

PUBLICATION RULES, PUBLICATION POLICY, GENERAL PRINCIPLES AND SUBMISSION RULES

AUTHOR GUIDELINES

Journal of Medicine and Palliative Care (JOMPAC) is a refereed, open access and periodical publication. The articles published according to the journal's writing rules are accepted through the **DergiPark** system. All numbers are available at our <https://dergipark.org.tr/en/pub/jompac/archive> web address and **Dergipark** web page for free. Our purpose is to provide high-quality scientific articles for diseases' diagnosis and treatment having appropriate innovations internationally. It is a scientific medical journal published six times (**February, April, June, August, October, December**) a year. The articles coming as a refereed journal are primarily evaluated in terms of common rules conformity with the standard requirements defined by the **Committee of International Medical Journal Editors** (www.icmje.org) in biomedical articles. You can access all of the articles published in our journal electronically, read and download from our web site (<https://dergipark.org.tr/en/pub/jompac>). Our goal is to make sure that your colleagues send the decision and publishing process of publications that we send to you in the shortest possible time. We would like to emphasize that we are always open to suggestions and constructive criticisms to raise the quality of our publication, and that we will show the necessary sensitivity to the statements in this regard. The **English** name of the journal will be used in the article operating system and citations.

Journal of Medicine and Palliative Care (JOMPAC) it is a scientific, internationally refereed journal that publishes retrospective/prospective clinical and laboratory studies, interesting case presentations, invited collections, editorial letters, original images, short reports and surgical technical articles about every branch of medicine. The language of the journal is only **English**. Articles are accepted in English. The editor, co-editor and publisher do not take any responsibility for the articles published in the journal. You can access all of the articles published in our journal electronically, read and download from our web site: <https://dergipark.org.tr/en/pub/jompac>.

JOURNAL NAME

Journal of Medicine and Palliative Care

ABBREVIATION OF JOURNAL NAME

J Med Palliat Care/JOMPAC/jompac

CORRESPONDENCE ADDRESS

Manuscripts should be sent by e-mail by the responsible author, after registering with **DergiPark**, by going to <https://dergipark.org.tr/en/journal/3258/submission/step/manuscript/new>.

ARTICLE GENERAL WRITING RULES

All scientific responsibility of the manuscripts belongs to the author (s). The editor, co-editor and publisher do not accept any responsibility for the articles published in the journal.

EDITORIAL PRE-CONTROL EVALUATION

Manuscripts sent to the **Journal of Medicine and Palliative Care (JOMPAC)** are evaluated in terms of format and plagiarism. Manuscripts that do not conform to the format are sent back to the author responsible for evaluation. Spelling rules should be reviewed to avoid such a waste of time. All manuscripts submitted for publication are evaluated by two or more domestic/foreign referees. The evaluation of the articles is made considering the scientific importance and originality. Manuscripts that are accepted for publication can be rearranged by the editorial board without informing the authors. After the article is submitted to the journal or accepted for publication, the order of names cannot be changed, author name cannot be added or removed.

SCIENTIFIC AND ETHICAL RESPONSIBILITY

The editorial and the publication processes of **Journal of Medicine and Palliative Care (JOMPAC)** are shaped in accordance with the guidelines of the World Association of Medical Editors (**WAME**), the Committee on Publication Ethics (**COPE**), the International Council of Medical Journal Editors (**ICMJE**), the Council of Science Editors (**CSE**), 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).

The protocol for clinical research articles must be approved by the **Ethics Committee**. In all studies conducted on humans, the “Methods” section was approved by the relevant committee or the **Helsinki Declaration of Principles** (<https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/>). It should be stated in the text that all persons included in the study signed the Informed Consent Form. The articles submitted to the **Journal of Medicine and Palliative Care (JOMPAC)** will be deemed to have been conducted in accordance with the **Helsinki Declaration of Principles**, and have received ethical and legal permissions and will not be held responsible. If “Animal” was used in the study, the authors stated in the Methodss section of the article that they protect animal rights in accordance with the principles of the **Guide for the Care and Use of Laboratory Animals** (www.nap.edu/catalog/5140.html), and that they have received approval from the ethics committees of their institutions. it is difficult. In case reports Informed Consent an should be obtained from patients regardless of the identity of the patient. If the **Ethics Committee Approval** is required in the article; the received document should be sent with the article. The article should be passed by the authors for **academic plagiarism prevention program**. It is the authors’ responsibility to ensure that the article complies with the ethical rules.

