

INSTRUCTIONS FOR AUTHORS (January 2019)

Scope of the Journal

The Turkish Journal of Biology is published electronically 6 times a year by the Scientific and Technological Research Council of Turkey (TÜBİTAK) and accepts English-language manuscripts concerning all kinds of biological processes including biochemistry and biosynthesis, physiology and metabolism, molecular genetics, molecular biology, genomics, proteomics, molecular farming, biotechnology/genetic transformation, nanobiotechnology, bioinformatics and systems biology, cell and developmental biology, stem cell biology, and reproductive biology. Contribution is open to researchers of all nationalities.

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Submission and Evaluation Process

1. Submission
2. First Control
 - a. Scope check
 - b. Preliminary language check and technical control
3. Scientific Evaluation
 - a. Editor-in-chief
 - b. Editor
 - c. Referee
4. Publication
 - a. Technical control
 - b. After acceptance language correction
 - c. Galley proof
 - d. Publication

Submission

All manuscripts must be submitted electronically via the Internet through the online system for TÜBİTAK journals at <http://online.journals.tubitak.gov.tr>. After selecting the journal, you will be guided stepwise through the creation and uploading of the various files.

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- they are not being considered for publication simultaneously elsewhere,
- they are not going to be submitted for publication elsewhere.

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Evaluation

Technical Control

During the first check, journal administrators may return the articles for the following reasons:

- The manuscript is not prepared in the format provided on the journal's website,
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- The order and format of the names of the authors in the manuscript are not consistent with those on the copyright form,
- The number of references or pages exceed the specified limits,
- The authors did not perform the requested corrections or provide the necessary documents within the requested time,
- Similarity index (iThenticate result) is higher than the permitted threshold. There is no single number for the similarity percentage since each report is investigated in detail, but submissions exceeding 25% score are generally returned to authors. The resubmission of the same title without reducing the similarity score may cause a ban of the authors from the journal. Similarity reports with more than 50% scores, even in a single submission, may cause a ban from the journal and the authors' future submissions may not be considered for publication.

Scientific Evaluation

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database of web pages and academic publications. Manuscripts judged to be plagiarized or self-plagiarized, based on the iThenticate® report or any other source of information, will not be considered for publication. Open-access theses are considered as published works and they are included in the similarity checks.

Preparation of Manuscript

Manuscripts that are not prepared using the template will not be considered for publication.

Manuscript Types

Original research articles, review articles, and letters to the editor are welcome. The editor may invite survey reviews concerning recent developments in particular areas of interest. Please note that the journal no longer accepts submission of rapid communications and short communications.

The total number of double-spaced pages of the relevant subsections as required for the journal in question and the references (with figures and tables) excluding supplements must not exceed 25 pages and 40 pages for research articles and review articles, respectively. The editor-in-chief can change the manuscript type after manuscript submission.

Research Articles

A research article reports the results of original research and assesses its contribution to the body of knowledge in a given area with the relevant data and findings in an orderly, logical manner. Research articles should be no longer than 25 pages, should have an abstract of 300 words at most, should contain a limit of 35 references, and should have no more than 8 figures and tables combined.

Review Articles

A review article is written to summarize the recent developments, improvements, discoveries, and ideas in various subjects. Review articles should present an unbiased summary of the current understanding of the topic.

Review articles should cover subjects that fall within the scope of the journal and are of active, current interest. Review articles should be no longer than 40 pages, should have an abstract of 300 words at most, should contain a limit of 100 references, and should have no more than 12 figures and tables combined. Principal sections should be numbered consecutively (1. Introduction, 2. Historical background, etc.), and subsections should be numbered 1.1., 1.2., etc. All reviews should contain an introduction section and a conclusion section, with relevant section headings in between. The introduction should explain the importance of the subject, the text should be comprehensive and detailed, and the references should be exhaustive. Review articles should be written with the support of original published studies of the author(s).

Letters to the Editor

Letters to the editor reflect the opinions of other researchers on articles in previously published issues of the same journal.

Typically, letters address the contents of an original journal article for one or more of the following reasons: to identify errors and make a correction, provide an alternate theory, provide additional information, offer additional evidence, or provide a counterpoint.

The letter should be brief and concise. Letters to the editor should not exceed a single printed page (approximately 600 words and 4-5 references). Letters are always written to the editor; they are never addressed to the authors of the article in question. While writing a letter, one should avoid assuming a personal and biased attitude or the use of aggressive language. All suggestions should be supported by scientific data. General comments not reinforced by logical arguments are not acceptable (e.g., “I think that this is a very important article” or “I think that this article is worthless”). The writer should not repeat the original article at length in his/her letter.

A copyright form must also be submitted for the letter to be published.

The letter authors' names and affiliations should be written clearly at the top of the letter, and the title of the article about which the letter is written should be clearly stated in the introduction of the letter.

Manuscript Content

All research articles should be divided into clearly defined and numbered sections as appropriate. Principal sections should be numbered consecutively (1. Introduction, 2. Materials and methods, etc.) and subsections should be numbered 1.1., 1.2., etc. Do not number the Acknowledgements or References sections.

