



Guidelines for authors

The *Revista Mexicana de Urología* (Mexican Journal of Urology) is the official journal of the *Sociedad Mexicana de Urología* (Mexican Society of Urology). The *Revista Mexicana de Urología* is open to the work of academics and professionals in the medical community. The journal is interested in original works in Spanish or English on urologic themes, as well as on topics of general medicine. The principal aim of the journal is to provide relevant and current information in the field of national health. The *Revista Mexicana de Urología* is an open access journal under the CC BY-NC-ND license and charges no publication fees.

Article categories

- Original articles
- Clinical cases
- Review articles
- Editorials
- Letters to the editor
- History and philosophy in urology
- Clinical images in urology
- Brief communications
- Special articles (by invitation of the editor)

Editorial process

The Editor-in-Chief of the journal initially reviews all manuscripts to identify the integrity of the document, the inclusion of the basic requirements of a scientific document, and the scientific quality. The manuscripts that meet these criteria are then sent for peer review. One or two qualified reviewers evaluate each article to decide on its publication. The peer review is a double-blind process with both authors and reviewers remaining anonymous to each other. The articles can be accepted, rejected, or returned to the author for modifications if major or minor revisions, including corrections or clarifications, are deemed necessary. The publishing decision is made by the editors, in conjunction with the reviewers, and is final. The accepted manuscripts are edited in relation to language, style, length, etc., before their publication. It is the responsibility of the authors to obtain permission to use copyrighted material in their manuscripts from the copyright holders. The authors will be advised of the publishing decision within a 6-month period following the receipt of the manuscript. The *Revista Mexicana de Urología* follows the international recommendations for the publication of scientific manuscripts of the International Committee of Medical Journal Editors (6th edition) that can be consulted at www.icmje.org. Upon acceptance of an article, authors must complete a "Journal Publishing Agreement". For more information on this and the copyright, see http://www.revistamexicanadeurologia.com/normas_autores/cotejo_consentimiento.doc

Reasons for rejection

1. All manuscripts submitted to the Journal will undergo an initial review of form and style, verifying that they follow the present Guidelines. If an article is deficient in this respect it will be returned to the author for its correction.
2. Articles returned to the authors for corrections that are not resubmitted within a period of two months will automatically be rejected.
3. A work can be rejected at any time during the editorial process if the present Guidelines are not followed.

Manuscript resubmission

The authors that resubmit a manuscript that was categorized as "Returned with major or minor revisions" should respond to all questions and observations made by the reviewers in regard to the original document and the details of those changes should be included on the first page of the article.

Ethical responsibilities

For information on Ethical responsibilities in publishing see http://www.revistamexicanadeurologia.com/normas_autores/cotejo_consentimiento.doc

Protection of persons and animals

When studies on humans are presented, indicate whether the methods followed the ethical guidelines of the corresponding Research or Clinical Trials Committee (of the center or region) and of the 1975 Declaration of Helsinki, revised and available at: <http://www.wma.net/s/policy/b3.html>. Do not include images, names, initials, or hospital numbers that make it possible to identify the study subjects. For studies that include animal experimentation, indicate whether or not the rules of the center, of the National Research Council, or any applicable national laws have been followed regarding the care and use of laboratory animals.

Redundant or duplicated publication

Submission of an article implies that the work described has not been previously published (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint), is not under consideration for publication elsewhere, and that its publication is approved by all authors and by the responsible authorities where the work was carried out (tacitly or explicitly). If accepted, the authors agree that the article will not be published elsewhere, including electronically, in the same form or in any language, without the written consent of the copyright-holder.

Conflict of interest

All authors must report any commercial association or material or financial aid received during the research, at the time of writing the article or its publication, or any potential financial interest in relation to the subject of the article that could give rise to a conflict of interest. Authors with no conflict of interest related to the contents of the article must also declare that there is no conflict of interest.

Informed consent

The authors should state that informed consent was obtained before any of the procedures involved in the study were performed on the patients or controls. This should appear in the Methods section.

Financial disclosure or possible conflict of interest

Under the heading "financial disclosure", the sources of financial support for the research and/or preparation of the article must be identified and their contributions described. If there were none, then the statement "No financial support was received in relation to this study/article" must appear.

