



# FROM DATA TO DRAFT : MASTERING THE ART OF ONCOLOGY MANUSCRIPT WRITING

28th – 30th August, 2025

Presented by

**Department of Surgical Oncology**  
**TMC, ACTREC**

**Venue: Seminar Room, 7<sup>th</sup> Floor, RRU, ACTREC**  
**Kharghar, Navi Mumbai**



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## Day 1: Structuring your Manuscript, Methodology

TIME	SESSION	TOPICS COVERED
08:30 – 09:00 AM	Registration	
09:00 - 09:05 AM	Welcome Address	
09:05 - 10:15 AM	Keynote speeches and workshop overview (Lecture)	<p><b>09:05 – 09:35 AM</b></p> <p>1. Published research, current state, and future directions in oncology Lecture: 20 mins Discussion: 10 mins</p> <p><b>09:35 –10:15 AM</b></p> <p>2. Key components of a manuscript (Title, Abstract, Introduction, Methods, Results and Discussion) Lecture: 20 mins Discussion – 10 mins</p>
10:15 - 11:15 AM	Understanding your key message (Workshop)	<p><b>10:15 –10:45 AM</b></p> <p>1. Identify the key message of your research Lecture: 20 mins Discussion: 10 mins</p> <p><b>10:45 –11:15 AM</b></p> <p>2. Review the novelty of your research Lecture: 20 mins Discussion: 10 mins</p>
TEA BREAK (11:15 – 11:35 PM)		
11:35 - 12:45 PM	Writing the Methods Section (Lecture)	<p><b>11:35 AM – 12:05 PM</b></p> <p>1. Study design Lecture: 20 mins Discussion: 10 mins</p> <p><b>12:05 AM –12:45 PM</b></p> <p>2. Statistical analysis Lecture: 30 mins Discussion: 10 mins</p>
12:45 - 01:25 PM	Overview of Statistics in Prospective and Retrospective studies (Lecture)	<p>Overview of Statistics in Prospective and Retrospective studies Lecture: 30 mins Discussion: 10 mins</p>
LUNCH (01:25 – 02:25 PM)		
02:30 - 04:30 PM	Drafting the Methods Section (Workshop) Activities	Participants outline and draft their methods section.

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## Day 2: Results and Interpretation

TIME	SESSION	TOPICS COVERED
08:30 – 09:00 AM	Morning Coffee & Recap of Day 1	
09:00 - 09:40 AM	Presenting Results Effectively (Lecture)	1 .Data presentation 2. Figures and tables Lecture: 30 mins Discussion: 10 mins
09:40 - 11:40 AM	Drafting the Results Section (Workshop)	Participants to create drafts of their results Workshop: 90 mins Discussion: 10 mins
TEA BREAK (11:40 –12:00 PM)		
12:00 - 01:00 PM	Key Learnings in Framing the Results	Learnings and challenges faced today while drafting evidence-based results Guided open discussion
LUNCH (01:00 – 02:00 PM)		
02:00 - 03:00 PM	Writing the Discussion Section (Workshop)	1. Interpreting results 2. Integrating insights into the <i>Discussion</i> 3. Leveraging KOLs (key opinion leader) 4. Limitations section, and future research
03:00 - 04:00 PM	Writing the Discussion Section (Workshop)	

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## Day 3: Finalizing the Manuscript

TIME	SESSION	TOPICS COVERED
08:30 – 09:00 AM	Morning Coffee & Recap of Day 2	
09:00 - 10:00 AM	Finalizing Your Manuscript (Lecture)	Editing, formatting, and aligning with the Journal Guide for Authors Submission requirements
10:00 - 11:00 AM	Completing the Manuscript (Workshop)	Time for researchers to complete their draft under the mentoring of attending researchers
11:00 - 11:10 PM	Closing Remarks & Feedback Session	Discussion of key learnings, feedback, next steps, resources for publication, and networking opportunities



# Organizing Committee



**Dr Sudeep Gupta**  
Director, TMC



**Dr Pankaj Chaturvedi**  
Director, ACTREC



**Dr Navin Khattry**  
Deputy Director, CRC-ACTREC



**Dr V. Prasanna**  
Deputy Director, CRI-ACTREC



**Dr Sudhir Nair**  
HOD & Professor  
Dept of Surgical Oncology



**Dr Amit Joshi**  
HOD & Professor  
Dept of Medical Oncology



**Dr Tejpal Gupta**  
HOD & Professor  
Dept of Radiation Oncology



**Dr. Poonam Joshi**  
Professor  
Dept of Head & Neck Surgery

## Instructions

### GUIDELINES FOR PARTICIPANTS

#### Submission and Selection Process:

1. Abstracts must be submitted in the prescribed format on or before 30th June, 2025.
2. The organising Committee at ACTREC shall review and select 25 manuscripts. The Committee's decision shall be final and binding.
3. The registration link will be sent to selected candidates in a separate email. Selected candidates must pay a fee of INR 6000 and complete the registration process by 15th July.

**Important Note:** Only 25 seats are available. Candidates are advised to adhere to the specified timelines.

#### Kindly contact for any queries:

Contact : Ms. Juilee / Dr. Gargi

022-68735000/Ext-5202 / WhatsApp: 9722124591

Address: Advanced Centre for Treatment, Research and Education in Cancer (ACTREC),  
Plot No. 1& 2, Sector 22, Kharghar, Navi Mumbai – 410210, Maharashtra, India.

**Email : [surgicalclinics@actrec.gov.in](mailto:surgicalclinics@actrec.gov.in)**

Structured format	Guidelines
<ul style="list-style-type: none"><li>Title</li><li>Aims and Objective</li><li>Methods</li><li>Results</li><li>Conclusions</li></ul>	<ul style="list-style-type: none"><li>Word count - 500 words in PDF format</li><li>Last date of abstract submission - 30th June 2025</li><li>Mail abstract to <a href="mailto:surgicalclinics@actrec.gov.in">surgicalclinics@actrec.gov.in</a></li></ul>