

CHECK LIST FOR AUTHORS

Required Submission Criteria

Order of Submission

The order of your new submission should be as follows:

- 1) Cover Letter
- 2) Conflict of Interest Forms (one per author)
- 3) Manuscript File (should include title page, abstract, full manuscript body text, conflict of interest statement, references, and table/figure legends)
- 4) All Regular Tables (in order of citation within the manuscript text)
- 5) All Regular Figures (in order of citation within the manuscript text)
- 6) All Supplementary Materials (including Surgical Film file)
- 7) Highlights

General

- After your article is accepted, you may not add authors to the manuscript without prior approval from the editorial office. To determine authorship of manuscripts submitted to *Gynecologic Oncology*, please use the following criteria provided by the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (available from Secretariat Office, American College of Physicians, Independence Mall West, Sixth Street at Race, Philadelphia, PA 19106-1572).
- Suggest at least **two potential reviewers** who are experts in the field and provide reviewer's full name and current functioning email addresses for each.
- Provide a **cover letter** that outlines the significance of the findings, the contribution of the individual authors, and any other information pertinent to the review and publication of the manuscript. All financial support should also be stated in the cover letter.
- Conflict of Interest Forms** for all authors are signed and included with the submission. Please note that manuscript will not be seen by editors or reviewers until all conflict of interest forms are included with the submission. Forms may be downloaded here:
http://cdn.elsevier.com/promis_misc/YGYNO_and_GORE_ICMJE_COI.pdf
If you experience an issue when trying to access the form, it could be linked to your browser. Please try right clicking on the above link to the form and selecting 'save target as'. You should then be able to save the form to your computer.
- A **Conflict of Interest statement** is included in the main manuscript file and appears before the reference listing
- An **Author Contribution section** is required within your manuscript source file, above the references. This should include each author's contribution to the manuscript
- Lines are numbered** consecutively. All line numbers should be provided on the left margin of the page, and each and every line should be numbered. Please number all pages continuously and do not restart the line numbering on each page. You may add line numbers in Microsoft Word by clicking on "File", select "Page setup", select the "Layout" tab, click on the "Line Numbering" button, check the "Add Line Numbering" box, and select "Continuous"
- Word count / table & figure limitations** are observed both on the abstract and on the manuscript text.

Gynecologic Oncology: Detailed Requirements for Submitted Manuscripts

Article Type	Abstract	Abstract Length (words)	Manuscript Length* (words)	Tables and/or Figures (max.)	Supplementary Material	References	Highlights**
Research Paper	Structured	250	4000	6	No Limit	40	Required
Systematic Review and/or Meta-Analysis Article	Structured or Unstructured	300	5500	6	No Limit	70	Required
Society Position Statements or White Papers	Not required	n/a	6000	6		50	Required
Editorial	No abstract	n/a	1600	n/a	No Limit	10	Required
Clinical Commentary	No abstract	n/a	1600	n/a	No Limit	10	Required
Tumor Board Presentations	Unstructured Summary	50	500	6	No Limit	6	Required

- If the research has been conducted by a multi-center group, the group should identify a writing committee which is directly responsible for the manuscript.

* Manuscript word counts apply only to the main body of text. They do not include extras such as references and figure legends.

** Highlights to contain 3-5 bullet points, with each bullet point containing no more than 125 characters, including spaces. These should convey the core findings of your submission. Please note that the highlights MUST NOT be identical to your manuscript title or full abstract. See <http://www.elsevier.com/wps/find/authorhome.authors/highlights> for examples.

- The manuscript is **written in clear and proper English**.
- All files are presented in the **proper order**. Files should be ordered according to the number which appears next to the file description on the "Attach Files" screen.

