



Advancing Urology Worldwide

SIU-ICUD Consultation Books Guidelines for Manuscript Preparation, Revised 10-Aug-2015

For several years the Société Internationale d'Urologie has collaborated with the International Consultation on Urologic Diseases (ICUD) to publish books based on the ICUD Consultations that are held at each SIU Congress. The SIU Publications office, in collaboration with the ICUD, has drafted rules in order to streamline the publishing process and maintain consistency among the books.

CONSULTATION CHAIR RESPONSIBILITIES

1. Sends SIU Programme Office list of confirmed committee topics, chairs and members (with e-mail addresses)
2. Communicates pertinent deadlines to committee chairs and members
3. Ensures all committee chairs adhere to the items outlined in the "Committee Chair Responsibilities" section
4. Drafts and provides preface to SIU Editorial
5. Approves all components of ICUD Consultation prior to final production

COMMITTEE CHAIR RESPONSIBILITIES

1. Submits chapter and all related material to SIU Editorial in a timely manner
2. Edits his/her chapter ensuring that is not submitted in segments (i.e., separate Word files or multiple sections within document with individual reference sections), but as one whole document, in a single written style, and with a single reference section using the SIU chosen reference system (see 4)
3. Provides images and tables to the SIU Editorial Office as separate files, with images provided as .pngs, tifs, jpegs, not embedded in the Word document
4. Includes chapter references in the Word document as Endnotes (please see section entitled "Citations and References" for detailed instructions for inserting Endnotes in Word)
5. Secures permissions for any images and tables above the first 5
6. Addresses "queries to author" in a timely manner
7. Examines the cover page of their chapter carefully to ensure each author's name is spelled correctly and that the country of origin is accurate
8. Reviews final chapter draft in its entirety to ensure accuracy and completeness, and approves final draft prior to production



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THE SIU—ICUD BOOK PUBLISHING PROCESS: FROM WRITING TO PUBLISHING

Effective January 2012, committee members submit their material to the individual Committee Chair, whose task it is to ensure that the chapter components—content, references, and figures—have been properly completed by all. In addition, each Committee Chair bears the responsibility of sending these chapters to the Consultation's Editors (the Chairs of the Consultation). The Editors provide feedback on the chapters, and then return these to the various Committee Chairs, who will coordinate with their group to address any comments provided by the Editors.

The finalized chapter is only sent to the copy editors (SIU Publications Office) after the Editors have signed off on the chapters. The schematic of this process is shown in Figure 1. The copy editors will be responsible for checking the completeness of the chapter and notifying the Subcommittee Chair of incomplete items or omissions. They will edit and proofread language and grammar, ensure all references are in the SIU format, and send the clean chapters to the Design team for layout. Committee Chairs are asked to help the process in such a way that deadlines are adhered to, so that the Publications Office has sufficient time to copy edit, proofread and produce the books for printing (see section entitled “Committee Chair Responsibilities” for more information).

Following are all the steps involved in the chapter submission process for SIU-ICUD Consultation books, in sequential order:

ICUD Chapter Development Phase

1. Eight weeks (C-8 weeks) prior to the Consultation (C), each Committee member sends his chapter contribution to the individual Committee Chairs, whose task it is to ensure that the chapter components—scientific content, references, and figures—have been properly completed.
2. Four weeks (C-4) prior to the Consultation at the latest, the Committee Chair returns the author's contribution, if further work is required.
3. The final draft of the chapter is brought to the Consultation for possible discussions.
4. Within four weeks (C+4) of the Consultation, the Committee Chairs send the completed chapters to the Consultation Chair(s) for editing, including changes that have been made as a result of the public presentation of the work, or after the Scientific Committee meeting.
5. Within eight weeks (C+8) of the Consultation, the Consultation Chair(s) return chapters to the Committee Chairs to be finalised.



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6. Within 12 weeks (C+12) of the Consultation, the Committee Chairs return the finalised chapters to the Consultation Chair(s), who send(s) them on to the copy editors (SIU or EAU Publications Office) after signing off on the chapters.

