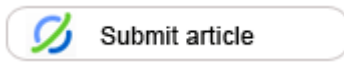


Instructions for *CytoJournal* authors



Technical support for online submission difficulty: systems@medknow.com

Editorial support with academic questions and other queries: cytojournal@mcw.edu

General information

Submission process

Manuscripts must be *submitted by one of the authors of the manuscript*, and should not be submitted by anyone on their behalf (except in rare cases by the editorial office at the request of the submitting author in rare cases for unforeseen reasons after due documentation). **The submitting author takes responsibility for the article during submission and peer review.**

To facilitate rapid publication and to minimize administrative costs, *CytoJournal* accepts only [online submission](#). The submission process is compatible with version 5.0 or later of Internet Explorer and Netscape Navigator, and with most other modern web browsers. It can be used from PC, Mac, or Unix platforms.

Files can be submitted one by one. The submission process can be interrupted at any time - when users return to the site, they can carry on where they left off.

See below for examples of acceptable word processor and graphics file formats. Additional files of any type, such as movies, animations, or original data files, can also be submitted as part of the publication.

Please refer to [Submission checklist](#).

Publication and peer review processes

Peer review policies

CytoJournal uses online peer review to speed up the publication process. The time taken to reach a final decision depends on whether reviewers request revisions, and how quickly authors are able to respond. As elected by *CytoJournal* editorial board for bold, honest, and high quality of peer-review process, *CytoJournal* has a closed peer review policy.

CytoJournal has an [Editorial Board](#) that understands the complexities of research in cytopathology. It includes a broad spectrum of experts in the field, with backgrounds in the basic sciences and human pathology. They have expertise in clinical study design, are aware of the ethical and regulatory issues facing human experimentation, and have realistic expectations of the results obtainable within such limitations.

Each manuscript submitted to *CytoJournal* will follow one of two courses: 1) it may be assigned by the Editor-in-Chief and/or Managing Editor to a member of the Editorial Board (or other expert), who will appoint at least two reviewers, or 2) the manuscript may be assigned to reviewers directly by the

Editor-in-Chief and/or Managing Editor. Once the reviewers and members of the Editorial Board assigned to the manuscript have provided their feedback, an Editor-in-Chief or academic/section editor will make the final decision. The Editor-in-Chief, and member of the Editorial Board assigned to oversee peer review of the manuscript, will be identified as 'Academic editor' for the corresponding manuscript under the acknowledgement section of the finally published article.

Manuscripts submitted to *CytoJournal* are selected on the basis of the rationale of the study design and quality of research rather than the clinical outcome. Given that the review process is tailored towards tolerating the limitations intrinsic to clinical research, preliminary studies that shed new light on pathological processes and/or their treatment involving cytopathology are welcome.

The ultimate responsibility for any decision lies with the Executive Editor, to whom any appeals against rejection should be addressed.

Authors who have appealed against a rejection but remain concerned about the editorial process can refer their case to The Committee on Publication Ethics (COPE). For more information, visit www.publicationethics.org.uk.

Publication

Once an article is accepted, it is published in *CytoJournal* immediately as a provisional PDF file. The paper will subsequently be published in both fully browseable web form (HTML), and as a formatted PDF. The HTML of the article will then be available through *CytoJournal* and PubMed Central, and will also be included in PubMed.

Article-processing charges (APC)

CytoJournal levies an article-processing charge (APC) for every accepted article, to cover the costs incurred by open access publication. Currently the article-processing charge is US\$1500.

APC is not applicable for the year 2008. But the generosity of readers and authors to support this 'open access charter' of *CytoJournal* to allow dissemination of scientific peer-reviewed cytopathology literature around the globe would be highly appreciated.

APC is **waived** for following:

1. **Cytopathology Foundation (CF) members**. Please [click here \(Coming soon\)](#) to become CF member (US \$ 50 / year OR US \$ 500 for life)
2. All members of organizations/societies/and other entities as '**CytoJ OA Stewards-Plus**'. Please [click here](#) to check if your society-organization is '**CytoJ OA Stewards-Plus**'

APC is **subsidized to US\$ 500** for following:

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APC may also be **waived** or **subsidized** to:

Group with **reasonable proof** of financial hardship to afford any of the pathways shown above.

