



BCSC Manuscript Approval Checklist

When ready for BCSC Steering Committee review, this checklist must be submitted with the manuscript.

Lead author: _____

Manuscript title: _____

AB#: _____

1. To which journal will the manuscript be submitted? _____
2. When will you submit the manuscript? (mm/dd/yyyy) _____
3. Have all authors read and approved the final version of the paper? Although further *minor* editing is allowed, you should be submitting the final version of your manuscript.
 YES NO – Please explain: _____ [double-click box to check it]
4. Does the manuscript show any site-level data?
 YES – Per BCSC policy, you may not show site-level data in a publication without prior BCSC Steering Committee approval. Date of approval: (mm/dd/yyyy) _____
 NO
5. Does the manuscript cite the BCSC contract number? [HHSN261201100031C]
 YES N/A – Please explain: _____
6. If the manuscript includes exams or events occurring in 2010 or later, does the manuscript cite the BCSC P01 and the Vermont PROSPR grant numbers? [P01CA154292 and U54CA163303]
 YES N/A – Manuscript does not use observations from 2010 or later
7. If the manuscript includes data from other BCSC grants (e.g., AIM, FAVOR, BCSC-GO), does the manuscript cite the relevant grant numbers? (Contact KPWA.scc@kp.org for grant numbers.)
 YES NO – Manuscript does not include data from other BCSC grants
8. Does the manuscript acknowledge the contributions of the BCSC? [[link to acknowledgment](#)]
 YES N/A – Please explain: _____
9. If the manuscript includes cancer registry data, does the manuscript acknowledge the cancer registries? NOTE: This applies to manuscripts using imaging performance measures or vital status data, along with other cancer-related topics. [[link to cancer registry acknowledgment](#)]
 YES NO – Manuscript does not include cancer registry data
10. Does the manuscript include cancer registry data from Chicago? If so, the SCC must submit the manuscript to the Illinois State Cancer Registry (ISCR) for review, prior to journal submission. We will do this concurrently with BCSC review and expect their review to take 5-8 working days. NOTE: ISCR also requires that you provide them with a copy or citation of the final publication.
 YES NO – Manuscript does not include cancer registry data from Chicago



11. Does the manuscript include the information about protections to women, radiologists, and facilities, as appropriate? [[link to protections](#)]

YES N/A

NOTE: If the author group includes an NCI scientist, you must obtain clearance from NCI before the manuscript is submitted to the journal.

Please consider using BCSC as a key word in your submission.