

SUBMITTING AN ARTICLE

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Türkiye Klinikleri Journals are scientific journals that aim to reach all national&international medical societies and to publish retrospective, prospective clinical studies experimental researchs, reviews, case reports, editorial comment/discussions, letters to the editor, medical education, scientific letters, surgical techniques, distinctive diagnosis, original images, diagnostic evaluations?, medical book reviews, questions-answers and recent issues that determine medical agenda, that may be related with all topics of medicine.

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The writers' names and placement that are indicated in the copyright transfer form will be considered after the process of the manuscript is started. After this stage;

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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 criterias:

- 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 scientific criterias.

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- 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.
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STATISTICAL EVALUATION

All retrospective, prospective and experimental research articles must be evaluated in terms of biostatistics and it must be stated together with appropriate plan, analysis and report.

p values must be given clearly in the manuscripts (e.g. $p=0.025$; $p=0.524$).

Research articles must be evaluated by a biostatistician prior to submission and the name of the biostatistician should be placed among the authors' names.

Additional information in order to control the biostatistical convenience of the papers that are submitted to biomedical journals can be obtained from the web page www.icmje.org.

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LANGUAGE

The official languages of the *Journals* are Turkish and English.

Manuscripts and abstracts in English must be checked for language by an expert and this should be mentioned particularly in the cover letter. The expert responsible for English Language editing should be listed in the ACKNOWLEDGEMENTS if he/she is not in the author list.

All spelling and grammar mistakes in the submitted articles, are corrected by our redaction committee without changing the data presented.

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

CATEGORIES OF ARTICLES

The *Journal* publishes the following types of articles:

Original Research Articles: Original prospective or retrospective studies of basic or clinical investigations in areas relevant to medicine.

Content:

- Abstract (200-250 words; without structural divisions; English)
- Introduction
- Material and Methods
- Results
- Discussion
- Conclusion
- Acknowledgements
- References

Review Articles: The authors may be invited to write or may submit a review article. Reviews including the latest medical literature may be prepared on all medical topics. Authors who have published materials on the topic are preferred.

Content:

- Abstract (200-250 words; without structural divisions; English)
- Titles on related topics
- References

Editorial Commentary/Discussion: Evaluation of the original research article is done by the specialists of the field (except the authors of the research article) and it is published at the end of the related article.

Letters to the Editor: These are the letters that include different views, experiments and questions of the readers about the manuscripts that were published in this journal in the recent year and should be no more than 500 words.

Content:

- There's no title and abstract.
- The number of references should not exceed 5.
- Submitted letters should include a note indicating the attribution to an article (with the number and date) and the name, affiliation and address of the author(s) at the end.
- The answer to the letter is given by the editor or the author(s) of the manuscript and is published in the journal.

Medical Book Reviews: Reviews and comments on current national and international medical books.

Questions and Answers: Scientific educational questions and answers on medical topics.

MANUSCRIPT PREPARATION

Authors are encouraged to follow the following principles before submitting their material.

- The article should be written in IBM compatible computers with Microsoft Word.

ABBREVIATIONS: Abbreviations that are used should be defined in parenthesis where the full word is first mentioned. For commonly accepted abbreviations and usage, please refer to *Scientific Style and Format*.¹

FIGURES, PICTURES, TABLES AND GRAPHICS:

-All figures, pictures, tables and graphics should be cited at the end of the relevant sentence. 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).

- All abbreviations used, must be listed in explanation which will be placed at the bottom of each figure, picture, table and graphic.

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COVER LETTER: Cover letter should include statements about manuscript category designation, single-journal submission affirmation, conflict of interest statement, sources of outside funding, equipments (if so), approval for language for articles in English and approval for statistical analysis for original research articles.

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. Information about the authors and their institutions should not be included in the main text, tables, figures and video documents.

ABSTRACT: The abstracts should be prepared in accordance with the instructions in the "Categories of Articles" and placed in the article file.

KEY WORDS:

-They should be minimally two, and should be 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: References in the text should be numbered as superscript numbers and listed serially according to the order of mentioning on a separate page, double-spaced, at the end of the paper in numerical order. All authors should be listed if six or fewer, otherwise list the first six and add the *et al.* Journal abbreviations should conform to the style used in the *Cumulated Index Medicus* (please look at: <https://www.ncbi.nlm.nih.gov/pubmed/>). Declarations, personal experiments, unpublished papers, thesis can not be given as reference.

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

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Stephane A. Management of congenital cholesteatoma with otoendoscopic surgery: Case report. *Turkiye Klinikleri J Med Sci.* 2010;30(2):803-7.

Format for books; initials of author's names and surnames, chapter title, editor's name, book title, edition, city, publisher, date and pages. Example:

Underwood LE, Van Wyk JJ. Normal and aberrant growth. In: Wilson JD, Foster DW, eds. *Williams' Textbook of Endocrinology*. 1st ed. Philadelphia: WB Saunders; 1992. p.1079-138.

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Solcia E, Capella C, Kloppel G. Tumors of the exocrine pancreas. *Tumors of the Pancreas*. 2nd ed. Washington: Armed Forces Institute of Pathology; 1997. p.145-210.

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

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¹ *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers, 6th ed.* New York: Cambridge University Press, 1994.