

## **INFORMATION FOR AUTHORS**

### **About the Journal**

Journal of Hacettepe University Faculty of Nursing is an official publication of Hacettepe University Faculty of Nursing. The journal is published three times a year as an international, periodical and open access publication in Turkish and English languages, in accordance with the principles of independent, unbiased and double-blind peer-review. Articles published in the journal are available to researchers and readers free of charge on <http://www.hacettepehemsirelikdergisi.org>.

The target audience of the journal is nurses, nurse educators, nursing students, health decision makers and other members of the health team. Journal of Hacettepe University Faculty of Nursing accepts original research articles, case reports, review articles, editorial comments and letter to the editor in the field of nursing science, nursing practices, education and management.

### **Manuscript Acceptance**

Manuscripts must be submitted online at <http://www.hacettepehemselemedergisi.org>. Articles sent by email or mail will not be taken into consideration. Manuscripts are reviewed in terms of compliance with the aim of the journal, ethical and scientific principles, accuracy, currency and the applicability of findings/ideas to the target audience.

Manuscripts submitted to the journal must not have been previously published in another electronic or printed environment. For manuscripts presented in a conference, the full name, date, city and country of the conference should be specified. The authors are responsible for the compliance of the manuscripts with laws and codes of ethics and the accuracy of the information. The financial and legal responsibility of the text, table(s), figure(s), image(s) and all kinds of content used in the manuscript which may be subject to national and international copyrights belong to the authors. No payment will be done to authors by any means of their manuscript.

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### **Authorship Contribution**

Each person designated as an author must meet the authorship criteria proposed by the International Committee of Medical Journal Editors (ICMJE) ([www.icmje.org](http://www.icmje.org)). Journal Ethical Standards is detailed on <http://www.hacettepehemselemedergisi.org/etik.php?id=29>.

### **Conflicts of Interest**

Authors should declare all kinds of assistance and other support received for the research from person(s) or organization(s) to the editorial board and ICMJE Form for Disclosure of Potential Conflicts of Interest must be completed and uploaded to the system in order to explain the conflict of interest <http://icmje.org/conflicts-of-interest/>

### **Manuscript Preparation**

Journal of Hacettepe University Faculty of Nursing has adopted the rules of ICMJE-Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work for in Medical Journals (updated in December 2017 - [www.icmje.org](http://www.icmje.org)) prepared by ICMJE in the preparation of the manuscript rules and determining the format of the article.

Reports of randomized controlled trials must follow the CONSolidated Standards of Reporting Trials (CONSORT) (<http://www.equator-network.org/reporting-guidelines/consort/>). Reports of nonexperimental quantitative studies should follow the Strengthening the Reporting of Observational studies in Epidemiology (STROBE) guidelines (<http://www.equator-network.org/reporting-guidelines/strobe/>), while reports of diagnostic accuracy studies should follow the STAndards for the Reporting of Diagnostic Accuracy (STARD) studies (<http://www.equator-network.org/reporting-guidelines/stard/>). Sytematic reviews and meta-analyzes should follow the PRISMA guidelines (<http://www.equator-network.org/reporting-guidelines/prisma/>), qualitative studies should follow Consolidated Criteria for Reporting Qualitative Research (COREQ) (<http://www.equator-network.org/reporting-guidelines/coreq/>) and non-randomized behavior and public health studies should follow the TREND statement (<http://www.cdc.gov/trendstatement/>).

Ethical commission report prepared within the framework of WMA Declaration of Helsinki-Ethical Principles for Medical Research Involving Human Subjects and Guide for the Care and Use of Laboratory Animals is required for experimental and clinical studies, drug researches and some case reports. If deemed necessary, the journal may request the ethical commission report or any other substitute official document from the authors.

In the articles reporting the results of the experimental studies, a statement indicating that the consent of the participants involved in the study was obtained after fully explaining the nature of the procedures applied should be included in the text. Patient consent, number and date of ethics committee approval document should be written under "Methods" section of the manuscript. Since the double-blind refereeing principle has been addressed, no information about the institution should be provided when the ethics committee approval is stated in the first submitted articles.

### **Manuscript Evaluation**

Ethics committee approval must be uploaded to the system in order manuscript to be evaluated.

All authors are required to provide their ORCID number during the submission process. The ORCID account is free and can be created at "<https://orcid.org/register>".

