



Advancing Urology Worldwide

SIU—ICUD Consultation Books New Guidelines for Manuscript Preparation

For several years now, the Société Internationale d'Urologie has collaborated with the International Consultations on Urologic Disease (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.

The SIU—ICUD Book Publishing Process: From Writing to Publishing

Effective January 2012, authors submit their material to the individual Subcommittee Chairs, whose task it is to ensure that the chapter components—Table of Contents, content, references, and figures—have been properly completed by all chairs. In addition, each Subcommittee 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 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. Subcommittee 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.



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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 Subcommittee member sends his chapter contribution to the individual Subcommittee Chairs, whose task it is to ensure that the chapter components—Table of Contents, scientific content, references, and figures—have been properly completed.
2. Four weeks (C-4) prior to the Consultation at the latest, the Subcommittee 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 Subcommittee 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 Subcommittee Chairs to be finalised.
6. Within 12 weeks (C+12) of the Consultation, the Subcommittee 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

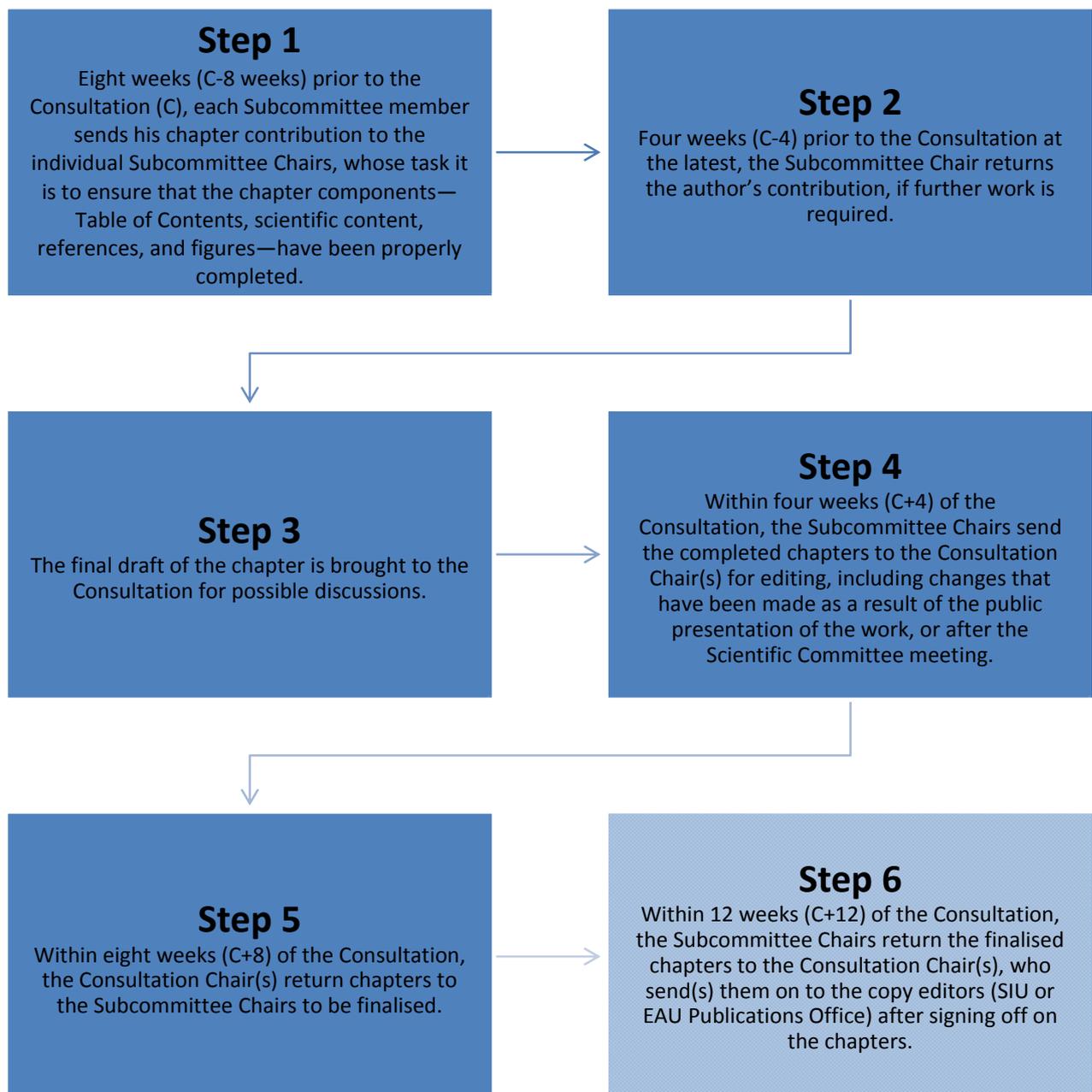
7. The Editorial team needs 8 weeks (C+12-20) to complete its tasks. The Editorial team will be responsible for checking the completeness of the chapter.
 - a. Any chapters that are deemed incomplete will be returned to the respective Subcommittee Chair for further action.
 - b. Any chapters returned to the Subcommittee 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