Title page

- Every submission must include a title page as the **first page of the manuscript file** (please note: not the system generated built PDF, but rather the Microsoft Word document or RTF file that you upload to your submission). Please note that the corresponding author listed on your title page must match the corresponding author entered in our systems; should this information conflict, we reserve the right to contact either or both authors for correspondence.
- Includes **full title** of manuscript.
- Includes **all author names** in the style and order to be published.
- All **current author affiliations** are provided.
- The **corresponding author** is denoted.
- The current postal address, telephone number, fax number, and **functioning email address** is provided for the corresponding author.
- 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

- Word count** limitations are observed.
- For Research papers and Surgical films, a **structured abstract** is required. The abstract must be divided into the following sections: Objective, Methods, Results, and Conclusions.
- For Systematic Reviews and/or Meta-Analysis Articles either a structured abstract or unstructured abstract is acceptable.

References

- References are cited in text by **number in order of appearance**.
- All references provided in the reference listing have been **cited within the text** of the manuscript.
- There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct. If you do wish to format the references yourself they should be arranged according to the following examples:
Reference style
Text: 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.
Example: '..... as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result'
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:
[1] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, The art of writing a scientific article, J. Sci. Commun. 163 (2010) 51–59.
Reference to a book:
[2] W. Strunk Jr., E.B. White, The Elements of Style, fourth ed., Longman, New York, 2000.
Reference to a chapter in an edited book:
[3] G.R. Mettam, L.B. Adams, How to prepare an electronic version of your article, in: B.S. Jones, R.Z. Smith (Eds.), Introduction to the Electronic Age, E-Publishing Inc., New York, 2009, pp. 281–304.
Reference to a website:
[4] Cancer Research UK, Cancer statistics reports for the UK.
<http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/>, 2003 (accessed 13 March 2003).
Reference to a dataset:
[dataset] [5] M. Oguro, S. Imahiro, S. Saito, T. Nakashizuka, Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1, 2015. <https://doi.org/10.17632/xwj98nb39r.1>.

Tables and Figures

- Table and figure limitations** are observed. Any excess tables or figures are supplied as supplementary materials.
- Please see <http://www.elsevier.com/artworkinstructions> for **additional instructions**
- All figures are provided in EPS, TIFF, JPEG, or PDF **file format** and all tables are provided in DOC or RTF file format.
- All figures pass system **quality check** on the “QC Check” screen and are provided in high-resolution.
- All tables and figures are **labeled and files are named** according to the order of appearance in the manuscript.
- Each table or figure has an **accompanying legend**. Labels on legends should match labels on figures or tables. All table and figure legends should be provided in a list in the order of appearance of citation within the manuscript text. This list should appear at the end of your manuscript file (not in a separate file) after your reference listing. Please ensure that the label on each legend matches the label on the corresponding figure. Legends for supplementary figures should be labeled “S1”, “S2”, etc.
- Neither tables nor figures are embedded in the manuscript text. Figures should be provided in a **separate**

file, while tables may be presented either in a separate file or at the end of your manuscript file.

- All figures and tables are **readable and appear in full** in the system built PDF. Nothing should be cut off from the edge of the page or be otherwise unreadable.
- For Surgical Films, all videos must be submitted as a supplementary item and should be no larger than 100MB. All videos should be provided in either MPG, MP4, AVI, GIF, or MOV file format. All video submissions should also contain a figure still either a frame from the video or animation or a separate image. The figure still should adhere to the file format guideline specified above.
- 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. 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 on the Web only. For further information on the preparation of electronic artwork, please see <http://www.elsevier.com/artworkinstructions> Please note: Because of technical complications which can arise by converting color figures to "gray scale" (for the printed version should you not opt for color in print) please submit in addition usable black and white versions of all the color illustrations.

Supplementary Materials

- All supplementary materials must be provided in **separate files**. Supplementary materials are intended for **online publication only** and will not be published in print. Like regular figures and tables, supplementary materials are subject to a quality check to ensure that they are publishable. Supplementary figures and tables should be labeled "S1", "S2", etc.

Highlights

- For all article types except Letters to the Editor **highlights are required**. Highlights to contain 3-5 bullet points, with each bullet point containing no more than 125 characters, including spaces. These should convey the core findings of your submission. Please note that the highlights **MUST NOT** be identical to your manuscript title or full abstract. See <http://www.elsevier.com/wps/find/authorhome.authors/highlights> for examples.