

AUTHOR GUIDELINES

(Revised Aug 2023)

ONCOLOGY NUTRITION CONNECTION (ONC) is the official publication of the Oncology Nutrition Dietetic Practice Group (ON DPG) of The Academy of Nutrition and Dietetics. Its primary mission is to support the education needs of Registered Dietitian Nutritionists (RDNs) specializing in oncology nutrition practice.

Articles considered for publication include

- Original research manuscripts
- Review articles
- Case studies
- Expert interviews/ member spotlights
- Book Reviews

All published material is copyrighted and may not be reproduced without permission of the editor(s). Manuscripts must be submitted only to ONC.

All manuscripts are subject to anonymous peer-review and are judged on content, originality, scientific accuracy, clarity, and contribution to the field of oncology nutrition. Peer-Review Guidelines describe the criteria and process used to review articles.

Submitted manuscripts are accepted at the discretion of the editors, and become property of the ON DPG.

Procedure for Submitting a Manuscript

All articles submitted for publication in *ONC* must be:

- Double-spaced, original manuscripts
- Relevant tables and figures should be placed at the end of the manuscript, with appropriate place reference in the manuscript
- All around margins of 1 inch
- Number each page consecutively
- Author information (Appendix A)
- Copyright transfer form (Appendix B)
- Permission to reprint (if applicable) (Appendix C)

The above materials should be submitted electronically to the Editor(s). Receipt of each manuscript will be acknowledged. Following the initial review, the author will be notified whether the manuscript has been conditionally accepted (pending revisions) or rejected. It is the author's responsibility to make the requested changes and resubmit in a timely fashion (within 2 weeks of notification) for further review. A delay in resubmission may cause the manuscript to be considered for a later ONC issue.

Editors:

Jennifer Lafferty jennifer.m.lafferty@gmail.com

Valaree Williams vmwilliams15@yahoo.com

Manuscript Format

Manuscripts should include subheadings that clarify and organize the information logically.

Recommended format:

- a. Title page
- b. Abstract
- c. Introduction stating the background information and purpose of the paper or case study
- d. Description of materials and methods (research papers only)
- e. Report results (research papers only)
- f. Discussion of published literature
- g. Outline of events (for case studies only)
- h. Implications, conclusions, applications to oncology dietitians
- i. References (limit to 60)
- j. Keywords (3-5) to assist with indexing the article

Title Page

All manuscripts should include a separate title and author page to facilitate the anonymous peer-review process. The title page should include:

1. Title of the manuscript - The title should be concise but informative and typed on the authors' page and the first page of the manuscript.
2. Corresponding author
3. Each author's name and academic degrees
4. Each author's position
5. Each author's address (including zip code), telephone number, fax number, and e-mail address - **Type authors' names and degrees exactly as they should appear on the published manuscript.**

Abstract

Unstructured abstracts should provide a brief overview of the article and its conclusions in paragraph style. Abstracts should be understandable without reference to the body of the manuscript. It should describe the issue or problem being addressed, how the study was organized and implemented (brief methodology), main findings, and the authors' conclusions. The last sentence should focus on application for the oncology dietetics practitioner. The abstract should not exceed 200 words, nor should it include any reference numbers.

References

The majority of references should be primary references from current professional and scientific peer reviewed journals. References should be numbered consecutively in parentheses in the order in which they are cited in the text. For example:

In 2005 the new *Dietary Guidelines for Americans* was published (1). Shortly thereafter, the U.S. Department of Agriculture launched the new MyPyramid (2). Upon recommendations by the two, the 5 A Day for Better Health program updated its guidelines (3).

References should be listed at the end of the article (before tables/figures, if any), in the order they appear in the article, not alphabetically or chronologically. For example:

1. U.S. Department of Health and Human Services, U.S. Department of Agriculture. *Dietary Guidelines for Americans 2005*. Health.gov website. <http://www.health.gov/dietaryguidelines/dga2005/document/>. Accessed July 25, 2006.
2. U.S. Department of Agriculture. MyPyramid. MyPyramid website. <http://www.mypyramid.gov/>. Accessed July 25, 2006.
3. Produce for Better Health Foundation. 5 A Day. <http://www.5aday.org>. Accessed July 25, 2006.

Once a reference has been cited, if you use information from the same source somewhere else in the article, that same citation can be used repeatedly. For example, if you cite MyPyramid as reference 1 and need to reference MyPyramid again later in the article, just cite it again as reference 1 instead of creating a new citation. However, if you are referencing different pages or documents on the same website, you will need to create separate references and citations.

DO NOT use the footnote function in Microsoft Word to create references. Only use it to create footnotes. Use the format in the prior examples to create reference citations and the reference list.

DO NOT list unpublished material in the references. References to unpublished material are always to be cited in the text, never the references section.

Reference Formatting

If citing multiple references in the text, separate them by a comma not a hyphen and do not insert spaces after the commas.

