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The *Korean Journal of Urological Oncology* (Korean J Urol Oncol, KJUO), published tri-annually (The last day of April, August and December), is the official journal of The Korean Urological Oncology Society and The Korean Prostate Society. The Journal publishes original articles, case reports, and invited review articles in the fields of experimental and clinical urological oncology. Materials submitted should be the result of a recent investigation, scientifically sound and theoretically well organized. Manuscripts are considered for publication with the understanding that they have not been published previously and are not under consideration by another journal. Academic terms should follow the recent standards described in the Medical Terminology of the Korean Medical Association.

1. Ethical Considerations For policies on research and publication ethics not stated in these instructions, “Guidelines on Good Publication Practice” (<http://www.publicationethics.org/resources/guidelines>) or “Good Publication Practice Guidelines for Medical Journals” (http://kamje.or.kr/publishing_ethics.html) can be applied. In studies of human subjects, the procedures should be in accordance with the ethical standards of the Institutional Review Board (IRB) of the author’s institute and with the Helsinki Declaration in 1975 (revised in 2000).

Copies of written informed consent and Institutional Review Board (IRB) approval for clinical research should be kept and insert a sentence in the “Materials and Methods” section stating that the study was approved or exempt from approval, and include the name of the IRB. In the case of animal experiments, authors should follow the institutional or national guidelines for the care and use of laboratory animals and insert the animal approved project number in the “Materials and Methods” section.

Authorship

Authorship credit should be based on (1) substantial contributions to conception and design, acquisition of data, and/or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; (3) final approval of the version to be published; and (4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Every author should meet all of these four conditions. After the initial submission of a manuscript, any changes whatsoever in authorship (adding author(s), deleting author(s), or re-arranging the order of authors) must be explained by a letter to the editor from the authors concerned. This letter must be signed by all authors of the paper. Copyright assignment must also be completed by every author.

Duplicate or previous publication or submission

Manuscripts are considered with the understanding that they have not been published previously in print or electronic format and are not under consideration by another publication or electronic medium. Copies of related or possibly duplicative materials (i.e., those containing substantially similar content or using the same or similar data) that have been previously published or are under consideration elsewhere must be provided at the time of manuscript submission.

Conflicts of interest and financial disclosures

A conflict of interest may exist when an author has financial or personal relationships or affiliations that could influence the author’s decisions, work, or manuscript. Authors are expected to provide detailed information about all relevant financial interests

and relationships or financial conflicts (e.g., employment/affiliation, grants or funding, consultancies, stock ownership or options, royalties, or patents filed, received, or pending), particularly those present at the time the research was conducted and through publication, as well as other financial interests (such as patent applications in preparation) that represent potential future financial gain. All disclosures of any potential conflicts of interest, including specific financial interests and relationships and affiliations (other than those affiliations listed on the title page of the manuscript) relevant to the subject of their manuscript, will be disclosed by the corresponding author on behalf of each coauthor, if any, as part of the submission process. Likewise, authors without conflicts of interest will be requested to state so as part of the submission process. Failure to include this information in the manuscript will prohibit commencement of the review process of the manuscript.

Resolving Ethical Issues (Suspected Misconduct)

In case of a suspected ethical problem, the editorial board will follow COPE flowcharts (<http://publicationethics.org/resources/flowcharts>).

2. The types of manuscripts

1) **Original Articles** should contain results of clinical or basic research. The purpose of the study, methods, results and conclusion should be clear and be acceptable to the members and the readers. Although there is no predetermined limit, it is advisable that the length of the manuscript not exceed 20 pages including the tables and the number references not exceed 30.

2) **Review Articles** are reserved to an important subject relevant to the fields of Urological Oncology that is selected by the Editorial Committee. An appropriate candidate is selected based on articles published in KJOU and other journals, and invited as an author. The length of the manuscript and the number of references should not exceed 30 pages and 100, respectively. The decision to publish the manuscript is made after review by the Editorial Committee.

3) **Case Reports** should be reserved to previously unreported or very rare diseases or disease states. Previously reported diseases, but with clearly distinct features from the previous reports may also be published. The length of the manuscript and the number of references should not exceed 10 pages and 10, respectively.

3. Submission of the manuscript

Manuscripts written in Korean or English are both accepted for review. For manuscripts written in Korean, the abstract, figure legends and tables should be written in English. Otherwise, the entire manuscript should be written in English. Manuscripts should be written on conventional ISO A4 paper, double-spaced on one side of the page only and using standard 10 pitch type (line space 300%). **Authors are requested to fill up their names and institutions online during the submission process. Make sure that names and institutions are not included in the manuscript file itself. Copyright Transfer Agreement and Author Checklist form**, which is downloadable from our homepage (www.kjou.or.kr), should be signed by all authors, scanned and uploaded. All materials submitted online should be kept separately by the submitting author. Upon acceptance for publication, the final manuscript should be uploaded as instructed.

