

Instructions to Authors

Writing and submission guidelines

Urología Colombiana is the serial scientific publication of the Colombian Society of Urology with three issues per year, publishing the results of original research, review articles, and other research designs that contribute to expanding our knowledge in medicine and, particularly, in the specialty of Urology. The journal audience consists of urologists, gynecologists, geriatricians, internists, infectologists, general practitioners, epidemiologists, nurses with specialization in urology and gynecology, as well as medical and nursing students.

Articles submitted for publication in *Urología Colombiana* must be written and structured in accordance with international standards for the presentation of scientific articles established in the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*, which can be consulted at www.icmje.org. The articles must be submitted to the journal through the website of the platform for original submissions at <http://www.editorialmanager.com/ruc>.

The articles must be written in Spanish or English following the official grammar and spelling rules. The Editorial Committee is entitled to receive works written in other languages, but these must be translated into Spanish. Papers must be submitted as manuscripts in an editable format. If illustrations are in color, they should be sent in JPG or TIFF files and with an optimal resolution of 300 dpi. The preferred font type for graphics is Helvetica.

Papers must be accompanied by a Cover letter, addressed to the editor of the journal, where authors request consideration for publication and state that all authors have read and approved the manuscript and that all of them have participated in the development of the article. It must also state that the article is not under consideration for publication and has not been published by any other journal.

Article submission

The manuscript must include the following sections:

Title page. It includes the title of the work in Spanish and in English, which must be concise but informative, as well as a short title for page headings. This section must include the full names of the authors, their affiliation, and the name of the institution where the work was carried out. In addition, it must name a corresponding author, with complete address, phone and fax numbers, and e-mail address.

Abstracts. The manuscript must include a structured abstract (objective, methods, results, and conclusions) in Spanish and in English, no more than 250 words each. References are not allowed in the abstracts, and the inclusion of acronyms or abbreviations is not recommended.

Keywords: It is required to list 6 to 10 keywords, at least, in Spanish and in English; see the Health Sciences Descriptors (DeCS from Spanish) of the index of scientific and technical literature of Latin America and the Caribbean (Lilacs) in the latest version published at <http://decs.bvs.br>. To check keywords in English, see the Medical Subject Headings (MeSH) of the Index Medicus at <http://www.nlm.nih.gov/mesh/meshhome.htm>.

Content: The whole manuscript, including the title page, abstracts, references, tables, and the legends of figures and tables, must be double-spaced, without leaving extra spaces between paragraphs. A single space must be left after the period at the end of a sentence or a paragraph. It must be written using 12 size Arial font, as well as italics for scientific terms. The following sections must be taken into account:

Introduction: It should clearly express the purpose of the article and a summary of the rationale for the study or observation. It should mention strictly pertinent references, without an extensive review of the topic. The results of the work should not be included in the introduction.

Materials and methods: This section should describe in detail the methods used, population and sample, their calculation, as well as the techniques and procedures followed, in a way so that they can be reproduced. Regarding data analysis, this section should specify the statistical tests applied and the reason why they were used.

Results: These should be presented following a logical sequence within the text, along with tables, figures or graphics, highlighting the most important observations. Data organized in tables or graphics should not be repeated in the text.

Discussion: This section should explain the significance of the results, as well as their limitations, including implications for future research, but without describing them in detail like in the Results section. Emphasis will be given to new and relevant aspects in the study; it will also present conclusions derived from the results, avoiding statements that lack scientific support.

Acknowledgements: At the end of the text, authors may include one or more expressions of gratitude to people and institutions that made substantive contributions to their work. They can also specify the type of support: financial, technical, logistic, etc.

References: References should be numbered consecutively following the order in which they are mentioned for the first time in the text (order of mention), following the American Medical Association (AMA) Citation Style: <https://www.lib.jmu.edu/citation/amaguide.pdf>.

If a reference is cited more than once, its original number will be used in subsequent citations. Abstracts of articles cannot be used as a reference; when it is an accepted article, but not yet published, it will be included in the references as in "in press" or "forthcoming;" for this last case, a written authorization of the author must be presented, as well as a certificate that the article has been accepted for publication. Tables and figures must be numbered in an ascending order. The numbers of references must be written in parentheses and not as superscript. Personal communications, unpublished data, manuscripts under preparation or submitted for publication, and abstracts of papers presented at conferences should be cited in the body of the article in parentheses. The list of periodic publications of the Index Medicus should be consulted at <http://www.nlm.nih.gov/tsd/serials/lji.html> for the exact abbreviation of the cited journal; if the journal does not appear in this list, the full title of the journal must be cited. Only the first six authors of the article must be included, followed by *et al*. It is recommended to include references from Colombia and Latin America, for which authors can consult Lilacs, Latindex, Sibra, the index of Colciencias, and other pertinent bibliographical sources.

Article types

Submitted articles must belong to one of the types proposed by Colciencias, transcribed below:

Scientific and technological research article.

Document that presents in detail the original results of experimental, clinical, and epidemiological research projects. The structure generally includes four important sections: introduction, methodology, results, and conclusions.

Article of reflection. Document that presents the results of a research from the author's analytical, interpretative or critical perspective on a specific subject, resorting to original sources.

Review article. Document resulting from an investigation that analyzes, systematizes and integrates the results of published or unpublished research, in a field of science or technology, in order to present progresses and developmental trends. It is characterized by presenting a careful bibliographic review of at least 50 references.

Short article. A brief document presenting the preliminary (or partial) results of an original scientific or technological research that usually requires quick diffusion.

Case report. Document that presents the results of a study on a particular situation in order to divulgate the technical and methodological experiences of a specific case. It includes a systematic and annotated literature review of similar cases.

