

BJUI

BJU INTERNATIONAL

EDITOR
John M. Fitzpatrick

CHECK LIST

- Avoid abbreviations in the title, authors should limit their use of abbreviations and they should be used consistently throughout the text. There is a list of standard (common) abbreviations published in each issue. These can be used without definition, but all others must be defined on first mention and listed at the end of the paper
- All values in SI units (except blood pressure in mm Hg)
- Manuscript double spaced
- Number all pages of the manuscript consecutively, beginning with the title page
- Include all Essential Sections (see list above)?
- Do NOT include pictures/graphs/diagrams within your text. Submit EACH picture/graph/diagram as a separate FIGURE FILE
- TITLE PAGE of your text must include full title, author details, contact details of the corresponding author with email address and the shortened running title
- Details of ethics approval (or a statement that it was not required) – this is required for all original research articles (see *BJUI* Guidelines to Authors for full details)
- If reporting experiments on animals, in the manuscript have you indicated whether the institutional and national guide for the care and use of laboratory animals was followed?
- For randomised controlled trials (RCTs):
 - a checklist and flowchart in accordance with the CONSORT guidelines <http://www.consort-statement.org>
 - the trial protocol
 - the registration number of the trial and the name of the trial registry (included in the manuscript on the last line of the structured abstract)
- Read Author Guidelines for details of structured abstracts for main research articles, and types of abstracts required for other manuscript types
- Read Author Guidelines for details of how the main text should be structured