In the first step, the manuscripts submitted to the journal are evaluated by the journal secretary in terms of compliance with the manuscript writing rules. It is then pre-evaluated by the editors; plagiarism, copy and duplicate publication controls are performed at this stage. The manuscripts passed through the pre-evaluation process are sent to at least 3 members of the reviewer committee by double-blind method for review. Reviewer committee members are selected from independent experts with publications and citations in the international literature on the subject of the manuscript. A member from the reviewer committee works in the field of statistics takes part in the evaluation of research, systematic reviews and meta-analysis. The authors agree to the corrections requested by the reviewer committee members and the editor. After the manuscripts are accepted for publication, no author can be added or removed and the order of the authors cannot be changed.

If the manuscripts that are in the process of evaluation are withdrawn by the authors without a justification accepted by the journal, the result of the manuscript evaluation is accepted as rejection. In addition, failure to make the corrections on time is considered as a reason for rejection of the manuscript. The first evaluation process of the manuscripts sent to the journal is completed within 6-10 weeks and the authors are given feedback. The decisions made as a result of the evaluation process are "the manuscript can be published", "the manuscript can be published if corrected", "the manuscript requires intensive editing and rewriting" and "the manuscript cannot be published".

The journal online manuscript submission system guides the authors step by step in the article submission stage. The manuscripts that will be uploaded to the system should be prepared by using Microsoft Office Word program and the technical specifications should be in the following format according to their types.

### **Title Page - JOHUFON title page**

For each article type, the title page must be uploaded to the online system as a separate Microsoft Word file, and the title page should contain the following information:

- The Turkish and English title of the manuscript
- The Turkish and English running head (up to 40 characters with spaces between words)
- Name and surname, credentials, position title, department, place of employment or organizational affiliation, city and country, phone number, e-mail address and ORCID number of all authors
- Corresponding author and contact information
- Conflict of Interest Statement
- Disclosure of funding sources
- Author contributions, ethics committee approval
- Acknowledgements

**Research;** Completed and reported studies of scientific research process. Research manuscripts should be no more than 5000 words including abstract, figures, tables and references. The content of the manuscript must be as below:

- ABSTRACT/ÖZ (150-200 words, must be written in Turkish and English)
- INTRODUCTION
  - Aim
- MATERIAL and METHODS

- Study Design
- Study Sample
- Data Collection Tools
- Data Collection
- Ethical Consideration or Ethical Approval
- Data Analysis
- Limitations
- RESULTS
- DISCUSSION
- CONCLUSION
- REFERENCES

**Review** includes discussions of current and need-based nursing topics based on the national and international literature and authors' opinions. It should be no more than 3000 words. The content of the manuscript must be as below:

- ABSTRACT/ÖZ (150-200 words, must be written in Turkish and English)
- INTRODUCTION
  - Aim
- Titles on related topics
- REFERENCES

**Case Reports** are the studies that include important clinical experiences in the field. It should be no more than 2000 words.

- ABSTRACT/ÖZ (150-200 words, must be written in Turkish and English)
- INTRODUCTION
  - Aim
- CASE REPORT
- DISCUSSION
- REFERENCES

**Letter to the Editor** include comments, contribution, and issues written about previous articles published in the journal. It should be no more than 500 words. It does not include title and abstract. Letter should include notes indicating the attribution to article with the title and the number and date of publication. Name, affiliation and address of the author should be given.

### **Abbreviations**

The title and the abstract should not include any abbreviations. Abbreviations used should be defined in parenthesis where the full word is first mentioned.

### **Abstract and Keywords**

Abstract page should consist of 150-200 words in Turkish and English. Research articles must have structured abstract with aim, material and methods, results and conclusion; reviews and case reports must have non-structured abstract. Letter to the editor shouldn't have abstract.

At the end of Turkish and English abstracts, minimum 3 and maximum 5 key words must be provided in English and Turkish. Turkish keywords should conform to "Türkiye Bilim Terimleri" (<http://www.bilimterimleri.com>) and English keywords should conform to "Medical Subject Headings (MeSH)" ([www.nlm.nih.gov/mesh/MBrowser.html](http://www.nlm.nih.gov/mesh/MBrowser.html)). Keywords should be given in alphabetical order of both languages.

### **Tables**

Tables should be added another file, numbered in accordance with the order of passage in the main text and the places to be placed in the main text should be specified (For example: "(Add Table 1)" etc.). Each table should have a caption and table caption must be placed above corresponding Table. Abbreviations presented in the table should be defined under the table. Tables should be organized in an easy-to-read format in the Microsoft Office Word file. The data presented in the tables should not be a repetition of the data presented in the main text, but should support the data in the main text. Manuscripts should not exceed 5 tables.

