



## INSTRUCTIONS FOR AUTHORS

### General Considerations

TJVR strictly obeys the recommendations of the [ICMJE](#), [WAME](#) and flowcharts of [COPE](#).

During manuscript application process "Copy Right Transfer Form" signed by all the researchers in the study should be uploaded to the system.

In studies where "Ethical Approval Document" is needed, the relevant document should be scanned in the browser and transferred to the system at the application stage.

Our journal is incorporate the [ICMJE recommendations](#) into our review and publication process.

### New Manuscript Submissions

Submit manuscripts through the journal's online system. To begin, go to *Manuscript Submission Page* at the following link:

<https://dergipark.org.tr/en/journal/1986/submission/step/manuscript/new>

### Manuscript Categories

**Original Research:** An Original Research article is a research paper that provides new information derived from original data and usually includes extensive statistical analysis.

**Review Article:** A Review Article is an in-depth analysis of the current status of a particular topic. It is not an original article with new data but represents a well-balanced summary of a timely subject with reference to the literature.

**Letter to the Editor:** A Letter to the Editor offers brief comments on published material and should be objective, constructive, and educational.

**Case Report:** A Case Report is a brief description of a single unique or unusual case. The manuscript should include a title, authors' full names, degrees, and affiliations, a brief text description/discussion without headings, up to 10 references if applicable, and figure legends; note that each figure part (ie, Figure 1A or 1B) is counted as a separate image. No more than 4 images total may be included. It should not contain tables or data analysis. Case Report are generally not peer reviewed and are published at the discretion of the editor based on space available; publication is not guaranteed.

**Short Communication:** A Short Communication article is a rather short paper reporting preliminary observations, new interpretations of old data, simple new techniques or devices, or points of historical interest.

### Organization of The Manuscript

Manuscripts should be organized in the following order, as applicable: title page, structured abstract or summary (when applicable; letters to the editor, review articles and case reports do not have a structured abstract), full text, acknowledgments, footnotes, references, tables and figure legends. All text elements and tables should be combined in a single document, double-spaced, with line numbering.

## **Title Page**

This first page should contain the complete title of the article, manuscript category, names and credentials of all authors, institutional affiliations of all authors, orcid (all authors of the manuscript must have a orcid number) of all authors and a short running title ( $\leq 60$  characters). The corresponding author should be indicated, including a complete e-mail address and telephone number.

## **Structured Abstract or Summary**

An abstract is required for Original Research articles. The abstract should be divided into *Objectives, Materials and Methods, Results, and Conclusions* sections. It should be between 250-350 words. Three to 6 key words should be provided at the end. The abstract should not contain figures, tables, or reference citations, trade names, or manufacturer names. Statements of statistical significance should include 'p' values or 95% confidence intervals. The abstract should not include data that are not given in the full text.

In place of an abstract, a summary is required for Letters to the editor, Review Articles, and Case Reports. Content should adhere to the guidelines for abstracts but should not be divided into sections. It should not exceed 200 words and should give a brief overview of the article. Three to six keywords should be provided at the end. Your keywords must come from the list of approved keywords ([MeSH library](#)) maintained by the Medical Subject Headings section of the U.S. National Library of Science or [Türkiye Bilim Terimleri](#) web page.

## **Full Text**

For Original Research articles, the full text of the manuscript should be divided into the following sections: *Introduction, Materials and Methods, Results, Discussion, Conclusion*. For other articles, the text may be divided into sections if desired. Microsoft Word is preferred. All text should be double spaced, and all text elements, including tables, should be combined in a single document. Manuscripts should include continuous line numbering.

## **Acknowledgments**

On a separate page preceding the references, contributions made by colleagues who are not authors of the paper should be acknowledged. This page should also include acknowledgments of published material reproduced with permission, previous presentations of the work at meetings, related grant support received, and disclosures of relevant commercial interests.

## **Footnotes**

Footnotes are to be used when referencing each of the following types of information:

- Abstracts
- Conference presentations
- Online databases
- Personal communications
- Products, drugs, equipment, and other materials
- Statistical and computer software
- Theses and dissertations

Specific products, equipment, or drugs should be included in the footnotes only if they were essential to the outcome of the report or study. Products, equipment, and drugs that are commonly used materials in veterinary medicine need not be footnoted.

Footnotes should be cited in the text as superscript letters and listed alphabetically after the Acknowledgments section and before the references. If more than 26 footnotes are required, continue the sequence with double letters (eg, aa, bb, and cc). For products and equipment, provide complete information in the footnote, including manufacturer's name and location (ie, city, state, and country).

