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Address: Molla Gürani Mah. Kaçamak Sk. No: 21/1
34093 İstanbul, Türkiye

Phone: +90 (212) 621 99 25 Fax/ Faks: +90 (212) 621 99 27

E-mail: info@galenos.com.tr

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The Bulletin of Urooncology is the official journal of the Turkish Urooncology Association. 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, relevant surgery videos and extraordinary case reports for publication.

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

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

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

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H. Kamil ÇAM, MD

Editor in Chief

Address: Şerif Ali Mevkii, Pakdil Sokak, No: 5, 34775, Yukarı Dudullu, Ümraniye, İstanbul, Turkey

E-mail: bulten@uroonkolojibulteni.com

Tel: +90 (216) 594 52 85

Fax: +90 (216) 594 57 99

Publisher

Galenos Yayınevi

Address: Molla Gürani Mah. Kaçamak Sk. No:21 34093 Fındıkzade, İstanbul, Turkey

E-mail: info@galenos.com.tr

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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. Accepted articles will be published in English online without a hard copy.

The Bulletin publishes basic and clinical research original articles, reviews, editorials, case reports, surgery videos (Video-urooncology) 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 well-known international databases including Emerging Sources Citation Index (ESCI), TUBITAK/ULAKBIM Turkish Medical Database, Directory of Open Access Journals (DOAJ), EBSCO, CINAHL Complete Database, Gale/Cengage Learning, ProQuest, Index Copernicus, and British Library.

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The Bulletin adheres to the principles set forth in the Declaration of Helsinki 2016 version (<http://www.wma.net/en/30publications/10policies/b3/index.html>) and holds that all reported research involving human beings is conducted in accordance with such principles. Reports describing data obtained from research conducted in human participants must contain a statement in the "Materials and Methods" section indicating

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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 Ethic Review Board, in the "Materials and Methods" section.

Prospective clinical trials, surgery videos and case reports should be accompanied by informed consent and the identity of the patient should not be disclosed.

During the evaluation of the manuscript or even after publication, the research data and/or ethics committee approval form and/or patients' informed consent document can be requested from the authors if it is required by the editorial board.

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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 with 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.

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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:

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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 "Copyright Transfer and Author Declaration Statement Form". They must state 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. This information should also be included in the "Acknowledgements Form".

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.

-Abbreviations:

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. 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 double spaced in Times Roman.

All manuscripts submitted must be accompanied by the "Copyright Transfer and Author Declaration Statement Form" (www.uroonkolojibulteni.com). The corresponding author must also provide a separate "Title Page" including full correspondence address including telephone, fax number, and e-mail address, list of all authors with The ORCID number. Contact information for the corresponding author is published in the Bulletin.

All manuscripts submitted must also be accompanied by an "Acknowledgements Form" (www.uroonkolojibulteni.com). Acknowledgements are given for contributors who may not be listed as authors. Any grants or financial support received for the paper should be stated in the "Acknowledgements Form". If presented as an abstract; the name, date, and place of the meeting should also be stated in this form. A statement of financial, commercial or any other relationships of a declarable nature relevant to the manuscript being submitted, (i.e. a potential conflict of interest) must also be included in "Acknowledgements Form".

Each section of the "Main Text" mentioned below should be started on a new page and be organized according to the following sequence:

- 1) First page: Title, abstract and keywords (without authors' credentials)
- 2) Manuscript text structured based on the article type (without authors' credentials)
- 3) References
- 4) Figure legends
- 5) Short Quiz for review articles.

Tables and figures should be uploaded separately.

Also, "Acknowledgements Form" should be uploaded separately.

A. Original Research Articles

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

Content (Main text): Each part should start on a new page.

- First page: Title - Abstract (structured abstract limited to 300 words, containing the following sections: Objective, Materials and Methods, Results, Conclusions) - Keywords (List 3-5 keywords using Medical Subjects Headings [MeSH])

-Introduction

- Materials and Methods

- Results

- Discussion

Instructions to Authors

- Study Limitations
- Conclusions
- References
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Preparation of research articles, systematic reviews, and meta-analyses must comply with study design guidelines: CONSORT statement for randomized controlled trials (Moher D, Schultz 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).

A word count for the original articles (excluding title page, acknowledgements, references, figure and table legends) should be provided not exceed 3000 words. Number of references should not exceed 30. Number of figure/tables is restricted to five for original articles.

B. Case Reports

Case reports should include cases which are rarely seen and distinctive in diagnosis and treatment. These can include brief descriptions of 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 (Main text): Each part should start on a new page.

- **First page:** Title - Abstract (limited to 150 words, unstructured) - Keywords (List 3-5 key words using Medical Subjects Headings [MeSH])
- Introduction
- Case Presentation
- Discussion
- References
- **Figure Legends:** These should be included on separate page after the references.
- Tables and figures should be uploaded separately.
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A word count for the case reports (excluding title page, acknowledgements, references, figure and table legends) should be provided not exceeding 1500 words. Number of references should not exceed 15. Number of figure/tables is restricted to three for case reports.