### **Manuscript Text Page**

Manuscript should be prepared in accordance with the following;

- Title must be written bold and 12 fonts with Times New Roman.
- Abstract, manuscript text page, and references must be written 12 fonts with Times New Roman.
- Tables must be written 10 fonts with Times New Roman.
- All pages must be written double-spaced, and justify text on both sides.
- Pages should have 2.5 cm spaces among all sides.
- Footnotes shouldn't be used in manuscripts; explanations should be given in the text.
- Figures, graphics, and photographs should be 11 cm in width, 8 cm in length.

Manuscript text shouldn't contain any author information for unbiased evaluation. In the manuscripts, the spelling guide of Turkish Language Institution should be followed and Turkish words should be used as much as possible instead of foreign words.

## References

Vancouver style is used in referencing.

(<http://openjournals.net/files/Ref/VANCOUVER%20Reference%20guide.pdf>).

References must be listed serially according to the order of mentioning in the text. Only published or accepted manuscripts should be used. Giving priority to the publications published in the last 10 years is welcomed by the editorial board during the evaluation process of the submitted articles. Resources that are not accessible and that are not indexed in databases should not be used. Journal names should be abbreviated according to the National Library of Medicine format (Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 - [updated 2011 Sep 15; cited Year Month Day]. Available from: <http://www.nlm.nih.gov/citingmedicine>).

Multiple references must be separated by comma, if used. When using more than two consecutive references, the first and last reference numbers must be specified and a hyphen should be inserted between them (e.g. 2-6). Reference numbers in the text should be numbered as superscript numbers.

All authors should be listed if six or fewer, otherwise the first three authors should be listed followed by "ve ark." in Turkish references and "et al." in English references.

For the manuscripts written in English, English translations of Turkish references should be given in parentheses.

References should be written according to the following examples.

**Journals:** Queija DS, Portas JG, Dedivitis RA, Lehn CN, Barros AP. Swallowing and quality of

life after total laryngectomy and pharyngolaryngectomy. *Braz J Otorhinolaryngol.* 2009;75(4):556-564.

**Chapter in a book:** Sherry S. Detection of thrombi. In: Strauss HE, Pitt B, James AE, editors. *Cardiovascular Medicine*. St Louis: Mosby; 1974.p.273-85.

**Single-authored book:** Cohn PF. *Silent myocardial ischemia and infarction*. 3rd ed. New York: Marcel Dekker; 1993.

**Editor (s) as author:** Norman IJ, Redfern SJ, editors. *Mental health care for elderly people*. New York: Churchill Livingstone; 1996.

**Conference paper - published:** Bengissson S. Sothemin BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. *MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics*; 1992 Sept 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. pp.1561-5.

**Scientific or technical reports:** Cusick M, Chew EY, Hoogwerf B, Agrón E, Wu L, Lindley A, et al. Early Treatment Diabetic Retinopathy Study Research Group. Risk factors for renal replacement therapy in the Early Treatment Diabetic Retinopathy Study (ETDRS), Early Treatment Diabetic Retinopathy Study *Kidney Int*: 2004. Report No: 26.

**Theses / Dissertations:** Yılmaz B. Ankara Üniversitesindeki öğrencilerin beslenme durumları, fiziksel aktiviteleri ve beden kitle indeksleri kan lipidleri arasındaki ilişkiler. H.Ü. Sağlık Bilimleri Enstitüsü, Doktora Tezi. 2007.

**Accepted but not yet published articles:** Slots J. The microflora of black stain on human primary teeth. Scand J Dent Res. 1974.

**Online early publication:** Cai L, Yeh BM, Westphalen AC, Roberts JP, Wang ZJ. Adult living donor liver imaging. Diagn Interv Radiol. 2016 Feb 24. doi: 10.5152/dir.2016.15323. [Epub ahead of print].

**Article published in electronic format:** Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis (serial online) 1995 Jan-Mar (cited 1996 June 5): 1(1): (24 screens). Available from: URL: <http://www.cdc.gov/ncidod/EID/cid.htm>.

Current status of the manuscripts under evaluation and other information about the journal can be found at <http://www.hacettepehemsfiyederjisi.org>. You can also contact the journal by using the following contact information.

\* Last updated in March 2020.

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