

Evaluation Process and Publication Policy

1. PUBLICATION POLICY

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2. Publication Acceptance Criteria

The manuscript submitted to the Arel University Health Sciences Journal must meet the following criteria:

- Originality,
- No ethical violations,
- Clear messages to be conveyed to the scientific community,
- The level of contribution it will provide to researchers in the field and its importance for health sciences,
- Cover topics that are of interest to researchers in health sciences,
- Structural and logical integrity,
- Research results based on scientific evidence, and
- Appropriateness of the scientific method.

3. EVALUATION PROCESS

The manuscript submitted to Arel University Health Sciences Journal goes through a four-stage process: Preliminary Review, Scientific Review, Language Review, and Preparation for Publication. These stages are planned and executed by the Editors.

3.1. Preliminary Review

The manuscript submitted to Arel University Health Sciences Journal is evaluated during the preliminary review process based on the following criteria:

- A similarity report is required from the authors when submitting the manuscript. The similarity rate must be less than 18%.
- The manuscript is checked for compliance with the journal's submission guidelines.
- The manuscript is evaluated for its relevance to the journal's scope, scientific originality, appropriateness of the topics, and timeliness.
- An English Abstract is required for Turkish articles, and a Turkish Abstract is required for English articles.
- The necessary files must be uploaded correctly and completely to the journal's page (i.e., Copyright Transfer Agreement, Ethics Committee Statement Form, Title Page, Anonymous Article, and the publication request letter).
- Articles that do not include the Ethics Committee statement (when required) will be rejected. The name, year, and number of the Ethics Committee must be clearly stated.

The manuscript is evaluated by the Editorial Board through two dimensions in the "Preliminary Review" process: [Editorial Preliminary Review](#) and [Formatting Review](#).

a) Editorial Preliminary Review

- During the editorial preliminary review, the submitted manuscript is evaluated by the editor or assistant editor based on the journal's publishing rules, scope, and similarity rate. The required files are also checked. Only manuscripts with a similarity rate of less than 18% are accepted. If necessary, the editor/assistant editor may request a new similarity report. The manuscript's introduction, methods, results, and discussion sections are also assessed for their alignment with the journal's scope, aims, and publishing principles. Once the editor/assistant editor has made their final decision, they may request corrections from the authors or reject the manuscript.
- In the formatting review, the submitted manuscript is evaluated for compliance with the journal's writing guidelines and template. Manuscripts that do not comply with the writing guidelines and template are not evaluated and are either returned to the authors for revision or rejected. After revisions are made, the manuscript must be resubmitted by the authors. The authors should carefully review the writing guidelines and example template before submitting their manuscript. Once the formatting review is completed by the assistant technical editor, the manuscript is forwarded to the editor.
- After the preliminary review, the manuscripts deemed suitable by the Editor/Assistant Editor are assigned to a Subject Editor. The Subject Editor, together with the editorial team, evaluates the manuscript's contribution to the field of health sciences and sends it to qualified reviewers for scientific evaluation.

3.2. Scientific Review Process

- The manuscript that passes the preliminary review is sent to two expert reviewers, selected by the Editor/Assistant Editor or the Subject Editor based on its quality.
- The reviewers assess whether they can evaluate the manuscript and notify the editorial board. If the reviewer does not respond within the specified time, a new reviewer will be appointed. Reviewers must keep all details about the manuscript confidential.
- The double-blind peer review method is applied in the evaluation process of the Arel University Health Sciences Journal. In this method, the identities of both the authors and the reviewers are kept anonymous. All manuscripts are evaluated by at least two reviewers. Reviewers evaluate the manuscript according to the criteria specified in the Peer Review Evaluation Form.
- To be published, a manuscript must receive positive feedback from at least two reviewers. If one reviewer provides a negative opinion and the other gives a positive opinion, the editorial board (Editor/Assistant Editor, Subject Editor) reviews the peer reports and may request a third reviewer's opinion or decide to reject the manuscript.
- After the requested revisions are made by the authors, the revised manuscript is uploaded to the system for review. The revised manuscript may be re-evaluated by the reviewers who requested changes. The Subject Editor will review the revised manuscript and may request further revisions. Reviewers may request multiple rounds of revisions.
- If the editorial team or publisher submits a manuscript, the editorial roles of the editor(s) are suspended during the peer review process, ensuring the double-blind peer review principle is maintained. However, the editor cannot submit a manuscript for publication in the journal.

3.2.1. Peer Review Evaluation

The reviewers evaluate the manuscript according to the following criteria outlined in the "Peer Review Evaluation Form":

- Originality,

- The problem and objective of the manuscript,
- The importance of the topic,
- The relevance of the topic to the journal's publication policy,
- Contribution to the field,
- The organization of the manuscript,
- The contribution of findings, discussion, and conclusions to the field,
- Consistent presentation of results,
- Up-to-date and sufficient references,
- Appropriateness of citations within the text, • Correct referencing style,
- Conformance to the journal's writing guidelines, and
- Compliance with ethical standards.

Reviewers use the online "Peer Review Evaluation Form" to assess the manuscript. Additionally, reviewers may provide comments and suggestions directly on the manuscript text if necessary. The review can be concluded with the following options:

- Acceptable as is,
- Acceptable after revisions,
- Require further review after revisions,
- Reject.

3.2.2. Conclusion of Peer Review

The opinions from the reviewers are examined by the Editor/Assistant Editor or Subject Editors. Based on this evaluation, the final decision is communicated to the authors.

3.2.3. Appeal Process

Authors have the right to appeal the evaluation results. Authors must send their appeal, referencing the comments and opinions, to sbfergisi@arel.edu.tr within 15 days of receiving the decision. The appeal must be clear and well-justified. Appeals are reviewed by the editorial board within one month. If the appeal is found valid, a subject-matter expert may be assigned for further evaluation. Based on the expert's opinion, a final decision is made, and the result is communicated to the authors.

3.3 Language Review

After the peer review process, the manuscript is assigned to Language Editors for Turkish and English language reviews. The suggested changes by the Language Editors are re-evaluated by the Editor/Assistant Editor. If the language review is insufficient, revisions may be requested or the manuscript may be rejected. If the language review is deemed satisfactory, the manuscript is accepted.

3.4 Publication Process

In the final stage, a Final Reviewer is assigned to assess the manuscript once more. The Final Reviewer checks the manuscript and conducts the last evaluation for formatting. If any issues are found, the manuscript is sent back to the authors for corrections. Once the corrections are made, a Layout Editor is assigned. The Layout Editor ensures that the manuscript conforms to the journal's template and prepares it for publication. Final preparations may also be done by the Editor/Assistant Editors. The formatted manuscript is then published in the appropriate issue of the journal.

3.4.1 Early View

- The accepted manuscript is published in Early View (April, August, and December). A notification email is sent to the authors through the DergiPark system, indicating that the manuscript is available in Early View. Authors are required to review their manuscript and submit any necessary changes related to writing guidelines or layout within 5 days.
- After Early View publication, authors must notify the editors of any changes within 5 days. If no response is received by the end of the 5-day period, the Early View version is considered accepted.

3.4.2 Final Publication

- The manuscript is published in the DergiPark system in April, August, and December.
- After publication, the DergiPark system gives authors a certain period for final verification. During this time, any changes must be communicated to the editors. Once the manuscript is published, the DergiPark system sends an email to the authors. After this period, no further changes can be made, and authors who do not respond are deemed to have accepted the final version of the manuscript.