How to get your paper published in BJUI

Look inside to find out

- Why choose *BJUI*?
- The submission process
- FAQs

www.bjui.org

A journal to be valued

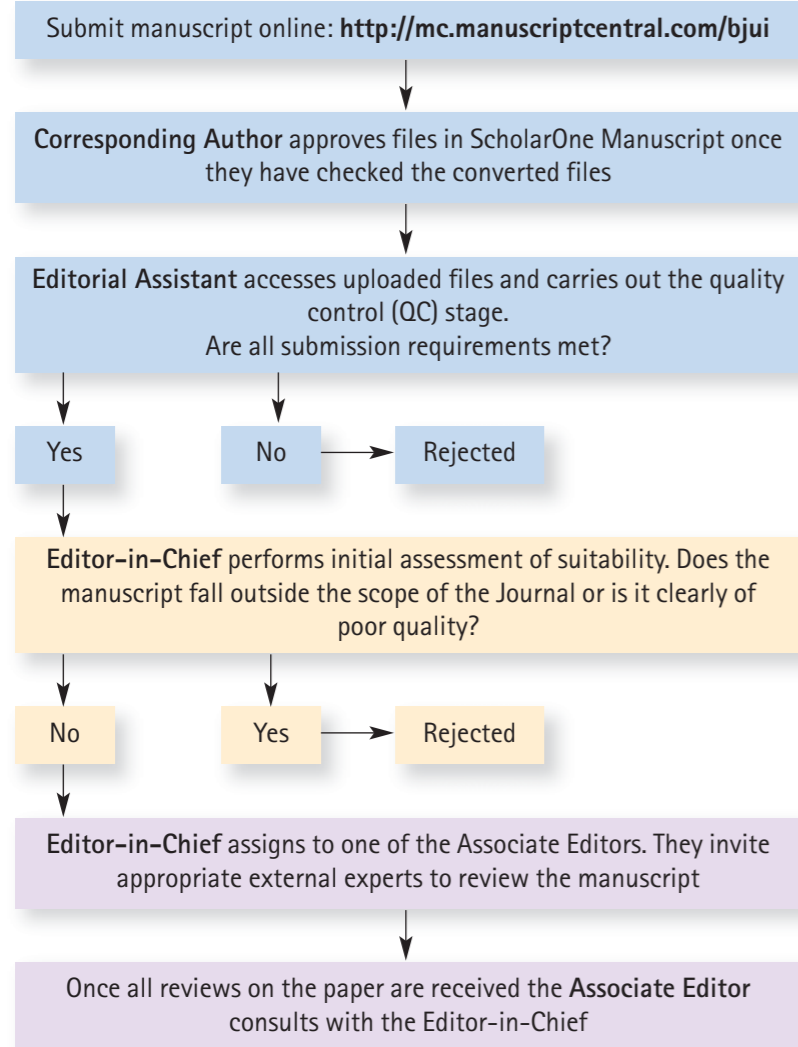
www.bjui.org



How to submit your paper to BJUI

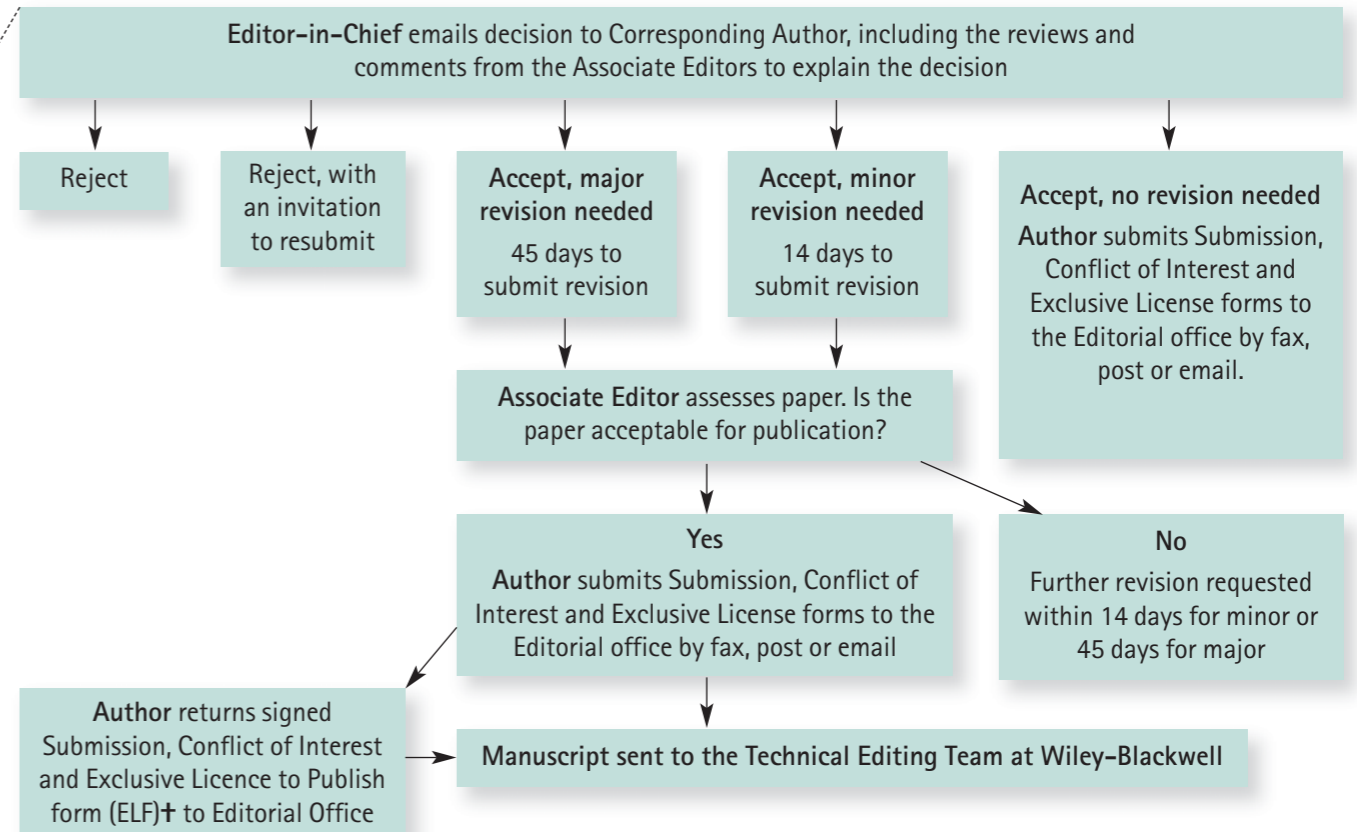
- Flow diagram for Authors**
- Author(s) prepare manuscript
 - Each author approves final version of manuscript

