

Ethical Principles and Publication Policy

The publication processes of *the Journal of Health Sciences Arel University* are carried out on the principle of impartially evaluating, developing, and sharing qualified scientific articles such as clinical and experimental research articles, original case reports, and reviews in various branches of the health field. In this context, the ethical rules that the journal publisher, editors, authors and referees must comply with are stated below and “these rules have been prepared by the guidelines and policies published by the Committee on Publication Ethics (COPE (<https://publicationethics.org/>))”.

The journal accepts the principle of compliance with the principles specified in the “Helsinki Declaration,” “Good Clinical Practice Guide,” and “Good Laboratory Practice Guide” and the relevant regulations of the Ministry of Health of the Republic of Turkey in all studies involving “humans.” In studies conducted on humans or animals, sending a copy of the Ethics Committee's approval to the journal is mandatory. The article will not be evaluated if the relevant document is not sent to the journal. The name of the institution from which the Ethics Committee received the approval, the approval date, the number and the name of the study for which permission was obtained should be written on the article's title page.

1. ETHICAL PRINCIPLES

1.1. Responsibilities of the Publisher

- Istanbul Arel University publishes the *Journal of Health Sciences Arel University*.
- The Publisher accepts that the editors are responsible for the decision-making authority and the follow-up of the refereeing process during the publication process of articles in the *Journal of Health Sciences Arel University*.
- If the journal articles are not published on another institution's website, the Publisher is responsible for creating the University's website and ensuring open, electronic and free access to the journal on the journal's website.

1.2. Responsibilities of the Editors

- The editorial board publishes articles sent to the *Journal of Health Sciences Arel University* and the publication processes. The editorial board acts impartially when making decisions regarding the articles to be published in the journal and the articles to be published.
- The editorial board strives to develop the journal and increase publication quality.
- The editorial board ensures that experts in the field evaluate the articles.
- They pay attention to whether there is a conflict of interest or common interest between the referees and the authors sent to evaluate the article.
- The editorial board does not disclose information about the authors and referees to either party through the blind referee evaluation process.
- When authors request information about the status of their articles, information about the article's status is provided without harming the blind referee process.
- The submission and acceptance dates of the article are published in the articles.,
- The editorial board must protect human and animal rights in the articles and reject the article if there is no ethics committee approval.
- Editors should not have any personal and/or financial interest relationship with the authors of the article they are assigned to.
- The editor and board member on the author list of a submitted article are excluded from the evaluation process of that article.
- Editors review all articles uploaded to the system by the authors according to the journal rules.

- The editorial board ensures that the article evaluation process is confidential and not shared with third parties.
- The journal owner, editor-in-chief, and editor cannot have articles published in the journal.
- The editorial board ensures that all articles uploaded to the system are evaluated impartially, without discrimination.

1.3. Ethical Responsibilities of Referees

- Referees cannot communicate directly with authors.
- Referees submit article evaluation forms and requests for corrections to the text to the author(s) via the web page system DergiPark, through the editor and/or editorial board.
- Referees are sent only articles related to their areas of expertise. However, if the selected referee thinks that the research in the article is not related to their area of expertise, if there is a conflict of interest or commonality of interest with the author(s), if they think that they are not qualified to evaluate this article, or if they will not be able to evaluate the article on time, they will be removed from the evaluation process if they notify the editorial board via the web page.,
- During the refereeing process, all referees must evaluate the articles impartially, and they know that this process is confidential and should not be shared with third parties.
- Referees keep the articles, related materials and their contents strictly confidential.
- Referees do not disclose the authors' ideas.
- Referees should be honest, objective, and free from personal biases in their evaluations and should only evaluate the scientific aspects of the article.
- Referees should not make personal criticisms towards the author and should express their opinions clearly, using academic and constructive language accompanied by data, avoiding personal comments that contain insults.
- Referees should make decisions by evaluating only the scientific aspects of the article, without considering the race, gender, sexual orientation, religious belief, ethnicity, citizenship, or political philosophy of the authors.
- In addition to scientific evaluations, if referees detect a violation of ethical rules regarding the article, they should report the situation to the editorial board.
- Referees should upload their opinions on the articles they accept to evaluate the system within the period given to them. If no response is received within the specified period, the relevant task is canceled, and the editors assign a new referee. If the referee requests an extension, the period is extended.