All manuscript submissions should be scanned for plagiarism research and then uploaded to the journal system. In the event of alleged or suspected research misconduct, e.g., plagiarism, citation manipulation, and data falsification/fabrication, the Editorial Board will follow and act in accordance with the **COPE** guidelines. See **Guidance from the Committee on Publication Ethics (COPE)**.

Each individual listed as an author should fulfill the authorship criteria recommended by the International Committee of Medical Journal Editors (**ICMJE**- www.icmje.org). The **ICMJE** recommends that authorship should be based on the following 4 criteria: (1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; (2) Drafting the work or revising it critically for important intellectual content; (3) Final approval of the version to be published; (4) Agreement to be accountable of all aspects of the work in ensuring that questions related to the accuracy or the integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he/she had done, an author should be able to identify which co-authors are responsible for the specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all of the four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged and thanked on the title page of the article. If the editorial board suspects that someone who does not meet the authorship requirements has been added as a writer, the article will be rejected without further investigation.

Journal of Medicine and Palliative Care (JOMPAC) requires and encourages the authors and the individuals who involved in the evaluation process of submitted manuscripts to disclose any existing or potential conflicts of interests, including financial, consultant, and institutional, that might lead to the potential bias or a conflict of interest. Any financial grants or other supports received for the submitted study from individuals or institutions should be disclosed to the Editorial Board. To disclose a potential conflict of interest, the **ICMJE Potential Conflict of Interest Disclosure Form** should be filled in and submitted by all of the contributing authors. Cases of the potential conflict of interest of the editors, authors, or reviewers are being resolved by the journal’s Editorial Board within the scope of **COPE** and **ICMJE** guidelines. The Editorial Board of the journal handles all of the appeal and complaint cases within the scope of **COPE** guidelines. In such cases, authors should get in direct contact with the editorial office to regard their appeals and complaints. When needed, an ombudsperson may be assigned to resolve cases that cannot be resolved internally. The Editor in Chief is the final authority in the decision-making process for all of the appeals and complaints. When submitting a manuscript to the **Journal of Medicine and Palliative Care (JOMPAC)**, authors should accept to assign the copyright of their manuscript to the **Journal of Medicine and Palliative Care (JOMPAC)**. If authors rejected for publication, the copyright of the manuscript will be assigned back to the authors. When using previously published content including figures, tables, or any other material in both of the print and electronic formats, authors must obtain permission from the copyright holder. Legal, financial and criminal liabilities in this regard belong to the author(s). Statements or opinions expressed in the manuscripts published in the **Journal of Medicine and Palliative Care (JOMPAC)** reflect the views of the author(s) and not the opinions of the editors, the editorial board, or the publisher; the editors, the editorial board, and the publisher disclaim any responsibility or liability for such materials. The final responsibility in regard to the published content rests with the authors.

ARTICLE IS NOT PUBLISHED ELSE

Each author should indicate to the editor on the presentation page that part or all of the manuscript is not published elsewhere and is not in the process of being evaluated in another journal at the same time. Oral or poster presentations presented at congresses should be indicated on the title page with the name of the congress, place and date. All responsibility for the articles published in the journal (ethics, scientific, legal, etc.) belongs to the authors.

COPYRIGHT TRANSFER FORM

Copyright Transfer Form (<https://dergipark.org.tr/tr/pub/jompac/page/9856>) can be obtained from the link. In the native language of the manuscript should be filled in must be sent on-line when loading. According to the 1976 Copyright Act, all kinds of publication rights of articles accepted for publication belong to the publisher.