SIU Copyediting and Publication Phase

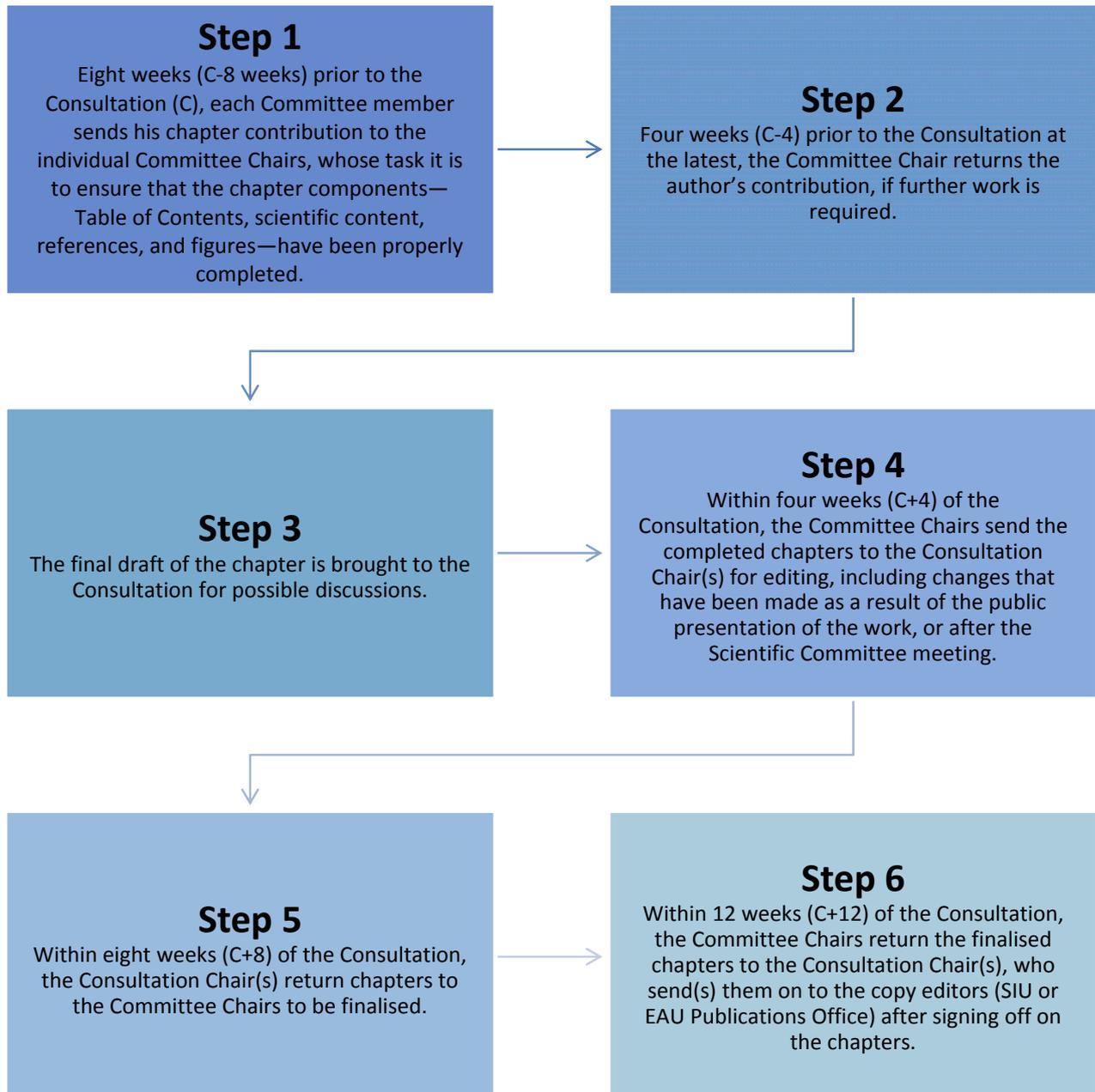
7. The Editorial team needs 8 weeks (C+12-20) to complete its tasks. The Editorial team will be responsible for checking the completeness of the chapter.
 - a. Any chapters that are deemed incomplete will be returned to the respective Committee Chair for further action.
 - b. Any chapters returned to the Committee Chair by the Publisher will need to be received by a specific deadline, failing which inclusion in the book will be compromised.
8. The Editorial team will edit and proofread language and grammar, ensure all references conform to SIU style, and send the clean chapters to the Design team for layout.
9. The Design team then requires a minimum of 6 weeks (C+20-26 weeks) to finalise all aspects of the book layout, based on an average of 8 chapters.



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FIGURE 1. New process of chapter submission for SIU-ICUD Consultation books