BJUI EDITORIAL OFFICE

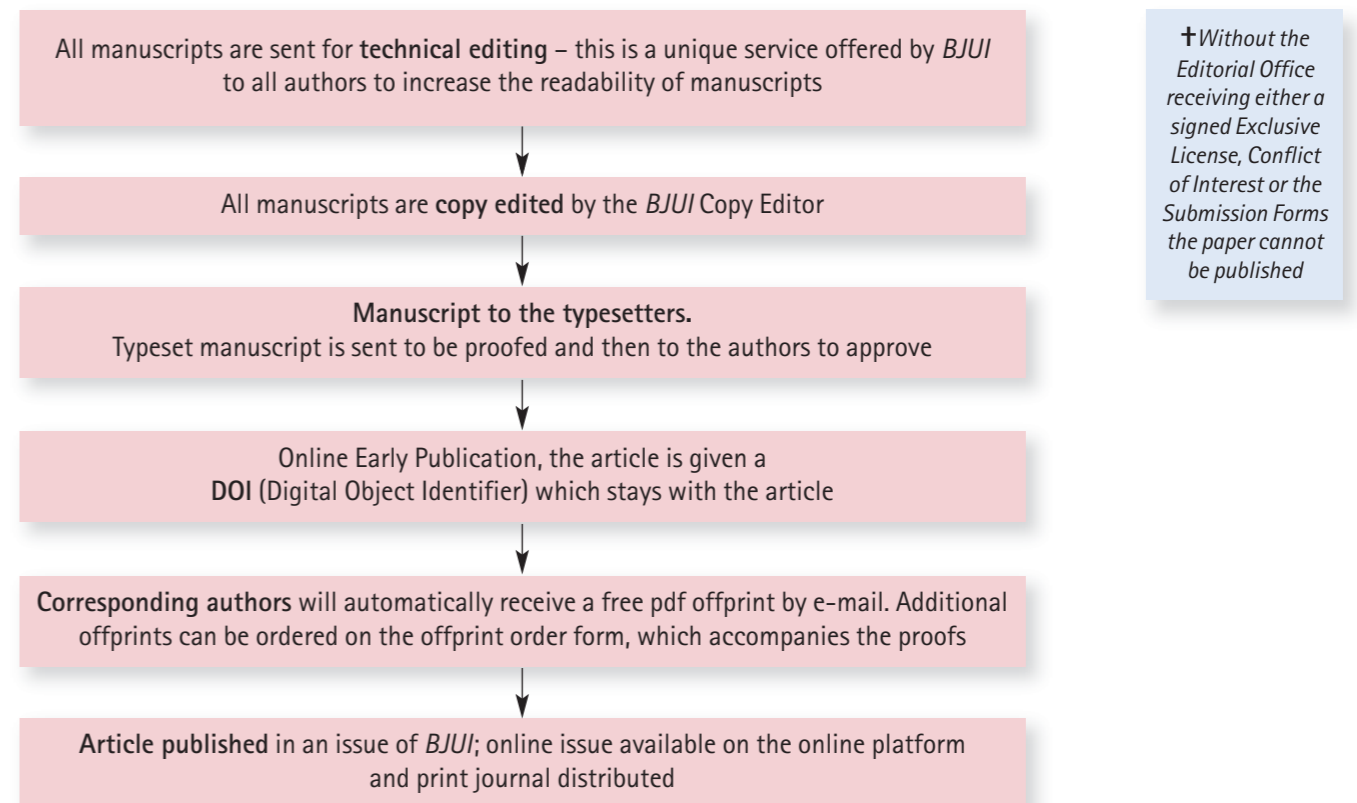


If the content of the manuscript is suitable for review but the standard of language is poor, the EIC will recommend that the language is improved. Please visit <http://authorserives.wiley.com> for further details of professional English language editing services

BJUI EDITORIAL OFFICE (CONTINUED)



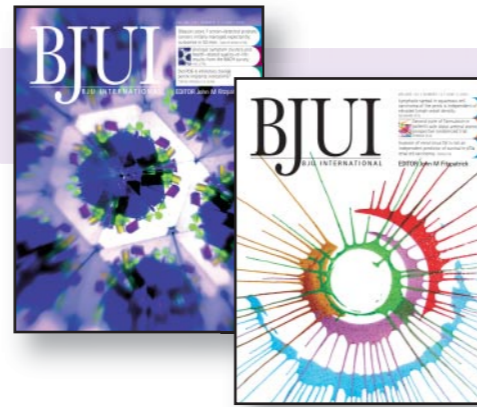
WILEY-BLACKWELL PRODUCTION OFFICE



†Without the Editorial Office receiving either a signed Exclusive License, Conflict of Interest or the Submission Forms the paper cannot be published

<http://mc.manuscriptcentral.com/bjui>

Why choose BJUI?