WRITING LANGUAGE CONTROL

The publication language of the journal is only **English**. English articles and English Abstract should be checked by a professional linguist before being submitted. The spelling and grammatical errors in the manuscript are corrected by our English language consultant and editorial committee.

STATISTICS EVALUATION

All prospective, experimental and retrospective research articles should be evaluated in terms of statistics (if required by the statistical expert) and indicated by appropriate planning, analysis and reporting.

ACCEPTANCE OF PUBLISHING

After the approval of the editors and referees, the publication date of the article is taken into consideration. A Doi number is obtained for each post.

ARTICLE WRITING RULES

Manuscripts are double-spaced with Microsoft Word, and title titles (Abstract, Abstract, Introduction, Methodss, Results, Discussion, References, etc.) are written in 12 pt. 2.5 cm space should be written at the top and bottom. The writing style should be Times New Roman. "System International" (SI) units should be used. Figures, tables and graphs should be referenced in the text. Abbreviations should be given in parentheses where the word first appears. English should be 50% contiguous, and a period (55.78) should be used in English manuscripts. Review articles and research articles should not exceed 4000 words, case reports 2000 words, letters to the editor should not exceed 500 words (This limits to all article types are excluding Abstract and References section). Pages should be numbered from the abstract page.

SECTIONS OF MANUSCRIPT

1. Presentation to the Editor

This is the article that the author of the article sends to the editor of the journal. In this section, it should be noted that part or all of the article is not published elsewhere and is not in the process of being evaluated in another journal at the same time, "Material Support and Interest Relationship" status, language and statistical checks are made.

2. Title Page

The category of the article submitted at the beginning of the page should be indicated (clinical analysis, research article, experimental study, case report, review, etc.). The names and surnames of all authors should be numbered after the superscript and numbered from 1, and they should be added under the names of the institutions, clinics, cities and countries. On the title page, each author's **Orcid ID** should be his/her e-mail address. This page should include the Authorized Author (s), name, full address, telephone and **e-mail**. Oral or Poster presentations presented at congresses should be indicated on the title page by giving the name, place and date of the congress.

3. Article File

There should be no names of authors and institutions, only this information should be on the title page.

Title: There should be a short and clear title. In research articles; It should be divided into sections of Aim/Introduction, Methods, Results/Findings and Conclusion and should not exceed 400 words. In the review, case reports and the like, Öz; it should be short and one paragraph, and should not exceed 300 words in reviews and 250 words in case reports.

Keywords: Should be found at the end of the abstract. A minimum of 3 and a maximum of 6 should be written. Words should be separated by semicolons. Keywords should be submitted in accordance with Subject **Medical Subject Headings (MESH)** (www.nlm.nih.gov/mesh/MBrowser.html).

Figures, Photographs, Tables and Graphics: It should be indicated at the end of the sentence where it is mentioned in the text, should not be placed in the text, and should be added to the end of the text after the references. Abbreviations used should be indicated in the description below. If previously printed figures, pictures, tables and graphics are used, written permission must be obtained and this permission should be stated in the description of figures, pictures, tables and graphics. The article should be passed by the authors for academic plagiarism prevention program. The picture/photo should be in jpeg and at least 300 dpi resolution.

Text Sections: The text samples to be sent for publication are as follows.

Editorial Comment/Discussion: It is the evaluation of the original research articles published by the expert other than the authors. It is published before the articles in the journal.

Research Article: Prospective-retrospective and all kinds of experimental studies can be published. Abstract (approximately 400 words; aim/introduction, Methods, results/findings and conclusion sections), Introduction, Methods, Results, Discussion, Conclusion, References.

Review: Can be prepared by invited authors or directly. It can be prepared to include the latest medical literature for any subject that has medical characteristics. Abstract (about 300 words, unpartitioned), titles, references.

