

## INSTRUCTIONS FOR AUTHORS

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### ***SCOPE and MAIN POLICIES***

Journal of Dokuz Eylul University Medical Faculty (J DEU Med) is published by Dokuz Eylul University Medical Faculty three times a year. The journal publishes basic and clinical research articles from all fields of medicine, review articles on up-to-date topics, case reports, editorials and letters to the editor. Article submissions need to be made electronically (<https://tip.deu.edu.tr/tr/tip-fakultesi-dergisi/>).

It is essential for a submitted article to be non-previously published or under consideration in any other printed or electronic media. If a submitted manuscript has previously been presented at any meeting, the name, date and city in which the meeting was held should be stated in the title page. Besides, it should be mentioned whether a submitted manuscript is a preliminary study or part of a thesis.

The scientific, ethical and legal responsibility for data, opinions and statements of published articles belong to the author(s). The Editors, Editorial Board, Publisher and Dokuz Eylul University Medical Faculty disclaim any responsibility on these issues.

All manuscripts will pass through a pre-evaluation process by the Editorial Board as to whether a submitted manuscript is prepared in accordance with the journal's scope and manuscript preparation rules. The editors may decide to reject or request revision of the format before assigning the manuscript to reviewers.

J DEU Med is a double blind journal and the manuscripts are assigned to at least two reviewers selected among specialists in the related field. J DEU Med aspires to notify authors about the review decision within 6-8 weeks following submission. Considering the suggestions of the reviewers, the editor may request revision of the article. The revision should be completed within 8 weeks. If the revised version of the manuscript is not submitted within the allocated time, the manuscript will be evaluated as a new submission.

The authors will be informed about the final decision (rejection / acceptance) for the article by the editor.

Any requests for withdrawal of manuscripts close to the final decision, without reasonable explanation, will be rejected.

All authors of a manuscript accepted for publication should consent that editors could make corrections without changing the basic meaning of the text of the manuscript written.

No charge is requested from the author(s) regarding the evaluation and/or publication process of the manuscripts submitted to J DEU Med.

### ***COPYRIGHT and AUTHORSHIP***

The author(s) should transfer all their local and international copyrights of their submitted article to "J DEU Med" by the "Copyright Transfer Form" (FORM 1) signed by all authors.

The contribution of each author to the article should be clearly defined on the form.

Following the submission of the article, no change is possible concerning the names or order of the authors. Practices of the journal on this subject are in accordance with the rules of the *International Committee of Medical Journal Editors (ICMJE)* (<http://www.icjme.org>) and *Council of Science Editors (CSE)* (<https://www.councilscienceeditors.org>).

### ***ETHICAL GUIDELINES***

J DEU Med, accepts articles in accordance with the ethical and scientific standards.

The Editorial Office inspects all submitted manuscripts concerning plagiarism and duplication. If an ethical problem is detected, the editorial office will act according to the *Committee on Publication Ethics (COPE)* (<https://publicationethics.org/guidance/guidelines>) guidelines.

For clinical research studies, the approval of Ethics Committee in accordance with "WMA Declaration of Helsinki - Ethical Principles for Medical Research Involving Human Subjects" (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>); for studies involving animals the approval of Ethics Committee in accordance with "International Guiding Principles for Biomedical Research Involving Animals" (<http://iclas.org/wp-content/uploads/2013/03/CIOMS-ICLAS-Principles-Final.pdf>) and/or "Guide for the care and use of laboratory animals" (<https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf>) is required. A copy of the Ethics Committee Approval Form should be submitted online.

Case reports should be prepared with care for the patient privacy. Any kind of definitive information or photographs, hospital registry number or dates which will define the identity of the patient should not be used. Informed consent must also be obtained for case reports.

For experimental studies on animals, measures taken to reduce pain and discomfort should be clearly stated.

The authors should acknowledge and provide information to the Editor on grants or other financial interests or affiliations with institutions, organizations, or companies relevant to the manuscript.

## **PREPARATION OF THE MANUSCRIPT**

### ***Language***

J DEU Med accepts the articles written in Turkish and in English. The Turkish as well as the English manuscripts should include title, abstract and keywords in both languages.