John M Fitzpatrick,
Editor-in-Chief

First published in 1929, *BJUI* is one of the most highly respected medical journals in the world. The number and quality of articles submitted is steadily increasing, resulting in a current rejection rate of almost 80%.

Each year the Editor, John M. Fitzpatrick and his team look for new ways to evolve the Journal in order to bring you the most up-to-date and relevant articles to meet your research needs. An ongoing process of editorial development is employed to make sure *BJUI* is modern and innovative, meeting the needs of the urologist.

BJUI will make your work rapidly accessible to the international scientific community. The time from submission to first decision ranges from a few days to an average of six to eight weeks. Final acceptance to online early publication is quick at just over a month.

The submission process

Information on Presubmission

Responsibility

Authors are responsible for proofreading of the text, references, tables and figures for absolute accuracy. Please note it is also the author's responsibility to ensure we have correct spellings of all co-authors and email addresses prior to starting the submission process.

English-language editing

Does the manuscript require a professional **English-language editing service**?

See here for details: <http://authorservices.wiley.com>

Optimize

Is the manuscript written in the best possible way for it to be **found by search engines**?

Find out how to improve your title and abstract here

<http://authorservices.wiley.com/bauthor/seo.asp>

Case reports

Case Reports and Points of Technique are no longer accepted for publication in the Journal. However, please note that Case Reports can be submitted for publication on the *BJUI* website www.bjui.org/ContentSubmissions.aspx

Authorship

(1) remember that to qualify for authorship an individual should meet these criteria:

- (a) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
- (b) drafting the article or revising it critically for important intellectual content; and
- (c) final approval of the version to be published.

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

(2) during the submission process within ScholarOne Manuscript you will be asked to confirm that **all** individuals who qualify for authorship are listed and supply a correct email address for each co-author.

(3) all authors will need to confirm to the Corresponding Author that they concur with the submission of the manuscript to *BJUI* and that neither this manuscript nor one with substantially similar content under their authorship has been published or is being considered for publication elsewhere, it is helpful for the Corresponding Author to gain written documentation to prove this.

CONFIDENTIALITY

BJUI Editors and Reviewers must not disclose information about manuscripts (including their receipt, content, status in the reviewing process, criticism by reviewers, or ultimate fate) to anyone other than the authors, editors and reviewers.

www.bjui.org



Duplicate Submission

BJUI will not consider manuscripts that are simultaneously being considered by other journals. Among the principal considerations that have led to this policy are: (a) the potential for disagreement when two (or more) journals claim the right to publish a manuscript that has been submitted simultaneously to more than one; and (2) the possibility that two or more journals will unknowingly and unnecessarily undertake the work of peer review and editing of the same manuscript, and publish same article, which would result in redundant publication (see FAQs). Duplicate publication of original research is particularly problematic, since it can result in inadvertent double counting or inappropriate weighting of the results of a single study, which distorts the available evidence.

Please note authors are penalised for double submission. We will notify all other urology journals and no one will accept work for publication for one full year for authors who do double submit.

Transparency

When submitting a paper, the author must always make a full statement in the cover letter about all submissions that might be regarded as redundant or duplicate publication of the same or very similar work. The author must alert the editor if the manuscript includes subjects about which the authors have published a previous report or have submitted a related report to another publication. Any such report must be referred to and referenced in the new paper. Copies of such material should be included with the submitted paper to help the editor decide how to handle the matter.

Contributorship

Contributors who do not qualify for authorship should be included in the Acknowledgments section.

Patient Consent

Patients have a right to privacy that should not be infringed without informed consent. Complete anonymity is difficult to achieve and informed consent should be obtained if there is any doubt.