1.4. Ethical Responsibilities of Authors

- The ethics committee permission should be documented and uploaded to the system as a separate file.
- The information in the ethics committee file uploaded to the journal must be consistent with the article title and author names.
- For studies requiring ethics committee approval, ethics committee approval must be obtained, and this approval must be stated in the appropriate section according to the article writing rules (board name, date, issue number and name of the study for which permission was obtained).
- In case reports, information indicating that the informed consent form was signed must be included as the Informed Consent Statement on the title page.
- Authors must comply with copyright regulations for the ideas and works of art used.
- In cases such as scale use, the source must be stated.

- Authors are responsible for declaring all personal and financial relationships related to the study.
- If the research has a supporting institution, its information must be stated on the article title page.
- Authors declare that the articles they submit to Arel University Journal of Health Sciences for publication have not been published in another journal or have not been sent to another journal for publication simultaneously.
- Only the authors' names who contributed to the articles should be written.
- Authors must cite their sources when writing the article using ethical principles.
- The similarity rate of articles sent to Arel University Journal of Health Sciences for publication (excluding references) must be less than 18%.
- Ethics committee approval document is not requested for compilations.
- When information and raw data regarding the articles evaluated are requested, the author(s) forward them to the editorial board.
- When the author(s) notice an error during the evaluation and early appearance phase (within the time limit) regarding the article they submitted, they must contact the editorial board for correction. If the error is not reported within the time limit in the early appearance, the responsibility belongs to the author(s).
- If the article uploaded to the system is within the scope of a thesis study, abstract poster presentation, or abstract oral presentation, this information must be included on the title page ("This article was prepared using data obtained from the master's/doctoral thesis of the author of "This article was presented as an oral/poster presentation at the congress on" etc.). Full-text papers with the same method section, findings, or discussion must be sent as articles to the journal publication process.

2. STUDIES REQUIRING ETHICS COMMITTEE APPROVAL

Ethics committee approval must be obtained for the following studies.

- Any qualitative or quantitative research that requires data collection from participants using survey, interview, focus group study, observation, experiments on living beings and interview techniques.
- Use of humans and animals (including material/data) for experimental or other scientific purposes.
- Clinical research conducted on humans.
- Research conducted on animals.
- Retrospective studies by the Personal Data Protection Law.

3. YOU ENCOUNTER AN UNETHICAL SITUATION

If you notice a significant error or mistake in a published article or encounter a behavior or content that does not comply with the ethical responsibilities mentioned above, please first notify the editorial board and via e-mail to ausbyd@arel.edu.tr.

4. COMPLAINT POLICY

- Complaints regarding any material published in *the Journal of Health Sciences Arel University* must be made within six months from the initial publication date.
- In case of any complaints regarding the article processes or the article, the authors should notify the journal editorial board or editorial office with the relevant reasons via the e-mail address ausbyd@arel.edu.tr. It should not be reported via e-mail from the journal's web page.

5. PUBLICATION POLICY

- All responsibilities may arise from the information in the article published in the *Health Sciences Journal Arel University* (J. H. Sci. Arel U. belongs to the authors. The authors are responsible for the opinions expressed in the articles.
- The copyright of the article published in the journal belongs to the *Health Sciences Journal Arel University*. No royalty fee is paid to the authors.
- In order not to compromise the integrity of the scientific article, advertisements and similar promotions are not included in the article.
- The journal's publication languages , which publish articles electronically three times a year in April, August, and December, are Turkish and English.
- No fee is charged from the author or institution under any name.
- The Copyright Transfer Agreement signed by all authors must also be uploaded to the journal during the article submission.