**PENTEC GUIDELINES FOR RED JOURNAL ISSUE**

**Timeline**

* Complete identification of data sets – now
* Complete analysis of data – soon as possible
* Final draft for review by steering committee 2022 (this keeps changing, unfortunately)
* Submit to IJROBP: e-pub when accepted, in-print pub at end of this year or beginning of next

***You are encouraged to accelerate this time line.*** The sooner you get the reports in, the sooner they will be published electronically!

**Writing of reports**

Red Journal manuscript preparation guidelines: <https://www.astro.org/News-and-Publications/Journals/Red-Journal-(1)/Instructions-for-Authors>

Specific notes and/or exceptions to the above prep guidelines:

* Word limit will be 5000, 10 tables and figures (with wiggle room). Please note that all figures will appear online in color at no charge. If you wish for color figures in the print version, the cost will be $650 for the first figure and $100 for each additional figure (as of 7/8/2020, so this could change).
* A summary paragraph will NOT be required…Red Journal will actually be doing away with this feature.
* Section headers should be included on the title pages of individual articles, e.g. “PENTEC Organ-Specific.”
* Supplementary figures and tables should be submitted with the exact format and file name you would like to see on redjournal.org.
* Not all reports will have data adequately robust for in depth modeling, but still should be described as best you can (e.g. cumulative incidence, etc.).
* Remember that the most critical variables are age (developmental stage), and other therapies (chemotherapy in particular).
* The steering committee is reviewing each report before submission to Red Journal.

We are requesting additional external reviews as needed.

**Submission of reports**

Corresponding Author should submit to <https://www.editorialmanager.com/ijrobp/default.aspx>

under the “PENTEC-special issue” article type. . Finally, you will choose “Clinical Investigation Pediatric” and not “Education.” A $75 charge will be required, unfortunately.

You will see an optional question on the submission form asking about suggested language for social media promotion. Authors can provide suggestions for a social media post – these are always helpful – and/or Twitter handles for relevant authors and institutions. None of this is required, however. The steering committee will also be discussing this issue.

A cover letter is also not required for all submissions, but certainly can be included if there are particularities for your report about which you would like the editors to be aware.

**Publication of reports**

* Corresponding authors for each article will correct proofs.
* PENTEC papers will publish as corrected, final proofs on redjournal.org ahead of their compilation in the special issue.
* A specific PENTEC collection will be set up on redjournal.org based on the finalized section headers.

**Authorship:**

**We aspire for authorship integrity, and recognize that the authors have both contributed and assume responsibility for the veracity of the report**

Essentially it is the decision of the first author (in consultation with others who with prominent roles), and recognizes those who have made intellectual contributions to the particular project. . Here are the guidelines:

Authorship, according to ICMJE recommendations, is based on the following criteria:

1.    Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

2.    Drafting the work or revising it critically for important intellectual content; AND

3.    Final approval of the version to be published; AND

4.    Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

**Using Google docs** for collaborative writing and for steering committee review: We think this will facilitate writing, editing, and reviewing our documents so give it a try and let me know if you have any questions or problems.

1. You can upload your word doc to google docs without charge. The creator has to have a google account (I think) which is free.

2. Once the document is in google docs, you can go to the blue Share button in the upper right and enter email addresses of people you want to be able to edit or simply comment in the document. They will get an email link to the document when you finish that step. You can also send the link to the document to anyone you want even if you didn’t enter their email address; you just have to click “change to anyone with the link” in that share window.

3. In the upper right there is a button called ***Editing*** (allows to directly change the document) but which can be changed to ***Suggesting*** (equivalent to track changes). Note that every session that someone makes changes is saved behind the scenes as a version and any version can be reopened. It would be a good idea to download the document periodically to readily have a backup copy as well.

4. Comments can be added by clicking on the blue plus button that appears when you drag into the text, followed by clicking on comment in the comment window. Formatting and other tools similar to Word are available in the tool bar at the top