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The Bulletin of Urooncology is the official journal of the Turkish Urooncology Association. The Bulletin is an independent, peer-reviewed, international journal published quarterly in March, June, September, and December.

The Bulletin accepts research articles in the basic and clinical sciences, reviews of current topics, relevant surgery videos and extraordinary case reports for publication.

The main aim of the journal is to enable all physicians-especially urologists to access research findings from the urooncology field quickly and effectively. It also contributes to physicians' vocational training with specific numbers of reviews, surgery videos and case reports.

The Bulletin accepts manuscripts through an online submission system. Free access to full text versions is provided to members through the website and mobile applications.

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Instructions to Authors

1. General Information

The Bulletin of Urooncology is the official scientific publication of the Turkish Society of Urooncology. It is published quarterly (March, June, September, and December). Supplements are also published during the year if necessary. Accepted articles will be published in English online without a hard copy.

The Bulletin publishes basic and clinical research original articles, reviews, editorials, case reports, surgery videos (Video-urooncology) and letters to the editor relevant to urooncology (prostate cancer, urothelial cancers, testis and kidney cancer, benign prostatic hyperplasia, and any aspect of urologic oncology).

The Bulletin of Urooncology is indexed by several well-known international databases including Emerging Sources Citation Index (ESCI), TUBITAK/ULAKBIM Turkish Medical Database, Directory of Open Access Journals (DOAJ), EBSCO, CINAHL Complete Database, Gale/Cengage Learning, ProQuest, Index Copernicus, and British Library.

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All manuscripts dealing with animal subjects must contain a statement indicating that the study was performed in accordance with "The Guide for the Care and Use of Laboratory Animals" (<http://oacu.od.nih.gov/regs/guide/guide.pdf>) with the approval (including approval number) of the Institutional Ethic Review Board, in the "Materials and Methods" section.

Prospective clinical trials, surgery videos and case reports should be accompanied by informed consent and the identity of the patient should not be disclosed.

During the evaluation of the manuscript or even after publication, the research data and/or ethics committee approval form and/or patients' informed consent document can be requested from the authors if it is required by the editorial board.

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-Scientific Responsibility:

It is the authors' responsibility to prepare a manuscript that meets scientific criteria. All persons designated as authors should have made substantial contributions to the following:

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-Abbreviations:

Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for an abbreviation should precede its first use in the text, unless it is a standard abbreviation. Abbreviations that are used should be defined in parenthesis where the full word is first mentioned.

-Units of Measurement:

Measurements should be reported using the metric system, according to the International System of Units (SI).

-Statistical Evaluation:

All retrospective, prospective, and experimental research articles must be evaluated in terms of biostatistics and should be stated together with an appropriate plan, analysis, and report. P values must be given clearly in the manuscripts (e.g., $p=0.033$). It is the authors' responsibility to prepare a manuscript that meets biostatistical rules.

-Language:

Accepted articles will be published in English online. It is the authors' responsibility to prepare a manuscript that meets spelling and grammar

rules. Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English are encouraged to consult an expert. All spelling and grammar mistakes in the submitted articles are corrected by our redaction committee without changing the data presented.

5. Article Types

The Bulletin of Urooncology publishes articles prepared in compliance with the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals published by International Committee for Medical Journal Editors (ICMJE). Manuscripts that do not meet these requirements will be returned to the author for necessary revision prior to review.

The Bulletin requires that all submissions be submitted according to these guidelines: Manuscripts should be prepared as a word document (*.doc) or rich text format (*.rtf). Text should be double-spaced with 2.5 cm margins on both sides using 12-point type double spaced in Times Roman.

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All manuscripts submitted must also be accompanied by an "Acknowledgements Form" (www.uroonkolojibulteni.com). Acknowledgements are given for contributors who may not be listed as authors. Any grants or financial support received for the paper should be stated in the "Acknowledgements Form". If presented as an abstract; the name, date, and place of the meeting should also be stated in this form. A statement of financial, commercial or any other relationships of a declarable nature relevant to the manuscript being submitted, (i.e. a potential conflict of interest) must also be included in "Acknowledgements Form".

Each section of the "Main Text" mentioned below should be started on a new page and be organized according to the following sequence:

- 1) First page: Title, abstract and keywords (without authors' credentials)
- 2) Manuscript text structured based on the article type (without authors' credentials)
- 3) References
- 4) Figure legends
- 5) Short Quiz for review articles.