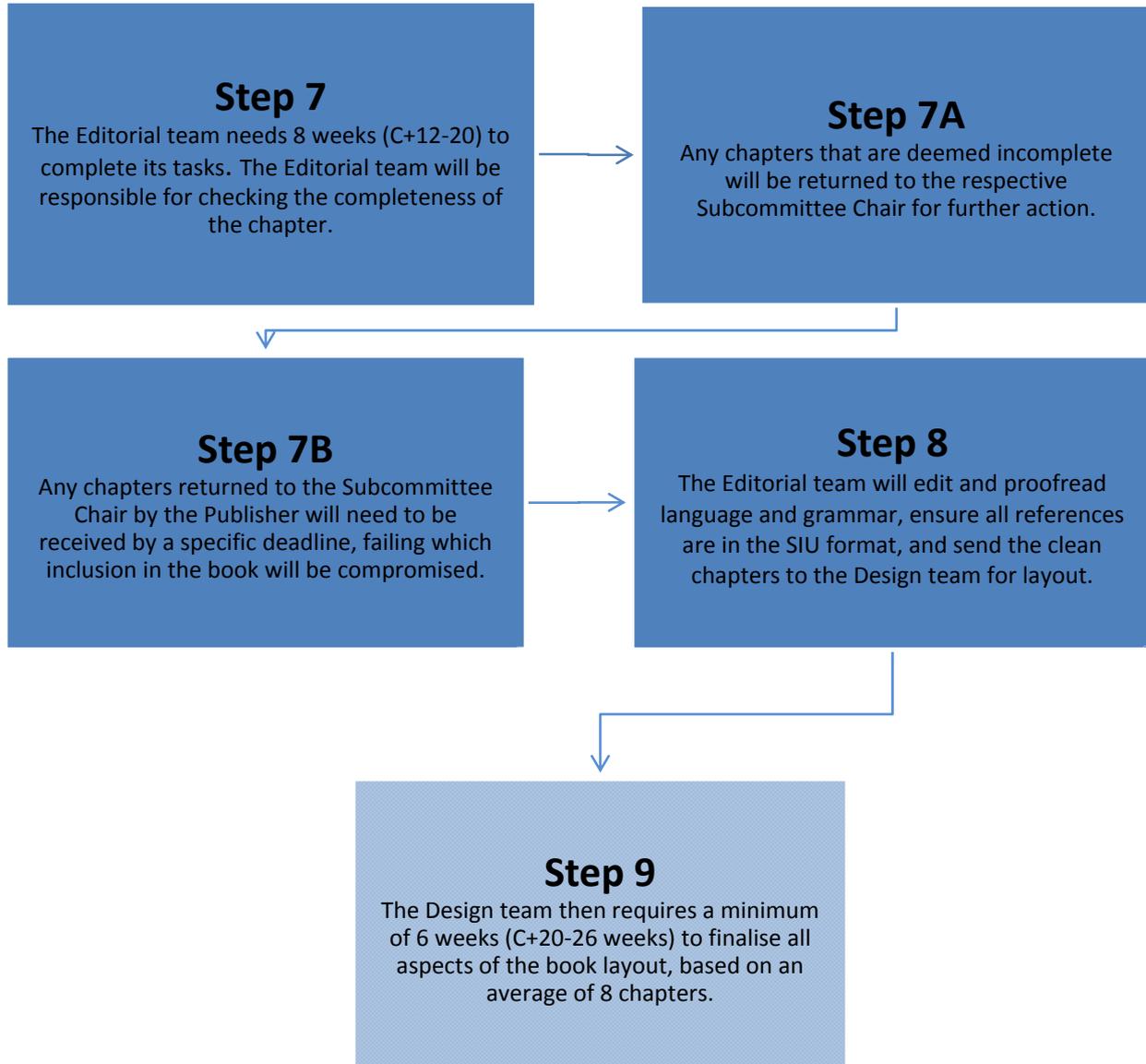
1A—ICUD Chapter Development Phase





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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 Subcommittee 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 reference style modified from Urology–The Gold Journal (modified Vancouver). Below is a quick guide to formatting for the most common reference types.

References: 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 an Arabic number enclosed in parenthesis. Any authors beyond three should be replaced by *et al.* An example is shown below:

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 symptoms (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 shown in example below must be followed exactly.

1. 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.

1. Jones CJ, and Smith TH. *Kidney Diseases*, 2nd ed. Boston, Little Brown & Company, 1973, pp 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.

1. Jones CJ, and Smith TH. Value of cystography, in Roberts MD (Ed): *Kidney Diseases*. New York, Oxford University Press, 1973, vol 5, pp 200-206.

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).



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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 Subcommittee 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, Subcommittee Chairs and Subcommittee 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
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, Claus Roehrborn