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## About us Bulletin

The Bulletin of Urooncology is the periodical publishing organ of the Urooncology Association of Turkey. The Bulletin is an independent, peer-reviewed, international journal published quarterly in March, June, September, and December.

The Bulletin accepts research articles in the basic and clinical sciences, reviews of current topics, and extraordinary case reports for publication.

The main aim of the journal is to enable all physicians-especially urologists-in Turkey to access research findings from the urooncology field quickly and effectively. It also contributes to physicians' vocational training with specific numbers of reviews and case reports.

The Bulletin accepts manuscripts through an online submission system. Free access to full text versions is provided to members through the Association's website and mobile applications.

After online manuscript submission, leading reviewers from the relevant areas will evaluate the papers and send feedback to the authors within a short time.

In order to increase access to the manuscripts published in the Bulletin, efforts are underway to be included in leading international indices.

The Bulletin of Urooncology is published in English.

Scientific responsibility for the manuscripts belongs to the authors.

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# Instructions to Authors

## 1. General Information

The Bulletin of Urooncology is the official scientific publication of the Turkish Society of Urooncology. It is published quarterly (March, June, September, and December). Supplements are also published during the year if necessary.

The Bulletin publishes basic and clinical research original articles, reviews, editorials, case reports, and letters to the editor relevant to urooncology (prostate cancer, urothelial cancers, testis and kidney cancer, benign prostatic hyperplasia, and any aspect of urologic oncology). The Bulletin of Urooncology is indexed by several international databases and is committed to rigorous peer review.

The Bulletin of Urooncology does not charge any article submission or processing charges, nor do authors receive any remuneration or compensation for their manuscripts.

Manuscripts must be written in Turkish or English and must meet the requirements of the Bulletin. Articles are accepted for publication on the condition that they are original, are not under consideration by another journal, and have not been previously published. This requirement does not apply to papers presented in scientific meetings and whose summaries not exceeding 250 words have been published. In this case, however, the name, date, and place of the meeting in which the paper was presented should be stated. Direct quotations, tables, or illustrations taken from copyrighted material must be accompanied by written permission for their use from the copyright owner and authors.

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All manuscripts dealing with animal subjects must contain a statement indicating that the study was performed in accordance with "The Guide for the Care and Use of Laboratory Animals" (<http://oacu.od.nih.gov/regs/guide/guide.pdf>) with the approval (including approval number) of the Institutional Review Board, in the Materials and Methods section.

Case reports should be accompanied by informed consent and the identity of the patient should not be disclosed. It is the authors' responsibility to ensure their manuscript meets ethical criteria.

During the evaluation of the manuscript, the research data and/or ethics committee approval form can be requested from the authors if it's required by the editorial board.

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The ORCID (Open Researcher and Contributor ID) number of the corresponding author should be provided while sending the manuscript. Free registration can be done at <http://orcid.org>.

## 3. Peer-Review Process

The Bulletin of Urooncology is an independent international journal based on double-blind peer-review principles. All articles are subject to review by the editors and peer reviewers. All manuscripts are reviewed by the editor, associate editors, and at least two expert referees. The scientific board guiding the selection of papers to be published in the Bulletin consists of elected experts of the Bulletin and if necessary, selected from national and international authorities. The editorial board has the right to not publish a manuscript that does not comply to the Instructions for Authors, and to request revisions or re-editing from the authors. The review process will be managed and decisions made by the Editor-in-chief, who will act independently.

The editor and editorial board is the sole authority regarding reviewer selection. The reviewers are mainly selected from a national and international advisory board. The editorial board may decide to send the manuscript to independent national or international reviewers according to the subject.

Authors of accepted manuscripts accept that the editor and associate editors can make corrections without changing the main text of the paper.

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### Scientific Responsibility

It is the authors' responsibility to prepare a manuscript that meets scientific criteria. All persons designated as authors should have made substantial contributions to the following:

(1) conception and design of the study, acquisition of data, or analysis and interpretation of data,

(2) drafting the article or revising it critically for intellectual content,

(3) final approval of the version to be submitted.

If the article includes any direct or indirect commercial links or if any institution provided material support to the study, authors must state in the cover letter that they have no relationship with the commercial product, drug, pharmaceutical company, etc. concerned; or specify the type of relationship (consultant, other agreements), if any.

In case of any suspicion or allegation regarding scientific shortcomings or ethical infringement, the Bulletin reserves the right to submit the manuscript to the supporting institutions or other authorities for investigation. The Bulletin accepts the responsibility of initiating action but does not undertake any responsibility for an actual investigation or any power of decision.

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Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for an abbreviation should precede its first use in the text, unless it is a standard abbreviation. Abbreviations that are used should be defined in parenthesis where the full word is first mentioned.

### Units of Measurement

Measurements should be reported using the metric system, according to the International System of Units (SI).