Obligation to Publish Negative Studies

Editors will consider seriously for publication any carefully done study of an important question, relevant to *BJUI* readers, whether the results are negative (that is, convincingly allow the null hypothesis to be accepted) or positive (that is, allow the null hypothesis to be rejected). Failure to submit or publish negative studies, in particular, contributes to publication bias.

Essential sections, that must be included in the manuscript

Acknowledgements

Include, for example, funding for writing or editorial assistance also include contributors who do not qualify as authors, with their contribution described.

Disclosure of Interests

These include relevant financial (for example patent ownership, stock ownership, consultancies, speaker's fees), personal, political, intellectual or religious interests. Please note that a conflict of interest should not prevent someone from being listed as an author if they qualify for authorship. If there is doubt about whether conflicts are relevant or significant, it is prudent to disclose.

Details of Ethics Approval

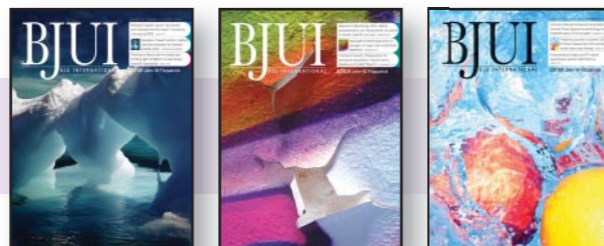
Any reports of studies or trials involving human or animal subjects, or medical records should contain a statement, that the procedures of the study received ethics approval from the relevant regional or institutional ethics committee responsible for human experimentation or complied with regulations governing experimentation using animals. The date of approval and reference number must be supplied. If no ethics approval was received please explain why, and include an explanation as to how the study adhered to the World Medical Association Declaration of Helsinki. Authors may wish to include statements to confirm that trials conformed to Good Clinical Practice (for example, US Food and Drug Administration Good Clinical Practice in FDA-Regulated Clinical Trials; or, UK Medicines Research Council Guidelines for Good Clinical Practice in Clinical Trials).

Funding

Funding for any type of publication, for example by a commercial company, charity or government department, should be stated here. This applies to all types of papers (including, for example, research papers, review papers, letters, editorials and commentaries).

POTENTIAL CONFLICTS

When authors submit a manuscript, whether an article or a letter, they are responsible for disclosing all financial and personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist.



References

Although references to review articles can be an efficient way of guiding readers to a body of literature, review articles do not always reflect original work accurately. Authors should therefore include direct references to original research sources whenever possible. Authors are responsible for checking that none of the references cite retracted articles except in the context of referring to retraction.

These should conform to the Vancouver style. The references in the text should be numbered consecutively in the order in which they appear and indicated by arabic numerals in parentheses, e.g. [1]. If there are six or fewer authors all should be listed. If there are more than six, then the first three should be listed followed by et al. Except for review articles there should not be more than 30 references. Examples are given below.

1. Morris JA, Oates K, Staff WG. *Scanning electron microscopy of adenomatoid tumours*. Br J Urol 1986; **58**:183-7
2. Wright FS, Howards SS. *Obstructive injury*. In Bremner BM, Rector FC eds, *The Kidney*, 2nd edn, Vol.II. Chapt 38. Philadelphia:Saunders, 1981: 2009-44

References in Articles

We recommend the use of a tool such as *EndNote* or *Reference Manager* for reference management and formatting.

EndNote reference styles can be searched for here:
<http://www.endnote.com/support/enstyles.asp>

Reference Manager reference styles can be searched for here:
<http://www.refman.com/support/rmstyles.asp>

References to unpublished work, including papers in preparation, should be kept to a minimum and should be mentioned in parentheses in the text as unpublished work, not in the reference list. The names of all contributors to the work should be given.

Unpublished observations, personal communications and abstracts published only in proceedings of meetings should be quoted within the text of the manuscript, in parentheses. Information from manuscripts submitted but not yet accepted should be cited in the text as unpublished observations.

Selection of manuscript categories

MINI-REVIEWS are usually commissioned but the Editor is happy to consider potential articles from authors who would like to contribute. They will only be acceptable if they are no more than 2500 words, with a maximum of 20 references. Please send a brief synopsis of the mini-review you would like to submit to:
editor.bjuint@mater.ie

ORIGINAL ARTICLES on clinical and scientific aspects of urology and its associated specialities should be no more than 4,000 words (word count excludes figures, tables, references and abstract) with no limit on references and include the following.

