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*In memoriam Prof Ugo P Fisch (1931-2019)*

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## Aims and Scope

The Journal of International Advanced Otology (J Int Adv Otol) is an international, peer reviewed, open access publication that is fully sponsored and owned by the European Academy of Otology and Neurotology and the Politzer Society. The journal is published triannually in April, August, and December and its publication language is English.

The scope of the Journal is limited with otology, neurotology, audiology (excluding linguistics) and skull base medicine.

The Journal of International Advanced Otology aims to publish manuscripts at the highest clinical and scientific level. J Int Adv Otol publishes original articles in the form of clinical and basic research, review articles, short reports and a limited number of case reports. Controversial patient discussions, communications on emerging technology, and historical issues will also be considered for publication.

Target audience of J Int Adv Otol includes physicians and academics who work in the fields of otology, neurotology, audiology and skull base medicine.

The editorial and publication processes of the journal are shaped in accordance with the guidelines of the International Committee of Medical Journal Editors (ICMJE), World Association of Medical Editors (WAME), Council of Science Editors (CSE), Committee on Publication Ethics (COPE), European Association of Science Editors (EASE), and National Information Standards Organization (NISO). The journal is in conformity with the Principles of Transparency and Best Practice in Scholarly Publishing (doaj.org/bestpractice).

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The editorial and publication processes of the journal are shaped in accordance with the guidelines of the International Council of Medical Journal Editors (ICMJE), the World Association of Medical Editors (WAME), the Council of Science Editors (CSE), the Committee on Publication Ethics (COPE), the European Association of Science Editors (EASE), and National Information Standards Organization (NISO). The journal conforms to the Principles of Transparency and Best Practice in Scholarly Publishing ([doaj.org/bestpractice](http://doaj.org/bestpractice)).

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**Abstract:** An abstract should be submitted with all submissions except for Letters to the Editor. The abstract of Original Articles should be structured with subheadings (Objective, Methods, Results, and Conclusion). Please check Table 1 below for word count specifications.

**Keywords:** Each submission must be accompanied by a minimum of three to a maximum of six keywords for subject indexing at the end of the abstract. The keywords should be listed in full without abbreviations. The keywords should be selected from the National Library of Medicine, Medical Subject Headings database (<https://www.nlm.nih.gov/mesh/MBrowser.html>).

#### Manuscript Types

**Original Articles:** This is the most important type of article since it provides new information based on original research. The main text of original articles should be structured with Introduction, Methods, Results, Discussion, and Conclusion subheadings. Please check Table 1 for the limitations for Original Articles.

Statistical analysis to support conclusions is usually necessary. Statistical analyses must be conducted in accordance with international statistical reporting standards (Altman DG, Gore SM, Gardner MJ, Pocock SJ. Statistical guidelines for contributors to medical journals. *Br Med J* 1983; 7; 1489-93). Information on statistical analyses should be provided with a separate subheading under the Materials and Methods section and the statistical software that was used during the process must be specified.

Units should be prepared in accordance with the International System of Units (SI).

**Editorial Comments:** Editorial comments aim to provide a brief critical commentary by reviewers with expertise or with high reputation in the topic of the research article published in the journal. Authors are selected and invited by the journal to provide such comments. Abstract, Keywords, and Tables, Figures, Images, and other media are not included.

**Review Articles:** Reviews prepared by authors who have extensive knowledge on a particular field and whose scientific background has been translated into a high volume of publications with a high citation potential are welcomed. These authors may even be invited by the journal. Reviews should describe, discuss, and evaluate the current level of knowledge of a topic in clinical practice and should guide future studies. The main text should contain Introduction, Clinical and Research Consequences, and Conclusion sections. Please check Table 1 for the limitations for Review Articles.

**Case Reports:** There is limited space for case reports in the journal and reports on rare cases or conditions that constitute challenges in diagnosis and treatment, those offering new therapies or revealing knowledge not included in the literature, and interesting and educative case reports are accepted for publication. The text should include Introduction, Case Presentation, Discussion, and Conclusion subheadings. Please check Table 1 for the limitations for Case Reports.

**Letters to the Editor:** This type of manuscript discusses important parts, overlooked aspects, or lacking parts of a previously published article. Articles on subjects within the scope of the journal that might attract the readers' attention, particularly educative cases, may also be submitted in the form of a "Letter to the Editor." Readers can also present their comments on the published manuscripts in the form of a "Letter to the Editor." Abstract, Keywords, and Tables, Figures, Images, and other media should not be included. The text should be unstructured. The manuscript that is being commented on must be properly cited within this manuscript.