### ***Basic Principles***

J DEU Med uses the standards called “*Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication*” (<http://www.icmje.org/recommendations>) stated by ICMJE.

The authors are recommended to follow CONSORT guidelines for randomized trials, STROBE guidelines for observational studies, STARD for diagnostic/prognostic studies, PRISMA for systematic reviews and meta-analysis, ARRIVE for animal pre-clinical studies, TREND for non-randomized behavioral and public health intervention studies and CARE for case reports. The reporting guidelines are available at the EQUATOR Network ([www.equator-network.org/home/](http://www.equator-network.org/home/)) and the NLM’s “*Research Reporting Guidelines and Initiatives*” ([www.nlm.nih.gov/services/research\\_report\\_guide.html](http://www.nlm.nih.gov/services/research_report_guide.html)) .

## ***Types of articles accepted for submission***

### ***Research article***

The main feature of a research article is that it contains substantial novel research. Manuscripts on randomized trials, observational studies, diagnostic/prognostic accuracy studies, systematic reviews and meta-analysis, animal pre-clinical studies, non-randomized behavioral and public health intervention studies are considered as research articles.

### ***Review article***

Review article is a comprehensive discussion of the recent knowledge on specific topics in medicine, prepared by experts with extensive knowledge and experience in the field who have contributed to the scientific literature. The editor may invite scientists with original research for review articles.

### ***Case report***

Case reports are articles about patients which are unique and difficult to diagnose and/or treat and provide new information for the medical literature.

### *Letter to the Editor*

This type of manuscript discusses the importance, missing parts or an overlooked structure of a previously published article. Authors can also submit their comments to the editor on a subject which may be in the reader's field of interest especially on educational cases, in the Letter to the Editor form. Volume, year, issue, page numbers, title and author names of the article mentioned in a Letter to the Editor should be stated clearly.

### *General format and length of types of articles accepted for submission*

	Sections	Word Count of the Main Text*	Word Count in Abstract	Number of Keywords
Research Article	Title, Abstract, Keywords, Introduction, Materials and Methods, Results, Discussion, Conclusion, References	3500	250, structured into: Objective, Materials and Methods, Results, Conclusion	3-6
Review article	Title, Abstract, Keywords, Main Text, References	5000, may include subheadings	250, unstructured	3-6
Case Report	Title, Abstract, Keywords, Introduction, the Patient, Discussion and References	1500	150, unstructured	3-6
Letter to the Editor	unstructured	1000	-	-

\* the main text: excluding Title, Abstract, Keywords, References and Tables-Figures-Images

### *Manuscript Sections*

#### *Title (Başlık)*

The title should be clear and comprehensive and should describe the most important aspects of the complete article. The title should not exceed 150 characters and the short title should not exceed 50 characters.

#### *Abstract (Öz)*

The abstract should accurately reflect the content of the article and include the aim of the study, basic procedures, main findings and fundamental conclusions. No references are used in the abstract.

#### *Keywords (Anahtar sözcükler)*

The key words are chosen to enable retrieval and indexing. Acronyms should be avoided. The keywords should be concordant with the *Index Medicus Medical Subject Headings (MeSH)* terms

(<https://www.nlm.nih.gov/mesh/meshhome.html>). For Turkish “Anahtar Sözcükler” please follow *Türkiye Bilim Terimleri* (<https://www.bilimterimleri.com/>).

### *Introduction*

The “Introduction” section explains briefly and clearly the background and the objective of, or the hypothesis tested by the study.

### *Materials and Methods*

This section includes the description of the participants and the source population; technical information including the identification of methods, equipment and procedures in sufficient detail to allow others to reproduce the results; description of statistical methods with enough detail to establish the appropriateness for the study and to enable the verification of the reported results.

The statistical software package (s) and versions used for statistical analysis should be specified.

The information about the Ethics Committee Approval, including the date and number should be stated in the “Materials and Methods” section. For articles concerning research on humans, a statement should be included that shows Informed Consent of patients and volunteers was obtained .