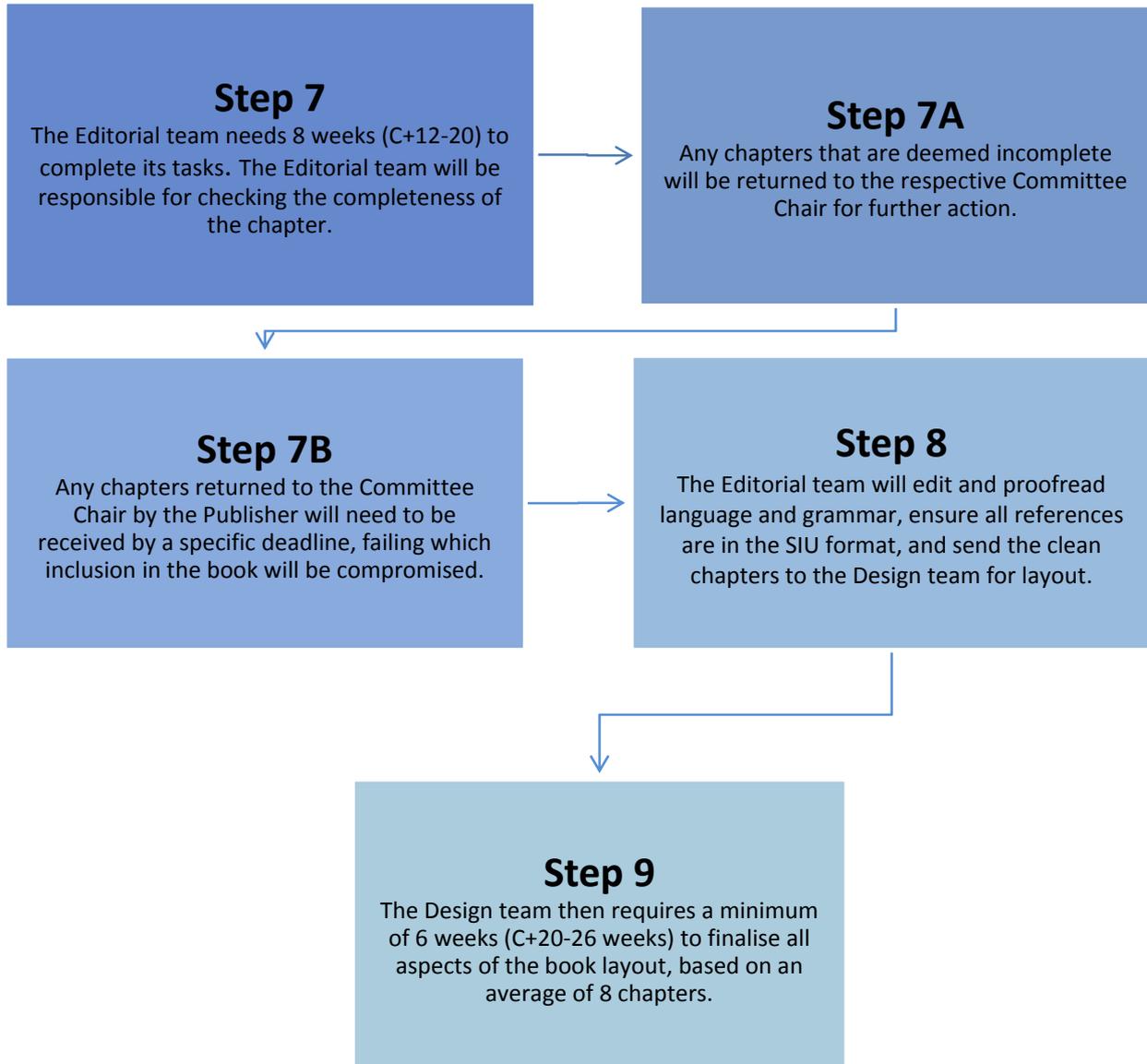
1A—ICUD Chapter Development Phase





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1B—SIU Copyediting and Publication Phase





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CITATIONS AND REFERENCES

Correct referencing is part of the writing process. In order to avoid charges of plagiarism, it is essential that content originating in other publications be clearly referenced by the author(s). This includes figures that are directly copied from a source, be it a journal article, a book, or a website. The source must be clearly indicated in the text and/or figure legends. The format for referencing is to cite in order of appearance. Should multiple authors write sections of a chapter, it is the responsibility of the Committee Chair to merge his/her members' work, in order to provide a chapter of uniform quality and standard presentation/language, eliminating repetition and with a single list of references. The SIU has adopted a modified Vancouver style for citations. Below is a quick guide to formatting for the most common reference types.

References must be limited to those cited in the text, be numbered consecutively in the order in which they are first mentioned, with their positions indicated in the text by a superscript number (using Word's Endnote feature).

Note that SIU will not accept chapters that do not conform to the above requirements.

Example format:

"During the past several years, population-based studies have reported both the prevalence of seven symptoms captured by the IPSS and a more complete list of voiding, storage and post-micturition.^{17–23}

For journal articles: Surname and initial(s) of author(s), title of article, name of journal, year; volume; first and last pages. Punctuation and formatting shown in example below must be followed exactly.

Jones CJ, Smith TH, Johnson SV, et al. Cysts of the kidney. *J Urol*. 1988;33:102–105.