Waivers may be granted, particularly for authors from developing countries. For further details, see [more information about article-processing charges](#).

Editorial policies

Any manuscript submitted to CytoJournal must not already have been published in another journal or be under consideration by any other journal, although it may have been deposited on a preprint server.

Manuscripts must not have already been published in any journal or other citable form, with the exception that the journal is willing to consider peer-reviewing manuscripts that are *translations* of articles originally published in another language. In this case, the consent of the journal in which the article was originally published must be obtained and the fact that the article has already been published must be made clear on submission and stated in the abstract.

Manuscripts that are derived from papers presented at conferences can be submitted unless they have been published as part of the conference proceedings in a peer reviewed journal. Authors are required to ensure that no material submitted as part of a manuscript infringes existing copyrights, or the rights of a third party. Authors who publish in *CytoJournal* retain copyright to their work ([more information http://creativecommons.org/licenses/by/2.0/](http://creativecommons.org/licenses/by/2.0/)). Correspondence concerning articles published in *CytoJournal* is encouraged .

Guideline for duplicate publication as flowchart is at COPE:

<http://www.publicationethics.org.uk/flow-charts/cope-flowcharts-optimal.pdf/view>

Submission of a manuscript to *CytoJournal* implies that all authors have read and agreed to its content, and that any experimental research that is reported in the manuscript has been performed with the approval of an appropriate ethics committee and Institutional Review Board (IRB) as indicated by local standards and laws.

Research carried out on humans must be in compliance with the [Helsinki Declaration http://www.wma.net/e/policy/b3.htm](http://www.wma.net/e/policy/b3.htm) , and any experimental research on animals must follow internationally recognized guidelines. A statement to this effect must appear in the Methods section of the manuscript, including the name of the body which gave approval, with a reference number where appropriate. Informed consent must also be documented. Manuscripts may be rejected if the editorial office considers that the research has not been carried out within an ethical framework, e.g. if the severity of the experimental procedure is not justified by the value of the knowledge gained.

Generic drug names should generally be used. When proprietary brands are used in research, include the brand names in parentheses in the Methods section.

We ask authors of *CytoJournal* papers to complete a [declaration of competing interests](#), which should be provided as a separate section of the manuscript, to follow the Acknowledgements.

Competing interests

A competing interest exists when your interpretation of data or presentation of information may be influenced by your personal or financial relationship with other people or organizations. Authors should disclose any financial competing interests but also any non-financial competing interests that may cause them embarrassment were they to become public after the publication of the manuscript.

Authors are required to complete a declaration of competing interests. All competing interests that are

declared will be listed at the end of published articles. Where an author gives no competing interests, the listing will read 'The author(s) declare that they have no competing interests'.

When completing your declaration, please consider the following questions:

Financial competing interests

- In the past five years have you received reimbursements, fees, funding, or salary from an organization that may in any way gain or lose financially from the publication of this manuscript, either now or in the future? Is such an organization financing this manuscript (including the article-processing charge)? If so, please specify.
- Do you hold any stocks or shares in an organization that may in any way gain or lose financially from the publication of this manuscript, either now or in the future? If so, please specify.
- Do you hold or are you currently applying for any patents relating to the content of the manuscript? Have you received reimbursements, fees, funding, or salary from an organization that holds or has applied for patents relating to the content of the manuscript? If so, please specify.
- Do you have any other financial competing interests? If so, please specify.

Non-financial competing interests

Are there any non-financial competing interests (political, personal, religious, ideological, academic, intellectual, commercial or any other) to declare in relation to this manuscript? If so, please specify.

If you are unsure as to whether you, or one your co-authors, has a competing interest please discuss it with the editorial office.