### *Results*

The results should be presented in logical sequence with the main or most important findings first.

Authors should take care not to repeat all the data in the tables or figures in the text. The text should include only the main findings. Similarly the data should not be duplicated in tables and graphs and graphs should be utilized as alternatives to tables with many entries.

### *Tables*

Tables should be presented within the main document following the reference list with each table on a separate page. The tables should be explanatory for the text and should not duplicate the data given in the text. The tables should be numbered with Arabic numerals consecutively in the order they are referred to within the main text. A descriptive title should be provided for all tables and the titles should be placed above the tables. Abbreviations used in the tables should be defined below the tables even if they are defined within the main text. The symbols for footnotes may be aligned as: \*, \*\*, \*\*\*, †, ‡, §, ¶. Tables should be arranged clearly to provide an easy reading. If data has been obtained from other sources, it is the authors responsibility to obtain permission and the source should be indicated as a footnote.

### *Figures*

The figures, graphics and photographs are all named as “Figure” and should be submitted as separate files ( in TIFF or JPEG format). The minimum resolution of each submitted figure should be 300DPI, and the figures should be clear in resolution and large in size (minimum dimensions 100x100 mm). Thick and thin arrows, arrowheads, stars, asterisks and similar marks can be used on the images to support figure legends. Any information within the images that may indicate an

individual or institution should be blinded. The figures should be numbered with Arabic numerals consecutively in the order they are referred to within the main text. Figure legends should be listed at the end of the main document. When there are figure subunits, the figure legends should be structured in the following format:

**Example:** Figure 1. a-b. Immunohistochemistry of kalretinin in lamina propria and submucosa. (DAP, ×200). Ganglionic zone +++ (a), Hypoganglionic zone ++ (b).

It is the responsibility of the authors to acquire copyright permissions if any tables, figures and other images previously printed are used in their manuscript.

### *Discussion*

The discussion contains the explanations of the main findings in the light of literature. The new and important aspects as well as the limitations of the study should be stated. The implications for future research/clinical practice/policy also need to be explored. The last paragraph(s) of the discussion should summarize the conclusions of the study.

### *Acknowledgements*

This section includes information regarding the supporting institution(s) or person(s) if applicable. Examples of those who might be acknowledged include a person who provided purely technical help or writing assistance. Financial and material support should also be acknowledged.

### *References*

The authors should use up-to-date references directly related to the subject of their article and take care to use Turkish references when sufficiently relevant.

References should be numbered with arabic numerals in the order of citation in the main text. References should be indicated in paranthesis at the end of the sentence or just after the author's name if mentioned in the text.

The references should follow the Vancouver style .

Abbreviations of journal titles should be done in accordance with journal abbreviations used in MEDLINE ([www.ncbi.nlm.nih.gov/nlmcatalog/journals](http://www.ncbi.nlm.nih.gov/nlmcatalog/journals)). For publications with 6 or fewer authors, a list of all authors is required, for publications with 7 or more authors, the first 6 authors should be listed, followed by "et al".

Detailed information about reference styles and punctuations with samples are available at [https://www.nlm.nih.gov/bsd/uniform\\_requirements.html](https://www.nlm.nih.gov/bsd/uniform_requirements.html). Please find below the examples for the most frequently used references:

### **Articles in Journals**

- *Standard journal article (with six or less authors):*

Kutcher S, Wei Y, Coniglio C. Mental health literacy: past, present, and future. *Can J Psychiatry*. 2016;61:154-8.

- **Standard journal article (with seven or more authors):**

Zhou S, Ma Y, Shi Y, Tang L, Zheng Z, Fang F, et al. Mean platelet volume predicts prognosis in patients with diffuse large B-cell lymphoma. *Hematol Oncol*. 2018;36:104-9.

- **Article in a supplement:**

Yoon RS, Patel JN, Liporace FA. Nail and Plate Combination Fixation for Periprosthetic and Interprosthetic Fractures. *J Orthop Trauma* 2019;33 (Suppl 6):S18-S20.

