

Information for Contributors

The focus of JADPRO is to provide relevant clinical information aimed at broadening the knowledge base of the advanced practitioner (AP) in oncology, including nurse practitioners, PAs, pharmacists and other advanced oncology professionals. Therefore, language should be inclusive of the advanced practitioner as much as possible.

GENERAL GUIDELINES

Both solicited and unsolicited manuscripts are considered for publication in JADPRO. Manuscripts will be accepted for review if the content has not previously been published and is not currently under consideration for publication in another journal. Articles following previously presented material may be submitted with an accompanying descriptive statement. The decision to publish any type of article is the sole responsibility of the Editors.

- All articles are to be submitted electronically in manuscript format as indicated by the Publication Manual of the American Psychological Association (APA), 6th Edition
- Manuscripts should be double-spaced in 11–12 pt font with margins of no less than 1 inch
- Manuscripts should be submitted in Word documents with a .doc or .docx extension
- All nonstandard abbreviations and acronyms must be defined on first mention
- Both generic and trade names of pharmaceuticals should be provided on first mention of generic name [e.g., trastuzumab (Herceptin)]; thereafter the generic name should be used
- Articles must be accompanied by:
 - » A title page
 - » Keywords
 - » An abstract (250-word limit) summarizing the content and implications of the article

TITLE PAGE

The Title Page should include:

- The specific, brief title of the paper
- Full names and credentials of all authors (in order), their primary affiliations, and academic and clinical appointments
- The primary author's contact information (city, state, mailing address, telephone, fax numbers, and email address) should be provided to allow correspondence between the author and editors during the submission and peer review process.

REFERENCES

- Articles must be well-referenced with a balance of primary and secondary sourced references that are cited at least once within the text and listed alphabetically at the end of the manuscript.
- References should be in APA (6th Ed) format (<https://owl.english.purdue.edu/owl/resource/560/01/>). Authors are responsible to verify the accuracy of all reference citations within the text and with tables and figures. Include the digital object identifier (DOI) for each reference, if available.
- Articles with references not in APA format may be rejected.

TABLES, FIGURES, AND ILLUSTRATIONS

- Authors are encouraged to include tables, figures, photos, illustrations, and artwork to elaborate on or emphasize key concepts, and to add visual interest.

- All tables, figures, photos, and illustrations should be submitted at the end of the manuscript, each on a separate page, and numbered consecutively as they appear in text.
- Tables, figures, and illustrations must be accompanied by a succinct but thorough explanatory legend. Figures should be high-resolution (300 dpi) .jpg, .tiff, .png or .eps files, and may be in black-and-white or color.

PERMISSIONS

- The author must receive permissions for previously published or copyrighted non-original material or photographs, which should be included with the manuscript at submission.
- Permissions must be granted with signatures from an entity with authority to grant said permission.
- In certain cases, permission may be submitted after the article is accepted. Please contact the editorial offices of the journal to discuss such a case and possible exceptions.

FINANCIAL DISCLOSURE

- Financial disclosure is required for all authors. All potential sources of bias or conflict of interest (e.g., consultant, speakers' bureau, financial interest) must be identified in the interest of transparency to readers.
- The author will be prompted to download and complete required forms during the manuscript submission process.

PEER REVIEW

- All articles submitted to JADPRO are initially reviewed by the Editor-in-Chief or Associate Editors for relevance to the readership.
- Acceptance of all manuscripts is based on double-blind, peer review by two or more reviewers.
- Manuscripts are reviewed for key concepts (e.g., topic relevance, importance to field of oncology, appropriateness of content for advanced practitioners, originality, quality and completeness of work, clarity, and priority of the article to the journal and JADPRO readership).

TYPES OF ARTICLES

All word counts are exclusive of title, abstracts, figures, illustrations, photos, and references.

Review articles: Review articles are approximately 3000–4500 words (10–15 journal pages). Review articles must include an abstract of approximately 150–200 words. Review articles should be comprehensive and include an introduction and discussion relevant to the AP. Certain review articles may also be published as a part of a series of review articles within an ongoing topic.

Original Research: Original Research articles are approximately 1800–3000 words (6–10 journal pages). Features include original and translational research articles relevant to the prevention, early detection, diagnosis and treatment of cancer; symptom management; or improvement in clinical practice. These articles should include: purpose/objectives, design and research approach, setting and sample information, methods used in the study, research variables, analysis of data, discussion or interpretation of findings, and conclusions from the study. Statements regarding human subject approval, if relevant, must be included. Relevancy to the AP and implications for clinical practice should be discussed.

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Grand Rounds: Grand Rounds articles are approximately 1500–2400 words (5–8 journal pages). A Grand Rounds article is a shorter but complete review article with a relevant case study describing the patient by demographics, current issues and diagnoses, treatments, interventions, general course of action, and outcomes. Grand Rounds articles should include a discussion, and graphics such as photos or diagnostic tests may be added to enhance the case. The entire case study should appear in the beginning of the article, yet can and should be revisited in the body of the paper, as it relates to the surrounding discussion. All patient information should be de-identified to protect patient anonymity.