Tables and figures should be uploaded separately.

Also, "Acknowledgements Form" should be uploaded separately.

A. Original Research Articles

Original prospective or retrospective studies of basic or clinical investigations in areas relevant to urologic oncology.

Content (Main text): Each part should start on a new page.

- First page: Title - Abstract (structured abstract limited to 300 words, containing the following sections: Objective, Materials and Methods, Results, Conclusions) - Keywords (List 3-5 keywords using Medical Subjects Headings [MeSH])

-Introduction

- Materials and Methods

- Results

- Discussion

Instructions to Authors

- Study Limitations
- Conclusions
- References
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Preparation of research articles, systematic reviews, and meta-analyses must comply with study design guidelines: CONSORT statement for randomized controlled trials (Moher D, Schultz KF, Altman D, for the CONSORT Group. The CONSORT statement revised recommendations for improving the quality of reports of parallel group randomized trials. JAMA 2001; 285: 1987-91) (<http://www.consortstatement.org/>); PRISMA statement of preferred reporting items for systematic reviews and meta-analyses (Moher D, Liberati A, Tetzlaff J, Altman DG, The PRISMA Group. Preferred Reporting Items for Systematic Reviews and Meta-Analyses: The PRISMA Statement. PLoS Med 2009; 6(7): e1000097.) (<http://www.prisma-statement.org/>); STARD checklist for the reporting of studies of diagnostic accuracy (Bossuyt PM, Reitsma JB, Bruns DE, Gatsonis CA, Glasziou PP, Irwig LM, et al., for the STARD Group. Towards complete and accurate reporting of studies of diagnostic accuracy: the STARD initiative. Ann Intern Med 2003;138:40-4.)(<http://www.stard-statement.org/>); STROBE statement, a checklist of items that should be included in reports of observational studies (<http://www.strobe-statement.org/>); MOOSE guidelines for meta-analysis and systemic reviews of observational studies (Stroup DF, Berlin JA, Morton SC, et al. Meta-analysis of observational studies in epidemiology: a proposal for reporting Meta-analysis of observational Studies in Epidemiology (MOOSE) group. JAMA 2000; 283: 2008-12).

A word count for the original articles (excluding title page, acknowledgements, references, figure and table legends) should be provided not exceed 3000 words. Number of references should not exceed 30. Number of figure/tables is restricted to five for original articles.

B. Case Reports

Case reports should include cases which are rarely seen and distinctive in diagnosis and treatment. These can include brief descriptions of a previously undocumented disease process, a unique unreported manifestation or treatment of a known disease process, or unique unreported complications of treatment regimens, and should contribute to our present knowledge.

Content (Main text): Each part should start on a new page.

- **First page:** Title - Abstract (limited to 150 words, unstructured - Keywords (List 3-5 key words using Medical Subjects Headings [MeSH])

-Introduction

-Case Presentation

-Discussion

-References

- **Figure Legends:** These should be included on separate page after the references.

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A word count for the case reports (excluding title page, acknowledgements, references, figure and table legends) should be provided not exceeding 1500 words. Number of references should not exceed 15. Number of figure/tables is restricted to three for case reports.

C. Review Article

These are manuscripts which are prepared on current subjects by experts who have extensive experience and knowledge of a certain subject and who have achieved a high number of publications and citations. Reviews are usually submitted directly or by invitation of the editorial board. Submitted reviews within the scope of the journal will be taken into consideration by the editors. The content of the manuscript should include the latest achievements in an area and information and comments that would lead to future studies in that area. Number of authors should be limited to three.

Content (Main text): Each part should start on a new page.

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-Introduction

- **Text:** This part should present detailed information based on current literature about the subject of the review. The author(s) should organize the manuscript into appropriate headings and subheadings to facilitate reading.

-Conclusions

-References

- **Figure Legends:** These should be included on separate page after the references.

-Short Quiz (a list of 3-5 questions about the context of article for CME credit). The editorial board and Urooncology Association of Turkey executive committee will evaluate the answers and members submitting correct answers may receive education grants).

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Number of figure/tables is restricted to five for review articles. Number of references should not exceed 100.