Table 1. Limitations for each manuscript type

Type of manuscript	Word limit	Abstract word limit	Reference limit	Table limit	Figure limit
Original Article	3000	250 (Structured)	35	6	7 or total of 15 images
Review Article	5000	250	50	6	10 or total of 20 images
Case Report	1200	200	15	No tables	10 or total of 20 images
Letter to the Editor	500	No abstract	5	No tables	No media

## Tables

Tables should be included in the main document, presented after the reference list, and they should be numbered consecutively in the order they are referred to within the main text. A descriptive title must be placed above the tables. Abbreviations used in the tables should be defined below the tables by footnotes (even if they are defined within the main text). Tables should be created using the “insert table” command of the word processing software and they should be arranged clearly to provide easy reading. Data presented in the tables should not be a repetition of the data presented within the main text but should be supporting the main text.

## Figures and Figure Legends

Figures, graphics, and photographs should be submitted as separate files (in TIFF or JPEG format) through the submission system. The files should not be embedded in a Word document or the main document. When there are figure subunits, the subunits should not be merged to form a single image. Each subunit should be submitted separately through the submission system. Images should not be labeled (a, b, c, etc.) to indicate figure subunits. Thick and thin arrows, arrowheads, stars, asterisks, and similar marks can be used on the images to support figure legends. Like the rest of the submission, the figures too should be blind. Any information within the images that may indicate an individual or institution should be blinded. The minimum resolution of each submitted figure should be 300 DPI. To prevent delays in the evaluation process, all submitted figures should be clear in resolution and large in size (minimum dimensions: 100 × 100 mm). Figure legends should be listed at the end of the main document.

All acronyms and abbreviations used in the manuscript should be defined at first use, both in the abstract and in the main text. The abbreviation should be provided in parentheses following the definition.

When a drug, product, hardware, or software program is mentioned within the main text, product information, including the name of the product, the producer of the product, and city and the country of the company (including the state if in USA), should be provided in parentheses in the following format: “Discovery St PET/CT scanner (General Electric, Milwaukee, WI, USA)”

All references, tables, and figures should be referred to within the main text, and they should be numbered consecutively in the order they are referred to within the main text.

Limitations, drawbacks, and the shortcomings of original articles should be mentioned in the Discussion section before the conclusion paragraph.

## References

Both in-text citations and the references must be prepared according to the Vancouver style. While citing publications, preference should be given to the latest, most up-to-date publications. Authors are responsible for the accuracy of references. Journal titles should be abbreviated in accordance with the journal abbreviations in Index Medicus/ MEDLINE/PubMed. If an ahead-of-print publication is cited, the DOI number should be provided. When there are six or fewer authors, all authors should be listed. If there are seven or more

authors, the first six authors should be listed followed by "et al." In the main text of the manuscript, references should be cited using Arabic numbers in square brackets superscripts. The reference styles for different types of publications are presented in the following examples.

**Journal Article:** Rankovic A, Rancic N, Jovanovic M, Ivanović M, Gajović O, Lazić Z, et al. Impact of imaging diagnostics on the budget – Are we spending too much? *Vojnosanit Pregl* 2013; 70: 709-11.

**Book Section:** Suh KN, Keystone JS. Malaria and babesiosis. Gorbach SL, Barlett JG, Blacklow NR, editors. *Infectious Diseases*. Philadelphia: Lippincott Williams; 2004.p.2290-308.

**Books with a Single Author:** Sweetman SC. *Martindale the Complete Drug Reference*. 34th ed. London: Pharmaceutical Press; 2005.

**Editor(s) as Author:** Huizing EH, de Groot JAM, editors. *Functional reconstructive nasal surgery*. Stuttgart-New York: Thieme; 2003.

**Conference Proceedings:** Bengissson S. Sothemin BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. *MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics*; 1992 Sept 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. pp.1561-5.

**Scientific or Technical Report:** Cusick M, Chew EY, Hoogwerf B, Agrón E, Wu L, Lindley A, et al. Early Treatment Diabetic Retinopathy Study Research Group. Risk factors for renal replacement therapy in the Early Treatment Diabetic Retinopathy Study (ETDRS), Early Treatment Diabetic Retinopathy Study *Kidney Int*. 2004. Report No: 26.

**Thesis:** Yılmaz B. Ankara Üniversitesindeki Öğrencilerin Beslenme Durumları, Fiziksel Aktiviteleri ve Beden Kitle İndeksleri Kan Lipidleri Arasındaki İlişkiler. H.Ü. Sağlık Bilimleri Enstitüsü, Doktora Tezi. 2007.

**Manuscripts Accepted for Publication, Not Published Yet:** Slots J. The microflora of black stain on human primary teeth. *Scand J Dent Res*. 1974.

