

Manuscript Evaluation and Peer-Review Process

1. Publication Acceptance Criteria

An article to be submitted for publication in the *Health Sciences Journal Arel University* must meet the following criteria:

- ✓ Originality,
- ✓ Not containing ethical violations,
- ✓ Containing clear messages to be conveyed to the scientific community,
- ✓ The level of contribution it will make to researchers in the field and its importance for health sciences,
- ✓ Covering the areas and topics that researchers in the field of health sciences are interested in,
- ✓ Having structural and logical integrity,
- ✓ The research results are based on scientific evidence, and
- ✓ The appropriateness of the scientific method.

2. EVALUATION PROCESS

A candidate article submitted to the *Health Sciences Journal Arel University* goes through a four-stage process: Preliminary evaluation, Scientific evaluation, Language review, and Preparation for publication. The editors plan and implement these processes.

2.1. Preliminary Evaluation

A candidate article submitted to the *Health Sciences Journal Arel University* is evaluated by taking into consideration the following points during the preliminary review process:

- A similarity report is requested from the authors when the article is uploaded. The similarity rate of the article must be less than 18%.
- It is checked whether the candidate article is organized according to the journal writing guide.
- The candidate article is evaluated based on the journal's scope, scientific originality, suitability to the subject areas, and up-to-dateness.
- It is requested that the Turkish article has an English Abstract and the English article has an English Abstract.
- It is evaluated whether the necessary files of the article are uploaded to the journal page in a complete and correct format (i-Copyright Transfer Form, ii-Ethics Committee Declaration Form, iii- Title Page, iv- Anonymous Article, v-Article publication request letter and vi) Manuscript text).
- The article that requires an ethics committee declaration and for which an ethics committee declaration is not uploaded to the system is rejected. The name, year and number of the ethics committee must be clearly stated.

The article sent to the *Health Sciences Journal Arel University* is evaluated by the Editorial Board in two dimensions in the "Preliminary Evaluation" process: Editorial preliminary evaluation and figure review.

a) Editorial pre-evaluation process

- During the editorial pre-evaluation process, the article sent to the *Health Sciences Journal Arel University* is evaluated by the editor/assistant editor in terms of the journal's publication rules, scope and similarity rate, and it is checked whether the files that need to be uploaded have been uploaded. The similarity rate of the submitted candidate article is less than 18% and accepted. If deemed necessary, the Editor/Assistant Editor may obtain a similarity report of the candidate article again. In addition, during the preliminary review process, the article's introduction, method,

findings, and discussion sections are evaluated by the editor/assistant editor in terms of compliance with the scope and objectives of the journal and the journal's publication principles. After the Editor/Assistant Editor makes the final decision, the author(s) may be asked to correct the errors in the article or the article may be REJECTED. The Editor/Assistant Editor sends the article they find appropriate to the Technical Assistant Editors for a figure review. In addition, the Ethics Committee report must be uploaded, if not uploaded, the article will be rejected.

- The figure review evaluates whether the candidate article sent to the journal complies with the journal's writing rules and template. The candidate article that does not adhere to the journal's writing rules and template is not evaluated and is returned to the author(s) for revision, or the article is rejected. The author(s) must upload their article to the journal again after making the edits. Accordingly, the author(s) must review the writing rules and sample template file before uploading the candidate article to the journal. The article, whose shape review is completed by the assistant technical editor, is sent to the editor.
- As a result of the preliminary reviews, the Field Editor is assigned to the article deemed to comply with the journal's publication principles by the Editor/Assistant Editor. The Editor/Assistant Editor and the Field Editor examine the article in terms of its contribution to the field of health sciences and send it to competent referees in the relevant field for scientific evaluation.

2.2. Scientific Evaluation Process

- The candidate article that passes the preliminary evaluation stage is sent to two expert referees to be determined by the Editor/Assistant Editor or Field Editors according to its quality.
- The referees inform the editorial board whether they will evaluate the article. If the referee does not notify us within the specified period, a new referee will be assigned to the study. The appointed referees cannot share any documents or details about the candidate article they have reviewed with anyone. Referees who join the *Health Sciences Journal Arel University* referee pool are deemed to have given a guarantee in this regard.
- The "Double-Blind Refereeing Method" is applied during the evaluation of Health Sciences Journal Arel University. The Double-Blind Refereeing Method is essential for the objective review of scientific studies. Referee opinions are the primary determinant of the journal's publication quality. Double-blind refereeing means hiding both the identities of the referees from the authors and those of the authors from the referees. At least two referees evaluate the entire article during the evaluation process. Referees evaluate the article according to the criteria specified in the Referee Evaluation Form.
- At least two referees must give positive opinions to publish the article. If one of the referees gives an opposing argument and the other offers a positive opinion, the Journal Board (Editor/Assistant Editor, Field Editor) may review the referee reports and assign a referee to receive a third referee's opinion for the article or decide to reject the article.
- After the author makes the corrections requested by the referees, the corrected article is uploaded to the journal via the system. The corrected article can be re-evaluated by the referees, who request necessary changes or corrections. The editor who receives the corrected article can review it again and request corrections. Referees can request corrections more than once. • In the event of an article application from the editorial team or the publishing institution, the editorial roles of the editor(s) who own the article are suspended during the blind refereeing process and they are not allowed to see the

