

INFORMATION FOR AUTHORS

About the Journal

The Société Internationale d'Urologie Journal (*SIUJ*) is a peer-reviewed international journal, owned by the Société Internationale d'Urologie (SIU) and published online every two months. The *SIUJ* follows the guidelines on editorial independence produced by the [World Association of Medical Editors](#)² and the recommendations of the [International Committee of Medical Journal Editors \(ICMJE\)](#).¹ The *SIUJ* publishes articles continuously to siuj.org. In addition to volume, number, and page, each article has a unique identifier (DOI) that should be used when the article is cited.

Open Access

All articles in the *SIUJ* are published with open access so the full text is freely available to all. Articles are also submitted to PubMed Central,⁴ the National Library of Medicine's full text archive.

Publishing Fees

There is **NO** fee for either publication in or submission to *SIUJ* when authors are members of the SIU. Non-members pay a nominal fee depending on geographic location (\$225 for A countries, \$125 for B countries, and \$75 for C countries) to cover costs. Note that annual membership fees are \$200, \$100, and \$50 for A, B, and C countries, respectively.⁵

Types of Article and Requirements

The *SIUJ* accepts submissions in the following categories.

ORIGINAL RESEARCH

This category includes retrospective and prospective studies, cohort and case-control studies, as well as randomized control trials. The research should add to what is already known, offer a different perspective on a conventional theory or practice, or contribute to improvement in clinical practice, policy, or education. Authors should indicate that they have followed the guidelines appropriate to the study type,¹ and must provide the research ethics board approval number.

A research article should have a structured abstract of no more than 250 words, with the following headings: Objectives, Methods, Results, Conclusion(s). The main body should include the following headings: Introduction, Methods, or Materials and Methods (with, if needed, the sub-headings method, subjects, analysis), Results, Discussion, Conclusion(s). Research articles should not exceed 2500 words and should have no more than 30 references.

SYSTEMATIC REVIEW AND META-ANALYSIS

These studies seek to answer research questions relating to a specific clinical subject, using a comprehensive review and synthesis of the relevant literature accompanied by critical analysis and conclusions. Authors should indicate levels of evidence supporting their conclusions.³ The manuscript should not exceed 3000 words and should have no more than 100 references. Authors should indicate that they have followed the guidelines appropriate to the systematic review.¹

UROLOGY AROUND THE WORLD

Submissions to this section should address topical issues in one country or region that will be of broader interest. Authors are encouraged to include with the submission one or two photographs that offer context or that illustrate what is described.

GUEST EDITORIALS

These are usually commissioned by the Editor-in-Chief for a particular purpose (for special issues etc.). Authors wishing to comment on topical issues in urology should instead consider submitting a Commentary. Guest editorials should include no abstract, tables or figures or other supplementary material. They should not exceed 1000 words and should have no more than ten references.

COMMENTARY

Commentaries are usually opinion pieces on topical issues in urology and related fields. The structure is similar to that of a guest editorial: there should be no abstract and no tables or figures or other supplementary material. Commentaries should not exceed 1000 words and should have no more than ten references.

BRIEF CORRESPONDENCE

The *SIUJ* will consider letters written in response to a recently published article or intended to draw the attention of readers to emerging issues. Letters should not exceed 300 words and should have no more than five references.

CLINICAL PICTURE

Images should be accompanied by up to 300 words of text, which can provide context and information about the outcome of the case. However, the image should not rely on the text, but should be arresting and informative in and of itself. Clinical Picture submissions should be respectful of the patient and useful to clinicians.

For all submissions to this section, authors must submit an attestation that patients have provided written, informed consent for the use of any potentially identifying information (in the text or in images). To protect patient privacy, forms signed by the patient should be retained by the author rather than sent to the *SIUJ*.

General Requirements

ABBREVIATIONS

SIUJ allows commonly understood abbreviations to be used without expansion.

Other abbreviations that are used three times or more in a paper, should be added to a list (which should be inserted after the abstract in the submitted manuscript). If a term is used less than three times, it should be given in full each time rather than abbreviated.

No periods required in abbreviations.

No abbreviations in titles unless the abbreviation is more widely used and quickly understood than the term it represents.

Abbreviations may be used at the beginning of a sentence.

If an abbreviation is introduced, it is preferred to the spelled-out term; however, common sense should prevail. If the abbreviation is jarring or unwieldy, spell out the term.

FORMATTING

Font and Spacing: The complete manuscript, including tables, captions for figures, and illustrations, should be in 12-point Calibri type, double-spaced throughout, with one-inch margins, and the pages and lines numbered, beginning with the title page. Begin each section or component on a new page, in this sequence: title page, abstract and key words, text (introduction, methods, results, discussion, conclusion[s]), acknowledgements, references, tables (each on a separate page), figures and legends.

Title Page: The title page should include the full title of the paper, the category in which it is being submitted, the full names, degrees, and affiliations (department, institution, city and country) of all authors, and the postal and email addresses and telephone and fax numbers of the corresponding author. Authors are encouraged to provide ORCID numbers.

Headings: Major headings (Introduction, Methods, etc.) should be set bold in 14-point Calibri type. Second-level headings should be set bold in title case 12-point Calibri type, and third-level headings set bold in sentence case 12-point Calibri type. Automated features and/or styles should not be used to create headings.

FORMS

Copies of all forms are available and can be completed online (at siuj.org). Please ensure that you complete all necessary forms for your submission (in some cases—e.g., Conflict of Interest—all authors will be required to complete forms).

Permissions: Required for previously published material (including tables and figures) excerpted in submissions to the *SIUJ*. Even if the excerpted material has been adapted, permission may still be required, and a credit line must still be appended.

