ASCO Connection Author Guidelines
Updated September 2020

ASCO Connection welcomes guest blog posts and articles on a variety of oncology-related topics. Guest posts and articles must be authored or co-authored by an ASCO member in good standing. By submitting an article to ASCO Connection, all authors agree to abide by all guidelines set forth in this document, including guidelines around conflict of interest disclosure and avoidance of bias.

Publication in ASCO Connection (in print or online) is subject to review and approval by the publisher and/or Editor in Chief.

Suggested word count for guest blog posts: 600-1,800, flexible
Suggested word count for print articles: As space permits, typically 500-2,000 depending on the subject

Author Names and Bios
- Each author should include their name and degrees as they prefer them to be published, and their current professional positions and institution. Twitter handles can be included as well.

Author Headshots
- All authors must submit a high-resolution headshot to accompany their article or post.
- Headshots must have a minimum resolution of 300 dpi. Images saved from the web cannot be used.
- By submitting a headshot, authors grant ASCO the unlimited right and license to use such headshot and author's likeness in ASCO Connection and other ASCO publications in conjunction with their submitted work and future contributions.

Tone and Style
- The primary audience of ASCO Connection is ASCO members and oncology professionals. It is safe to assume a high level of knowledge about medical and oncology topics and terms.
- As a magazine, ASCO Connection encourages a less formal, more conversational tone than is typical for academic journals. Sharing personal reflections and experiences is appropriate and welcome.
- Your submission does not have to be perfect; the draft will be reviewed by an editor for style, grammar, and mechanics.

Figures, Tables, and Images
- Publication of tables, figures, images (in addition to author headshots), and other graphics is dependent on available space.
- ASCO Connection strongly prefers original figures created by authors, but can accept previously published figures as long as permission has been secured from the original publisher. Authors bear sole responsibility for securing all necessary permissions or licenses in connection with any figures included in the works, and by submitting a work to ASCO Connection, authors represent and warrant that they have secured all necessary permissions in connection with any content contained in such work. Please send the completed permissions form(s) to ASCO Connection staff for our records.
- Do not insert figures or images within the text of the document; send as a separate attachment.
- A caption and title should be provided with each figure or graphic.

- If applicable, an abbreviation listing should be provided below the figure. All abbreviations should be spelled out in order of appearance. Include, if applicable, reference to a figure being used with permission and attribution to the rights holder or source material.
- Please include figure callouts in the text in the order the figures should appear (e.g., Fig. 1, Fig. 2, etc).
- Place labels on top of the image or set outside of each part. Labels may also be listed in figure legends.
- Figures with embedded figure numbers or letters in photographs will be cropped to remove.
- All figures should be at least 5 inches wide with a minimum resolution of 300 dpi. Screenshots typically cannot be used.
- Submit all line graphs, bar graphs, flow charts, scatter plots, etc. as .eps or PDF files (i.e., vector artwork). Adobe Illustrator, Microsoft Word, PowerPoint, or Excel files are also usable.

COI Disclosures

ASCO content is developed free of commercial and other bias to meet high standards for health care content. To promote such independence and transparency, ASCO Connection authors agree to complete a Conflict of Interest (COI) Disclosure form in ASCO's online database (coi.asco.org) and give permission for ASCO to make the disclosure public and include a link with their online article. Authors agree to complete a COI disclosure form whether they are ASCO members or not and whether they have any significant relationships or not.

Please follow the instructions below to complete a COI disclosure. All forms should be completed before your article is published.

Instructions for Completing a COI Disclosure Form

Non-ASCO members:
1. Create a guest ASCO account here: http://www.asco.org/user/register
2. Use that login and password to log in to coi.asco.org and create/update your COI disclosure. See detailed instructions below.

If you already have an ASCO member account OR after you create a guest account:
1. Log into coi.asco.org using your ASCO.org user name and password.
2. First-time users click "Enter my Disclosure" on the home page. Otherwise, click "Update my Disclosure" to make any updates or confirm that everything is up to date.
3. You will be prompted to answer a few questions regarding your financial relationships with entities in the biomedical arena that could be perceived to influence, or potentially influence, your work or your professional activities.
4. You should disclose interactions with any company that could be considered broadly relevant to your work in oncology, regardless of the particular subject matter.
5. Please answer all questions with a "yes" or "no" answer describing relationships with companies that you or your immediate family member have held for the past 2 years.
6. Public funding sources such as government agencies, charitable foundations, or academic institutions do not need to be disclosed.
7. Uncompensated relationships do not need to be disclosed.

8. If you have no relationships to disclose, for your convenience click the One-Click COI button at the top of the form that will update the answers to all questions to "no".
9. Once your disclosure is complete, it will be used for ASCO Connection and all other ASCO activities, such as manuscript/abstract submission and committee volunteer roles. You should update your disclosure in this system whenever there is new information.

Content Standards

These content standards apply to any and all contributions to ASCO Connection. Contributions must in their entirety comply with all federal, state, local and international laws and regulations. Without limiting the foregoing, contributions must not:

- Contain any material which is defamatory, obscene, indecent, abusive, offensive, harassing, violent, hateful, inflammatory, inaccurate or otherwise objectionable.
- Promote sexually explicit or pornographic material, violence, or discrimination based on race, sex, religion, nationality, disability, sexual orientation, age or any other protected class.
- Infringe any patent, trademark, trade secret, copyright or other intellectual property or other rights of any other person.
- Violate the legal rights (including the rights of publicity and privacy) of others.
- Contain any material that could give rise to criminal or civil liability under applicable laws or regulations or that otherwise may be in conflict with the Privacy Policy.
- Be likely to deceive any person.
- Promote any illegal activity, or advocate, promote or assist in any unlawful act.
- Be likely to cause annoyance, inconvenience, duress, distress, discomfort or needless anxiety or be likely to upset, embarrass, alarm or annoy any other person.
- Impersonate any person, or misrepresent your identity or affiliation with any person or organization.
- Involve commercial activities or sales, such as contests, sweepstakes and other promotions, bartering or advertising not approved in advance in writing by ASCO.
- Give the impression that they emanate from or are endorsed by ASCO or any other person or entity, if this is not the case.
- Includes unauthorized disclosure of the personal information of third parties.
- Constitute electioneering, such as exhortations to vote for or against any candidate for public office.

Review and Publication

Articles and posts may be reviewed by the ASCO Connection publisher and/or Editor in Chief. Publication is dependent on their approval of the submitted content. ASCO Connection editorial staff will edit all articles for sense and style. If substantive changes are made (beyond correction of typos or mechanics), the edited document will be sent back to all authors for review and approval prior to publication.

Articles may be published in print and on our website. Articles may be used in more than one ASCO publication.

By submitting materials to ASCO, you irrevocably assign to ASCO all right, title, and interest that you may have in and to the materials you submit to ASCO ("ASCO work product"), including without limitation, all copyright and other intellectual property rights in pieces authored by you and submitted to ASCO for publication, worldwide. You also represent to ASCO that you have obtained appropriate written

permission from the rights holders of any published or copyrighted text, illustrations, figures, tables, or other information or materials that you include in whole or in part in your ASCO work product to enable ASCO to use the ASCO work product for its intended purposes and to enable you to make the assignment above. And, you represent that the ASCO work product does not infringe on the intellectual property rights, privacy rights, or other rights of any third party. Depending on what you are submitting to ASCO, this may require permissions from third parties and, if your materials were prepared by more than one person, your co-authors, collaborators and contributors. You must also obtain appropriate releases and authorizations (including HIPAA authorization if applicable) from any patients or other individuals whose information may be included in your ASCO work product.