Where an author gives no competing interests, the listing will read '**The author(s) declare that they have no competing interests**'. Much has been written about competing interests (or conflict of interest, as other journals call it) within scientific research, but the following articles provide some background:

[R Smith: **Beyond conflict of interest.** *BMJ* 1998, **317** :291-292](#)

[R Smith: **Making progress with competing interests.** *BMJ* 2002, **325** :1375-1376](#)

[CD DeAngelis, PB Fontanarosa, A Flanagan: **Reporting financial conflicts of interest and relationships between investigators and research sponsors.** *JAMA* 2001, **286** :89-9](#)

[K Morin, H Rakatansky, FA Riddick Jr, LJ Morse, JM O'Bannon 3rd, MS Goldrich, P Ray, M Weiss, RM Sade, MA Spillman: **Managing conflicts of interest in the conduct of clinical trials.** *JAMA* 2002, **287** :78-84](#)

For all articles that include information or clinical photographs relating to individual patients, written and signed consent from each patient to publish must also be mailed or faxed to the editorial staff. The manuscript should also include a statement to this effect in the Acknowledgements section, as follows: "**Written consent for publication was obtained from the patient or their relative.**"

CytoJournal supports initiatives to improve the performance and reporting of clinical trials, part of

which includes prospective registering and numbering of trials. While there are initiatives to ensure that all clinical trials are registered (most notably the recent statement from the International Committee of Medical Journal Editors - see http://www.icmje.org/clin_trialup.htm), we are focusing on controlled trials of healthcare interventions, for now. Authors of protocols or reports of controlled trials of health care interventions must register their trial prior to submission in a suitable publicly accessible registry. The trial registers that currently meet all of the ICMJE guidelines can be found at <http://www.icmje.org/faq.pdf>.

The trial registration number should be included as the last line of the [abstract of the manuscript](#).

CytoJournal also supports initiatives aimed at improving the reporting of biomedical research. Checklists have been developed for randomized controlled trials ([CONSORT <http://www.consort-statement.org/index.aspx?o=1065>](http://www.consort-statement.org/index.aspx?o=1065)), systematic reviews ([QUOROM <http://www.consort-statement.org/index.aspx?o=1065>](http://www.consort-statement.org/index.aspx?o=1065)), meta-analyses of observational studies ([MOOSE <http://www.consort-statement.org/index.aspx?o=1065>](http://www.consort-statement.org/index.aspx?o=1065)), diagnostic accuracy studies ([STARD <http://www.consort-statement.org/index.aspx?o=1065>](http://www.consort-statement.org/index.aspx?o=1065)) and qualitative studies ([RATS \(see at end\)](#)). Authors are requested to make use of these when drafting their manuscript and peer reviewers will also be asked to refer to these checklists when evaluating these studies. For authors of systematic reviews, a supplementary file, linked from the Methods section, should reproduce all details concerning the search strategy. For an example of how a search strategy should be presented, see the [Cochrane Reviewers' Handbook \[http://www.cochrane.dk/cochrane/handbook/5_locating_and_selecting_studies/5_2_developing_and_documenting_a_search_strategy_for_studies_and_organizing_search_results.htm\]\(http://www.cochrane.dk/cochrane/handbook/5_locating_and_selecting_studies/5_2_developing_and_documenting_a_search_strategy_for_studies_and_organizing_search_results.htm\)](http://www.cochrane.dk/cochrane/handbook/5_locating_and_selecting_studies/5_2_developing_and_documenting_a_search_strategy_for_studies_and_organizing_search_results.htm).

Authors from pharmaceutical companies, or other commercial organizations that sponsor clinical trials, should adhere to the [Good Publication Practice guidelines for pharmaceutical companies <http://www.gpp-guidelines.org/>](http://www.gpp-guidelines.org/), which are designed to ensure that publications are produced in a responsible and ethical manner. The guidelines also apply to any companies or individuals that work on industry-sponsored publications, such as freelance writers, contract research organizations and communications companies.

The involvement of medical writers or anyone else who assisted with the preparation of the manuscript content should be acknowledged, along with their source of funding, as described in the [European Medical Writers Association \(EMWA\) guidelines on the role of medical writers in developing peer-reviewed publications <http://www.emwa.org/Mum/EMWAguidelines.pdf>](http://www.emwa.org/Mum/EMWAguidelines.pdf). If medical writers are not listed among the authors, it is important that their role be acknowledged explicitly. We suggest wording such as '**We thank Jane Doe who provided medical writing services on behalf of XYZ**'.