- **Editorial:**

Dirchwolf M, Marciano S, Martínez J, Ruf AE. Unresolved issues in the prophylaxis of bacterial infections in patients with cirrhosis. [Editorial] *World J Hepatol*. 2018;10:892-7.

- **Article published electronically ahead of the print version:**

Stanojic N, Hull C, O'Brart DP. Clinical and material degradations of intraocular lenses: A review. *Eur J Ophthalmol*. 2019 Aug 6: 1120672119867818. [Epub ahead of print]

### **Books and Other Monographs**

- **Book with editor(s) as author:** Nussbaum RL, McInnes RR, Willard HF, editors. *Genetics in Medicine*. 6th ed. Pennsylvania: WB. Saunders; 2001.

- **Chapter in a book:** Kelly A, Stanley CA. Hyperinsulinism. In: Sarafoglu K, Hoffman GF, Roth KS, editors. *Pediatric Endocrinology and Inborn Errors of Metabolism*. 1st ed. New York: Mc Graw-Hill Companies; 2009:465-78.

### **Electronic Material**

- **Article only the internet:**

Rolfjord LB, Skjerven HO, Bakkeheim E, Berents TL, Carlsen KH, Carlsen KCL. Quality of life, salivary cortisol and atopic diseases in young children. *PLoS One* 2019 Aug 30;14(8):e0214040. doi: 10.1371/journal.pone.0214040. Erişim adresi:

<https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0214040>

- **Part of a homepage/Web site:** European Clinical Research Infrastructure Network [Internet]. Trial Management. [Erişim tarihi: 02 Eylül 2019]. Erişim adresi: <https://www.eclin.org/activities/trial-management>.

### ***SUBMISSION of the MANUSCRIPT***

Please submit manuscripts exclusively online at: <https://www.journalagent.com/deutip/> which is also available at the web site of the journal (<https://tip.deu.edu.tr/tr/tip-fakultesi-dergisi/>).

**Before submitting** the manuscript please ensure the following :

- The abbreviations must be defined the first time they are used and should be displayed in parentheses after the definition. Authors should avoid abbreviations in the title, abstract and at the beginning of the sentences.
- Decimal fractions in the text, tables and figures should be separated by decimals points in sections in English and commas in sections in Turkish.
- Measurements should be reported in metric units. It is appropriate to state the laboratory results in the International System of Units (SI) as well as the local units being used.
- Measurements and statistical data should be stated as numbers unless at the beginning of the sentence. Numbers with no unit and  $\leq 9$  should be stated in written form.
- Generical names of the drugs should be preferred instead of the commercial names.
- The names of the diseases should be in accordance with the Health Topics of World Health Organization stated at <https://www.who.int>.

**Before ending the submission**, please be sure that all files below are uploaded:

- Title page
  - o The title and short title
  - o The name, affiliation and academic degree of each author
  - o The e mail address and full contact information of the correspondence author
  - o The word count for the main text and the abstract
  - o Number of figures, tables and number of references
  - o The information about whether submitted manuscript has previously been presented at a meeting (name, date, city) and whether it is a preliminary study or part of a thesis
  - o Sources of support
  - o Conflict of Interest declaration
  
- Abstract
- Main text
- Figures
- Ethical approval and informed consent
- Transfer of Copyright Agreement Form
- Acknowledgements (if necessary)
- ORCID IDs of all authors

**If a revision is required**, along with the revised version of the manuscript, the author should submit a "Response to Reviewers" which states in detail how each issue raised by the reviewers has been covered. The revised manuscript should be marked and/or annotated regarding the revisions.



**POST ACCEPTANCE**

**Proofs:** Manuscripts accepted for publication are edited for grammar, punctuation and format; then a PDF proof is sent to the corresponding author to check for editing and type setting accuracy. Major changes to the articles as accepted for publication will not be considered at this stage. The author is expected to complete the proof check within 2 days.

**DOI number:** Following the proof check, the manuscripts are provided with a DOI number and published on the journal's webpage.

**Offprints:** The electronic files of typeset articles in Adobe Acrobat PDF format are provided free of charge.

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