**Epub Ahead of Print Articles:** Cai L, Yeh BM, Westphalen AC, Roberts JP, Wang ZJ. Adult living donor liver imaging. *Diagn Interv Radiol*. 2016 Feb 24. doi: 10.5152/dir.2016.15323. [Epub ahead of print].

**Manuscripts Published in Electronic Format:** Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* (serial online) 1995 Jan-Mar (cited 1996 June 5): 1(1): (24 screens). Available from: URL: [http:// www.cdc.gov/ncidod/EID/cid.htm](http://www.cdc.gov/ncidod/EID/cid.htm).

## REVISIONS

When submitting a revised version of a paper, the author must submit a detailed "Response to the reviewers" that states point by point how each issue raised by the reviewers has been covered and where it can be found (each reviewer's comment, followed by the author's reply and line numbers where the changes have been made) as well as an annotated copy of the main document. Revised manuscripts must be submitted within 30 days from the date of the decision letter. If the revised version of the manuscript is not submitted within the allocated time, the revision option may be canceled. If the submitting author(s) believe that additional time is required, they should request this extension before the initial 30-day period is over.

Accepted manuscripts are copy-edited for grammar, punctuation, and format. Once the publication process of a manuscript is completed, it is published online on the journal's webpage as an ahead-of-print publication before it is included in its scheduled issue. A PDF proof of the accepted manuscript is sent to the corresponding author and their publication approval is requested within 2 days of their receipt of the proof.

## Contents

### 337 | Editorial

#### Original Articles

#### 338 | Parents' View on Quality of Life after Cochlear Implantation in Children with Auditory Neuropathy

Taşkın Tokat, Tolgahan Çatlı, Ergün Başaran Bozkurt, Görkem Atsal, Togay Muderris, Levent Olgun

#### 345 | Cochlear Microphonics in Hearing Preservation Cochlear Implantees

Artur Lorens, Adam Walkowiak, Marek Polak, Aleksandra Kowalczyk, Mariusz Furmanek, Henryk Skarzynski, Anita Obrycka

#### 352 | Cochlear Implantation in Congenital Long-QT Syndrome: A Comprehensive Study

Ronald Anto, Sudha Maheswari, Senthil Vadivu, Mohan Kameswaran

#### 358 | Extra-Cochlear Insertion in Cochlear Implantation: A Potentially Disastrous Condition

Emine Deniz Gözen, Fırat Tevettoğlu, Haydar Murat Yener, Eyüp Kara, Ahmet Ataş, Sabri Şirolu, Osman Kızılkılıç, Harun Cansız, Emin Karaman

#### 364 | Cochlear Implantation Outcomes in Children with Agenesis of the Corpus Callosum: A Retrospective Study and A Review of the Literature

Süleyman Özdemir, Ülkü Tuncer, Özgür Sürmelioğlu, Özgür Tarkan, Fikret Çetik, Mete Kiroğlu, Muhammed Dağkiran, Poyraz Şahin, Nilay Tezer, Funda Akar

#### 368 | Comparison of Intensity Discrimination between Children Using Cochlear Implants and Typically Developing Children

Shubha Tak, Asha Yathiraj

#### 373 | The Analysis of *GJB2*, *GJB3*, and *GJB6* Gene Mutations in Patients with Hereditary Non-Syndromic Hearing Loss Living in Sivas

Hande Küçük Kurtulgan, Emine Elif Altuntaş, Malik Ejder Yıldırım, Öztürk Özdemir, Binnur Bağcı, İlhan Sezgin

#### 379 | Analysis of the Microbiome in the Adenoids of Korean Children with Otitis Media with Effusion

Sung Kyun Kim, Seok Jin Hong, Kyung Ho Pak, Seok Min Hong

#### 386 | Clinical Characteristics and Treatment Outcomes of Congenital Cholesteatoma

In Sik Song, Won Gue Han, Kang Hyeon Lim, Kuk Jin Nam, Myung Hoon Yoo, Yoon Chan Rah, June Choi

#### Clinical Report

#### 391 | Endoscope-Assisted Surgery for Petrous Bone Cholesteatoma with Hearing Preservation

Kadir Serkan Orhan, Mehmet Çelik, Beldan Polat, Levent Aydemir, Aydın Aydoseli, Altay Sencer, Yahya Güldiken

#### Original Articles

#### 396 | Health Related Quality of Life after the Bony Obliteration Tympanoplasty for COM with Cholesteatoma using the COMQ12 - A Disease Specific PROM

Wouter Baetens, Joost van Dinther, Robby Vanspauwen, Youri Maryn, Andrzej Zarowski, Erwin Offeciers

#### Review

#### 400 | Mastoid Obliteration with Synthetic Materials: A Review of the Literature

Charalampos Skoulakis, Petros Koltsidopoulos, Arunachalam Iyer, Georgios Kontorinis