Practice Matters: Practice Matters articles are approximately 1000–1500 words (3–5 journal pages). Articles for this feature may highlight topics pertinent to the clinical practice or professional development of APs. For example, an article might feature a discussion of legislative issues pertinent to APs, new programs instituted in practice to assist the AP, quality metrics, or patient education models.

Prescriber's Corner: Prescriber's Corner articles are generally 1000–1500 words (3–5 journal pages). The article is intended to review a class of drugs or provide a single drug update. The article features a drug or treatment, providing information relevant to the AP as prescriber and provider. It should provide a comprehensive review of a pharmaceutical relevant to oncology care, including drug class, indications, action, pertinent studies, method of administration, side effects, financial toxicity and implications for the AP.

Diagnostic Snapshot: Diagnostic Snapshot articles are generally 1000–1200 words (2 journal pages) focusing on a diagnostic challenge (e.g., unusual cases, imaging, signs/symptoms or lab findings) and one image is required. Images may include photos, lab findings, radiographic images, or other graphics. The article includes history, the diagnostic challenge, physical exam findings, differential diagnosis, and workup. The reader is asked to guess the patient's diagnosis through a multiple-choice quiz of three to four items with other possible answers; rationales are provided for both correct and incorrect answers. There is also the option of publishing online or in a newsletter for members of the Advanced Practitioner Society for Hematology and Oncology (APSHO), the APSHO Advance.

Tools & Technology: Tools & Technology articles are typically 500–1000 words (2–3 journal pages). The article highlights or reviews current or upcoming electronic tools, software, devices, books, devices, websites or additional platforms that may be of use as a resource to the AP in practice. Articles might also include information to update or enhance current clinical practice or professional development.

Translating Research Into Practice (TRIP): TRIP articles are approximately 1500–2000 words (5–7 journal pages). The TRIP feature focuses on a critical appraisal of research methodology or novel research findings for the oncology AP. For this feature, recently published research is used as the backdrop for educating APs in the different aspects of research design, implementation, statistical analysis, and relevance to practice. One or more research studies are utilized to describe a specific research-related topic (e.g., meta-analyses, confounding vari-

ables, confidence level, cross-over design, power), while illustrating how to interpret data generated using specific designs or methods, including implications for practice. Application to the interpretation of studies that serve to guide adoption of therapies or interventions is suggested.

Letters to the Editor and Commentaries: Readers are encouraged to share their thoughts on issues relevant to the AP community. Letters to the Editor and Commentaries should be sent to editor@advancedpractitioner.com.

CONFLICT OF INTEREST

The *Journal of the Advanced Practitioner in Oncology* requires all authors to complete the International Committee of Medical Journal Editors (ICMJE) Form for Disclosure of Potential Conflicts of Interest. Authors must list any payments received (by the author or author's institution) from a third party for any aspect of the submitted work. These payments include but are not limited to grant support; consulting fees or honoraria; travel support; fees for participation in review activities such as data monitoring boards, statistical analysis, endpoint committees; payment for writing or reviewing the manuscript; provision of writing assistance, medicines, equipment, or administrative support. In addition, authors are required to disclose relevant financial activities outside the submitted work, i.e., financial relationships (regardless of amount of compensation) that were present during the 36 months prior to submission, including but not limited to honoraria for board membership, consultancy, employment, payment for expert testimony, grants, payment for lectures and speakers bureaus, payment for manuscript preparation, patents, royalties, payment for development of educational presentations, stock/stock options, travel and meeting expenses. If no conflict of interest is present, authors must still complete the ICMJE form. The published article will include a disclosure statement that will feature information from the ICMJE form. If there is a need for confidentiality, the author should explain this in a written statement to the Editor. Conflicts that cannot be appropriately resolved will result in rejection of the manuscript. Undisclosed conflicts may result in published statements of retraction and removal of a manuscript from the archived journal table of contents.

INFORMED CONSENT

Identifying information (patients' images, names, initials, or hospital numbers) must not be included in written descriptions or on images. Such information is only permitted if it is necessary for scientific purposes and written informed consent from the patient has been secured (for publication in both print and electronic form). Written consents must be provided to the editorial office. If such consent has not been obtained, personal details of patients included in any part of the paper and in any supplementary materials (including all illustrations and videos) must be removed before submission.

SUBMITTING A MANUSCRIPT

Authors may submit manuscripts to JADPRO via the journal website, <https://www.advancedpractitioner.com>. The Submissions tab on the website provides guidelines and direct access to the electronic submission system. Questions regarding the system and process can be sent to editor@advancedpractitioner.com.