

INSTRUCTIONS FOR AUTHORS

Selcuk Medical Journal (Selcuk Med J) is a scientific publication of Necmettin Erbakan University, Meram Faculty of Medicine.

Please entirely read the instructions discussed below before submitting your manuscript to the journal. Selcuk Medical Journal publishes original articles on clinical or experimental work, case histories reporting unusual syndromes or diseases, brief reports, technical and educative reviews, recent advancement of knowledge of the medical sciences with original images, questionnaires of defining disease, and letters to the editor.

Final recommendation for publication is made by the editorial board and at least two independent reviewers. Before reviewers decide to accept a request to review, they might want to know more about the peer review process and how to conduct a review. Reviewers evaluate article submissions to journal based on the requirements of Selcuk Medical Journal, predefined criteria, and the quality, completeness and accuracy of the research presented. Reviewers provide feedback on the paper, suggest improvements and make a recommendation to the editor about whether to accept, reject or request changes to the article. The ultimate decision always rests with the chief editor but reviewers play a significant role in determining the outcome.

If a reviewer has conflict of interest regarding article, he should inform it to the editor. Reviewers should ensure the rigorous standards of the scientific process by taking part in the peer-review system. Also they should uphold the integrity of the journal by identifying invalid research, and helping to maintain the quality of the journal. Reviewers should be volunteer to prevent ethical breaches by identifying plagiarism, research fraud and other problems by dint of their familiarity with the subject area. The copyrights of articles accepted for publication is belonged to journal. This is determined by the assignment of copyright statement, signed by all authors.

The journal is published four times in a year. The language of the journal is Turkish and/or English. Manuscripts submitted to the journal should not be published before or not under consideration elsewhere (in the case of previous oral or poster presentation of the paper at scientific meetings author should inform the journal). The full responsibility of the articles (ethic, scientific, legal, etc.) published in the journal belong to the authors. If the paper is not prepared in conformity with the writing instructions, decision for its evaluation will be made by the members of the editorial board. The articles have not been published anywhere before and no other journal has been sent for the publication. Plagiarism program (iThenticate) is used in Selcuk Medical Journal. Articles with similarities that exceed the academic citation limit and/or articles that are not prepared in accordance with the publication rules will not be evaluated. All studies require approval of the ethics committee and certification of this certificate will be the basis for the publication of the manuscripts.

All studies should be informed of the level of authors' contribution and approval. The study should also be informed that there is no financial conflict of interest at any stage, including data collection, experimentation, writing and language editing. Commercial sponsorship should be reported if it is in work.

The editorial and publication processes of the journal include the International Committee of Medical Journal Editors (ICMJE), the World Association of Medical Editors (WAME), the Council of Science Editors (CSE), the Committee on Publication Ethics (COPE), the European Association of Science Editors (EASE) and the National Information Standards Organization (NISO). The editorial and publishing processes of the Selcuk Medical Journal are conducted in accordance with the principles of Transparency and Best Practice in Scholarly Publishing (doaj.org/bestpractice).

The Editorial Board will act in accordance with COPE rules in the face of claims and suspicions of plagiarism, citation manipulation and data forgery of works submitted to our journal. The Editorial Board of the journal handles cases of objections and complaints within the scope of COPE guidelines. Authors can contact the Chief Editor or Editorial Board directly for objections and complaints. When necessary, an impartial representative is appointed for issues that the Editorial Board cannot solve within itself. The Chief Editor will make the final decision in the decision-making process for appeals and complaints.

Publisher and editor always be willing to publish corrections, clarifications, retractions and apologies when needed.

The all correspondences (manuscript submission, follow up, reviewers reports, revision files, acceptance form and other forms about publications) about Selcuk Medical Journal should be made online at <https://www.selcuk-medj.org> . The rules about the manuscripts that would be submitted are given below.

WRITING INSTRUCTIONS

Submitted manuscripts should be prepared using Microsoft Word program. All manuscripts, figures and pictures must be submitted electronically as word and pdf format h <https://www.selcukmedj.org> . Authors should ensure that (apart from the title page) the manuscript should contain no clues about the identity of authors and institution where the study was performed.

All papers should be arranged on the basis of following sequence: 1. Title page, 2. Turkish abstract, 3. English abstract, 4. Text of the article, 5. References, 6. Table(s), 7. Figure(s) and illustration(s), 8. Figure legend(s).

In the original (research) articles number of words should not exceed 4000 (except abstract, references, tables, figures and legends) for the text of article and 400 for the abstract. Upper limit for reference number is 60, and this limit is 10 for tables and figures. The abstracts should include objective, materials and methods, results and conclusion sections.

Case reports should be composed of Turkish and English title, Turkish and English abstracts, introduction, case report, discussion and references. The number of typewritten pages should not exceed 8 pages and 3 picture in case reports. In abstract, numbers of words should not exceed 200 and should be written as a paragraph.

Reviews should be composed of Turkish and English title. In abstract, numbers of words should not exceed 400. In reviews number of tables and figures (or pictures) should not exceed 6. Upper limit for reference number is 80. Abstracts should be written as a paragraph.

Letter to editor, brief report, image report, advancements in technical and medical topics and questionnaires of original issues should not exceed 2 typewritten pages. Its should be composed of Turkish and English abstracts (100 words).