Manuscripts and all other correspondence should be submitted through the web-based online submission system at <http://www.kjou.or.kr/submission>.

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4. Format and framing of the manuscript

An original article should include the followings: (1) Title page, (2) Abstract and Key Words, (3) Introduction, (4) Materials and Methods, (5) Results, (6) Discussion, (7) Conclusions, (8) References, (9) Tables, (10) Figures, and (11) Legends. A case report should be specified as such in the title page; however, do not include explanatory terms such as 'A case of' in the title. A case report should include the followings: (1) Title page, (2) Abstract and Key Words, (3) Introductory paragraph (not headed

as Introduction), (4) Case report, (5) Discussion, (6) References, (7) Tables, (8) Figures, and (9) Legends. Begin each component on a separate page, identified with the proper heading. Number pages consecutively on the tail of each page, beginning with the title page.

1) Title Page: The title page should include a title, each author's name and affiliation, the corresponding author's name, department, institution, mailing address, telephone and fax numbers, and e-mail address, and footnotes. The title should be concrete and not exceed 14 words. Information on financial support, including the source of the grant should appear at the end of the title page. A running title, not exceeding 20 Korean characters or 50 alphabet characters, can be designated by the author himself. The corresponding author is responsible for the revision of the manuscript and the response to readers' comments or questions. He (she) also has the right to add a new author or withdraw an existing author before publication.

2) Abstract and Key Words: An abstract, written in English, should contain the contents of the article in a concise form and be devoid of ambiguous expressions. **The English title must be identical to the Korean title in meaning.** The abstract of an original article should not exceed 250 words and must be structured, including Purpose, Materials and Methods, Results and Conclusions. The abstract of a case report should be written in an unstructured form and not exceed 150 words. One to five key words should be typed at the bottom of the abstract. For the selection of key words, please refer to the Medical Subject Headings (MeSH) of Index Medicus.

3) Text:

(1) Purpose: The background of the study should be described briefly and the purpose(s) of the study should be described clearly.

(2) Materials (Subjects) and Methods: This section should be written concisely in either chronological order or in the order in which the study was conducted, while trying to minimize lengthy description. When human subjects (patients) are involved, the subjects characteristics, and inclusion and exclusion criteria should be specified. For any chemicals or equipments used in the study, the name of the manufacturing company and city and country where the company is located should be specified in a uniform order. A method that is new or modified from an existing one should be described precisely as to be reproducible by others. For a method that had already been used in a previous study, a short description of it with the reference to a literature featuring the original method is acceptable. Past tense should be used to describe **how the experiment or the study was conducted and what was analyzed and how.** Statistical methods used should also be clearly stated. For a complex study, distinct parts could be separately described under multiple subheadings for easier understanding.

(Description of participants)

Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells, and describe the methods used to determine sex and gender. If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they determined race or ethnicity and justify their relevance.

(3) Results: Only those important findings observed or results that directly answer the study purposes should be described logically, matching the order appearing in the Materials and Methods section. Use tables and graphs to show numerical data, while descriptive sentences should be reserved to only those important data. Demographic data of study subjects such as age and gender distribution should not be mentioned in this section. Repetitive enumeration of findings already shown in tables and graphs should be avoided. The tense should be in the past form.

(4) Discussion: Logical answers to the questions raised in the Purpose section should be proposed. Discussion should be limited to new and important issues presented by the study results. Citing references not related with the results should be avoided. Data/measurements already mentioned in the Results section should not be repeated.

(5) Conclusions: **Conclusions should be comprehensive, be in accordance with the observations stated in the Results and Discussion sections and befit the purpose of the study.** A simple summary of the results should be avoided. An attempt at presenting future study directions or expected benefits is not recommended.

4) References: All cited materials published in English or other foreign languages as well as articles and textbooks published

in Korean should be typed in English under the heading 'REFERENCES'. Materials should be listed and numbered in the order they are cited in the text and superscript numbers should be used to indicate the point they appear in the text. Reference format should conform to the Vancouver form (N Engl J Med 1997;336:309-15). Journal abbreviations should conform to the NLM style (refer to <http://www.nlm.nih.gov>).

(1) Textbook: Surname and initials of author(s) (up to 6). Title. Edition. City: Publisher; Year:Inclusive pages

Example:

- Korean Urological Association. Urology. 3rd ed. Seoul: Korea Medical Book; 2001;279-356.
- Coe FL, Favus MJ, Pak CY, Tu GW, Miller HC, Kim YS, et al. Kidney stones: medical and surgical management. New York: Lippincott-Raven; 1996;85-100.