The following are examples of three commonly used references.

Journal Articles Davis JT, Allen HD, Powers JD, Cohen DM. Population requirements for capitation planning in pediatric cardiac surgery. *Arch Pediatr Adolesc Med.* 1996;150(4):257-259.

- There is no comma between surname and initials. There is only a comma between names.

- If there are six authors or less, list all of the authors in the reference. If there are more than six authors, list the first three followed by et al. For example: Davis JT, Allen HD, Powers JD, et al.
- Note that there is no space between the year (1996), the volume number (150), the issue number (4), or the page numbers (257-259). Complete page numbers are always listed (e.g., "257-259", not "257-59."). If the reference material is a supplement, cite after the issue number, as such: 1996;12(6 suppl):S257-S259. Include supplement number if available: 1996;12(6 suppl 2):S257-S259.
- The title of the article is in sentence case. The title of the publication is in title case and italicized. Journal titles are abbreviated according to PubMed (ftp://ftp.ncbi.nih.gov/pubmed/J_Medline.txt). One-word journal titles are written in full (e.g., *Pediatrics*, *Cancer*, *Diabetes*).

Books

Sherlock S, Dooley J. *Diseases of the Liver and Biliary System*. 9th ed. Oxford, UK: Blackwell Scientific Publications; 1993:526-527.

- There is always a colon after the publication site, and there is always a semicolon after the publisher. When specific page numbers are referenced, a colon follows the publication date, with the page numbers following, no space between the colon and the page number. Titles are in title case and italicized.

Book Chapter

VanHorn LV. Lipids. In: Powers MA, ed. *Handbook of Diabetes Nutritional Management*. Rockville, Md: Aspen Publishers; 1987:254-273.

Websites

International Standards. International Confederation of Dietetic Associations website. <http://www.internationaldietetics.org/International-Standards.aspx>. Accessed December 11, 2017.

- Website references should include: author or author organization, if available; title of article or page (in sentence case); name of website; URL; published, updated or posted date, if available; and access date.
- If a website is being referenced in general, then it is OK to just give the general web address. However, if a specific page or document is being referenced, then the URL should be as detailed as possible and take you directly to the exact page or document, not the website's home page.

Sample Citation for Government bulletin

Most government bulletins will provide suggested citations. Usually, the following information should be included in the order indicated: (1) name of author (if given); (2) title of bulletin; (3) place of publication; (4) name of issuing bureau, agency, department, or other government division; (5) date of publication; (6) page numbers, if specified; (7) publication number, if any; and (8) series number, if given. For example: The Surgeon General's Report on Nutrition and Health. Washington, DC: US Dept of Health and Human Services; 1988. DHHS (PHS) publication 88-50210.

Footnotes

Footnote citations should appear as superscript symbols (*, †, ‡, etc.) in the text. Footnotes should begin at the bottom of the page on which they are cited.

Accuracy and adequacy of the references are the responsibility of the author(s).

Peer reviewers will check for appropriateness, i.e – Are primary references primarily used? No matter how well known a book (e.g., Dietary Reference Intakes) may be, it must be included in the list of references if it is referred to in the manuscript. Personal communications, however, should be cited in the text. Use the format "In a letter (date), Jane Smith, MD, reported...." or "In a conversation (date), John Jones, PhD, RD, said..." Secure the approval of the quoted person.

Brand Names

Generic names should be used wherever possible to avoid naming a commercial product or firm. If a brand name is used, use ® or ™ as appropriate and cite the manufacturer's name and city of the manufacturer's headquarters in a footnote or parentheses.

Numbers and Abbreviations

Spell out numbers from one to nine, except for units of measure or statistical material. Always spell out numbers at the beginning of a sentence.

Chemical formulas and abbreviations should be written out in the text. Even in tables, avoid the use of chemical symbols unless necessary because of the number of columns.

Abbreviate units of measure when used with figures, e.g., 5 g, 6 kg.

All clinical laboratory data should include appropriate units, with normal values in parentheses.

Tables

Each table should be typed double-spaced on a separate sheet of paper. The title should follow the table number on the same line and not end with a period. Tables

should be numbered consecutively. Tables may not contain more than 14 columns. Each table should also be mentioned or called out in the body of the manuscript.

Combine all data that can be presented under one set of box headings in one table, using subheadings as necessary within the body of the table.

- **Headings in Tables**

Type all headings in capitals and lower case. The unit of measure or the percent sign (%) should appear in the appropriate column under the heading. If the same units of measure apply throughout all sections of a divided table, they should appear only in the first subsection under the box headings.

- **Numbers in Tables**

If decimals are used, insert a zero to the left of the decimal point for figures less than 1.00. Use a hyphen to indicate ranges, e.g., 75-100. When the designation line at the left (stub) requires two lines, figures in the columns to the right should appear on the second line. Line up figures vertically by decimal points or by hyphens.