D. Literature Review

These short reviews are solicited by the editor, will go through the peer review process, and will cover recently published selected articles in the field of urologic oncology. It is a mini-review article that highlights the importance of a particular topic and provides recently published supporting data. The guidelines stated above for review articles are applicable. Word count should not exceed 1500 and references are limited to 10.

E. Editorial Commentary

These short comments are solicited by the editor and should not be submitted without prior invitation. An original research article is evaluated by specialists in the area (not including the authors of the research article) and this is published at the end of the related article. Word count should not exceed 500 words and number of references is limited to 5.

F. Letters to the Editor

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These videos are solicited by the editor. The videos are prepared on urooncological surgeries by experts who have extensive experience and knowledge of certain advanced surgical techniques. This section is also intended to enable urologists to learn, evaluate, and apply new or complex surgical principles in their surgical practice. The videos can describe current sophisticated or new surgical techniques or modification of current techniques. The surgery video must be high quality material.

Videos are only submitted by the invitation of the editorial board. Submitted videos are also evaluated based on double-blind peer-review principles.

The Bulletin of Urooncology publishes original videos containing material that has not been reported elsewhere as a video manuscript, except in the form of an abstract. The authors should describe prior abstract publications in the "Acknowledgements Form". Published videos become the sole property of The Bulletin of Urooncology.

Video-urooncology submission should include:

1) Copyright Transfer and Author Declaration Statement Form: This form must indicate that "Patients' Informed Consent Statement" is obtained.

2) Title Page

3) Summary: Summary should point out critical steps in the surgery up to 500 words. This part was published as an abstract to summarize the significance of the video and surgical techniques. The author(s) may add references if it is required.

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6) "Acknowledgements Form" should be uploaded separately.

Videos should be up to 30 minutes in duration. The video must include audio narration explaining the procedure. All text and audio in the video must be in English. Audio must include narration in clear, grammatically correct English. Videos must be clear, in focus, and without excessive camera movement. Radiographs and other material must not contain any patient-identifiable information. Limited number of slides incorporated into video may be included to provide details of patient history, clinical and laboratory findings.

6. Manuscript Preparation

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-Discussion: The positive and negative aspects of the study data should be discussed and compared with literature.

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-Conclusions: The conclusion of the manuscript should be highlighted.

-References: The author is responsible for the accuracy of references. Cite references in the text with numbers in parentheses. All authors should be listed if four or fewer, otherwise list the first three authors and add et al. Number references consecutively according to the order in which they first appear in the text. Journal titles should be abbreviated according to the style used in Index Medicus (consult List of Journals Indexed in Index Medicus).

Examples for writing references:

Format for journal articles: initials of author's names and surnames. title of article. journal name date; volume: inclusive pages.

Example:

Journal: Soukup V, Dušková J, Pešl M, et al. The prognostic value of t1 bladder cancer substage: a single institution retrospective study. Urol Int 2014;92:150-156.

Format for books: initials of author's names and surnames. chapter title. In: editor's name, Eds. Book title. Edition, City: Publisher; Year. p. pages.

Example:

Book Chapters: Lang TF, Duryea J. Peripheral Bone Mineral Assessment of the Axial Skeleton: Technical Aspects. In: Orwoll ES, Blizotes M, eds. Osteoporosis: Pathophysiology and Clinical Management. New Jersey, Humana Press Inc, 2003;83-104. Books: Greenspan A. Orthopaedic

Instructions to Authors

Radiology a Practical Approach. 3rd ed. Philadelphia: Lippincott Williams Wilkins; 2000. p. 295-330.

-Figure legends: These should be included in main text on a separate page after the references.

-Short Quiz: A list of 3-5 questions as the last page about the context of article for CME credit only for review articles.

D. Tables and Figures

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All manuscripts submitted must be accompanied by an "Acknowledgements Form" which is available at www.uroonkolojibulteni.com. The information in this document will be published as a footnote of the article.

If the manuscript presented as an abstract previously; the name, date, and place of the meeting should be mentioned.

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The Bulletin of Urooncology only accepts electronic manuscript submission at the web site www.uroonkolojibulteni.com.