For books: Surname and initials of author(s), title and subtitle, edition (other than first); city, publishing house, year, and pages as specific reference. Punctuation shown in example below must be followed exactly.

Jones CJ, Smith TH. *Kidney Diseases*, 2nd ed. London: Little Brown & Company; 1973:50–53.

For articles or chapters in books: Surname and initials of author(s), title of article/chapter, surname and initials of editor, title of book, city, publishing house, year, and pages. Punctuation shown in example below must be followed exactly.

Jones CJ, Smith TH. Value of cystography. In: Roberts MD, Ed. *Kidney Diseases*. New York: Oxford University Press; 1973:200–206.



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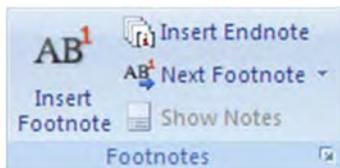
Using Endnotes to Create References*

To facilitate the revision process for references, all references in submitted chapters must be created using Word's built-in Endnote feature. This will allow for automatic renumbering in the event that references need to be added, omitted, or reordered. Chapters that do not adhere to this convention will be deemed incomplete and returned to their respective Committee Chair(s) for correction.

Insert an endnote

Microsoft Office Word automatically numbers footnotes and endnotes for you, after you specify a numbering scheme. When you add, delete, or move endnotes that are automatically numbered, Word renumbers the endnote reference marks.

1. Click where you want to insert the note reference mark.
2. On the References tab, in the Footnotes group, click Insert Endnote.

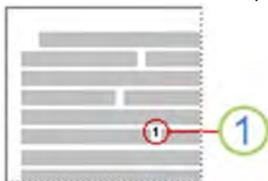


Keyboard shortcut: To insert a subsequent endnote, press [CTRL]+[ALT]+[D].
By default, Word places endnotes at the end of the document.

3. Type the note text.
4. Double-click the footnote or endnote number to return to the reference mark in the document.

Delete an endnote

When you want to delete a note, you work with the note reference mark in the document window, not the text in the note.



1. Note reference mark

If you delete an automatically numbered note reference mark, Word renumbers the notes in the new order.



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- In the document, select the note reference mark of the footnote or endnote that you want to delete, and then press DELETE.
- * **Note:** Instructions provided are for Word 2010 and above. For older versions and detailed tutorials, please refer to the links below:
1. Word 2003: Click [here](#) for step-by-step instructions
 2. Word 2007 and above: Click [here](#) for a video tutorial

FIGURES AND TABLES

Figures and tables must be numbered according to the order in which they are mentioned. The source for each figure or table must be written on the bottom of the figure/table, along with a legend describing it. For copyright purposes, we ask all authors to include a comment in the figure legend whether these figures are original or were copied directly from other sources. A maximum of five figures and tables copied directly from other sources is allowed for each chapter. There is no limit for figures and tables that were created by the authors themselves (i.e., original figures that are not taken from another reference).

FRONT MATTER INFORMATION

We ask that all ICUD Chairs provide us with the following upon submission of the edited chapters to SIU Publications for inclusion in the front matter of the book:

- Title of the book for cover
- Introduction/Preface

THE SIU-ICUD PUBLICATIONS: A VALUABLE RESOURCE FOR UROLOGISTS

International consultations are an important collaborative initiative between the SIU and the ICUD. Not only are the Committee Reports an integral part of the annual Congress, but the books published subsequently become valuable international references on the topic. Effective March 2013, all SIU-ICUD books will be available for download via SIU Academy, SIU's official eLearning portal.

The SIU thanks all future Consultation Editors, Committee Chairs and Committee Members for their contribution and their adherence to the new publishing guidelines. Our collaborative effort will without a doubt produce quality publications of which we can all be proud.

Since 2002, volumes have been published on the following urological diseases, under the direction of some of the world's leading urologists and SIU members:

Urogenital Trauma (2002), Jack McAninch

Bladder Cancer (2004), Mark Soloway

Stone Disease (2007), John Denstedt

Penile Cancer (2008), Antonio Carlos Pompeo

Testicular Cancer (2009), Jerome Richie and Susanne Osanto



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Obstetric Fistula in the Developing World (2010), Paul Abrams
Urethral Strictures (2010), Christopher Chapple, Chris Heyns and Gerald Jordan
Prostate Cancer (2011), Gerald Andriole and Manfred Wirth
Male LUTS (2012), Christopher Chapple, Kevin McVary and Claus Roehrborn
Congenital Anomalies in Children (2013), Catherine DeVries and Rien Nijman
Upper Tract Urothelial Carcinoma (2013), Sharokh Shariat, Surena Matin and Arnulf Stenzl
Stone Disease (2014), John Denstedt and Jean de la Rosette