Case Report: These are rare or different articles in diagnosis and treatment. It should be supported with sufficient number of photographs and diagrams. Abstract (about 250 words; no section), Introduction, case report, discussion, conclusion.

Letter to the Editor: The articles that are published in the journal within the last year include a maximum of 500 words containing various opinions, experiences and questions of the readers. There are no Title and Abstract sections. The number of references is limited to 5 (max. 10). It should be indicated which article (number, date) is dedicated and at the end there should be the name, institution and address of the author. The answer to the letter is given by the editor or the author (s) of the article and published in the journal.

Education: Scientific articles supported by the latest clinical and laboratory applications that send messages to readers on current issues within the scope of the journal. Abstract (about 250 words; no section), related titles, references.

Book Evaluations: Evaluations of national or internationally accepted books of current value within the scope of the journal.

WHAT SHOULD BE INDICATED BEFORE THE RESOURCES

ETHICAL DECLERATIONS

Ethics Committee Approval: The study was carried out with the permission of Ethics Committee (Date:....., Decision No.).

Informed Consent: Written informed consent was obtained from all participants who participated in thisstudy (If study retrospective: Because the study was designed retrospectively, no written informed consent form was obtained from patients.

Referee Evaluation Process: Externally peer-reviewed.

Conflict of Interest Statement: The authors have no conflicts of interest to declare.

Financial Disclosure: The authors declared that this study has received no financial support.

Author Contributions: All of the authors declare that they have all participated in the design, execution, and analysis of the paper, and that they have approved the final version.

Acknowledgements: If any, it should be written before references.

References: References should be written according to the order of arrival. If the number of authors in the source is 6 or less, all authors (surname and first name should be the first letter, the names of the authors should be separated by commas) should be specified; ("et al"), the name of the article (only the first letter of the sentence and the first letter of the special names will be capitalized), short journal name, year, volume, short page number (15-8, not 15-18) and a space between the punctuation marks. The format used for the manuscript submission should be as specified in Index Medicus (www.icmje.org). The list of references should only include studies that have been published or accepted for publication or have a Doi number. Journal abbreviations should follow the style used in **Cumulated Index Medicus** (<http://www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng>). The number of references should be limited to 40 in research articles, 60 in reviews, 20 in case reports and 5 (max. 10) in letter to the editor. References should be given in parentheses at the end of the sentence just before the period. For example (4,5). The author (s) is responsible for the accuracy of the references. Importance should be given to the synthesis of domestic and foreign sources.

4. Figures and Table Titles

Titles should be written after the references. Each must be submitted as a separate image file (at least 300 dpi resolution, jpg).

After the article is accepted for publication, the first copy of the string will be sent to the responsible author by e-mail. In this text, only the spelling errors will be corrected and no additions or substitutions will be made. The responsible author will notify the editorial center by e-mail of the corrections within 2 days.

SOURCE WRITING EXAMPLES

Excerpt from journals;

Cesur S, Aslan T, Hoca NT, Cimen F, Tarhan G, Cifci A. Clinical importance of serum neopterin level in patients with pulmonary tuberculosis. *Int J Mycobacteriol* 2014; 3: 15-8 (not 15-18).

Excerpt from the book;

Tos M. *Cartilage tympanoplasty*. 1st ed. Stuttgart-New York: Georg Thieme Verlag; 2009.

Excerpt from the book, which is the only author and editor;

Neinstein LS. The office visit, interview techniques, and recommendations to parents. In: Neinstein LS (ed). *Adolescent Health Care. A practical guide*. 3rd ed. Baltimore: Williams & Wilkins; 1996: 46-60.

Excerpt from the book with multiple authors and editors;

Schulz JE, Parran T Jr: Principles of identification and intervention. In: Principles of Addiction Medicine, Graem AW, Shultz TK (eds). *American Society of Addiction Medicine*, 3rd ed. Baltimore: Williams & Wilkins; 1998: 1-10.

If the editor is also the author of the chapter in the book;

Diener HC, Wilkinson M (editors). *Drug-induced headache*. In: *Headache*. First ed., New York: Springer-Verlag; 1988: 45-67.