(2) Book chapter: Surname and initials of author(s) (up to 6). Title of chapter. In: Surname and initials of editor(s). Title of book. Edition. City: Publisher; Year:Inclusive pages.

Example:

- Han DS, Lee HB, Lee HY, Lee EY, Park JS, Lee SW, et al. Chronic renal failure. In: Kang SK, Ko HY, Kim SK, Kim HJ, Kim HK, Bang BK, editors. Clinical nephrology. Seoul: Kwangmoon Publishing Inc; 2001;591-685.
- Reiter RE, deKernion JB. Epidemiology, etiology, and prevention of prostate cancer. In: Walsh PC, Retik AB, Vaughan ED Jr, Wein AJ, editors. Campbell's urology. 8th ed. Philadelphia: Saunders; 2002;3003-24.

(3) Journal article: Surname and initials of author(s). Title of article. Name of journal Year;Volume:Inclusive pages
List all authors up to six. If there are more than six authors, the sixth author should be followed by 'et al'. In case there is a colon (:) in the title of the article, the title after the colon should start with a capital letter if it is a full sentence and with small letter if it is not a sentence.

Example:

- Chai SE, Hong JH, Lee HM, Choi HY. The predictors of recurrence and surveillance in superficial bladder cancer. Korean J Urol Oncol 2004;2:41-6.
- Babaian RJ, Toi A, Kamoi K, Troncoso P, Sweet J, Evans R, et al. A comparative analysis of sextant and an extended 11-core multisite directed biopsy strategy. J Urol 2000;163:152-7.
- Djavan B, Nickel JC, de la Rosette J, Abrams P. The urologist view of BPH progression: results of an international survey. Eur Urol 2002;41:490-6.

(4) Abstract of the journal:

Example:

- Nam JK, Cha CS, Chung MK. The treatment outcomes of a partial nephrectomy in the management of renal cell carcinomas. Korean J Urol 2004;45(Suppl 2):219, abstract 122.
- Karam JA, Shulman MJ, Rogers TE, Benaim EA. Intraluminal crystalloids are highly predictive of prostate cancer on biopsy specimens. J Urol 2004;171(Suppl):173, abstract 650.
- Curhan GC, Willett WC, Rimm EB. A prospective study of dietary calcium and other nutrients and the risk of kidney stones in men: 8 year follow-up. Proceedings of the 8th International symposium on urolithiasis, Dallas, Texas, 1996;164.

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7) Units of Measurement: Units of measurement must conform to the International System (SI) of Units: year(s), y; month(s), mo; day(s), d; hours, h; minutes, min; second(s), s; grams, g; liters, L; meters, m; sample size, n; degrees of freedom, df; standard error of the mean, SE; standard deviation, SD; probability, p.

Numerals and Abbreviations: Use numerals for all values greater than ten and for those followed by a unit; otherwise, spell out (e.g., 18 patients, 0.8 g/mL, 47%, 37°C, six cases). Spell out numbers at the beginning of a sentence. Abbreviations must be defined at first use in each of the following: text, tables, and figure legends.

5. Manuscript checklist

Prior to submitting a manuscript to the *Korean Journal of Urological Oncology*, authors must ensure that each requirement listed above is met. Manuscripts that do not meet these requirements will be returned to the author without review.

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Submitted manuscripts are reviewed by the Editorial Committee and accepted articles will be published in the KJUO.

1) Registration for submission: Any manuscript that has many errors or does not follow the guideline for submission will be returned to the author without review. Any manuscript registered is given a registration number, which will be e-mailed or faxed to the corresponding author. Once the Editorial Committee requests an author to revise his or her manuscript, the author should resubmit the revised manuscript using our online submission system.

2) Review: The manuscript will be reviewed by two or three reviewers (one reviewer and one editor) blind to the name and affiliation of the authors. The review process is limited to 3 times; a decision for revision at the third review means the manuscript is no longer eligible for publication.

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7. Clinical data sharing policy

This journal follows the data sharing policy described in “Data Sharing Statements for Clinical Trials: A Requirement of the International Committee of Medical Journal Editors” (<https://doi.org/10.3346/jkms.2017.32.7.1051>). As of July 1, 2018, manuscripts submitted to ICMJE journals that report the results of clinical trials must contain a data sharing statement. Clinical trials that begin enrolling participants on or after January 1, 2019, must include a data sharing plan in the trial’s registration. The ICMJE’s policy regarding trial registration is explained at <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>.

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