

JCO Manuscript Submission Checklist

This checklist is meant to be a guide for submission to *JCO*. It is for reference purposes only. Please see the **Information for Contributors section for additional and more detailed instruction.**

Note: Manuscripts will be returned that do not adhere to the Journal's instructions for authors.

Word Count Limits

- Original Reports: 3,000 words
- Review Articles: 4,500 words
- Abstract: 250 words
- Figure legends (including multiple figure parts): 55 words
- Acknowledgments (not including research funding): 45 words

Manuscript Formatting

- Double-spaced text
- Numbered pages
- Twelve-point font size in Arial or Helvetica
- Title page listing title, authors (first name, middle initial, last name), each author's affiliation during the study, any research support, corresponding author's contact information, running head, list of any previous presentation of manuscript and any disclaimers
- Abstract following title page, formatted with the appropriate headings
- No more than six tables and figures combined (not counting panels within figures)
- Number references sequentially

Author Metadata (to be entered online)

- Maximum of 20 authors
- A valid and unique e-mail address for each author
- Authors' current institutions
- Forms to be collected by the Corresponding Author
 - Completed Author Disclosure Forms
 - Completed Author Contribution Forms

Manuscript Metadata (to be entered online)

- Have available the number of:
 - Manuscript Pages
 - Figures
 - Tables
 - References
- Abstract and text word counts
- JCO* manuscript number of any companion papers (if applicable)

Randomized Controlled Trials

- A CONSORT diagram is required for all Randomized and Phase III trials (the diagram does not count toward the six figure and table limit).

Permissions

- Written permission from the copyright holder is required to reproduce any copyrighted material.

Clinical Trials

- The trial registry and registration identification number for the trial's registry is required. This applies to any trial for which patient enrollment began on or after November 1, 2006.

Diagnosis in Oncology

- Incorporate figure legends within the body of the text.