• Title page

All submissions must include a title page, which is to be uploaded as a separate document. Do not repeat the information from the title page within the main manuscript document. The title page should contain the full title in sentence case (e.g., Biopotential of *Verbesina encelioides* (stem and leaf powders) in silver nanoparticle fabrication), the full names (last names fully capitalized) and affiliations of all authors in English (Department, Faculty, University, City, Country), the ORCID iDs of all authors, and the contact e-mail address for the clearly identified corresponding author. Only one corresponding author is permitted per manuscript. Do not repeat this information in the main document. If your manuscript is accepted for publication, this information will be moved to the main document after the peer review process is completed.

• Acknowledgments/disclaimers/conflict of interest, if any

Please include any necessary acknowledgments or disclaimers on the title page, as well. Names of funding organizations should be written in full. Do not repeat them in the main document.

All authors should also disclose any conflict of interest that may have influenced either the conduct or the presentation of the research.

- **Informed Consent**

Manuscripts reporting the results of experimental investigations conducted with humans must clearly state that the study protocol received institutional review board approval and that all participants provided informed consent in the format required by the relevant authorities and/or boards. Please reference the relevant review board(s) and approval code(s) here.

- **Title and abstract**

The first page of the main manuscript should begin with the title. Do not include author names or affiliations here. Directly below the title, an informative abstract of not more than 300 words must accompany each manuscript. The abstract should not contain citations. Abstracts of review articles should be a brief overview of the main points from the review.

- **Key words**

Please provide a minimum of 3 and maximum of 6 key words or phrases to enable retrieval and indexing. Only the first letter of the first key word should begin with a capital letter; the other key words should be written in lower case. Please do not put a period at the end of the list of key words. Acronyms should be avoided. Key words should not be a virtual copy of the title.

Style and Format

In general, the journal follows the conventions of Scientific Style and Format, The CSE Manual for Authors, Editors, and Publishers, Council of Science Editors, Reston, VA, USA (7th ed.).

The manuscripts (except Letters to the Editor) should be divided into logically ordered and numbered sections. Principal sections should be numbered consecutively with Arabic numerals (1. Introduction, 2. Materials and methods, etc.) and subsections should be numbered 1.1., 1.2., etc. Do not number the Acknowledgments and References sections.

Manuscripts should be double-spaced with 3-cm margins on all sides of the page, in Times New Roman font size 12. Every page of the manuscript, including the title page, references, tables, etc., should be numbered. All copies of the manuscript should also have line numbers starting with 1 on each consecutive page. Manuscripts must be written in English. Contributors who are not native English speakers are strongly advised to ensure that a colleague fluent in the English language or a professional language editor has reviewed their manuscript. Concise English without jargon should be used. Repetitive use of long sentences and passive voice should be avoided. It is strongly recommended that the text be run through computer spelling and grammar programs. Either British or American spelling is acceptable but must be consistent throughout.

Symbols, Units, and Abbreviations

If symbols such as \times , μ , η , or v are used, they should be added using the symbols menu of Word in Times New Roman font. Degree symbols ($^{\circ}$) must be used from the symbol menu, not superscripted letter o or number 0. Multiplication symbols must be used (\times), not the letter x. Spaces must be inserted between numbers and units (e.g., 3 kg) and between numbers and mathematical symbols (+, -, \times , =, <, >), but not between numbers and percent symbols (e.g., 45%). Please use SI units. All abbreviations and acronyms should be defined at first mention. Any Latin terms such as *et al.*, *in vitro*, or *in situ* should not be italicized.

Tables and Figures

All illustrations (photographs, drawings, graphs, etc.), not including tables, must be labeled "Figure." Figures must be submitted both in the manuscript and as separate files.

All tables and figures must have a caption and/or legend and be numbered (e.g., Table 1, Figure 2), unless there is only one table or figure, in which case it should be labeled "Table" or "Figure" with no numbering. Captions must be written in sentence case (e.g., Macroscopic appearance of the samples.). The font used in the figures should be Times New Roman. If symbols such as \times , μ , η , or v are used, they should be added using the symbols menu of Word in Times New Roman font. All tables and figures, including subfigures, must be numbered consecutively as they are referred to in the text; e.g., Figures 2a, 2b, and 2c should be referred to in the text in that order before Figure 3. Please refer to tables

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Figures that are charts, diagrams, or drawings must be submitted in a modifiable format, i.e. our graphics personnel should be able to modify them. Therefore, if the program with which the figure is drawn has a “save as” option, it must be saved as *.ai or *.pdf. If the “save as” option does not include these extensions, the figure must be copied and pasted into a blank Microsoft Word document as an editable object. It must not be pasted as an image file (tiff, jpeg, or eps) unless it is a photograph.

Tables and figures, including caption, title, column heads, and footnotes, must not exceed 16 × 20 cm and should be no smaller than 8 cm in width. For all tables, please use Word’s “Create Table” feature, with no tabbed text or tables created with spaces and drawn lines. Please do not duplicate information that is already presented in the figures. Tables must be clearly typed, each on a separate sheet, and double-spaced. Tables may be continued on another sheet if necessary, but the dimensions stated above still apply.