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 three.

Content (Main text): Each part should start on a new page.

- **First page:** Title -Abstract (maximum 250 words; without structural divisions) - Keywords (List 3-5 key words using Medical Subjects Headings [MeSH]).
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- **Text:** This part should present detailed information based on current literature about the subject of the review. The author(s) should organize the manuscript into appropriate headings and subheadings to facilitate reading.
- Conclusions
- References

- **Figure Legends:** These should be included on separate page after the references.

-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).

-Tables and figures should be uploaded separately.

-Also, "Acknowledgements Form" should be uploaded separately.

Number of figure/tables is restricted to five for review articles. Number of references should not exceed 100.

D. Literature Review

These short reviews 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 short comments 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). If the authors of the original article or the editors respond to the letter, it will also be published in the Bulletin.

G. Surgery Videos on Urooncology (Video-urooncology)

These videos are solicited by the editor. The videos are prepared on urooncological surgeries by experts who have extensive experience and knowledge of certain advanced surgical techniques. This section is also intended to enable urologists to learn, evaluate, and apply new or complex surgical principles in their surgical practice. The videos can describe current sophisticated or new surgical techniques or modification of current techniques. The surgery video must be high quality material.

Videos are only submitted by the invitation of the editorial board. Submitted videos are also evaluated based on double-blind peer-review principles.

The Bulletin of Urooncology publishes original videos containing material that has not been reported elsewhere as a video manuscript, except in the form of an abstract. The authors should describe prior abstract publications in the "Acknowledgements Form". Published videos become the sole property of The Bulletin of Urooncology.

Video-urooncology submission should include:

1) Copyright Transfer and Author Declaration Statement Form: This form must indicate that "Patients' Informed Consent Statement" is obtained.

2) Title Page

3) Summary: Summary should point out critical steps in the surgery up to 500 words. This part was published as an abstract to summarize the significance of the video and surgical techniques. The author(s) may add references if it is required.

5) Video: Please upload your video to www.uroonkolojibulteni.com using online submission system. Accepted video formats are Windows Media Video (WMV), AVI, or MPEG (MPG, MPEG, MP4). High-Definition (HD) video is preferred.

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Videos should be up to 30 minutes in duration. The video must include audio narration explaining the procedure. All text and audio in the video must be in English. Audio must include narration in clear, grammatically correct English. Videos must be clear, in focus, and without excessive camera movement. Radiographs and other material must not contain any patient-identifiable information. Limited number of slides incorporated into video may be included to provide details of patient history, clinical and laboratory findings.

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

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Each section of the main text should be started on a new page and abide to the following sequence according to article type:

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

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-Results: This part 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.

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-Conclusions: The conclusion of the manuscript should be highlighted.

-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).

Examples for writing references:

Format for journal articles: initials of author's names and surnames. title of article. journal name date; volume: inclusive pages.

Example:

Journal: Soukup V, Dušková J, Pešl M, et al. The prognostic value of t1 bladder cancer substaging: a single institution retrospective study. Urol Int 2014;92:150-156.

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

Instructions to Authors

Radiology a Practical Approach. 3rd ed. Philadelphia: Lippincott Williams Wilkins; 2000. p. 295-330.

-Figure legends: These should be included in main text on a separate page after the references.

-Short Quiz: A list of 3-5 questions as the last page about the context of article for CME credit only for review articles.

D. Tables and Figures

If you use data from another published or unpublished source, obtain permission and fully acknowledge that source. Number of figure/tables is restricted to five for original article and reviews and three for case reports. Authors should contact the editor prior to submission regarding any manuscript exceeding these figure/table limitations.

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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If the manuscript presented as an abstract previously; the name, date, and place of the meeting should be mentioned.

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The Bulletin of Urooncology only accepts electronic manuscript submission at the web site www.uroonkolojibulteni.com.

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Editor in Chief

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Department of Urology, Marmara University School of Medicine,
İstanbul, Turkey

Editor

Associate Prof.

Nihat Karakoyunlu, M.D.

Department of Urology, Dışkapı Yıldırım Beyazıt Training and Research
Hospital, Ankara, Turkey

Editor

Bahadır Sahin, M.D.

Department of Urology, Marmara University, School of Medicine,
İstanbul, Turkey

Editorial Office

Şerif Ali Mevkii, Pakdil Sokak, No: 5, 34775, Yukarı Dudullu, Ümraniye,
İstanbul, Turkey

+90 216 594 52 85

+90 216 594 57 99

bulten@uroonkolojibulteni.com

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Molla Gürani Mahallesi Kaçamak Sokak No: 21 34093 Fındıkzade,
İstanbul, Turkey

+90 212 621 99 25

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