Submission of a manuscript to *CytoJournal* implies that readily reproducible materials described in the manuscript, including all relevant raw data, will be freely available to any scientist wishing to use them for non-commercial purposes. Nucleic acid sequences, protein sequences, and atomic coordinates should be deposited in an appropriate database in time for the accession number to be included in the published article. In computational studies where the sequence information is unacceptable for inclusion in databases because of lack of experimental validation, the sequences must be published as an additional file with the article.

Any 'in press' articles cited within the references and necessary for the reviewers' assessment of the manuscript should be made available if requested by the editorial office.

Nucleotide sequences

Nucleotide sequences can be deposited with the [DNA Data Bank of Japan](http://www.ddbj.nig.ac.jp/) (DDBJ) <http://www.ddbj.nig.ac.jp/> , [European Molecular Biology Laboratory \(EMBL/EBI\) Nucleotide Sequence Database](http://www.ebi.ac.uk/) <http://www.ebi.ac.uk/> , or [GenBank](http://www.ncbi.nlm.nih.gov/) (National Center for Biotechnology Information) <http://www.ncbi.nlm.nih.gov/> .

Protein sequences

Protein sequences can be deposited with [SwissProt](http://pubchem.ncbi.nlm.nih.gov/) <http://pubchem.ncbi.nlm.nih.gov/> or the [Protein Information Resource](http://pir.georgetown.edu/) (PIR) <http://pir.georgetown.edu/> .

Structures

Protein structures can be deposited with one of the members of the [Worldwide Protein Data Bank](http://www.wwpdb.org/) <http://www.wwpdb.org/> . Nucleic Acids structures can be deposited with the [Nucleic Acid Database](http://ndbserver.rutgers.edu/) <http://ndbserver.rutgers.edu/> at Rutgers. Crystal structures of organic compounds can be deposited with the [Cambridge Crystallographic Data Centre](http://www.ccdc.cam.ac.uk/products/csd/deposit/) <http://www.ccdc.cam.ac.uk/products/csd/deposit/> .

Chemical structures and assays

Structures of chemical substances can be deposited with [PubChem Substance](http://pubchem.ncbi.nlm.nih.gov/) <http://pubchem.ncbi.nlm.nih.gov/> . Bioactivity screens of chemical substances can be deposited with [PubChem BioAssay](http://www.ncbi.nlm.nih.gov/sites/entrez?db=pcassay) <http://www.ncbi.nlm.nih.gov/sites/entrez?db=pcassay> .

Microarray data

Where appropriate, authors should adhere to the standards proposed by the [Microarray Gene Expression Data Society](http://www.mged.org/) <http://www.mged.org/> and must deposit microarray data in one of the public repositories, such as [ArrayExpress](http://www.mged.org/) <http://www.mged.org/> , [Gene Expression Omnibus](http://www.ncbi.nlm.nih.gov/projects/geo/) (GEO) <http://www.ncbi.nlm.nih.gov/projects/geo/> or the [Center for Information Biology Gene Expression Database](http://cibex.nig.ac.jp/) (CIBEX) <http://cibex.nig.ac.jp/> .

Computational modeling

We encourage authors to prepare models of biochemical reaction networks using the [Systems Biology Markup Language](http://sbml.org/index.php/Main_Page) http://sbml.org/index.php/Main_Page and to deposit the model with the [BioModels database](http://www.ebi.ac.uk/biomodels/) <http://www.ebi.ac.uk/biomodels/> , as well as submitting it as an additional file with the manuscript.

Plasmids

We encourage authors to deposit copies of their plasmids as DNA or bacterial stocks with [Addgene](http://www.addgene.org/pgvec1) <http://www.addgene.org/pgvec1> , a non-profit repository, or [PlasmID](http://plasmid.med.harvard.edu/PLASMID/) <http://plasmid.med.harvard.edu/PLASMID/> , the Plasmid Information Database at Harvard.

CytoJournal endorses the World Association of Medical Editors (WAME) [Policy Statement on Geopolitical Intrusion on Editorial Decisions](http://www.wame.org/resources/policies) <http://www.wame.org/resources/policies>