PREPARATION OF MANUSCRIPT

Title Page

Title of the article should be written both in English and Turkish. The first and last names for all contributors designated as author should be written clearly. Subsequently, address of the institution where the study was performed should be written clearly. If the study was previously presented in any scientific meeting, name and date (as day- month- year) of the organi-

zation should be written. The name and mailing address of the corresponding author, accompanied by telephone and fax numbers, and e-mail should be written at the bottom of title page.

Abstracts

Abstracts should be given in separate sheets. English title should be used for English abstracts. The abstracts should not exceed 400 words in original articles and 200 words in case reports. The abstract should include objective, materials and methods, results and conclusion sections in research articles. Turkish and English key words should be listed at the bottom of the abstract page in original articles and should not be more than 5 words. In selecting key words, authors should strictly refer to the Medical Subject Headings (MeSH) list of the Index Medicus. Turkish key words should be selected from Turkish Science Term (<http://www.bilimterimleri.com>). The abbreviations should not be used in the abstract.

Text

Text is composed of Introduction, Materials and Methods, Results and Discussion.

Introduction: The matter and purpose of the study is clearly defined.

Materials and Methods: This should include the date and design of the study, the setting, type of participants or materials involved, a clear description of all interventions and comparisons, and the statistical analysis. If the study is a clinical study the title should be 'Patients and Methods'.

Results: Collected data and results of statistical analysis should be outlined in this section.

Discussion: The discussion section should include interpretation of study findings and results should be considered in the context of results in other trials reported in the literature. All written content should be prepared in conformity with grammar and punctuation rules. Avoid abbreviations whenever possible; in case of necessary, it should be given in parentheses when they are first used. References, figures, tables and illustrations should be consecutively numbered in the order in which they have been cited in the text. All measurement units in the text should be used in accordance with international standards for units of measurement.

References

References should be given in a separate sheet with double spaced. References should be consecutively numbered in the order in which they are first mentioned in the text using Arabic numerals (in parentheses). If the author names in references are used in a sentence, it should be given in parentheses when they are first used. Reference number should be placed at the end of sentence before the period. If there are multiple references number use “,” between them and “- ” should be inserted between digits when three or more consecutive references are used [e.g. (1,2), (1,3)]. Journal references should include the following information: year, volume, first and last pages of article. Book references should include only year and first and last pages of the article. Authors in the references should be cited with last names and first initials. Journal’s title should be abbreviated in conformity with the Index Medicus system. References should be cited as per the examples below. If there are more than 3 authors, only first 3 may be listed followed by “et al” for references.

Journal references:

1) Kocakuşak A, Yücel AF, Arıkan S. Karına nafiz kesici-delici batın yaralanmalarında rutin abdominal eksplorasyon yönteminin retrospektif analizi. Van Tıp Dergisi 2006;13(3):90-6.

2) Vikse BE, Aasard K, Bostad L, et al. Clinicalprognostic factors in biopsy-proven benign nephrosclerosis. Nephrol Dial Transplant 2003;18:517-23.

Book references:

1) Danovitch GM. Handbook of kidney transplantation. Boston: Little, Brown and Company (Inc.), 1996: 323-8.

Chapter in book references:

1) Soysal Z, Albek E, Eke M. Fetüs hakları. Soysal Z, Çakalır C, ed. Adli Tıp, Cilt III, İstanbul Üniversitesi, Cerrahpaşa Tıp Fakültesi Yayınları, İstanbul, 1999: 1635-50.

2) Davison AM, Cameron CS, Grünfeld CF, et al. Oxford textbook of clinical nephrology. In: Williams G, ed. Mesengiocapillary glomerulonephritis. New York: Oxford University Press, 1998: 591- 613.

Tables

Tables should be printed on a separate sheet with double spaced. Each table should contain a table number in the order in which they are first mentioned in the text and title that summarizes the whole table. All abbreviations used in the table should be alphabetically arranged and defined under the table (e.g., PS; pulmonary stenosis, VSD: ventricular septal defect).

Figures and Illustrations

Figures and illustrations should be named and numbered. Figures should be provided with a minimum of 300 dots per inch (dpi) in JPEG format and should be clear. Figures must be submitted online during manuscript submission. Figures embedded into article will not be accepted. If authors accept to charge extra cost, colored publication of the illustrations is possible;

otherwise all illustrations will be published as black and white. All abbreviations used in the figures and illustrations should be alphabetically arranged and defined under the footnote. Technique and ratio of magnification for photomicrographs should be indicated. The editorial board has the right to make any revisions on the manuscript unless such changes interfere with the scientific data presented.

REVISION AFTER REFEREE REPORT

Authors should point by point reply the items on which revision is demanded via referee report to the reserved box in the online system and as additional files should be uploaded <https://www.selcukmedj.org> . Additionally they should do necessary changes in article and highlight them and submit online again.

FINAL CHECKING

1. All pages have been numbered beginning from first page of the text.
2. Assignment of copyright form has been properly filled and signed.
3. The abstract should not exceed 400 words in original articles and 200 words in case reports.
4. The title has been separately written in Turkish and in English.
5. References is in conformity with the instructions.
6. All abbreviations used in tables, figures and illustrations have been defined.

ONLINE STEPS

At <https://www.selcukmedj.org>

1. Article Type *
2. Article Title in English *
3. Running Title *
4. Manuscript Abstract in English *
5. Key Words in English and Turkish *
6. This sections should be uploded at 5 steps(Article File, Article File in PDF

Format, Title Page,

Form of Matters Related to Copyright Transfer Agreement and Instructions for Authors, Uploaded Main Files, Additional Files (figures, pictures and tables).