### Statistical Evaluation

All retrospective, prospective, and experimental research articles must be evaluated in terms of biostatistics and should be stated together with an appropriate plan, analysis, and report. P values must be given clearly in the manuscripts (e.g.,  $p=0.033$ ). It is the authors' responsibility to prepare a manuscript that meets biostatistical rules.

### Language

Accepted articles will be published in English online and in both English and Turkish in hard copy. The translation process will be conducted by the Bulletin. It is the authors' responsibility to prepare a manuscript that meets spelling and grammar rules. Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English are encouraged to consult an expert. All spelling and grammar mistakes in the submitted articles, are corrected by our redaction committee without changing the data presented.

## 5. Article Types

The Bulletin of Urooncology publishes articles prepared in compliance with the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals published by International Committee for Medical Journal Editors (ICMJE).

Manuscripts that do not meet these requirements will be returned to the author for necessary revision prior to review.

The Bulletin requires that all submissions be submitted according to these guidelines: Manuscripts should be prepared as a word document (\*.doc) or rich text format (\*.rtf). Text should be double-spaced with 2.5 cm margins on both sides using

12-point type in Times Roman or Arial font.

Each section of the article should be started on a new page and be organized according to the following sequence:

- 1) Title,
- 2) Abstract and keywords (Turkish and English),
- 3) Main text,
- 4) Acknowledgements (optional),

5) References,

6) Tables/figures (each table should be written with the titles and footnotes in a separate page) and figure legends.

All manuscripts submitted must be accompanied by the "Copyright Transfer and Author Declaration Statement form" ([www.uroonkolojibulteni.com](http://www.uroonkolojibulteni.com)). The corresponding author must provide a full correspondence address including telephone, fax number, and e-mail address. Contact information for the corresponding author is published in the Bulletin.

### A. Original Research Articles

Original prospective or retrospective studies of basic or clinical investigations in areas relevant to urologic oncology.

#### Content:

- Title

Abstract (structured abstract limited to 300 words, containing the following sections: Objective, Materials and Methods, Results, Conclusion)

- Keywords (List 3-5 keywords using Medical Subjects Headings [MeSH])

Introduction

- Materials and Methods/Patients and Methods

- Results

- Discussion

- Study Limitations

- Conclusion

- Acknowledgements

- References

- Tables/Figures

Preparation of research articles, systematic reviews, and meta-analyses must comply with study design guidelines: CONSORT statement for randomized controlled trials (Moher D, Schulz KF, Altman D, for the CONSORT Group. The CONSORT statement revised recommendations for improving the quality of reports of parallel group randomized trials. *JAMA* 2001; 285: 1987-91) (<http://www.consortstatement.org/>);

PRISMA statement of preferred reporting items for systematic reviews and meta-analyses (Moher D, Liberati A, Tetzlaff J, Altman DG, The PRISMA Group. Preferred Reporting Items for Systematic Reviews and Meta-Analyses: The PRISMA Statement. *PLoS Med* 2009; 6(7): e1000097.) (<http://www.prisma-statement.org/>);

STARD checklist for the reporting of studies of diagnostic accuracy (Bossuyt PM, Reitsma JB, Bruns DE, Gatsonis CA, Glasziou PP, Irwig LM, et al., for the STARD Group. Towards complete and accurate reporting of studies of diagnostic accuracy: the STARD initiative. *Ann Intern Med* 2003;138:40-4.) (<http://www.stard-statement.org/>);

STROBE statement, a checklist of items that should be included in reports of observational studies (<http://www.strobe-statement.org/>);

MOOSE guidelines for meta-analysis and systemic reviews of observational studies (Stroup DF, Berlin JA, Morton SC, et al. Meta-analysis of observational studies in epidemiology: a proposal for reporting Meta-analysis of observational Studies in Epidemiology (MOOSE) group. *JAMA* 2000; 283: 2008-12).

#### Figure Legends

A word count for the original articles (excluding title page, acknowledgments, figure and table legends, and references) should be provided not exceed 3000 words. Number of references should not exceed 30.

### B. Case Reports

Case reports should include cases which are rarely seen and distinctive in diagnosis and treatment. These can include brief descriptions of

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a previously undocumented disease process, a unique unreported manifestation or treatment of a known disease process, or unique unreported complications of treatment regimens, and should contribute to our present knowledge.

### Content:

- Title

Abstract (limited to 150 words, unstructured)

- Keywords (List 3-5 key words using Medical Subjects Headings [MeSH])

Introduction

Case Presentation

Discussion

References

Tables/Figures

### Figure Legends

A word count for the original articles (excluding title page, acknowledgments, figure and table legends, and references) should be provided not exceeding 1500 words. Number of references should not exceed 15.

