



ETHICS AND PUBLICATION PROCESS OF FENERBAHÇE UNIVERSITY JOURNAL OF HEALTH SCIENCES (FBU-JOHS)

Ethical Principles of Fenerbahçe University Journal of Health Sciences (FBU-JOHS)

- All authors submitting an article for evaluation and publication confirm that they comply with the International Commission of Publication Ethics (COPE), Good Clinical Practices Guidelines, and the Declaration of Helsinki.
- Manuscripts sent to the journal for review are evaluated within the scope of International Standards, taking into account the recommendations of the International Committee of Medical Journal Editors (ICMJE) and the principles of the International Committee of Publication Ethics (COPE).
- Articles are sent to the journal via <https://dergipark.org.tr/en/pub/fbujohs>.
- Articles that have been published as an article or in another format (book, book chapter, printed paper, etc.), accepted for publication and in the process of evaluation are not accepted for evaluation.
- For articles with more than one author, articles that have not been approved by each author are not accepted to the journal.
- For articles with more than one author, each author's contribution to the article must be specified.
- For studies that require Ethics Committee Approval, the Ethics Committee Approval document must be submitted at the time of application.
- The similarity (plagiarism) score of the submitted articles must be below 20% and must be uploaded to the journal's submission platform. (Similarity report can be obtained from turnitin.com, intihal.net, ithenticate.com, etc.)
- If a correction is requested from the author, the correction must be made within one month at the latest and sent to the editorial board of the journal.
- The responsibility of the published articles belongs entirely to the author(s).
- For all materials used in the article that do not belong to them, the author(s) must obtain permission from the publication or copyright owner or owners. The author(s) is responsible for obtaining the necessary permissions in this regard.
- The Editorial Board may make changes regarding the content and format of the article, provided that the permission of the author(s) is obtained.
- Accepted and published articles cannot be republished without the permission of the publisher.
- Articles are published as open access and no fee is charged from the authors at any stage such as article submission, evaluation, acceptance, and publication.
- If you encounter any unethical behavior or content other than the ethical responsibilities for Fenerbahçe University Journal of Health Sciences (FBU-JOHS) that are mentioned above, please report it to johs@fbu.edu.tr via e-mail.



Role and Responsibilities of Editors of Fenerbahçe University Journal of Health Sciences (FBU-JOHS)

- Editors are responsible for all processes of the articles submitted to Fenerbahçe University Journal of Health Sciences (FBU-JOHS). They are the ones who make decisions regardless of any benefit.
- Editors are responsible for applying the double-blind refereeing and evaluation process policies included in the journal's publication policies. In this context, the editors ensure that the fair, impartial, and timely evaluation process of each work is completed.
- Editors are responsible for publishing every article in the journal in accordance with journal publication policies and international standards.
- Editors are obliged to ensure the protection of personal data regarding the subjects or images included in the evaluated studies.
- Unless the explicit consent of the individuals participating in the studies is documented, editors are required to refuse the study. In addition, editors are responsible for protecting the individual data of the authors, referees, and readers.
- Editors should ensure that arguments containing errors, inconsistencies, or misleading information in studies are promptly corrected.
- Editors are obliged to protect the intellectual property rights of all published articles and to defend the rights of the journal and the author(s) in case of possible violations. In addition, the editors are obliged to take the necessary measures so that the contents of all published articles abide by the intellectual property rights of other publications.
- Neither the journal owner and the publisher, nor any other political and commercial factors can affect the independent decision-making of the editors.
- Editors take into account the conflicts of interest between the author(s), referees, and other editors, and guarantee that the publication process of the studies is completed independently and impartially.
- The property and copyright of every article published in Fenerbahçe University Journal of Health Sciences (FBU-JOHS) is protected and there is an obligation to keep a record of each published article.
- In order to protect the property and copyright of the articles sent for evaluation by Fenerbahçe University Journal of Health Sciences (FBU-JOHS), the Copyright Form is chosen and approved through the Dergipark system.
- The journal has the responsibility to take precautions related to all kinds of scientific misconduct, citation ganging, and plagiarism related to editors.



Journal of Health Sciences (FBU-JOHS) Preliminary Evaluation Process

Manuscripts sent to the journal for evaluation are evaluated by the secretariat according to the "Fenerbahçe University Journal of Health Sciences (FBU-JOHS) Secretariat Checklist" below. When necessary, it is sent to the authors for corrections before an editor is appointed.