- **Footnotes in Tables**

Footnotes are indicated by characters in the following order: *, †, #, ¶. For more than four footnotes, repeat the series, doubling each character. Use the standard * for $P < 0.05$; ** for $P < 0.01$; *** for $P < 0.001$. When these are used, do not use an asterisk for any other footnote.

When a manuscript has been accepted, the author(s) must make a final check to ensure that information in the text and the tables match and that the table(s) are correct.

Illustrations

Illustrations should be provided as electronic files. The electronic files must be either PowerPoint slides, PDFs, or JPEG files of at least 300 dpi.

A caption should be brief, yet make the illustration intelligible by itself. Each caption should be in sentence case and numbered to correspond with the illustration. Each illustration should be mentioned or called out in the body of the manuscript.

Tables and illustrations/figures should be placed at the end of the manuscript after the references.

Terminology

- *“Registered Dietitian Nutritionist”* (RDN) will be used (individually or collectively) in public communications relating to the food, nutrition and health of both individuals and entire populations, focusing on the RDN’s education and experience. The RDN will be promoted as the food and nutrition expert.
- *“Nutrition and Dietetic Technician, Registered”* (NDTR) will be used (individually or collectively) in both internal and external communications. The NDTR will be

described as technical support personnel, working under the supervision of an RDN.

- “*Academy members*” will be used in public and member communications when the focus is specifically on their status as members of the Academy of Nutrition and Dietetics.
- “*Food and nutrition practitioners*” will be used occasionally in the Journal of the Academy of Nutrition and Dietetics and in the Academy publications to collectively address the Academy’s professional-level membership at large (RDs/RDNs, PhDs, etc.) and non-member credentialed professionals (RDs/RDNs, PhDs, etc.).
- *Healthcare* when used as a noun; *health-care* when used as adverb or adjective

Permissions

Authors are responsible for obtaining permission from publishers and paying any fees related to obtaining permission to reprint any tables or illustrations from other sources. A copy of the permission letter (or letter of request) should accompany submitted manuscripts. **Appendix C** is the permission form to request permission to reprint a figure or table from another source. Authors must also convey all rights of their work to ON DPG. **Appendix B** (Copyright Transfer Form) must be completed and submitted to ON DPG by the author with the manuscript.

Case studies

We encourage submission of novel/complex case studies for publication in the ONC. Case studies however need to be de-identified for both facility and patient information. Case studies do not need to follow the manuscript format described above. However, if citations/references are used, they should comply with formats presented above.



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Required items	Found on page	Included
Double-spaced original manuscript	1	
All around margins of 1 inch	1	
Each page numbered consecutively	1	
Title page with authors' names and degrees exactly as they should appear on the published manuscript	2	
Abstract ≤ 200 words	2	
References should be numbered consecutively in parentheses in the order in which they are cited in the text	2	
References should be listed at the end of the article (before tables/figures, if any), in the order they appear in the article, not alphabetically or chronologically	3	
Relevant tables and figures should be placed at the end of the manuscript (after references)	1, 3, 6	
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Appendix A: Author Information File

Name of Manuscript: _____

Please type or print clearly:

First Author's Name: _____ Degree(s): _____

Title: _____

Institution: _____

Address: _____

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FAX: _____ e-mail: _____

Co-Author's Name: _____ Degree(s): _____

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Please indicate name of the individual to whom correspondence should be sent:

Appendix B: Copyright Transfer Form

COPYRIGHT AGREEMENT

Article Title: _____

Copyright Transfer:

Oncology Nutrition, a dietetic practice group (ON DPG) of the Academy of Nutrition and Dietetics shall own all right, title and interest in and to the above titled article. The author(s) herein assigns all right, title and interest in and to the above titled article, all revisions thereto, including the copyright therein, except as provided below. This includes without limitation, book editions, electronic versions, general publication, transcription, translations, sound version, video, or any other version or media now existing and/or later to be created for the full term of copyright, all renewals and extensions thereof throughout the world to ON DPG. Author(s) agrees to execute any documents necessary as requested by ON DPG to protect ON DPG and convey these rights.

Conflict of Interest Declaration:

- ☐ The author(s) do not have any conflict of interest that may be perceived to affect their objectivity and credibility or create an appearance of external influence.
- ☐ Funding for this project was provided by _____

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3. All authors have made substantial contribution to the above titled article.
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6. The article does not contain any libelous or unlawful statements or any material that violates personal or proprietary rights.
7. The author(s) agree to hold harmless and indemnify ON DPG, a dietetic practice group of the Academy of Nutrition and Dietetics, its members and staff from and against all liability, including attorney's fees, arising from breach of this warranty.

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Appendix C: Permission to Reprint Form

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We request your permission to include the material described below in an issue of ONCOLOGY NUTRITION CONNECTION published by the Oncology Nutrition Dietetic Practice Group of the Academy of Nutrition and Dietetics

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