References

Do not include personal communications or unpublished data or materials (such as project final reports, websites, computer programs, poster papers, presentations, and manuscripts that are not published yet) as references. However, these materials may be inserted as a footnote in the main text. The footnotes for websites should be given in the format shown below:

NCBI (2017). GenBank Overview [online]. Website <https://www.ncbi.nlm.nih.gov/genbank/> [accessed 00 Month Year].

UniProt (2018). Animal toxin annotation project [online]. Website: <https://www.uniprot.org/program/Toxins> [accessed 00 Month Year].

References within the Text

References should be cited in the text by the last name(s) of the author(s) and year of publication with a comma between them: for example, (Knott, 1987) or (Cochran and Cox, 1957). If the citation is the subject of the sentence, only the date should be given in parentheses: “According to Knott (1987)...” For citation of references with 3 or more authors, only the first author’s name followed by et al. (not italicized) should be used: (Güneş et al., 2002). If there is more than one reference in the same year for the same author, please add the letters a, b, etc. to the year: (Jones et al., 2004a, 2004b). References should be listed in the text chronologically, separated by semicolons, and references published in the same year should be further ordered alphabetically: (Anderson et al., 1987; Knott, 1987; Zheng and Li, 1987; Güneş et al., 2002; Jones et al., 2004a, 2004b).

Reference List

If the author of a reference is an organization or corporation, use its name in the reference list (using an abbreviation in the citation, if appropriate); do not use “Anonymous”. In the case of publications in languages other than English, the published English title should be provided if one exists, with an annotation such as “(in Turkish)”. If the publication was not published with an English title, provide the original title only; do not provide a self-translation. Please transliterate the titles of publications published in non-Latin alphabets. References should be listed alphabetically at the end of the text without numbering. All authors should be included in reference lists unless there are 6 or more, in which case only the first 5 should be given, followed by et al. (not italicized). The manuscript should be checked carefully to ensure that the spellings of the authors’ names and the years are exactly the same in the text as given in the reference list. Please ensure that author names are given exactly as they were published; e.g., if the names of Turkish authors were originally published with Turkish characters, include the Turkish characters: (Güneş et al., 2002). If the original publication did not use Turkish characters, do not include them in your citations: (Gunes et al., 2002).

The reference list must not contain more than 100 and 35 references for review articles and research articles, respectively.

References should be formatted as follows (please note the punctuation and capitalization):

Journal articles:

Journal titles should not be abbreviated; the whole name of the journal should be given. Include the doi number if one exists.

Aly M, Tork S, Al-Garni S, Allam R (2013). Production and characterization of uricase from *Streptomyces exfoliatus* UR10 isolated from farm wastes. Turkish Journal of Biology 37 (5): 520-529. doi: 10.3906/biy-1206-3.

More than 5 authors

Tancharoen W, Aungsuchawan S, Pothacharoen P, Markmee R, Narakornsak S et al. (2017). Differentiation of mesenchymal stem cells from human amniotic fluid to vascular endothelial cells. Acta Histochemica 119 (2): 113-121. doi: 10.1016/j.acthis.2016.11.009.

Article not in English

In the case of publications in languages other than English, the published English title should be provided if one exists, with an annotation such as "(in Turkish)". If the publication was not published with an English title, provide the original title only; do not provide a self-translation.

Kara K (1999). Dexiinae (Diptera: Tachinidae) species of Tokat province. Turkish Journal of Entomology 23: 203-210 (in Turkish with an abstract in English).

Pinheiro JW, Fonseca NAN, Silva CA, Cabrera L, Bruneli FAT et al. (2002). Farelo de girassol na alimentação de frangos de corte em diferentes fases de desenvolvimento. Revista Brasileira de Zootecnia 31 (3): 1418-1425 (in Portuguese). doi: 10.1590/s1516-35982002000600013

Books and reports

Cowen MK (2011). Microbiology: A Systems Approach. 3rd ed. New York, NY, USA: McGraw-Hill.

Nei M, Kumar S (2000). Molecular Evolution and Phylogenetics. 1st ed. New York, NY, USA: Oxford University Press.

Chapters in books

Aebi HE, Bergmeyer J, Grabl M (1983). Catalase in methods of enzymatic analysis. In: Bergmeyer HU, Bergmeyer J, Grabl M (editors). Methods of Enzymatic Analysis. Weinheim, Germany: Verlag Chemie, pp. 273-286.

Conference proceedings

Iwahara J (2017). DNA methylation as a mechanism that facilitates target search by transcriptional activators. In: 2nd International Conference on Molecular Biology, Nucleic Acids & Molecular Medicine; Philadelphia, PA, USA. p. 34.

Theses

Karataş A (2000). Molecular biology and genetics of dipeptide biosynthesis: the system is an essential component of quorum sensing global regulation. PhD, Middle East Technical University, Ankara, Turkey.

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Correspondence Address

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Yüzüncüyıl, İşçi Blokları Mahallesi

Muhsin Yazıcıoğlu Caddesi

No:51/C 06530 ANKARA/TURKEY