## References

Each reference must be cited with first author's surname and publication year (Ceylan, 2004; Ceylan and Ekin, 2006; Ceylan et al., 2008) in the text.

In references list, when more than 6 authors are included in a reference, *et al* replaces the names of all authors after the first 3. Inclusive page ranges should be given where applicable. Accepted work in press includes the journal title or the publisher if it is a book. Material not accepted for publication cannot be included as a reference and should be cited parenthetically in the text as unpublished data, including all participants' initials and surnames and the year. Abbreviations of journal titles should conform to those used in the *National Library of Medicine* (<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>). The style and punctuation of references should follow the formats illustrated by the following examples:

### Journal Article with Up to 6 Authors

Stephane A, Luo W, Zhou X. Management of congenital cholesteatoma with otoendoscopic surgery: Case Report. *Turkiye Klinikleri J Med Sci*. 2010; 30(2):803-807.

### Journal Article with More Than 6 Authors

Stephane A, Luo W, Zhou X, *et al*. Management of congenital cholesteatoma with otoendoscopic surgery: Case Report. *Turkiye Klinikleri J Med Sci*. 2010; 30(2):803-807.

### Journal Article Published Online Ahead of Print

Cummisford K, Sundar S, Hagberg R, Mahmood F. Realtime three-dimensional transesophageal echocardiography and a congenital bilobar left atrial appendage [published online ahead of print June 24, 2009]. *J Cardiothorac Vasc Anesth*. doi:10.1053/j.jvca.2009.04.005.

### Abstract of a Paper Presented at a Meeting

Shipp TD, Bromley B, Benacerraf BR. Comparison of the fundal endometrial diameters using 3-dimensional rendering for those with embedded and non-embedded intrauterine devices [abstract]. *J Ultrasound Med*. 2009; 28(suppl):47.

### Whole Book

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.

### Edited Book

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.1079-1138.

### Website

Animal and Plant Health Inspection Service. Bovine spongiform encephalopathy (BSE). Available at: [www.aphis.usda.gov/lpa/issues/bse/bse.html](http://www.aphis.usda.gov/lpa/issues/bse/bse.html). Accessed Feb 18, 2003.

### Tables

Tables must be numbered consecutively with Arabic numerals in the order in which they appear in the manuscript. Each table should appear on a separate page and should contain a title that includes the table number. No vertical lines or borders may appear in a table. Tables must contain all necessary information so that they may stand alone, independent of the text. Data given in the text should not be duplicated in tables. All tables must be cited in numerical order in the text. Tables should be included

in the text document and should not be submitted as graphics.

### **Figure**

For initial submissions, figure legends should be provided at the end of the text document. Figures must be numbered consecutively with Arabic numerals in the order in which the figures appear in the article. All figures should be uploaded in jpeg or tiff format at least 300 dpi resolution with the name of the figure (eg, Figure 1), separately. For figures that include multiple panels, each panel should be sequentially labeled with a capital letter in the same corner of each panel. If a figure contains 2 or more rows of panels, the letter labels should be applied sequentially from left to right in the first row, then from left to right in the second row, and so on. All letters and rows used on the figures should be same size and character.

### **Similarity Index**

Similarity index report, created by iThenticate or Turnitin software, must be uploaded during submission. Our journal expects the similarity index to be less than %25 for submitted manuscripts.

### **Abbreviations**

Abbreviations of common clinical and technical terms listed in the *American Medical Association Manual of Style, 10th Edition*, may be used if they appear 3 or more times in the full text and abstract/summary, respectively. Each abbreviation should be defined at first use in the full text and abstract/summary, respectively. Use of other abbreviations is discouraged unless they are essential to the clarity of the manuscript.

### **Supplemental Materials**

Additional materials that are not in themselves essential to the understanding of the article but provide an important expansion of the article contents may be submitted for publication as supplemental materials. Examples include extended descriptions of experimental methods, extended bibliographies, additional supporting data or results (eg, tables and figures), reporting checklists, copies of survey instruments or questionnaires, handouts, forms, and multimedia representations (eg, video clips) of relevant content.

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### **Ethics in Experimentation**

If the work involves the use of human and animal subjects, the author should ensure that the work described has been carried out in accordance with the internationally accepted rules and codes of conduct. The authors should clearly indicate in the manuscript that such guidelines have been followed and the study has been approved by the appropriate ethical committee along with name of committee and reference code.

### **Editing**

Accepted manuscripts will be copyedited to eliminate grammatical and typographical errors and to ensure conciseness and clarity. The corresponding author will receive proofs of the copyedited article before publication.

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## **CONTACTING THE JOURNAL**

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