

## Submission Checklist and Style/Formatting Guide for Authors

Submission Item	Description/What To Include	Requirements
<b>Accepted Article Types</b>	<ol style="list-style-type: none"> <li>1. Original articles, reviews, and reports</li> <li>2. Authors are welcome to write a technical note. This note will not necessarily be “academic,” but will contain practical advice for the mechanical, electrical, or dose-planning aspects of particle treatment.</li> <li>3. The editors reserve the privilege of editing manuscripts to conform with the stylistic conventions established in recent volumes of the IJPT, in these author guidelines, and in AMA Manual of Style, the <a href="#">Uniform Requirements for Manuscripts Submitted to Biomedical Journals</a>, as well as current terminology and accepted usage and practice.</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Please submit Word documents only</b></li> <li>• Original articles, reviews, reports: &lt; 4500 words (not including the abstract, body text, and figure legend)</li> <li>• Technical notes: &lt;3,500 words (including the abstract, body text, and figure legend)</li> </ul>
<b>Title Page</b>	<ol style="list-style-type: none"> <li>1. A clear concise title;</li> <li>2. All authors, their highest academic degrees, and their institutional affiliation</li> <li>3. Short running title</li> <li>4. Number of figures and tables</li> <li>5. Conflict of Interest (COI) statement</li> <li>6. Data sharing statement, authors responsible for analysis</li> </ol>	<ul style="list-style-type: none"> <li>• Title: &lt; 100 characters (with spaces)</li> <li>• Running title: &lt; 40 characters (with spaces)</li> <li>• Number of figures and tables: &lt; 6</li> </ul>
<b>Abstract</b>	<ol style="list-style-type: none"> <li>1. The study's purpose</li> <li>2. Materials and Methods (or patients and methods)</li> <li>3. Results</li> <li>4. Conclusion</li> <li>5. Provide 3-5 keywords after conclusion</li> </ol>	<ul style="list-style-type: none"> <li>• &lt; 300 words</li> <li>• Keywords: 3-5</li> </ul>
<b>Introduction</b>	Includes context or background to the study (e.g. the importance and the objectives).	Included in the < 4500 overall word limit.
<b>Materials and Methods</b>	<ol style="list-style-type: none"> <li>1. Provide materials used and experimental/statistical methods.</li> <li>2. Math equations <a href="#">MUST be submitted as editable text</a> (no images).</li> <li>3. Include Human/Animal Experimentation statement, if relevant.</li> <li>4. If including case details or other personal information or images of patients and any other individuals, related consents, permissions and releases must be obtained (please review the <a href="#">IJPT Informed Consent Policy here</a>).</li> </ol>	<ul style="list-style-type: none"> <li>• Included in the &lt; 4500 overall word limit.</li> <li>• Data from studies involving human participants must be reviewed by an IRB or ethics committee; a statement declaring this should be included here. Those without a formal ethics committee should follow the <a href="#">Declaration of Helsinki</a>.</li> <li>• Indicate whether the care and use of laboratory animals was followed as directed by the institution or the <a href="#">National Research Council's guide</a>.</li> </ul>
<b>Results</b>	Features the most important results of the study, with little discussion.	Included in the < 4500 overall word limit.
<b>Discussion</b>	Emphasizes new and important aspects of the study and conclusions that follow.	Included in the < 4500 overall word limit.
<b>References</b>	All numbered consecutively, in the order in which they are first mentioned in the text.	< 50 references; not included in the < 4500 word limit overall.
<b>Figure Legends</b>	Must be provided for all figures.	Included in the < 4500 overall word limit.
<b>Figures</b>	Accepted file formats are: .EPS, .GIF, .TIFF, .JPEG, .PDF, PowerPoint. Photographic images: 300 dpi; Line art images: 800 to 1200 dpi.	Not to exceed 6 (including tables).
<b>Tables</b>	All numbered consecutively, in the order that they appear in the text.	Not to exceed 6 (including figures).
<b>Supplementary Materials</b>	The Editor-in-Chief will determine whether any supplementary material is relevant enough to appear with the manuscript upon publication.	
<b>Disclosure Forms</b>	Any conflicts of interest relevant to the study must be disclosed for each author. Fillable PDF forms are available at <a href="http://www.icmje.org">www.icmje.org</a>	One form required for each author at the time of submission.

## Formatting

Generally, all text should be double-spaced. Each manuscript should have the following: title page, abstract, body of text, references, figures, and tables.

### Title page

The title page should have the following information listed on one page (if possible): Manuscript title, author group, author affiliation, a running title, corresponding author information

**Title:** 12 pt, Arial, centered, bold

**Author group:** 12 pt, Times New Roman, centered, italicized; Full first and last name, initial middle name with period; name should be followed by highest academic degree; superscript affiliation and separate by commas

e.g. <sup>\*</sup>John A. Smith, MD, <sup>†</sup>Jane B. Doe, PhD,

**Author affiliation:** 12 pt, Times New Roman, centered

Affiliations will be ranked by the following:

<sup>\*</sup>First affiliation

<sup>†</sup>Second affiliation

<sup>‡</sup>Third affiliation

<sup>§</sup>Fourth affiliation

<sup>||</sup>Fifth affiliation

<sup>¶</sup>Sixth affiliation

<sup>#</sup>Seventh affiliation ±

**Running title:** 12 pt, Times New Roman, left justified

**Corresponding author information:** 12 pt, Times New Roman, left justified

Full name, Title

Institute

Street address

City, State Zip Code

Telephone: (XXX) XXX-XXXX; Fax: (XXX) XXX-XXXX

Email: XXXX@XXXXXX.XXX

## Abstract

The abstract should be its own separate page with the following subheadings: purpose, patients and methods (or materials and methods), results, and conclusion. These subheadings should be bolded and inline.

