

Instructions to Authors

Thank you for contributing to *Revista Urología Colombiana (RUC)*. Please read and follow the instructions carefully. Failure to do so may result in unnecessary delays in publishing your article. There are no submission charges to submit your manuscript to this journal.

Urología Colombiana is the serial scientific publication of the *Colombian Society of Urology* with four 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 another health science related careers. Articles submitted for publication in *Revista 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 <http://www.icmje.org/>. The articles must be submitted to the journal through the web-site of the platform for original submissions at <http://www.editorialmanager.com/ruc>.

Articles may be submitted in **Spanish or English**, according to the spelling of the selected language and in an **editable format**. It is suggested not to include accents and other diacritical marks in the names of authors and titles in other languages in order to facilitate publication standards in the English language. The articles filed must be accompanied by a **cover letter**, addressed to the editor of the Journal, and requesting their application for publication. It must be stated that the manuscript has been read and approved by all the authors and describe the participation that each one has had in its realization, as well as indicating that it is not in the application process and has not previously been published in another journal.

Submitted articles shall be placed as one of the following categories:

Article of Scientific and Technological Research: Document that presents, in detail, the original results of experimental, clinical and epidemiological research projects. The structure used generally contains four important sections: **(1)** Introduction, **(2)** Methodology, **(3)** Results and **(4)** Conclusions. **Systematic reviews/ Meta-analysis** will be submitted under this section.

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.

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 description of a specific case. Includes a review of the topic on similar cases. Presentation of the following is suggested: **(1)** Unreported or unusual side effects; **(2)** Unusual presentations of a disease; **(3)** New associations or variations in the disease processes; **(4)** An unexpected event when observing or treating a patient or **(5)** Findings that shed new light on the possible pathogenesis of a disease.

Letters to the editor: Critical, analytical or interpretive positions on documents published in the journal, interesting topics, or articles published in other journals, which in the opinion of the Editor constitute an important contribution to the community.

Medical images gallery: Photographs, videos of clinical cases of great impact, or that due to their infrequency deserve to be recognized and disclosed, will be received. These should have a written component of analysis with respect to world literature.

Standards for Submission

All manuscripts must include the following:

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. For review and reflection articles, the abstract should be unstructured.

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: All the manuscript, including the title page, abstracts, references, tables and legends of figures and tables, must be written in single space, without extra spaces between paragraph and paragraph; leave a single space after the period followed or apart. Use Arial or Times New Roman size 12 font. Use italics for scientific terms. The guidelines for reporting the main types of scientific articles described in the Ecuador network should be used: <http://www.equator-network.org/> (CONSORT for clinical experiments; PRISMA for systematic reviews and meta-analyses; STROBE for observational studies; STARD for studies of diagnostic methods and CARE for case reports, among others).

For scientific research manuscripts, the following recommendations should be considered:

Introduction: You must clearly express the problem statement together with the justification for it. The strictly pertinent references should be mentioned, without making an extensive review of the topic. The results of the work should not be included in the introduction. At the end of the introduction, the objective of the study should always be described.

Methodology: The methods, the population and the sample must be detailed, as well as their calculation. Also, the techniques and procedures followed, so that they can be reproduced. Regarding the analysis of the data, the statistical tests used and the reason why they were used should be mentioned.

Results: These should be presented with a logical sequence within the text, along with the tables, figures or illustrations, emphasizing the most important observations. The data organized in the tables or illustrations should not be repeated in the text.

Discussion: The meaning of the results and their limitations should be explained, including the implications of future research, but without repeating them in detail, as is done in the results section. It will also emphasize new and relevant aspects of the study and conclusions will be drawn that are derived from the results, avoiding approaches that lack scientific support.

Conclusions: They should be consistent with what has been developed and should only be the result of what is evidenced in the study.

Acknowledgements: If considered, at the end of the text, one or more statements of thanks can be made to people and institutions that made substantive contributions to their work, as well as specifying the type of support: financial, technical, logistical, etc.

Consider the following recommendations:

Citation within the text: References should be numbered consecutively **in the order in which they are first mentioned in the text**,

using Arabic numerals in parentheses. If several references are indicated in the same citation, several numbers will be included separated by commas when they are only two or if they are not consecutive. If there are more than two consecutive references, they can be connected through a script. Use the following examples:

Journal Article

- Montes Cardona CE, García-Perdomo HA. Incidence of penile cancer worldwide: systematic review and meta-analysis. *Rev Panam Salud Publica*. 2017;41:e117. doi: 10.26633/RPSP.2017.117.

- Gomez-Opina JC, Zapata-Copete JÁ, Bejarano M, García-Perdomo HÁ. Antibiotic prophylaxis in elective laparoscopic cholecystectomy: a systematic review and network meta-analysis. *J Gastrointest Surg* 2018; 22(7):1193-1203. Doi:10.1007/s11605-018-3739-4

Note: A DOI number for the full-text article is acceptable as an alternative or in addition to traditional volume and page numbers.

