

## INSTRUCTIONS FOR AUTHORS (January 2019)

### Scope of the Journal

The Turkish Journal of Medical Sciences is published electronically 6 times a year by the Scientific and Technological Research Council of Turkey (TÜBİTAK) and accepts English-language manuscripts in all fields of medicine and related health sciences. Contribution is open to researchers of all nationalities.

### Publication Policy

#### Open Access and Free Submission Statement

TÜBİTAK academic journals are open access journals — all the manuscripts published in these journals are freely available online for anyone. There are no subscription or submission charges.

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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.

Papers are accepted for evaluation on the understanding that:

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

Authors should certify that neither the manuscript nor its main contents have already been published or submitted for publication in another journal. The copyright release form, which can be found at <http://journals.tubitak.gov.tr/genel/copyright.pdf>, must be signed by the corresponding author on behalf of all authors and must accompany all papers submitted. Please see the form for additional copyright details.

After a manuscript has been submitted, it is not possible for authors to be added or removed or for the order of authors to be changed. If authors do so, their submission may be canceled (see Publication Policy for details).

All authors need to send their ORCID iDs so that the process of evaluation and publishing of the manuscripts can continue in accordance with our publishing policy. Authors can visit <https://orcid.org/> to get a unique 16-digit ORCID iD number.

### ***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,
- The manuscript file is not the same as the manuscript template file given on the journal's website,
- 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**

The peer review process is double blind, i.e. both authors and referees are kept anonymous. Manuscripts may be rejected without peer review by the editor-in-chief if they do not comply with the instructions for authors or if they are beyond the scope of the journal. After a manuscript has been accepted for publication, i.e. after referee-recommended revisions are complete, the author will not be permitted to make changes that constitute departures from the manuscript that was accepted by the editor. Before publication, the galley proofs are always sent to the authors for corrections. Mistakes or omissions that occur due to some negligence on our part during final printing will be rectified in an errata section in a later issue. This does not include those errors left uncorrected by the author in the galley proof.

See [Publication Policy](#) for details.

#### **Plagiarism**

The use of someone else's ideas or words in their original form or slightly changed without a proper citation is considered plagiarism and will not be tolerated. Even if a citation is given, if quotation marks are not placed around words taken directly from other authors' work, the author is still guilty of plagiarism. Reuse of the authors' own previously published words, with or without a citation, is regarded as self-plagiarism. All manuscripts received are submitted to iThenticate®, a sophisticated plagiarism checking system, which compares the content of the manuscript with a vast 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 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 should not exceed 8 pages, 15 pages, 30 pages, and 50 pages for case studies/case reports, research notes/short communications, 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 30 pages, should have an abstract of 300 words at most, should contain a limit of 60 references, and should have no more than 10 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 50 pages, should have an abstract of 300 words at most, should contain a limit of 120 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 800 words and 10 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").

Reference formatting should be used in letters; however, all of the references used should be published works. Materials that were not published or reported elsewhere should not be used. Otherwise, the letter will not be accepted. The writer should not repeat the original article at length in his/her letter.

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

Only letters submitted within 4 months of the original publication date will be considered. The reason for this is that corrections to the record should be done in a timely manner. If there will be a reply to the letter, the next step is to designate which issue of the journal it will be published in. Thus, letters are not necessarily published in the very next issue since it may take some time for the original author to reply.

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., Urothelial cancers: clinical and imaging evaluation), 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. The abstract must be structured to include the study's background/aim, materials and methods, results, and conclusion under 4 separate headings. 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. Always try to use terms from the Medical Subjects Headings list from Index Medicus.

### **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  $\times$ ,  $\mu$ ,  $\eta$ , or  $\nu$  are used, they should be added using the symbols menu of Word in Times New Roman font. Degree symbols (size 12. Every page of the manuscript, including the title page, references, 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 aption and/or legend and be numbered (e.g., 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 and figures with capitalization and unabbreviated (e.g., "As shown in Figure 2...", and not "Fig. 2" or "figure 2"). The tables and figures themselves should be given at the end of the text only, after the references, not in the running text.