- a) A summary, sub-divided into:
 - subjects/patients (or materials) and methods results
 - conclusion
- b) A list of 3–6 keywords.
- c) Text, sub-divided into:
 - introduction
 - subject/patients (or materials) and methods
 - results
 - discussion
 - acknowledgements
 - references
- d) Legends to illustrations.
- e) Tables and their legends.

LETTERS. Questions or comments concerning published papers may be sent to the Editor who will refer them to the authors. The readers' comments and authors' replies may subsequently be published together. Please submit letters online at <http://mc.manuscriptcentral.com/bjui>.

SURGERY ILLUSTRATED. Focus on Details submissions should highlight one surgical step and its modification of a standard surgical procedure. Contributions should comprise one to three printed pages only with a maximum of one to three illustrations. When accepted for publication, all illustrations will be redone by our artist in colour based on the delivered sketches and/or surgical colour photographs.

The text should include:

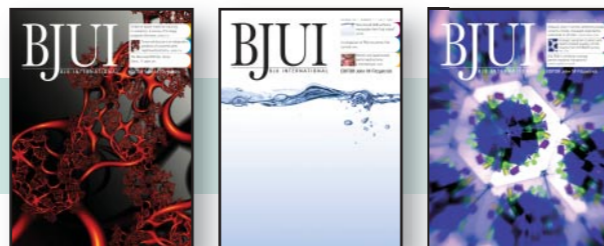
- Introduction of the surgical step (the verdict: what is the problem?)
- Explanation of the point of technique as legends to the figures
- Summary of the benefit over the known 'standard step of the procedure' with comments on possible shortcomings, complications and troubleshooting

Submissions to the Focus on Details section should be directed to:

Joachim W. Thüroff, Associate Editor, BJUI, Department of Urology, Johannes Gutenberg University Hospitals, Langenbeckstrasse 1, 55131 Mainz, Germany.
Telephone +49 6131 17 71 83. Fax +49 6131 17 64 15.
e-mail keenan@urologie.klinik.uni-mainz.de.

Illustrations

For online submission, illustrations should either be embedded in the word processor document or uploaded as separate files. Quality should be sufficient for viewing on-screen and desktop printing. If you cannot provide digital files please contact the Editorial Office. Two hard copies of all artwork should be provided with accepted manuscripts. Where possible, please provide high quality digital artwork files (see http://www.blackwellpublishing.com/authors/prep_illust.asp). Hard copy illustrations should be clearly labelled in pencil on the reverse, giving its number and the author's name. The top of the figure should be indicated. For histological sections, magnification should be given with a scale bar or in the legend; magnification values in caption should be correct for enlargement/reduction of the illustration. Any key should appear in the legend, as should details of staining techniques. Figures or tables reproduced from a published work must have the original source quoted and the permission of the author and publisher. Colour photographs may be submitted and will be published free of charge. Authors wishing any submitted material (e.g. slides) to be returned should clearly identify as such. For more information on presenting graphical and tabular results, see Grange RI. BJU 1998; **81**: 335–339.



FAQs

Units/Abbreviations

Authors should follow the SI system of units (except for blood pressure which will continue to be expressed in mmHg) (see Grange RI.BJU 1996; 78: 961–963). Numbers are written in full up to nine; numerals are used from ten upwards. Authors should limit their use of abbreviations and they should be used consistently throughout the text. There is a list of standard (common) abbreviations published in each issue. These can be used without definition, but all others must be defined on first mention and listed at the end of the paper.

Proofs

Proofs will be sent by e-mail as an Acrobat PDF (portable document format) file. Corrections should be kept to a minimum. Extensive changes may be charged to the author. Authors are asked to return their corrected proofs to the Production Editor within 3 days of receipt. Please note that if no corrections are returned then the article will be published as it stands.

Randomised controlled trials (RCT)

Randomised controlled trials require (a) a copy of the ethics approval (or an explanation as to why ethics approval was not received), (b) a CONSORT flowchart/checklist (submitted as a Figure File): <http://www.consort-statement.org/Downloads/download.htm> and (c) a copy of the original protocol upon which the trial was based. Additionally, the clinical trial registration should be included along with the name of the trial at the end of the abstract. Clinical trials should be registered in free, public clinical trial registries (for example, www.clinicaltrials.gov, <http://clinicaltrials-dev.ifpma.org/>, <http://isrctm.org/>) before publication.

