

Instructions for Authors

The Journal accepts theoretical, scientific-and-practical, methodological papers, literature reviews, and practical cases in Kazakh, Russian, and English languages.

The Journal's scope includes the organization of cancer service, epidemiology of cancers, diagnostics of precancers and cancers, clinical oncology, radiology, experimental oncology and radiobiology, psychosocial support in cancer service, and personnel training.

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1. Submission

A manuscript in editable format with all attachments (title page and main body are the musts; illustrations, tables, etc. – optional) is submitted electronically via the manuscript submission system: <https://ojs.oncojournal.kz/index.php/oncol-and-radiol-of-kazakhstan/> (the system has an English interface).

To submit a manuscript, you have to get registered in the system and then follow the instructions on the website. The following videos (in Russian) contain detailed instructions on primary registration in the system – <https://youtu.be/RKPAmTdf3G4>; the submission process – <https://youtu.be/lXKiMz3a-gQ>. The design requirements are provided below and in another video: <https://youtu.be/Kk4n7uazqjQ>.

2. Title Page

A title page is submitted in a separate file named "title page" containing the following data:

1. Information in the language of the article:
 - Manuscript title;
 - Full names of the author (s), academic title, affiliations (name and postal address of the organization).
2. Information in the Kazakh language:
 - Manuscript title;
 - Full names of the author (s), academic title, affiliations (name and postal address of the organization);
 - Abstract;
 - Keywords.
3. Information in the English language:
 - Manuscript title;
 - Full names of the author (s), academic title, affiliations (name and postal address of the organization);
 - Abstract;
 - Keywords.
4. Information about the authors (in the language of the article, mandatory for all authors!):
 - Full name - academic title, position, place of work, phone, e-mail, ORCID;
 - Correspondence address: full name of the author of the correspondence, name and postal address of the organization in full (or personal postal address);
 - Authors' contributions:
 - contribution to the study concept – **surname and initials**,
 - study design – **surname and initials**,

- execution of the study – **surname and initials**,
 - interpretation of the study – **surname and initials**,
 - preparation of the manuscript – **surname and initials**.
- Financing: the authors declare any/no funding received for the research;
- Conflict of interests: the authors declare any/no conflict of interest.
- For articles in Kazakh and Russian, paragraphs 2 & 3 change accordingly (Russian/English or English/Kazakh).
- For foreign authors, the editorial office provides the translation of the necessary information into Kazakh.
- The title page template is available here.

3. Volume of the manuscript

- Original studies – 3-8 pages (Standard page contains 1800 characters without spaces according to Word statistics),
- Occasional papers (clinical case) – 3-5 pages,
- Literature reviews and lectures – 5-12 pages.

4. Structure of the manuscript file

1. UDC (can be checked at <https://teacode.com/online/udc>).
2. Abstract.
Requirements for the Abstract: volume – no more than 300 words in the language of the article. Abstract structure: relevance, purpose of the study, methods, results, conclusion.
3. Keywords: 5-7 single words, no more than 2-3 phrases.
4. Main part of the article.

Manuscripts **must include** the following sections: Introduction, Materials and Methods, Results and Discussion, and Conclusion. The section name is provided in Bold, with line indentation. A blank line is added between sections. Subsection titles may be edited in italics. An empty line is not added between subsections.

5. References (see instructions below).

5. Requirements for the main part of research articles and literature reviews

The **Introduction** section should shortly describe the problem, refer to the most important scientific papers, and indicate the purpose and tasks of the study.

The **Materials and Methods** section describes principles for selecting and choosing the study's material, design, scope, and methods applied. Each original manuscript (except for the social and humanitarian sphere) describes the research methodology, indicating the origin of equipment and materials, methods of statistical data processing, and other ways to ensure the reproducibility of research results. New methods shall be described in detail; when using previously published and well-known methods, the author(s) should refer to the author and/or the name of the method and the sources used. Information on compliance with ethical standards shall be provided (compliance with copyright, approval of the research protocol by the ethical commission, the availability of informed consent of the patient, information on non-disclosure of patients' per-

sonal data, and other confidential information obtained in the course of professional interaction).

Results: the main results of the study, the patterns found.

Discussion: Comparison of the obtained results with data in reports in domestic and foreign literature.

The **Conclusion** section sums up the work done and gives recommendations for applying the results.

6. General guidelines for manuscript design

1. Font – Times Roman 14, 1.5 line spacing. The text is submitted in one column in a Word document (*.doc or *.docx).

2. Number all the pages in the center of the footer.

3. Before submission, check the manuscript for anti-plagiarism. Minimum required originality for articles – 80%, for literature reviews – 50%.

