

JOURNAL OF UROLOGICAL SURGERY WORKFLOW PROCEDURE



Society of
Urological
Surgery
in Türkiye

1. Control, Publisher

Ethics Committee (For every study, human/animal)

Clinical Trials registration (For prospective clinical studies)

Conflict of Interest statement (COI)

Informed Consent form (For case/case series presentations)

iThenticate check (plagiarism rate 20%, varies 5-40% according to section)

Artificial intelligence statement and control (ZeroGPT check 15-20%)

Format check, missing or incorrect upload

2. Control, Editor

Compliance with publication policy, policy setting Format check

Directing to a member of the Editorial Board according to the subject
(3-5 days)

Monitoring deadlines, tracking the accumulated publication pool

Selection of articles for the issue to be published and final pre-publication check

Inviting publications, restricting case presentations

General timelines: Rejection (0-4 weeks), Acceptance (4-6 weeks),
publication (3-6 months)

Compliance with **ICMJE/WAME** rules, **COPE** ethical guidelines,

CARE (case report guidelines)

3. Control, Editorial Board Member

Scientific control of the publication

Reviewer assignments (from the reviewer pool or not, double-blind, 2-3
reviewers, making the final decision based on reviewer decisions)

Monitoring deadlines (reviewer acceptance 7 days, review 14 days)

Evaluating reviewer performance (Google Drive)

Suggesting scientific references if necessary

Awareness of predatory journals (Beall's List, Cabell's List)

Suggestions for the reviewer pool (Name, phone, email, area of interest)

Decision making (rejection, minor revision, major revision, acceptance)
(in case of a tie in acceptance and rejection, a third reviewer or own
decision)



4. Control, Reviewers

Scientific, detailed evaluation of the article

Adherence to deadlines (reviewer acceptance 7 days, review 14 days)

Special attention to the title, keywords, and abstract of the article

Detailed review of the sections of the article

Appropriateness of references (preferably newer than 10 years and sufficient)

Suggesting scientific references if necessary (self-citation 15-20%)

Awareness of predatory journals (Beall's List, Cabell's List)

Writing a detailed report (at least 1 paragraph, filling out the checklist in the system or CARE system checklist for case reports)

Decision making (rejection, minor revision, major revision, acceptance)

(Major: Ethical, serious methodology issue, no contribution to the literature, very poor academic language

Minor: Incorrect/missing reference, simple statistical error, correctable methodology and unit errors, writing errors)

5. If Necessary, Statistical Editor

Statistical evaluation as needed at any stage,

Assignment of reviewer

6. Others: Section Managers

Contributing to international recognition

(promotion, attracting articles, inviting reviews)

Setting policy

7. Publisher Pre-Publication

Language editing

Preparing the publication

Providing technical infrastructure (Web, QR code, podcast, etc.)