Excerpt from PhD/Undergraduate Thesis;

Kilic C. *General Health Survey: A Study of Reliability and Validity*. PhD Thesis, Hacettepe University Faculty of Medicine, Department of Psychiatrics, Ankara; 1992.

Excerpt from an internet site;

Site name, URL address, author names, access date should be given in detail.

Giving a Doi number;

Joos S, Musselmann B, Szecsenyi J. Integration of complementary and alternative medicine into the family market in Germany: Result of National Survey. *Evid Based Complement Alternat Med* 2011 (doi: 10.1093/ecam/nep019).

For other reference styles, see "ICMJE Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Sample References".

Eder I hereby declare that all or part of the material in this study has not previously been published in any place and is not currently being evaluated elsewhere for publication. electronic submissions and all kinds of pre-declarations.

Sponsorship Statement

Authors should declare, if any, the roles of sponsors of the study:

1. Design of the study 2. Data collection, analysis and interpretation of the results 3. Writing the report

CHECKLIST/CONTROL LIST

The checklist must be complete.

What should be in the article;

—Editor to Presentation Page

—Title Page

- Ethical Status,
- “Conflict of Interest”
- Orcid numbers and author information should be on this page.

—Main Text

—Copyright Transfer Form

1. **Presentation page to the Editor:** It should be written by the responsible author addressed to the editor. Phone and E-mail must be added. The title, short name of the submitted article, *mamiş* Unpublished previously, has not been sent to any journal for review and is the original work of the authors ”should include a Conflict of Interest Statement“.
2. **Title page:** Article titles/Short titles, Authors and Institutions, Corresponding Author’s postal address and telephone, **Orcid no** (mandatory since 2019) and **E-mail** addresses of all authors. **Special names and lowercase letters should be used in the title.**
3. **Main pages of the article:** Article Titles/Short Titles, Abstract and Keywords, Article Text, References, Table and Figure Titles, Tables. **This page will not contain author names or institution information.**
4. **Font:** Titles should be “Times New Roman 12 and 12 pt, with 11 pt, double-spaced line spacing and 2.5 cm indentation in all areas.
5. **Abstract:** Abstract should begin with the title ABSTRACT and include the sections “**Introduction/Aim, Methods, Findings/Results, Conclusion**”.
6. **Keywords** should be added under the abstract in “**Keywords**”, under “**Abstract**”. Keywords should be at least 3, at most 6 words/words, separated by commas, and should be MeSH-compliant.
7. **Methods** section should indicate the approval of the **Ethics Committee** (it is recommended to include the place, date, ethics committee number). In articles that do not require Ethics Committee Approval, it should be stated that the Approval/Permission of the Institution has been obtained (in order to avoid Conflict of Interest). Related documents should be sent on request. It should be noted that the author (s) is responsible for ethical problems.
8. Statistical terms (such as p , r , α) should **not** be used in the discussion.
9. “**Financial Support/Conflict of Interest Status**”; should be stated before the bibliography and “**Acknowledgment**” should be written before the bibliography.
10. **References Representation;** should be as detailed in the spelling rules. Journal’s number number “(2)” **is not** in bibliography. In articles with up to six authors, the names of all authors should be written (with the first letter of surname and first name), and for articles with seven or more authors, the first three authors should be cited as et al (et al.). The name of the manuscript should be in the form of sentence usage (**except for special names and first letter**). **The journal should be given a short name.** A space must be left between the punctuation marks after the journal name.
11. **Tables, Graphs, Pictures and Figures** should be placed under a separate title after the bibliography. **Figures/ Images** (at least 300 dpi resolution, must be **jpeg** file) and **Tables** should be submitted as one or more separate files.
12. **Copyright Transfer Form:** Must be filled in the original language of the manuscript. It must be signed by all authors. In the absence of the signature of all authors, the **Corresponding Author** may take responsibility and sign on behalf of all authors.