4. *Abbreviations* are deciphered at first use; afterward, the term is abbreviated. Example: “cervical cancer (CC).”

5. *Mathematical formulas* are numbered with Arabic numerals in parentheses in the rightmost position on the same line. All elements of the formula should be clearly marked: the diacritical marks and subscript signs, uppercase brackets and lowercase letters, letters, and numbers of a similar shape (O as a letter and 0 as a digit).

6. Illustrations:

- Illustrations should be embedded in the text AND submitted as separate files in *.xls, *.xlsx, *.eps, *.ai, *.pdf, *.cdr, *.png, *.jpg, *.jpeg, or *.tiff formats. Files with illustrations should include the illustration number in the text (Example: fig1.pdf). The minimum resolution for illustrations – 300 dpi. The maximum image size – 120 × 210 mm;

- References to illustrations in the text are made in parentheses with the word “Figure” with a capital letter and a consecutive number (Figure 1);

- The figure name is placed in the center of the page and is separated from the text by additional indents before and after. Example: Figure 1 – Dynamics...

- If an illustration was borrowed from another source, indicate the number of this source in the list of references in square brackets after the figure name. Example: Figure 1 - Groups of patients with cervical cancer [7].

7. Tables:

- Tables are numbered consecutively with Arabic numerals; the table header is left-aligned (example: Table 1 – ...);

- Tables **must be referred to** in the text (Example: “See the data in Table 1”) or in parentheses with the word “Table” with a capital letter and a consecutive number (Table 1);

- The table contents are printed at 1 line spacing; font size can be reduced;

- The data in Column 1 is left-aligned, in other columns – centered;

- If a table was borrowed from another source, indicate the number of this source in the list of references in square brackets after the table’s name. Example: Table 1 - Groups of patients with cervical cancer [7].

7. Requirements for clinical case reports

1. For articles describing clinical cases, ALL general requirements for the title page and design of articles apply (see above).

2. Requirements for the structure of the description of a clinical case:

Introduction: a summary of the case, a description of previous experience, and an explanation of why this case is unique, with references to the literature.

Patient Information: Anonymized patient information, underlying problems, and disease symptoms.

Clinical data: physical examination, clinical data.

Diagnostics: data from diagnostic methods, diagnostic problems.

Treatment: the types of therapy, regimens, dosages, and duration are indicated.

Results: evaluation of the treatment results (diagnosis); tolerance of treatment.

Timeline: data for the clinical case presented as a time schedule (a figure or a table).

Discussion: Strengths and limitations in the approach to the described case, discussion of the relevant medical literature, substantiation of conclusions, main lessons, and recommendations are indicated.

References: see the requirements in the “General Guidelines for manuscript design” section.

8. Requirements for references

- References are drawn up in accordance with GOST 7.1-2003 (<http://docs.cntd.ru/document/1200034383>) **regardless of the source publication language;**

- If available, indicate doi as “doi: 10.xxx/.../...” after the reference. If the article/book is available on the Internet but has no doi, include a URL address after the reference;

- Indicate all authors in each reference (“et al.” is not allowed);

- In-text references are placed in square brackets: [1, 3, 5-7] and numbered in the order they appear in the text;

- In the reference list, the sources are placed in the order they appear in the text;

- Allowed sources: the scientific publications of Kazakhstani and foreign authors for the past 5-7 years, for review articles – for the past 10 years;

- Allowed number of sources: no more than 10-20, in review articles – up to 30;

- Self-citation shall be limited to 30% of the reference list;

- References to previous publications in the “Oncology and Radiology of Kazakhstan” (<http://oncojournal.kz/arhiv/>) are highly welcome;

- References to websites can refer only to scientific websites and normative documents, with a URL or DOI and date of access;

- For all links in Russian, Kazakh, Ukrainian and other non-Latin languages, transliteration into Latin is required (in square brackets after the bibliographic description in the source language). For transliteration, you can use a free resource: <https://translit.ru/ru/gost-7-79-2000/>.

Please note that these requirements apply to the sources in all languages!!!

9. Article publishing costs

The cost of publishing a manuscript in the Journal is KZT 10,000 (except for articles authored by employees of the Kazakh Institute of Oncology and Radiology, among other authors).

“Kazakh Institute of Oncology and Radiology,” JSC

Abai Avenue 91, Almaty A05A2B4, the Republic of Kazakhstan

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