Journal of Health Sciences (FBU-JOHS) SECRETARIAT CHECKLIST

Steps	Yes	No	Not applicable
1. Are author names, titles, institution names and ORCID numbers indicated on the identity page?			
2. Is there an identification page stating author information, conflict of interest, and author contribution?			
3. Is a plagiarism/similarity report attached and is the score below 20%?			
4. If the article is a research article, has the Ethics Committee Approval document been uploaded and has the Ethics Committee number and date been specified in the text?			
5. Is the abstract 150-250 words in the text?			
6. Are keywords specified? Is it compatible with MesH and TBT?			
7. Are abstracts unstructured (untitled)?			
8. Are all parts of the text specified? <i>(In the research article; introduction, method, findings, discussion, and conclusion)</i> <i>(In the review; introduction, sub-titles, conclusion.)</i>			
9. If there is a table, is it referenced in the text? (Tables can be in the text or at the end of the text)			
10. Does the table format conform to the spelling rules?			
11. Is the necessary information given under the tables and figures? (Table descriptions, bibliography, etc.)			
12. If there are figures or images, are copyrights specified?			
13. If there are patient views, is there patient consent or is it specified?			
14. Are paragraph and line spacing fit the spelling rules?			
15. Is the source text written in accordance with APA (7)?			
16. Is the citation for the text written in accordance with APA (7)?			



Journal of Health Sciences (FBU-JOHS) Referee Process

- The main purpose of the peer-review of Fenerbahçe University Journal of Health Sciences (FBU-JOHS) is to improve the quality of the reviewed manuscript in accordance with the journal's publication principles and ethical rules.
- Meticulous peer-review is a time-consuming task and increases the scientific quality of accepted articles and the journal in which the article is published.
- FBU-JOHS adopts the Publication Ethics Committee (COPE) Code of Conduct and Best Practice Guidelines (<http://publicationethics.org>).
- FBU-JOHS conducts a double-blind review process in which the identities of the authors are hidden from the reviewers and the identities of the reviewers from the authors.
- It is essential that the referee evaluation is done in a fair, impartial, timely, and effective manner. The decision to accept or reject a manuscript for publication depends on the original value of the article, the rationale, method, language of the study, and the field of interest of the journal.
- If it is thought that there is a conflict of interest with any institution/organization, person, or persons in the manuscripts submitted for the purpose of peer-review, this situation should be shared with the editor.
- The peer-review process should be carried out confidentially and third parties should not be informed about the articles that have not yet been published.
- The response time for the referee invitation sent for the purpose of referee evaluation is seven days and the evaluation period is 14 days.

Fenerbahçe University Journal of Health Sciences (FBU-JOHS) Evaluation Form for Referee

Questions	Yes	No	
Is the subject of the study appropriate for the journal field?			
Is the subject of the study current and original?			
Is the study generally written in a clear, easy-to-follow, understandable, and scientific language and does it comply with grammar and spelling rules?			
Are the information such as headings, tables, figures, references in the study in accordance with the rules of journal writing?			
Is the Turkish title compatible with the content of the study?			
Is the English title compatible with the content of the study?			
Does the Turkish abstract contain the purpose, method, findings, and results of the study?			
Are Turkish keywords selected according to Turkish Science Terms?			
Does the English abstract contain the "aim, methods, results, conclusion" sections of the study?			
Are English keywords selected according to MeSH (Medical Subject Headings, 2021)?			
Is the description of the problem sufficiently made in the introduction?			
Is the purpose and type of the study specified?			
Questions	Yes	No	Not applicable
Are the place and time that the research was conducted specified in the method?			
Is the sample selection suitable in the study? Are the sample selection criteria specified?			
Are the data collection tools explained in the study? Are your features included?			



Questions	Yes	No	Not applicable
Is the chosen analysis method suitable for the problem?			
Has the Research Ethics Committee Approval been obtained? Have the ethical rules been followed?			
Are the findings presented in a clear and understandable manner, in accordance with the purpose of the study, hypothesis or research questions, and in a certain order?			
Are tables or figures given in the study to support the findings?			
Are table/figure/graph names and spellings correct?			
Have the findings been properly and adequately discussed with the literature in the discussion section?			
Have the results been summarized in accordance with the problem and relevant recommendations have been made for future studies?			
Are limitations specified?			
Suggestions to the Author			
Comment to the Editor			
Suggestion	Decision		
Major changes are required in the study (Major Revision).			
A couple of corrections are required in the study (Minor Revision).			
The article is not suitable for publication (Rejection).			
The article can be published in this form (Accepted).			