Patient consent: Authors must submit an attestation that patients have provided written, informed consent for the use of any potentially identifying information (in the text or in images). To protect patient privacy, forms signed by the patient should be retained by the author rather than submitted to the *SIUJ*.

Conflict of interest: Conflict of interest exists when an author has ties to activities that could inappropriately influence his or her judgement. The *SIUJ* has adopted the Uniform Requirements for Manuscripts Submitted to Biomedical Journals of the ICMJE¹ and requires all authors and reviewers to declare any conflicts of interest that may be inherent in their submissions.

Confirmation of authorship and author contributions: Designated authors should meet all four criteria for authorship in the ICMJE Recommendations,¹ and each author's contributions should be specified in a Confirmation of Authorship form.

Contributors who do not meet the criteria for authorship should be listed (with their consent) in the Acknowledgements section.

KEY WORDS

Authors should provide four to ten key words, preferably from the National Library of Medicine's [Medical Subject Headings](#) (MeSH)⁶ that will assist indexers in classifying the paper, making it more readily available in searches.

LANGUAGE

The *SIUJ* publishes in English. The *SIUJ* is not able to provide translation, so all manuscripts should be submitted in English. Although all accepted papers are edited for clarity and consistency, *SIUJ* cannot provide assistance in writing. It is strongly recommended that authors whose first language is not English and authors who are not confident in their writing ability seek help from English-speaking colleagues or from a professional editing service. See also "List of Resources" at the end of this document.

As a journal with an international readership, the *SIUJ* allows both UK and US spelling as long as each paper is internally consistent.

The default guides for spelling are *The Oxford English Dictionary*⁷ or *Merriam-Webster Dictionary*⁸ for general terms and *Dorland's Medical Dictionary*⁹ for medical terms.

NUMBERS

Numerals are used for all numbers except at the beginning of a sentence. "One" may also be spelled out when "a" or "a single" could be substituted ("one patient declined the offer of counselling").

REFERENCES

References should be cited sequentially in the text using numerals in square brackets. The reference list should be formatted in Vancouver style. The DOI should be included in all references. See ICMJE requirements for details and examples.¹

SUPPLEMENTARY INFORMATION

This may include video files, datasets, research protocols, questionnaires, checklists, or statements.

TABLES AND FIGURES

The information presented in tables and figures should complement rather than duplicate information in the text. Tables and figures should be numbered consecutively in the order of first citation in the text, and they should be submitted in the software used to create them (e.g., Adobe Photoshop PSD, EPS, TIFF, or JPG) rather than being imported into Word documents. Each should be uploaded as a separate file at siuj.org. A legend should be provided for each figure, and the list inserted at the end of the text before the reference list. See ICMJE for further information.¹

Copyright

The Société Internationale d'Urologie has the exclusive right to all commercial uses of the article.

Authors of a published article are entitled to use that article for private distribution (e.g., for grant applications) and for academic or educational purposes (e.g., conference presentations or seminars).

Publishing Process

SUBMISSION

Papers should be submitted through the *SIUJ* online system at siuj.org. Authors are guided through the submission process, and they should receive an acknowledgement of submission within 24 hours. The *SIUJ* does not require or recommend pre-submission enquiries.

REVIEW AND DECISION

Most submissions will be reviewed by a senior editor within two weeks. Many manuscripts will be rejected at this point for a variety of reasons, including subject matter outside the scope of the *SIUJ*, flawed design, discredited or outdated methodology, poor organization or presentation, failure to conform to ethical requirements, and apparent plagiarism.

The remaining manuscripts will be sent for peer review. Reviewers are asked to make their recommendations within ten days, after which a senior/specialist editor will consider their comments and recommend provisional acceptance, dependent on satisfactory revision; acceptance without revision; or rejection. Authors should receive a final decision within four to six weeks of submission.

EDITING AND PUBLICATION

Once a manuscript is accepted, it is edited for consistency, clarity, and cohesion, and to ensure it adheres to *SIUJ* style. Editors may also have queries for authors, so the edited version will be sent to authors, who will generally have three days to respond to queries and suggest changes. At this point, authors will be asked to sign an approval form, indicating that they have seen and approved the edited version.

The *SIUJ* posts papers on siuj.org as soon as they are ready. They are assigned to an issue, which means they will have a volume number and page range attached to them, as well as a DOI, even though the Journal issue may not yet have a full complement of articles. As soon as the issue is full, it will be posted with a cover and designated “Current Issue.”

Resources

Writing for publication. Public Knowledge Project—PKP School. Available at: <https://pkpschool.sfu.ca/courses/writing-for-publication/>. Accessed February 21, 2020. (Online course that covers essential information. No fee.)

Preparing a manuscript for submission to a medical journal. ICMJE, International Committee of Medical Journal Editors. Available at: <http://www.icmje.org/recommendations/browse/manuscript-preparation/preparing-for-submission.html>. Accessed January 29, 2020.

Scientific writing and publishing. Springer Nature. Available at: <https://masterclasses.nature.com/workshops-in-scientific-writing-and-publishing/16496900>. Accessed March 3, 2020. (Online courses on writing research and review papers. There is a fee for these courses.)

Researcher academy. Elsevier. Available at: <https://researcheracademy.elsevier.com/learn>. Accessed March 3, 2020. (Online writing and publication modules. Free for registered users.)

BMJ Resources for Authors. BMJ Online. Available at: <https://www.bmj.com/about-bmj/resources-authors/bmj-right-journal-my-research-article> <https://www.bmj.com/about-bmj>

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