Available Article in ahead of print

Same as published articles but replace “In press” with page numbers. Add DOI if you have it.

Websites or online articles

Huynen MMTE, Martens P, Hilderlink HBM. Los impactos en la salud de la globalización: un marco conceptual. *Salud global*. 2005; 1: 14. Disponible en: <http://www.globalizationand-health.com/content/1/1/14>.

Books

Bell J. Doing your research project. 5th. ed. Maidenhead: Open University Press; 2005

Book Chapter

Hansen B. Epidemias e historia de la ciudad de Nueva York para el público. En: Harden VA, Risse GB, editores. *El SIDA y el historiadador*. Bethesda: Institutos Nacionales de Salud; 1991. pp. 21-28.

Deposited Articles (preprints, electronic prints or arXiv)

Krick T, Shub DA Verstraete N, Ferreira DU, Alonso LG, Shub M, et al. El metabolismo de los aminoácidos entra en conflicto con la diversidad de proteínas; 1991. Preprint. Available at: [arXiv: 1403.3301v1](https://arxiv.org/abs/1403.3301v1). Consultado el 17 de marzo de 2014.

Published media (print or online newspapers and journal articles)

Fuente H. Para pingüinos ya vulnerables, según un estudio, el cambio climático es otro peligro. *Los New York Times*. 29 de enero de 2014. Available at: <http://www.nytimes.com/2014/01/30/science/earth/climate-change-taking-toll-on-penguins-study-finds.html>. Consultado el 17 de marzo de 2014.

New medias (blogs, websites, etc.)

Allen L. Anunciando blogs de PLOS. 1 de sep-

tiembre de 2010 [consultado el 17 de marzo de 2014]. En: Blogs de PLOS [Internet]. San Francisco: PLOS 2006 -. [Aproximadamente 2 pantallas]. Available at: <http://blogs.plos.org/plos/2010/09/announcing-plos-blogs/>.

Annals and other congress publications

Corrêa CF. Tratamento da dor oncológica. In:Corrêa CF, Pimenta CAM, Shibata MK, editores. *Arquivos do 7º Congresso Brasileiro e Encontro Internacional sobre Dor*; 2005 outubro 19–22; São Paulo, Brasil. São Paulo: Segmento Farma. pp. 110–20.

Databases and repositories (Figshare, arXiv)

Roberts SB. Pistas de funciones del navegador QPX Genome; 2013. Base de datos: figshare [Internet]. Available at: http://figshare.com/articles/QPX_Genome_Browser_Feature_Tracks/701214.

Multimedia (videos, películas o programas de televisión):

Hitchcock A, productor y director. *Ventana trasera* [película]; 1954. Los Ángeles: MGM.

Additional recommendations

Nomenclature: Use correct and established nomenclature whenever possible.

Measurement units: Use units from the international unit system (SI).

Medicins: The use of brand names of medications should be avoided. Drugs should only be referenced under their generic names, our Recommended International Non-Proprietary Name (rINN), unless different products are compared.

Species names: Italicize (for example, *Homo sapiens*). Write the genus and species in their entirety, both in the manuscript title and in the first mention of an organism in a document. After the first mention, the first letter of the genus name can be used followed by the full name of the species (eg *H. sapiens*).

Genes, mutations, genotypes and alleles: Use official genetic symbols when referring to genes, transcripts, proteins. Use NCBI gene as the reference database.

Figures: Digital formats must be sent in JPG, PNG or TIFF files and with an optimal resolution of 300 dpi. The preferred font for graphics is Helvetica. The image design should be simple, clear and precise and should provide a description for all parts of the figure. No more than four figures are suggested.

Tables and charts: Provide tables in a simple and excel format. Tables should have a short and clear title. Provide a legend to the table in the manuscript, including abbreviations. No more than two tables are suggested.

Supplements: Any figure, table or additional document must be submitted as a supplement and it will be available online.

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.

Privacy: The author is responsible for guaranteeing the right to privacy of patients, protecting their identity both in the writing of their article and in the images. You will not use names, initials or hospital medical record numbers (or any other irrelevant data for research that could identify the patient), neither in the text nor in the photographs, unless such information is essential for scientific purposes. , in which case you can collect it in the article as long as the patient or his parent or guardian gives written informed consent for its publication. The authors are responsible for obtaining the informed consent in writing, authorizing their publication, reproduction and disclosure on paper and internet freely accessible on the Internet.

Patient Permission: No data or image identifying a patient can be used without formal consent (**patient permission forms are available at:** www.thieme.com/journal-authors/); studies using human beings or animal trials must follow ethical standards from the International Committee of Medical Journals Editors – ICMJE, as well as approval of original institution’s Ethics Committee; conflicts of interest must have a ICMJE form filled in by all authors (available at: <http://www.icmje.org/>); commercial marks should be avoided; authors are the sole responsible for opinions and concepts in the published articles, as well as for the reference accuracy.