#### Original Articles

#### 405 | Prevention of Craniofacial Pain Secondary to Harvesting of Temporalis Fascia - A Novel Technique

Vikram Kemmannu Bhat, Shivashankar Ajur, Kiran Ravindranath Bongale, Roopa Sachidananda

#### 409 | The Comparison of the Right and Left Sigmoid Sinus Cross-Sectional Areas in Fetal Period and the Factors Affecting the Venous Dominance

Hakan Özalp, Mustafa Aktekin, Vural Hamzaoğlu, Yusuf Vayisoğlu, Mehmet Ali Karataş, Dilan Karşıyaka, Deniz Uzmanse, Rabia Bozdoğan Arpacı, Filiz Cayan, Can Mehmet Eti, Arzu Kanık, Fuat Cem Baskan, Zeynep Cansu Aladağ, Elif Ertas, Ahmet Dağtekin, Emel Avcı, Celal Bağdatoğlu, Derya Ümit Talas



- 415 | **Surgical Outcomes of Intratemporal Facial Nerve Schwannomas According to Facial Nerve Manipulation**  
Woo Seok Kang, Jae Joon Han, Jihye Rhee, Jun Ho Lee, Ja-Won Koo, Jong Woo Chung
- 420 | **Efficacy of Epley Maneuver on Quality of Life of Elderly Patients with Subjective BPPV**  
Uzdan Uz, Didem Uz, Gülden Akdal, Onur Çelik
- 425 | **Head-Shaking Nystagmus in the Early Stage of Unilateral Meniere's Disease**  
Arianna Di Stadio, Giampietro Ricci, Massimo Ralli, Tropiano Paolo, Giovanni Agostini, Mario Faralli
- 431 | **A New Application of CBCT Image Fusion in Temporal Bone Studies**  
Matti Iso-Mustajärvi, Sini Sipari, Antti Lehtimäki, Jyrki Tervaniemi, Heikki Löppönen, Aarno Dietz
- 436 | **Determination of Anxiety, Health Anxiety and Somatosensory Amplification Levels in Individuals with Benign Paroxysmal Positional Vertigo**  
Alper Özdilek, Pınar Yalınay Dikmen, Erkan Acar, Elif Ayanoğlu Aksoy, Nazım Korkut
- 442 | **Menière's Disease and Caloric Stimulation: Some News from an Old Test**  
Niccolò Cerchiai, Elena Navari, Mario Miccoli, Augusto Pietro Casani

- 447 | **Validation and Factor Analysis of the Lithuanian Version of the Dizziness Handicap Inventory**  
Domantas Valančius, Agnė Ulytė, Rytis Masiliūnas, Aistė Paškonienė, Ingrida Ulozienė, Diego Kaski, Loreta Vaicekauskienė, Eugenijus Lesinskas, Dalius Jatužis, Kristina Ryliskienė

### Case Reports

- 454 | **The Long-Term Efficacy of Cochlear Implantation for Hearing Loss in Muckel-Wells Syndrome**  
Bakushi Ogawa, Mitsuhiro Aoki, Hidenori Ohnishi, Toshimitsu Ohashi, Hisamitsu Hayashi, Bunya Kuze, Yatsuji Ito
- 459 | **Cochlear Implantation after Bromate Intoxication-Induced Bilateral Deafness: A Case Report**  
Choi Sung-Won, Cho Youngmo
- 463 | **Extensive Skull Base Osteomyelitis Secondary to Malignant Otitis Externa**  
Luca Bruschini, Stefano Berrettini, Cambi Christina, Simone Ferranti, Silvia Fabiani, Marina Cavezza, Francesca Forli, Amelia Santoro, Enrico Tagliaferri
- 466 | **Cochlear Implant Electrode Migration due to Cholesterol Granuloma: Cues from a Case**  
Andrea Di Laora, Isabelle Mosnier, Andrea Ciorba, Stefano Pelucchi, Olivier Sterkers, Daniele Bernardeschi
- 469 | **Jugular Foramen Metastasis from Lung Cancer: A Case of "A Mass without His Syndrome"**  
Giovanni Ciavarro, Francesca Bozzetti, Maurizio Falcioni

### Letter to the Editor

- 472 | **International Consensus Recommendations on Microtia, Aural Atresia and Functional Ear Reconstruction**  
Shihi Chang, Qingguo Zhang
- 474 | **Assessment of Audiological and Vestibular Involvement in Mitochondrial Encephalopathy, Lactic Acidosis, and Stroke-Like Episodes Requires in-Depth Background Information**  
Josef Finsterer
- 476 | **Reviewer List**