Fenerbahçe University Journal of Health Sciences (FBU-JOHS) Layout Process

All articles sent to the journal are uploaded to the journal system in accordance with the "Fenerbahçe University Journal of Health Sciences (FBU-JOHS) Publication Template".

[Template](#)

During the publication phase, all manuscripts are checked according to the "Fenerbahçe University Journal of Health Sciences (FBU-JOHS) Layout Checklist" below and necessary adjustments are made by the layout editor. Approval is obtained from the authors before the final version of the manuscript is published.

FENERBAHÇE UNIVERSITY JOURNAL OF HEALTH SCIENCES (FBU-JOHS) LAYOUT PROCESS CHECKLIST

Steps	Yes	No
1. Is the text written in Arial and 10 font size?		
2. Are the names of the authors, titles, institution names (university, faculty, department) and ORCID numbers specified?		
3. Is there a volume, issue, page number, and DOI?		
4. Is the abstract unstructured?		
5. Are the main text headings numbered, dark blue, and bold?		
6. Are the subtitles italic and dark blue?		
7. Are the tables without vertical borders, with top and bottom edges? Is the table numbering correct? Height 0.5 and line spacing 1.0 pt?		
8. Are all text page borders and paragraphs properly aligned?		
9. Are tables and figures included without being cut from the page?		
10. Are commas used in Turkish texts and dots in English texts in the writing of fractional numbers in tables and findings?		
11. Are the tables placed after places of citation?		
12. Are the sources cited in accordance with APA 7? Do they have DOI numbers?		
13. Is the contribution of the authors to the study specified?		
14. Is a conflict of interest stated?		



**Fenerbahçe University Journal of Health Sciences (FBU-JOHS)
Publication Process Flow Table**

The publication process of the articles sent to the journal for publication is explained in the flow chart below.

**FENERBAHÇE UNIVERSITY JOURNAL OF HEALTH SCIENCES (FBU-JOHS)
PUBLICATION PROCESS FLOW TABLE**

Process		
1	Manuscripts submitted for review are reviewed by the secretariat.	*If it conforms to the format, the manuscript is sent to the editor, *If it does not conform to the format, it is sent back to the author for edits.
2	Manuscripts submitted to the editor are submitted for evaluation after at least two referees are appointed.	*The article is read by the editor along with the referee suggestions. *If necessary, the statistics editor is consulted.
3	If there are referee suggestions, editing is requested. If there are no referee suggestions, they are accepted or rejected.	*Accepted manuscripts are sent to the final reader. *In Turkish articles, it is read first by the language editor and then by the final reader. *English articles are read only by the language editor.
4	Accepted articles are forwarded to the layout editor after final reading and acceptance.	
5	The layout editor reads the articles and makes the final edits. Then, articles are forwarded to the editor. The editor sends the final version of the articles to the authors and requests the necessary edits from the editor system.	
6	Manuscripts edited and approved by the authors are read for the last time by the editors.	
7	The final versions of the articles are uploaded to the system process files by the layout editor, the process is completed and are assigned to the number, the DOIs are obtained.	



**Fenerbahçe University Journal of Health Sciences / Journal of Health Sciences
(FBU-JOHS) Process Times**

The publication period of the articles sent to the journal for publication is explained in the table below. Since the publication process is a dynamic process, editors can make changes in terms and processes. The number of publications accepted for publication in the journal, the number of articles in the issue, their types, the institutions of the authors and the geography of the institutions are determined by the editors.

Publication Process and Estimated Times of Fenerbahçe University Journal of Health Sciences / Journal of Health Sciences (FBU-JOHS)

Steps	Estimated Time (days)
Additional time to be given for all cases where the processing time has passed	7
Maximum time required for new article to be processed	10
Maximum time given to the secretary while in the Secretary Step	10
Maximum time required for the editor to take over the article (Check Completed Step)	10
Maximum time required for editor to continue processing after takeover (Editor Step)	7
Maximum time allowed to continue processing after the article is ready for decision (Ready for Decision Step)	7
Maximum time allowed for editor to make decision (Pending Decision Step)	7
Maximum time given to the editor for the publication process (Publication Process Step)	10
Maximum processing time for Spelling, Language, Statistics, Layout Editor, and Proofreader	15
Response time to the invitation sent to the author to take action	15
Time given to the author to take action	15
Response time to the invitation sent to the referee to evaluate	7
Evaluation time given to the referee	15