Manuscript preparation and submission

The entire manuscript (including the front page, title, abstract, text, and figure legends) should be written using letter size (21.5 x 28 cm), 1.5 spacing, 2.5 cm margins, and size 12 Times New Roman font. All pages should be numbered in Arabic numerals. The manuscript can be sent in Spanish or English. The format of the entire document, including the tables, must be in Word (**not PDF**). Phrases to be abbreviated should first be written out in full with the abbreviation in parentheses, afterwards using the abbreviation throughout the entire manuscript. A printed version of the article should **NOT** be sent to the editor or publisher. The entire submission process must be carried out through the online management system.



Any related doubt or commentary can be sent to the editor at the following address: editor@revistamexicanadeurologia.com. Manuscripts should be sent to the following address: www.revisionporpares.com/index.php/RMUrol through the online management system.

Title page

The title page should include:

- The title of the article. It is recommended to be short and descriptive (ideally less than 15 words).
- The first and last names of the authors, written in the order they will appear in the published version. If both the paternal and maternal last names are included they should be hyphenated and there should be a comma after each author's name.
- The Institution(s) involved in the work. The affiliations should be listed in the following order: Unit, Service, Department, or Division / Hospital / Faculty and University, as well as city and country. The positions the authors hold should not appear in the affiliations.
- The corresponding author information, including his/her name, address, telephone number, fax number, and email address.

Abstracts

All abstracts should be written in Spanish and English, providing the reader with a clear and concise summary of the work that does not exceed 250 words. Do not use bibliographic citations or acronyms, except when the latter are indispensable to maintain succinct expression. Three to 5 keywords should appear below the abstracts in Spanish and in English (MeSH [Medical Subject Heading]).

The abstracts of **Original articles** should be structured as follows:

SPANISH	ENGLISH
Título	Title
Antecedentes	Background
Materiales y métodos	Materials and methods
Resultados	Results
Discusión y conclusiones	Discussion and conclusions
Palabras clave	Key words

The abstracts of **Clinical cases** should be structured as follows:

Do not include the headings of Background, Materials and methods, Results, or Discussion and conclusions. The abstract should be a description of the clinical case presentation, its relevance, and its clinical implications.

The abstracts of **Review articles** should be structured as follows:

Do not include the headings of Background, Materials and methods, Results, or Discussion and conclusions. The abstract should be a summarized description of the theme.

Original articles

The body of the **Original articles** is divided into the following sections:

1. Introduction
2. Materials and methods
3. Results
4. Discussion
5. Conclusions
6. References
7. Tables, numbered sequentially, with their respective titles and legends. THEY SHOULD NOT APPEAR IN THE BODY OF THE TEXT
8. Figures, numbered sequentially, with their respective titles and legends

Clinical cases

The body of the **Clinical cases** is divided into the following sections:

1. Introduction
2. Case presentation
3. Discussion
4. References
5. Tables, numbered sequentially, with their respective titles and legends
6. Figures, numbered sequentially, with their respective titles and legends

Review articles

The body of the **Review Articles** can be divided into sections with titles and subtitles with the same format for Tables and Figures. Preferably, there should be fewer than 50 references.

Letters to the editor

Letters to the editor should be written in response to material previously published in the *Revista Mexicana de Urología*.

Letters to the editor should be structured as follows:

1. Title and text not longer than one or 2 pages
2. Not more than 5 references
3. Not more than 2 authors

Editorials

Editorials can discuss a recently published work or article or a controversial topic and should be structured as follows:

1. Title and text not longer than 2 pages
2. Not more than 5 references
3. Not more than 2 authors

Brief communications

Brief communications focus on single themes and works with preliminary data. They should be concise and present a new perspective in relation to the topic.

Brief communications should be structured as follows:

1. An abstract no longer than 200 words, no more than 6 keywords, and not divided into sections
2. The text should not exceed 12 double-spaced pages
3. The text is not divided into sections
4. A maximum of 2 figures or 2 tables (or one of each)
5. No more than 5 authors

Manuscripts should be sent to the following address: https://www.revisionporpares.com/index.php/RMUrol through the online management system.