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Contents

Review

- 1** **Changes in Metastatic Castration Sensitive Prostate Cancer**
Mustafa Gürbüz, Yüksel Ürün; Ankara, Turkey

Original Articles

- 7** **The Effect of an Animation Video and Music on Anxiety and Pain Scores Before TRUS-guided Biopsy**
Hasan Turgut, Güner Kemal Özgür; Trabzon, Turkey
- 11** **Multiparametric MRI Fusion-guided Biopsy for the Diagnosis of Prostate Cancer: Results of the First 100 Consecutive Patients**
Güven Aslan; İzmir, Turkey
- 15** **Comparison of Prostate Cancer Detection Rates of Cognitive Fusion-targeted Biopsy and Standard Transrectal Ultrasound-guided Biopsy**
Osman Akyüz, Müslüm Ergün, Mehmet Nuri Bodakçı, Ergün Deniz, Bahriye Kılıç, Soner Çoban, Süleyman Sami Çakır, Ahmet Hamdi Tefekli; İstanbul, Bursa, Turkey
- 19** **Are the Recommended Criteria for Clinically Insignificant Prostate Cancer Applicable to 12-core Prostate Biopsy Scheme? A Multicentre Study of Urooncology Association, Turkey**
Serdar Çelik, Fuat Kızılay, Kutsal Yörükoğlu, Haluk Özen, Bülent Akdoğan, Volkan İzol, Yıldırım Bayazıt, Güven Aslan, Sinan Sözen, Sümer Baltacı, Talha Müezzinoğlu, Fehmi Narter, Levent Türkeri; İzmir, Ankara, Adana, Manisa, İstanbul, Turkey
- 26** **Prognostic Significance of Surgical Margin Status and Gleason Grade at the Positive Surgical Margin in Predicting Biochemical Recurrence After Radical Prostatectomy in a Turkish Patient Cohort**
Murat Yavuz Koparal, Tevfik Sinan Sözen, Güven Aslan, Sümer Baltacı, Evren Süer, Talha Müezzinoğlu, Bülent Akdoğan, Levent Türkeri; Rize, Ankara, İzmir, Manisa, İstanbul, Turkey
- 34** **Predictive Value of Duration and Frequency of Macroscopic Haematuria for Stage, Prognosis and Recurrence in Bladder Cancer Patients**
Hüseyin Acinikli, Cumhuriyet Yeşildal, Sinan Levent Kireççi, Göksel Bayar, Ahmet Tevfik Albayrak, Elsad Abdullayev, Abdullah Hızır Yavuzsan; Mersin, İstanbul, Turkey
- 40** **The Factors Affecting Recurrence and Prognosis in Patients with Low-grade Stage Ta Bladder Cancer**
Mustafa Latif Özbek, Mehmet Özen, Süleyman Öner, Fatih Kocamanoğlu, Murat Gülşen, Mehmet Necmettin Mercimek, Yakup Bostancı, Şaban Sarıkaya; Samsun, Eskişehir, Turkey
- 45** **5-Hydroxyuracil Incision Activity Varies According to the Histological Grade of Non-muscle-invasive Bladder Cancer**
Selçuk Keskin, Fatma Merve Antmen, Berna Somuncu, Yeşim Sağlıcan, Tüncüt Doğanca, Can Öbek, Ümit İnce, Ali Rıza Kural, Meltem Müftüoğlu; İstanbul, Turkey
- 49** **Second Primary Malignant Tumours in Patients with Renal Cell Carcinoma**
Hale Demir, Özden Yülek, Ertuğrul Oruç, Buğra Taygun Gülle, Deniz Nur Demir, Çetin Demirdağ, Haydar Durak, İclal Gürses, Nesrin Uygun; Amasya, Siirt, İstanbul, Turkey
- 56** **Oncological Outcomes of Bilateral Testicular Germ Cell Tumors and Evaluation of Prognostic Risk Factors**
İsmail Selvi, Ali İhsan Arık, Mehmet Sinan Başay, Halil Başar; İstanbul, Ankara, Turkey

Case Report

- 67** **Acute Ischemic Stroke Following Chemotherapy for Malignant Mixed Testicular Germ Cell Tumour: Does Cisplatin Play a Role?**
Berk Hazır, Meylis Artykov, Ahmet Aşçı, Hakan Bahadır Haberal, Mustafa Sertaç Yazıcı; Ankara, Turkey

Video Article

- 71** **Key Steps in Robotic Simple Prostatectomy for Benign Prostatic Hyperplasia**
Ali Tekin, Ali Serkan Kılıç, Anar Mammadov; İstanbul, Turkey



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