Note to NIH Grantees

Pursuant to NIH Mandate, Wiley-Blackwell will post the accepted version of contributions authored by NIH grant-holders to PubMed Central upon acceptance. This accepted version will be made publicly available 12 months after publication. For further information, see www.wiley.com/go/nihmandate

For a full list of manuscript types go to *BJUI* author guidelines: www.bjui.org

OBLIGATION TO REGISTER CLINICAL TRIALS

BJUI require, as a condition of consideration for publication, registration in a public trials registry.

EMBARGO POLICY

BJUI articles are embargoed until their publication Online Early to prevent publication of stories in the general media before the original paper on which they are based is available. Doctors in practice need to have reports available in full detail before they can advise their patients about the reports' conclusions. Moreover, media reports of scientific research before the work has been peer reviewed and fully published may lead to the dissemination of inaccurate or premature conclusions.

Authors should not publicize their work while their manuscript is under consideration or awaiting publication. *BJUI* has an agreement with the media that they will not release stories before the embargo, in return for which the journal will cooperate with them in preparing accurate stories.

Presubmission FAQs

Where do I submit papers to BJUI?

Submit online at <http://mc.manuscriptcentral.com/bjui>. You will first need to create an account if you have not previously used the website. You can do this by clicking on the 'Register here' link on the right-hand side of the login page. Please note correct names (pay particular attention to spelling) and correct email addresses for co-authors are required on submission.

How do I submit online?

Once you have registered and logged into the ScholarOne Manuscript website, click on your Author Centre and then on the link to submit a new paper. Follow the steps through the submission process. A green tick will appear at the left-hand side of each step when it is complete. The last step will highlight any areas which are not complete and will also require you to check the PDF of your manuscript. This file will be sent to the editors and reviewers so it is essential that you check that it appears correctly. Once you have submitted your paper you will receive an automatic email confirmation.

How should I format my manuscript?

Please refer to the journal's instructions for authors at <http://www.bjui.org/GeneralPage.aspx?id=40>

What style or referencing should I use?

Vancouver Style.

What file type should I use for my manuscript files?

Files containing text only should be submitted in Word or RTF format. Images should be supplied in a high resolution, non-compressed format such as TIF or EPS (the latter for line art). Manuscript files which are intended for eventual publication should not be submitted in PDF format.

I have submitted my paper but have forgotten to include a file – what should I do?

You will be unable to access your submission files once they have been submitted to the editorial office online; instead, you should send the file by email to the editorial office at editor.bjuint@mater.ie. The office will be able to include your file in the submission package.

Can I track the status of my submission through the review process?

Yes; you can log in to the website at any time and view the current status of your submission.

Will my co-authors be notified about the submission?

When you submit online, you are asked to enter the names and contact details of your co-authors. Assuming that the information you supply is correct, they will be notified when your manuscript is submitted. They will also be able to log in to the website and check the status of the paper.

I have registered on the website but have forgotten my account details: how can I retrieve them?

Enter the email address which you used to register in the 'Password Help' box on the login page. You'll receive an email which will give you instructions for resetting your password. For security reasons, users' passwords are encrypted and not visible to the editorial office team.

One of the other authors has submitted the manuscript to another journal, but we do not know if it has been accepted yet; can we submit it to BJUI?

No, until a reject decision has been received *BJUI* cannot consider a paper currently under consideration for publication elsewhere.

What is redundant publication?

Redundant (or duplicate) publication is publication of a paper that overlaps substantially with one already published in print or electronic media.

What is peer review?

Peer review is the critical assessment of manuscripts submitted to journals by experts who are not part of the editorial staff.

How can I obtain further help with the submission process?

Please contact the Editorial Office at editor.bjuint@mater.ie.

Post acceptance FAQs

Will I see proofs of my paper prior to publication?

Yes, the production office will send the corresponding author pdf proofs

How long will it take for my paper to appear online?

On average it takes 39 days from acceptance

Will I have access to the article once published?

Yes, a pdf will be sent to the corresponding author.