Letters to the editor. Critical, analytical or interpretative views on the articles published in the journal, which, in the opinion of the Editorial Committee, constitute an important contribution to the discussion of the subject by the scientific community of reference.

Medical image gallery. Photographs of clinical cases of great impact or those that merit recognition and dissemination due to their infrequency.

Bibliographic monitoring. At request of the Editorial Committee, this type of collaboration will review urology literature worldwide to submit a summary.

Duties of authors

Ethical responsibilities

Protection of people and animals. When reporting experiments on human subjects, authors must indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and in agreement with the World Medical Association and the Declaration of Helsinki, available at: <http://www.wma.net/en/30publications/10policies/b3/>. When reporting experiments on animals, authors must indicate whether they followed the guidelines of international research institutions or councils or national laws regulating the care and use of laboratory animals.

Confidentiality. The authors are responsible for following the protocols established by their respective health centers to access data from medical records in order to present this type of publication for purposes of research and dissemination to the community, thus they must declare compliance with this requirement. Authors are obliged to ensure that the requirement of having informed all patients included in the study has been met and that they are in possession of a document signed by the subjects on having received sufficient information and given their informed written consent to participate in the study. Authors must mention in the Methods section that the procedures used on patients and controls have been performed after obtaining their informed consent (www.thieme.com/journal-authors).

Privacy. Authors are also responsible for ensuring the right to privacy of patients by protecting their identity both when writing the article and in the images. Names, initials, or hospital numbers (or any other type of data irrelevant to the research that could identify the patient) should not be used in the text nor in photographs, unless such information is essential for scientific purposes, in which case it could appear in the article provided that the patient (or parent or guardian) gives written informed consent for publication. Authors are responsible for obtaining written informed

consent (www.thieme.com/journal-authors), authorizing the publication, reproduction, and dissemination of this information in print and in open access on the Internet.

Funding

Authors must declare the origin of any financial aid received. They must also acknowledge if the research has received funding from the US National Institutes of Health or if any of the authors belong to the Howard Hughes Medical Institute.

Authorship

Only those people who have intellectually contributed to the development of the work shall be included in the list of authors. Having helped in the collection of data or having participated in some technique are not by themselves sufficient criteria to appear as an author. In general, to appear as an author, the following requirements must be met:

1. To have participated in the conception and design, collection of data, analysis and interpretation of the data that have resulted in the article in question.
2. To have participated in the writing of the manuscript and in its possible revisions.
3. To have approved the version that is going to be published.

In case of collective authorship, the article must include the names of the writers or those responsible for the manuscript followed by „and the Group ...“ when all the members are considered co-authors of the work. If the authors want to include the name of the group, even if not all members are considered co-authors, the formula to follow is to mention the responsible authors followed by „on behalf of the Group...“ or „for the Group...“. In any event, the names and institutions of the members of the group should be included in an appendix at the end of the manuscript. Authors will be registered both on the title page and in the section *Add/Edit/Remove/Author*. Authors must state that they have read and approved the manuscript and that authorship requirements have been met. *Urología Colombiana* declines any responsibility on possible conflicts arising from the authorship of works published in the journal.

Conflict of interests

There is a conflict of interest when author had/have financial or personal relationships that could have biased or inappropriately influenced their actions. Potential conflicts of interests exist regardless of whether or not the interested parties consider that these relationships influenced their scientific criteria. Authors shall download ICMJE conflicts of interest form (<http://www.icmje.org/conflicts-of-interest/>), and upload it onto the system, as well as describe in the *Cover Letter* any financial or personal relationship that they had or may have at the time of writing or submitting the article

with persons or institutions, which could give rise to a conflict of interests with regard to the article submitted for publication. This declaration will appear in the printed journal.

Obtaining permissions

The authors are responsible for obtaining the necessary permissions to partially reproduce material (text, tables or figures) from other publications. These permissions must be requested from both the author and the journal that published said material. Permission to publish is required from the institution that funded the research. Authors must include a statement that the content of the article is original and that it had not been previously published nor is it under consideration by any other journal, in its entirety or in any part. Authors should be aware that failure to reveal that the material submitted for publication had already been fully or partially published is a serious breach of scientific ethics. Similarly, authors who reproduce previously published materials (text, tables or figures) in their article are responsible for obtaining the necessary permissions to reproduce these materials in the journal. Authors must obtain written authorization from both the author and the journal that published this material and send a copy of it to the journal along with the article.

Redundant or duplicate publication

The journal does not accept previously published material and will not consider for publication manuscripts that are simultaneously submitted to other journals, or redundant or duplicate publications, that is, articles that substantially overlap with another already published article, printed or in electronic media. Authors must mention in the Cover letter any previous submissions or publications of the same work, in whole or in part, that may be considered a redundant or duplicate publication. It is necessary to cite and include the bibliographic reference of these previous publications in the new manuscript. These restrictions do not apply to published abstracts of communications, papers or lectures presented at national or international scientific meetings.

Retraction, Expressions of Concern and Scientific Misconduct

Retraction should be sent as a Letter to the Editor. Authors of the retraction should be the same as those of the article, only under certain circumstances; the Editor may accept retractions by other responsible people. The text of the retraction should explain why the article is being retracted and include a complete citation reference to that article.

When expressions of concern and scientific misconduct are alleged or comments are otherwise raised about the integrity of work, the

Editor should initiate appropriate procedures detailed by Committee on Publication Ethics (COPE). The editor should inform the institutions and authors related. If the investigation proves scientific misconduct, the editor will

publish a retraction or a warning letter about research concern. Every retraction, expression of concern and scientific misconduct should be assessed by the Editorial Committee members. After all COPE

procedures has completed, a paper will be published on the next online issue, indexed on contents and should include a title of the original paper and reference link.