References

The references will be listed in the order of their appearance in the text and numbered consecutively. In the text, the number of the reference will be written as a superscript (without parentheses, no spaces, separated by commas, and joined by a hyphen when dealing with consecutive numbers). The Vancouver style reference norms should be followed. See <http://www.fisterra.com/herramientas/recursos/vancouver/#recomendaciones>

Articles

a) Last names and initials of the first three authors. If there are more, et al. should be added. b) Title of the article. c) Name of the journal. d) Year. e) Volume number. f) First and last page number. Use uppercase letters only when necessary and do not use commas or periods between the last names and the initials of the first name. Journal names should be abbreviated according to the Index Medicus. The PubMed Journals Database can be consulted.

Ex. Walther MM, Choyke PL, Glenn G, et al. Renal cancer in families with hereditary renal cancer: prospective analysis of a tumor size threshold for renal parenchymal sparing surgery. *J Urol* 1999;161(5):1475-1479.

Books

a) Last names and first name initials of all the authors, b) Title and subtitle, c) Edition (if it is not the first), d) City, e) Publishing House, f) Year

Ex. Fishleder BL. Exploración cardiovascular y fonomecano-cardiografía clínica. 2ª Ed. México: La Prensa Médica Mexicana; 1978.

Book chapters

a) Last names and first name initials of all the authors of the chapter, b) Title of the chapter, c) Editors, authors, or compilers of the book, d) Title of the book, e) Edition (if it is not the first), f) City, g) Publishing House, h) Year, i) Pages.

Ex.: Fish CH. Electrocardiography In: Braunwald E. (Editor). *Heart Disease*. Vol. 1. 5ª Ed. Philadelphia: W.B. Saunders Co.; 1997. p. 108-45.

Internet references

Include the title of the theme, author or authors, and cite the complete URL address of the website, and include the consultation date.

Ex.: Consulted March 3, 2010. Access: <http://www.revistamexicanadeurologia.com/new/>.

Figures

- The figure legend should be placed above the figure, indicating its number (in Arabic numerals) (Ex.: Figure 1. Legend).
- Abbreviations and their definitions should be placed below the figure.
- Figures should be sent separately, as indicated in the online management system.
- Figures should be submitted in the TIFF or JPG formats, in high resolution (300 dpi or higher).

- No type of text should be included in the figure. All texts, whether titles or legends should be included after the references.
- Photographs of anatomic specimens should preferably have a black background.

Tables

- Tables must be created in Word, NOT in an image format.
- There should be only one table per page.
- The table should be numbered in its order of appearance in the text in Arabic numerals followed by the title (Ex.: Table 1. Title).
- Abbreviations and their definitions should be placed below the table.
- There is a maximum of 8 tables.

Author Guidelines - Supplements

- The Journal welcomes material that could constitute a Supplement.
- Supplemental material describes lectures or conferences given in Courses, Congresses, or other Urologic Scientific Meetings that, in the opinion of the Editorial Committee, would be of interest to readers. Abstracts of Free Paper Sessions of National Congresses of the *Sociedad Mexicana de Urología* may always be considered a Supplement. Those persons interested in acting as a Guest Editor should submit a request to the Editor-in-Chief, to then be approved by the Editorial Board of the Journal. The request should specify the thematic contents and the authors of the proposed Supplement, as well as his/her commitment to supervise the scientific quality of the material, ensuring that it follows the Guidelines for Authors.

The Guest Editor will be responsible for verifying that the material:

- strictly follows the Journal's Guidelines for Authors
- that it is submitted through the electronic manuscript management system
- that the Authorship Consent Forms are attached, with the signatures of each of the authors. The failure to follow any of these indications will result in publication delays.

To guarantee the quality of the Supplements and that they fulfill the ethical principles of the Journal, all material (except the Free Paper Session Abstracts) will undergo peer review. To accelerate publication, the Guest Editor can provide the names and email addresses of two reviewers for each article. The reviewers must not have contributed to the article under revision.

- The editorial process will be the same as that for other articles. Once all the material is accepted, it will proceed to be edited and then published.
- The Guest Editor will be responsible for reviewing and correcting the proofs.
- The publication cost may be assumed by a sponsor at the discretion of the Editorial Committee.