SUBMITTING AN ARTICLE
In order to submit an article for the journals of Türkiye Klinikleri, you click “Online Article Submission” link in www.turkiyeklinikleri.com address (Only internet submitting will be considered). You also may follow up all the procedures related with your articles from this web site.

GENERAL INFORMATION
Türkiye Klinikleri Journal of Case Reports is a scientific journal that aims to reach all national/international medical societies and staffs that publishing case reports related with all topics of medicine.

The journal stipulates freeness from commercial influences and superfluous ethical and scientific standards in published articles.

Neither the Editor(s) nor the publisher guarantees, warrants or endorses about particularities of any product or service advertised in this publication.

Articles are accepted for publication that are original, are not under consideration another journal, or have not been previously published. Direct quotations, tables, or illustrations that have appeared in copyrighted material must be accompanied by written permission for their use from the copyright owner and authors. Presentations at scientific meetings are accepted if this condition is declared.

If the submitted article’s form is appropriate, it is sent to the editor and at least two local and foreign reviewers for evaluation. The author is asked to revise the article. - If it is required- and the article is published.

The writers’ names and placement that were indicated in the copyright transfer form are considered after the processing of the manuscript. After this stage:
• A writer name cannot be added or deleted in any time except the writers approval who signed the copyright transfer form, and the order of the writers’ names cannot be changed.

EDITORIAL POLICIES

SCIENTIFIC RESPONSIBILITY

All authors should have contributed to the article directly either academically or scientifically.

All persons designated as authors should meet all of the following criteria:
- Planned or performed the study,
- Wrote the paper or reviewed the versions,
- Approved the final version.

It is the authors’ responsibility to prepare a manuscript that meets ethical criteria.

ETHICAL RESPONSIBILITY

- The Journal adheres to the principles set forth in the Helsinki Declaration (http://www.wma.net/en/30publications/10policies/b3/index.html) in all reported researches involving “Human beings” conducted in accordance with such principles. Reports describing data obtained from researches conducted in human participants must contain a statement in the CASE REPORT section indicating approval by the institutional ethical review board.
- Case reports should be accompanied by INFORMED CONSENT whether the identity of the patient is disclosed or not.
- If the proposed publication concerns any commercial product, the author must include in the cover letter a statement indicating that the author(s) has (have) no financial or other interest in the product or explaining the nature of any relation (including consultancies) between the author(s) and the manufacturer or distributor of the product.

- If “Ethics Committee Approval” is necessary for case report, document obtained from ethics committee should be sent to “Online Article Processing” link on www.turkiyeklinikleri.com.
- It is the authors’ responsibility to prepare a manuscript that meets ethical criteria. During the evaluation of the manuscript, the research data and/or ethics committee approval form may be requested from the authors if it’s required by the editorial board.

LANGUAGE

The official languages of the Journal are Turkish and English. Manuscripts and abstracts in English must be checked for language by an expert and this approval should be mentioned particularly in the cover letter. The responsible for English Language editing should be named in the ACKNOWLEDGEMENTS if her/his is not in the author list.

All spelling and grammar mistakes in the submitted articles, are corrected by our re- daction committe without changing the data presented.

- It is the authors’ responsibility to prepare a manuscript that meets spelling and grammar rules.

COPYRIGHT STATEMENT

In accordance with the Copyright Act of 1976, the publisher owns all copyrights of published articles. Responsibilities of statements and opinions expressed in the published material herein belong to their author(s). Manuscript writers are not paid by any means for their manuscripts.

All submitted manuscripts must be accompanied by the “Copyright Transfer and Author Declaration Statement form” that can be downloaded from www.turkiyeklinikleri.com/journalcopyright.pdf and this form must be sent with the article by clicking “Online Article Processing” link in www.turkiyeklinikleri.com.

THE JOURNAL PUBLISHES THE FOLLOWING TYPES OF ARTICLES

Case Reports: 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. They should include an adequate number of photos and figures.

Content:
- Abstract (average 100-150 words; without structural divisions; Turkish and English)
- Introduction
- Case report
- Discussion
- References (The number of references should not exceed 15)

MANUSCRIPT PREPARATION

Authors must to follow the following principles before submitting their material.
- The article should be written in IBM compatible computers with Microsoft Word programme.

ABBREVIATIONS: Abbreviations that are used should be defined in parenthesis where the full word is first mentioned. For internationally accepted abbreviations and usage, please refer to Scientific Style and Format.

FIGURES, PICTURES, TABLES AND GRAPHICS:

- All figures, pictures, tables and graphics should be cited at the end of the relevant sentence in text. Explanations about figures, pictures, tables and graphics must be placed at the end of the article.
- Figures, pictures/photographs must be added to the system as separate .jpg or .gif files (approximately 500x400 pixels, 8 cm in width and scanned at 300 resolution).

COVER LETTER: It should be indicated that the submitted article was not sent to another journal previously. Also the individual and/or institutional fundings and the conflict of interest should be stated if any.

TITLE PAGE: The title of the manuscript (English), the names and surnames of all authors, ORCID numbers (https://orcid.org/register), academic titles, institutions, business phones and mobile phones, e-mail and correspondence addresses of all authors should be specified. If the article has already been submitted as a paper; the place, the date and the name of the conference where the paper is presented should be given.

Authors of articles should be a maximum of 5.

If the study was presented in a congress, it should declared the date/place of the congress of the study presented.

ABSTRACTS: The abstracts should be prepared in accordance with the instructions in the “The Journal Publishes the Following Types of Articles” and must placed in the article file.

KEY WORDS:
- They should be minimally two, and should written Turkish and English.
- The words should be separated by semicolon (;) from each other.
- English key words should be appropriate to “Medical Subject Headings (MESH)” (Look: www.nlm.nih.gov/mesh/MBrowser.html).
- Turkish key words should be appropriate to Türkiye Bilim Terimleri (TBT) (Look: www.bilimterimleri.com).

ACKNOWLEDGEMENTS: Conflict of interest, financial support, grants, and all other editorial (statistical analysis, language editing) and/or technical assistance if present, must be presented at the end of the text.

REFERENCES: It should be written in English. Turkish edition of the original title of the resources in brackets [ ] and should be written in English. References in the text should be numbered as superscript numbers in consecutive order of mentioning. All authors should be listed if six or fewer, otherwise list the first six and add others the et al.

Journal abbreviations should be conform to the style used in the Cumulated Index Medicus (please look at: www.icmje.org). Congress declarations, personal experiments, unpublished papers, thesis and internet links can not be given as reference.

Examples for writing references (please give attention to punctuation):

Format for journal articles: initials of author’s names and surnames, titles of article, journal name, date, volume, number, and inclusive pages, must be indicated. Example:

Format for books: initials of author’s names and surnames, chapter title, editor’s name, book title, edition, city, publisher, date and pages. Example:
For books published in foreign languages example:

For Turkish books example:

Format for books of which the editor and author are the same person; initials of author(s)/editor(s)’ names and surnames chapter title, book title, edition, city, publisher, date and pages. Example:

Format for on-line-only publications: DOI is the only acceptable on-line reference.

Communication:
Address : Türkiye Klinikleri
Türkocağı Cad. No:30 06520 Balgat/Ankara/Turkey
Phone : +90 312 286 56 56
Fax : +90 312 220 04 70
E-mail : info@turkiyeklinikleri.com
Web : www.turkiyeklinikleri.com