sections
Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

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 detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

Hypothesis (Optional)
A hypothesis should extend, not repeat, the background to the article already dealt with in the Introduction and lay the foundation for further work.

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.

Conclusions
The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices
If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

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. 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 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.

**Abstract**

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

**Highlights**

Highlights are a short collection of bullet points that convey the core findings of the article. Highlights are optional 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). You can view example Highlights on our information site.

**Keywords**

Authors are invited to submit keywords associated with their paper.

**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.).

**Nomenclature and units**

Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI. Authors wishing to present a table of nomenclature should do so on the second page of their manuscript.

**Math formulae**

Present simple formulae in the line of normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

**Footnotes**

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Many wordprocessors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

**Table footnotes**

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

**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.

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 disproportionately large for the content.

Color artwork
Please make sure that artwork files are in an acceptable format (TIFF, EPS 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 on the Web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version.

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.

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.

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.

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
This journal has standard templates available in key reference management packages EndNote (http://www.endnote.com/support/enstyles.asp) and Reference Manager (http://refman.com/support/rmstyles.asp). Using plug-ins to wordprocessing packages, authors only need to select the appropriate journal template when preparing their article and the list of references and citations to these will be formatted according to the journal style which is described below.

Reference style Please make this as per the selected system - Vancouver - numerals in text only
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 should be listed first alphabetically, then chronologically.

Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al. (2000) 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:

Reference to a book:

Journal abbreviations source
Journal names should be abbreviated according to


List of title word abbreviations: http://www.issn.org/2-22661-LTWA-online.php;


Submission checklist
The following list will be useful during the final checking of an article prior to sending it to the journal 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://support.elsevier.com.

AFTER ACCEPTANCE

Proofs
One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post) or, a link will be provided in the e-mail so that authors can download the files themselves. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to download Adobe Reader version 7 (or higher) available free from http://get.adobe.com/reader. Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site: http://www.adobe.com/products/reader/systemreqs. If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and return by fax, or scan the pages and e-mail, or by post. 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. We will do everything possible to get your article published quickly and accurately - please let us have all your corrections within 48 hours. 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. Note that Elsevier may proceed with the publication of your article if no response is received.

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 Webshop. Authors requiring printed copies of multiple articles may use Elsevier Webshop's ‘Create Your Own Book’ service to collate multiple articles within a single cover.
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 2014 Elsevier | http://www.elsevier.com