**Subheading:** 12 pt, Times New Roman, left justified, bold, followed by a colon

**Text:** 12 pt, Times New Roman, left justified.

Example:

**Purpose:** To assess the efficacy of postoperative radiotherapy (RT) in the treatment of cutaneous melanoma.

**Materials and methods:** Between August 1981 and December 2009, 82 patients were treated with surgery and postoperative RT for cutaneous melanoma. Patients were thought to be high risk for local-regional recurrence after surgery alone because of the presence of one or more risk factors including recurrence after prior surgery, positive lymph nodes, extracapsular extension, incomplete regional node dissection, microscopically positive margins, gross residual disease, and in-transit metastases. The primary site was located in the head and neck in 64 patients and elsewhere in the remainder. Forty-two patients (47%) were treated with hypofractionated RT and the remainder with conventional fractionation. Median age was 62 years (range, 21 to >89 years). Median follow-up overall and for survivors was 3.0 years (range, 0.1 to 17.4 years) and 6.4 years (1.6 to 17.4 years), respectively.

**Results:** The 5-year outcomes were: in-field local-regional control 82%; local-regional control, 76%; distant metastasis-free survival, 48%; cause-specific survival, 56%; and overall survival, 43%. In-field local-regional control at 5 years was 87% after hypofractionated RT and 78% after conventionally fractionated RT.

**Conclusion:** Postoperative adjuvant RT likely reduces the risk of local-regional recurrence after surgery for patients with high risk cutaneous melanoma. Hypofractionated RT is as effective as conventional fractionation and is logistically advantageous, particularly for patients with a relatively poor prognosis. The risk of RT complications is low.

## Body of Text

The body of the paper should be separated into the following headings: Introduction, Patients and Methods (or Materials and Methods), Results, and Discussion. The conclusion can be within the Discussion section.

**Headings:** 12 pt, Arial, left justified, bold

**1 subheading:** 12 pt, Times New Roman, left justified, bold

**2 subheading:** 12 pt, Times New Roman, left justified, italicized

**3 subheading:** 12 pt, Times New Roman, left justified 1” indent, underlined

**Text:** 12 pt, Times New Roman, left justified

**References** ([download the JJPT Endnote reference file](#)).

All references cited in text should be in **Arabic numbering** and within **brackets**. The bibliography should have the references listed by occurrence in the manuscript. All authors should be listed in the bibliography, please do not use “et al.”

*Journal article:*

1. Zagoria RJ, Hodge RG, Dyer RB, Routh WD. Percutaneous nephrostomy for treatment of intractable hemorrhagic cystitis. J Urol. 1993;149: 1449-51.
2. [Author Names]. [Article Title]. [Journal Abbreviation]. [Year];[Volume]:[First page]-[last page].

*Whole book:*

1. [Author Names]. [Book Title]. [Publisher’s City]: [Publisher]; [Year].

*Website:*

1. National Cancer Institute. Cancer Advances in Focus: Prostate Cancer. URL: <http://www.cancer.gov/cancertopics/factsheet/cancer-advances-in-focus/prostate>. Last Updated: 9/1/2010.
2. [Author/Institute]. [Webpage Title]. URL: [URL]. Last Updated: [Date of Last Update].

*Book chapter:*

1. Tisell LE. Irradiation to the neck and HPT. In: Kaplan EL, ed. Surgery of the Thyroid and Parathyroid Glands. London: Churchill Livingstone; 1993, 189-99.
2. [Book Chapter’s Author Names]. [Book Chapter Title]. In: [Editors], ed(s). [Book title]. [Publisher’s City]: [Publisher]; [Year], [Pages].

*Conference abstract:*

1. Hoppe BS, Michalski JM, Mendenhall NP, Morris CG, Henderson RH, Nichols RC, Regan MM, Sandler HM, Sanda MG, Hamstra DA. Comparative Effectiveness Study

of Proton Therapy versus IMRT for Definitive Treatment of Prostate Cancer Based on Patient-reported Outcomes. Presented at: 55<sup>th</sup> Annual ASTRO Meeting. Atlanta, GA: 2013.

2. [Author Names]. [Title]. Presented at [Conference]. [Conference City]: [Year].

*Reports:*

1. National Institute of Health. Common Terminology Criteria for Adverse Events (CTCAE) Version 4.0: 2009. URL: [http://evs.nci.nih.gov/ftp1/CTCAE/CTCAE\\_4.03\\_2010-06-14\\_QuickReference\\_8.5x11.pdf](http://evs.nci.nih.gov/ftp1/CTCAE/CTCAE_4.03_2010-06-14_QuickReference_8.5x11.pdf).
2. [Author/Institution]. [Title]: [Year]. URL: [URL].

**Journal-specific Terminology:**

<b>Avoid:</b>	<b>Preferred:</b>
cc	cm <sup>3</sup>
CGE and Gy(RBE)	GyRBE
followup	follow-up
Locoregional	Local regional
Radiotherapy	Radiation therapy
X ray	x-ray