### C. Review Article

These are manuscripts which are prepared on current subjects by experts who have extensive experience and knowledge of a certain subject and who have achieved a high number of publications and citations. Reviews are usually submitted directly or by invitation of the editorial board. Submitted reviews within the scope of the journal will be taken into consideration by the editors. The content of the manuscript should include the latest achievements in an area and information and comments that would lead to future studies in that area. Number of authors should be limited to 3.

### Content:

- Title

Abstract (maximum 250 words; without structural divisions;

- Keywords (List 3-5 key words using Medical Subjects Headings [MeSH])

Introduction

Main Text

Conclusions

Tables/Figures

Figure Legends

Short Quiz (a list of 3-5 questions about the context of article for CME credit). The editorial board and Urooncology Association of Turkey executive committee will evaluate the answers and members submitting correct answers may receive education grants).

### D. Literature Review

These are solicited by the editor, will go through the peer review process, and will cover recently published selected articles in the field of urologic oncology. It is a mini-review article that highlights the importance of a particular topic and provides recently published supporting data. The guidelines stated above for Review articles are applicable. Word count should not exceed 1500 and references are limited to 10.

### E. Editorial Commentary

These are solicited by the editor and should not be submitted without prior invitation. An original research article is evaluated by specialists in the area (not including the authors of the research article) and this is published at the end of the related article. Word count should not exceed 500 words and number of references is limited to 5.

### F. Letters to the Editor

These are letters that include different views, experiments, and questions from readers about the manuscripts published in the Bulletin within the last year and should be no more than 500 words with maximum of

5 references. There should be no title or abstract. Submitted letters should indicate the article being referenced (with issue number and date) and the name, affiliation, and address of the author(s) at the end. If the authors of the original article or the editors respond to the letter, it will also be published in the Bulletin.

## 6. Manuscript Preparation

Each section of the article should be started on a new page and abide to the following sequence according to article type: Title page, abstract, main text, acknowledgements, references, tables/figures and figure legends.

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The title page should include the following:

Full title (in English and in Turkish); Turkish title will be provided by the editorial office for authors who are not Turkish speakers

Authors' names and institutions

Corresponding author's e-mail and postal address, telephone, and fax numbers

Any grants or financial support received for the paper

### B. Abstract and Keywords

Abstracts should be prepared in accordance with the specific instructions for the different article types. For original articles, a structured abstract should be provided using the following headings: Objective, Materials and Methods, Results, and Conclusions. Provide 3-5 keywords. English keywords should be provided from Medical Subject Headings (<http://www.nlm.nih.gov/mesh>).

### C. Main Text

**Introduction:** Should include brief explanation of the topic, the objective of the study, and supporting information from the literature.

**Materials and Methods:** Should describe the study plan, indicating whether the study was randomized or nonrandomized, retrospective or prospective, the number of trials, the characteristics, and statistical methods used. If applicable, it should be indicated that the results should be scrutinized.

**Results:** Should summarize the results of the study, with tables and figures presented in numerical order; results should be indicated in accordance with statistical analysis methods used.

**Discussion:** The positive and negative aspects of the study data should be discussed and compared with literature.

**Study Limitations:** Limitations of the study should be discussed. In addition, an evaluation of the implications of the obtained findings/results for future research should be outlined.

**Conclusion:** The conclusion of the study should be highlighted.

### D. Acknowledgements

Acknowledgments are given for contributors who may not be listed as authors, or for grant support of the research. Any technical or financial support or editorial contributions (statistical analysis, English/Turkish evaluation) to the study should appear at the end of the article.

### E. References

The author is responsible for the accuracy of references. Cite references in the text with numbers in parentheses. All authors should be listed if four or fewer, otherwise list the first three authors and add et al. Number references consecutively according to the order in which they first appear in the text. Journal titles should be abbreviated according to the style used in Index Medicus (consult List of Journals Indexed in Index Medicus).

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### Example:

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**Format for books:** initials of author's names and surnames. chapter title. In: editor's name, Eds. Book title. Edition, City: Publisher; Year. p. pages.

### Example:

**Book Chapters:** Lang TF, Duryea J. Peripheral Bone Mineral Assessment of the Axial Skeleton: Technical Aspects. In: Orwoll ES, Bliziotes M, eds. *Osteoporosis: Pathophysiology and Clinical Management*. New Jersey, Humana Pres Inc, 2003;83-104.

**Books:** Greenspan A. *Orthopaedic Radiology a Practical Approach*. 3rd ed. Philadelphia: Lippincott Williams Wilkins; 2000. p. 295-330.

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### 7. Manuscript Submission

As part of the submission process, authors are required to complete a check-list designed to ensure their submission complies with the instructions for authors, and submissions may be returned to authors who do not adhere to these guidelines.

The Bulletin of Urooncology only accepts electronic manuscript submission at the web site [www.uroonkolojibulteni.org](http://www.uroonkolojibulteni.org).

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