The resolution of images should not be less than 118 pixels/cm when the width is set to 16 cm. Images must be scanned at 1200 dpi resolution and submitted in jpeg or tiff format. Graphs and diagrams must be drawn with a line weight between 0.5 and 1 point. Graphs and diagrams with a line weight of less than 0.5 point or more than 1 point are not accepted. Scanned or photocopied graphs and diagrams are not accepted.

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:

International Agency for Research on Cancer (2018). Population Fact Sheets: Turkey [online]. Website <http://gco.iarc.fr/today/data/factsheets/populations/792-turkey-fact-sheets.pdf> [accessed 00 Month Year].

World Health Organization (2018). Global Database on Child Growth and Malnutrition [online]. Website <https://www.who.int/nutgrowthdb/database/en/> [accessed 00 Month Year].

### **References within the Text and Reference List**

References must be numbered in square brackets within the article and listed in order of their first appearance in the text.

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). Within the manuscript, cite references by their given number in square brackets. Do not use individual sets of brackets for citation numbers that appear together, e.g., [2,6], not [2], [6]. Do not include personal communications, unpublished data, or other unpublished materials as references, although such material may be inserted as footnotes in the text. 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, cite the original title only; do not provide a self-translation. Please transliterate the titles of publications published in non-Latin alphabets. 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. [2]. If the original publication did not use Turkish characters, do not include them in your citations: Gunes et al. [2].

The reference list must not contain more than 10, 20, 30, 120, and 60 references for letters to the editor, case reports, short communications, 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.

Coppinger T, Jeanes YM, Hardwick J, Reeves S. Body mass, frequency of eating and breakfast consumption in 9-13-year-olds. *Journal of Human Nutrition and Dietetics* 2012; 25 (1): 43-49. doi: 10.1111/j.1365-277X.2011.01184.x

### **More than 5 authors**

Renehan AG, Zwahlen M, Minder C, O’Dwyer ST, Shalet SM et al. Insulin-like growth factor (IGF)-I, IGF binding protein-3, and cancer risk: systematic review and meta-regression analysis. *Lancet* 2004; 363 (9418): 1346-1353. doi: 10.1016/S0140-6736(04)16044-3

### **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.

Espinosa Jovel CA, Pardo CM, Moreno CM, Vergara J, Hedmont D et al. Perfil demográfico y social de la epilepsia en una población vulnerable y de bajos recursos económicos en Bogotá, Colombia. *Neurología* 2016; 31 (8): 528-534 (in Spanish). doi: 10.1016/j.nrl.2014.10.016

**Books and reports**

Harmening D. Modern Blood Banking & Transfusion Practices. 6th ed. Philadelphia, PA, USA: F.A. Davis Company; 2012.

Ringswen MK, Bond D. Gerontology and Leadership Skills for Nurses. 2nd ed. Albany, NY, USA: Delmar Publishers; 1996.

**Chapters in books**

Holland SM, Gallin JI. Evaluation of the patient with suspected immunodeficiency. In: Mandell GL, Bennett JE, Dolin R (editors). Mandell, Douglas, and Bennett's Principles and Practice of Infectious Diseases. 7th ed. Philadelphia, PA, USA: Churchill Livingstone; 2010. pp. 167-178.

**Conference proceedings**

Lee DJ, Bates D, Dromey C, Xu X, Antani S. An imaging system correlating lip shapes with tongue contact patterns for speech pathology research. In: Proceedings of the 16th IEEE Symposium on Computer-Based Medical Systems; Los Alamitos, CA, USA. pp. 307-313.

**Theses**

Bawazeer NM. Vitamin B12 and folate status during pregnancy among Saudi population. PhD, University of Warwick, Warwick, UK, 2011.

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Manuscripts can only be submitted through our online system. Other correspondence may be directed to:

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or

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