

# Instructions to Authors

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Assistant Editors

**UROLOGIA** is an international publication, official journal of **FISU** (Federazione Italiana delle Società Urologiche: Società Italiana di Urologia; Società Urologia Nuova; Società Italiana di Urologia Pediatrica; Società Italiana di Chirurgia Genitale Maschile, Società Urologi Nord Italia; Società di Urologia Centro Meridionale e delle Isole; Società Apulo-Lucana di Urologia; Gruppo Urologia Oncologica del Nord Est; Associazione Italiana Endourologia; Associazione Urologi Lombardi; Associazione Urologi Piemontesi; Associazione Ligure Urologi; Associazione Triveneta di Urologia; Club Triveneto di Urodinamica; Gruppo Urologia Oncologica del Nord Est). **UROLOGIA** is issued 4 times per year and it publishes peer-reviewed original clinical and laboratory articles dealing with urology. Reviews, case reports, editorials, technical notes and letters to the Editor are also welcome. Articles are accepted and published in two languages: Italian and English. All articles include the title and the abstract in English. All submitted papers must not have been published in other journals and must not be under evaluation by other titles. All submitted articles should follow the instructions described below. Manuscripts submitted to the Editors in Chief, Prof. **Sergio Cosciani Cunico** (Brescia) and Prof. **Antonino Lembo** (Bergamo), will be processed by the Editorial Committee and by two referees within 4 weeks from receipt.

## MANUSCRIPT INSTRUCTIONS

**Length of the manuscript** including tables, figures, references and acknowledgements must not exceed the following number of printed pages: reviews 12 pages, original papers 8, editorials 6, case reports 4, letters to the Editor 2. Three manuscript pages typewritten with doublespace, 70 characters per line, 25 lines per page on A4 size paper are equivalent to 1 printed page (850 words). For each additional printed page Authors will be charged € 30,00 directly by the Publisher.

**Cover letter**, signed by all the Authors, must state that the material submitted for publication has not been previously reported and is not under peer review process elsewhere.

### Title page

The title page should contain:

- 1) The title of the article, no longer than 135 characters avoiding abbreviations;
- 2) A short running head of no more than 40 characters (count letters and spaces), avoiding abbreviations;
- 3) First name, middle initial, and last name of each Author;
- 4) Institutional affiliation for each Author, using superscripts and not symbols (e.g. Paul Smith<sup>1</sup>);
- 5) Name, complete mailing address, telephone number, fax number and e-mail address of Author to whom correspondence and request of reprints should be sent;
- 6) **Disclaimers.**

• **Financial support.** Identify all sources, public and private of grants and funds in support of the study. Supply the agency name and city, company name and city, fellowship name and grant number. Identify clearly equipment and supplies employed for the study;

• **Meeting presentation.** If the data have been presented at a scientific meeting, state the place, exact date of presentation, and auspices of the meeting;

• **Informed Consent.** Studies on human subjects must comply with the Helsinki Declaration of 1975 and those using animals must comply with the laws of the country where the research was conducted. Manuscripts reporting the results of experimental investigation on human subjects must include a statement to the effect that informed consent was obtained. If the study being reported involved human subjects, human derived materials, or human medical records, please include one of the following statements in the Materials/ Patients and Methods section:

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• **Conflict of interest.** All manuscripts must state, in a footnote, whether any authors have proprietary interest or not. Authors of research articles should disclose at the time of submission any financial arrangement they may have with a company whose product is pertinent to the submitted manuscript or with a company making a competing product. Such information will be held in confidence while the paper is under review and will not influence the editorial decision, but if the article is accepted for publication, a disclosure will appear with the article.

**Authors are kindly requested to address the original manuscript (including tables and figures) to:**

Manuscripts should be sent only by **e-mail to: sironi.zani@wichtig.it** as attached Word or Rich Text Format (RTF) files. Figures should be sent separately as .jpg, or .tif files. The text should be typed double spaced on one side of A4 size paper according to the following order:

**English abstract and Italian summary** (~300 words each). A concise title and no more than 6 key words should be included. The English abstract should be structured as follows: background, methods, results, conclusions.

**Text.** The order should be as follows: introduction, materials and methods, results, discussion, acknowledgements, references (see below). Captions of figures should be typed double spaced on a separate sheet.

**Figures** should be submitted electronically by e-mail to **sironi.zani@wichtig.it** as .jpg or .tif files with a resolution of at least 300 dpi. Slides are not accepted.

Figures must be indicated in order of appearance in the text, using Arabic numbers in brackets, eg. (Fig. 1).

Photographs of a patient should not show the identity of the person and must be accompanied by the written consent to publication, by the patient. If a figure has been published before, the original source must be acknowledged, and written permission from the copyright holder must be submitted with the material.

Figures are published in black and white, according to the policy of the Publisher. If Authors need to publish full-color figures, they will be charged for color printing directly by the Publisher.

**Tables** should be typed on separate sheets and indicated by Roman numbers including a brief heading describing its content. References to the tables should be reported in order of appearance in brackets in the text, eg. (Tab. I).

**References** must be numbered correctly in the order in which they are cited in the text. The style of abbreviations is that used in the current edition of Index Medicus published by the National Library of Medicine in Bethesda, MD, USA. The Authors' names should be followed by the title of the article, journal abbreviation, year of publication, volume number, first and last page numbers. Each reference should give the name and the initials of all the Authors when six or less; when seven or more, the first three Authors should be given followed by et al. References to books should contain the title of the book, followed by place of publication, publisher, year and relative pages.

Examples:

*Article:*

1. Orlando RA, Rader K, Authier F et al. Megalin is an endocytic receptor for insulin. *J Am Soc Nephrol* 1998; 9: 1759-66.

*Book:*

2. Vehaskari VM, Robson AM. Proteinuria. In: *Pediatric Kidney Disease*, Edelman CM Jr ed. Boston: Little, Brown and Co., 1992, 531-51.

*Proceedings:*

3. Physicians Desk Reference Generics, Montvale, New Jersey, Medical Economics, 1995, 2518-20.

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