Conflict of interests: There is a conflict of interest when the author (s) had/has financial or personal relationships that may have biased or improperly influenced his actions. The potential conflict of interest exists regardless of whether the interested parties consider that these relationships influence or not their scientific judgment. **Authors should download the ICMJE conflicts of interest form (available at:** <http://www.icmje.org/conflictsof-interest/>), and upload the completed form. In addition, we ask that you describe in the Cover Letter any financial or personal relationship that you had or have, at the time of writing or submitting the article with people or institutions and that could give rise to a conflict of in-

terest in relation to the article that is forwards for publication.

Authorship: Authorship will be based on the criteria of the International Committee of Medical Journal Editors (ICMJE): 1. Substantial contributions to the conception or design of the work; or the acquisition, analysis or interpretation of data for the job; AND 2. Write the work or critically review it for important intellectual content; 3. Final approval of the version to be published; 4. Agreement to be responsible for all aspects of the engagement to ensure that questions related to the accuracy or completeness of any portion of the engagement are properly investigated and resolved. In the case of collective authorship, the names of those responsible for the work will be included followed by “and the Group ...” when all the members of the group consider themselves co-authors of the work. If you want to include the name of the group, although not all its members are considered co-authors, the formula used will be to mention the responsible authors followed by “on behalf of the Group ...” or “by the Group ...”. In any case, the names and institutions of the group members will be included in an annex at the end of the manuscript. The authors will be noted both on the first page of the title and in the Add/Edit/Remove/Author section. Declaration that they have read and approved the manuscript and that the requirements for authorship have been met. The Journal declines any responsibility for possible conflicts derived from the authorship of the works published in the Journal.

Publishing Permissions: The authors are responsible for obtaining the appropriate permissions to partially reproduce material (text, tables or figures) from other publications. These permissions must be requested both from the author and from the Publishing House that has published said material. Publication permission is required from the institution that has funded the research. Declaration that the content of the article is original

and that it has not been previously published or sent or submitted to any other publication, in its entirety or in any of its parts. The authors should be aware that not revealing that the material submitted for publication has already been totally or partially published constitutes a serious breach of scientific ethics. Likewise, authors who reproduce previously published materials in their article (text, tables or figures) are responsible for obtaining the appropriate permissions to reproduce said materials in the journal. The authors must have obtained written authorization from both the author and the publisher that has published this material and send a copy of them together with the article to the Journal. **The editors and Thieme combat plagiarism, double publication, and scientific misconduct with the software CrossCheck powered by iThenticate. Your manuscript may be subject to an investigation and retraction if plagiarism is suspected.**

Retraction, Comments/Alerts and misconduct: The retraction is received as a **letter to the editor and must be signed by the authors of the work**. This must include the manuscript title, must sufficiently explain the reason for the retraction and must include the full bibliographic citation of the article in reference. Comments with alerts, concerns or notifications of misconduct will be analyzed according to the parameters established by the **Committee on Publication Ethics (COPE)**. The authors and the institutions involved will be notified. After the investigation and in case of wrong behavior, the possibility will be given to make the corresponding retraction, or an announcement will be published by the editor expressing concern about the work and the validity of the results will be indicated as uncertain. All retractions, comments and alerts will be presented to the Editorial Committee, later they will be published in the consecutive online number and will be related in the table of contents, duly identified with the title of the original work to which they will be linked.

Redundant or duplicate publication: The journal does not accept previously published material and will not consider manuscripts that are simultaneously submitted to other journals, or redundant or duplicate publications, that is, articles that substantially overlap with another already published, printed or in the electronic media. **Authors must inform in the cover letter about previous submissions or publications of the same work**, in whole or in part, that may be considered redundant or duplicate publication. **These restrictions do not apply to published abstracts of communications, papers or conferences presented at national or international scientific meetings.**

Financing: Authors must disclose any financial relationship(s) at the time of submission, and any disclosures must be updated by the authors prior to publication. Information that could be perceived as potential conflict(s) of interest must be stated. This information includes, but is not limited to, grants or funding, employment, affiliations, patents, inventions, honoraria, consultancies, royalties, stock options/ownership, or expert testimony.

Additional information: PDF proof will be sent to the corresponding author for eventual queries and/or approval within 72 hours; except measure units, acronyms must be spelled out after its first time mentioned.

Editorial Contacts

Editorial Office

Thieme Publishers – Acquisitions Editor

Ana Paula Canel Bluhm, MSc., PhD.
ana.bluhm@thieme.com.br

Editorial Production

Thieme Publishers - Production Coordinator

Gisele Múfalo
gisele.mufalo@thieme.com.br

Thieme Publishers - Junior Production Coordinator

Paula Di Sessa Vavlis
paula.disessa@thieme.com.br