refereeing process, thus preserving the principle of double-blind refereeing. However, the journal editor cannot apply for publishing an article.

2.2.1. Referee Evaluation

Referees evaluate the article by the following opinions stated in the "Referee Evaluation Form"

- ✓ Originality,
- ✓ Problem and purpose of the candidate article,
- ✓ Importance of the topic,
- ✓ Compliance of the topic with the publication policy of the journal,
- ✓ Contribution to the field,
- ✓ Organization of the article,
- ✓ Contribution of the findings, discussion and conclusions to the field,
- ✓ Consistent presentation of the results,
- ✓ Up-to-dateness and adequacy of the bibliography,
- ✓ Appropriateness of the references in the text,
- ✓ Writing of the sources,
- ✓ Writing the article within the framework of the writing rules and
- ✓ Examination in terms of compliance with ethical rules.

Referees evaluate the studies using the online "Referee Evaluation Form". In addition, if deemed necessary, referees may also state their suggestions and opinions on the full text. In the finalization of the evaluation of the article, the referees can express their views in 4 ways:

- The article can be accepted.
- The article can be accepted after corrections.
- The article may be requested to be re-evaluated after corrections.
- The article cannot be published (Reject).

2.2.2. Finalization of the referee evaluation process

The opinions received from the referees are reviewed by the Editor/Assistant Editor or Field Editors. As a result of this review, the final decision is communicated to the author(s).

2.2.3. Objection to the evaluation result

the *Health Sciences Journal Arel University* reserves the right of the author(s) to object to the evaluation results. Author(s) must send the opinions and comments within the scope of the evaluation results, by reference, to sbfergisi@arel.edu.tr by e-mail within 15 days after the decision is communicated to them and upload the article to the system from the DergiPark system with the justification. The author is obliged to state his/her objection clearly and sufficiently. The editorial board reviews the objections made within 1 month at the latest. If the objection made by the author(s) is not found appropriate, the article may be rejected or if the objection is found appropriate, a referee who is an expert in the field is assigned. A final evaluation is made in line with the opinions of the referees and the result is notified to the author(s).

2.3. LANGUAGE REVIEW

After the referee processes are completed, Language Control Editors are assigned by the Editor/Assistant Editor to conduct an English and Turkish language review of the article. The Editor/Assistant Editor re-evaluates the suggestions received from the language editors. If the

article is not found to be sufficient due to the language review, “Correction” may be requested or “Rejected”. The article was found to be enough because the language review is “Accepted.”

2.4. PUBLICATION PROCESS OF THE ARTICLE

A Final Reader is assigned to evaluate the candidate article for the last time during the preparation process for publication. The final reader reads the article, and it is assessed for the last time in terms of form. If there are any deficiencies in the article, it is sent to the author to make corrections and eliminate them. After the editing of the candidate article is completed, a Layout Editor is assigned. The Layout Editor evaluates the article in terms of compliance with the journal template and brings the article to the publication stage. The Editor/Assistant Editors may also perform the final reader and Layout processes.

The article, whose layout is made, is published in the early view by the Editor/Assistant Editors to be published in the appropriate journal issue.

2.4.1. Early View

- The article accepted for publication is published in the early view (April, August and December). An e-mail is sent to the author by the DergiPark system stating that it has been published in early view. During early view, authors must review the article (within 5 days) and submit their suggestions for corrections in terms of journal writing rules and layout to the editorial board
- After the article is published in early view, the author(s) must notify the editors of their changes within 5 days. Authors who do not respond at the end of this period are **CONSIDERED TO HAVE APPROVED** the early view version.

2.4.2. Publication of the Article

- The article is published in the DergiPark system in April, August and December.
- After the article is published, DergiPark gives the authors a period for checking, during which the authors must notify the editors of any changes. After the article is published, an e-mail is sent to the author by the DergiPark system. Since **NO CHANGES CAN BE MADE** at the end of this period, authors who do not respond are deemed to have approved the article's final version.