



# Publication Policies and Writing Guide

## OPEN ACCESS POLICY

Logos Publishing supports the open access of peer-reviewed journal literature in the Budapest Open Access Declaration and offers all published articles free of charge in an environment where everyone can read and download.

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These open access policies accepted on September 12, 2012, and also adopted by our editorial board are also accessible at <http://www.budapestopenaccessinitiative.org/boai-10-translations/turkish-translation>.

## Creative Commons

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## ETHICAL POLICY

Logos Medical Publishing Inc. adopted the ethical principles based on the directive prepared by the Committee on Publication Ethics (COPE) and recommended its adoption by all individuals contributing in the creation of a scientific work. Some items of this directive are mentioned below. For more informations please visit our webpage.

Some of the actions considered to be against scientific research and publication ethics

- **Plagiarism:** To adopt the original ideas, methods, data or works of others partially or wholly without referencing them in compliance with scientific rules,
- **Fraud:** to use data that is not actually present or falsified in scientific research
- **Distortion:** Distorting the research records or data obtained, demonstrating unused devices or materials as if they were used in the research, and distorting or shaping the results of research in the interests of the people and organizations that sponsored the study
- **Republication:** To present duplicates as separate publications in academic appointments and elevations
- **Slicing:** To present the results of a research as separate publications in academic appointments and upgrades by disseminating and publishing the results of a research in a way that disrupts the integrity of the research and submit them as separate publications more than once;
- **Unfair authorship:** to include people who are not active contributors or not to include those who are contributing to the study, to change the ranking of the authors inappropriately without any justification and, to remove the names of those who offered their active contributions in the previous editions, to include their names among the writers by using their influence even though they did not actively contributed to the work
- To make false or misleading statements regarding scientific research and publications in academic appointments and elevations.

## PLAGIARISM POLICY

Plagiarism (cheating) is a violation of ethics, regardless of whether it is intentional or not. For this reason, due to publication policies Logos Publishing Co. (hereinafter it will be referred as LOGOS), for all studies to be published in all of its periodicals, necessitates use of a plagiarism checker.

All studies submitted to our periodicals and passed the evaluation of the reviewers blinded to the studies, are evaluated by us using Turnitin or iThenticate software programs.

The Editorial Board may act in accordance with the COPE rules against allegations, and suspicions related to plagiarism, citation manipulation and fraudulent misrepresentation of the works submitted to the journal.

## COPYRIGHT TRANSFER

When submitting their works, individuals are obliged to declare that the study, in whole or in part, has not been previously published on any other platform or evaluated for publication. Otherwise, the author will be held responsible for the related sanctions.

The authors should agree to waive the copyright of their work and transfer this right together with its submission to the Izmir Tepecik Education and Research Hospital for evaluation. This transfer becomes the tying clause upon the acceptance of the publication. No part of the printed material may be used in any other place without the written permission of the publisher.

Authors' rights to use all unregistered rights other than patents, and copyrights for their own purposes provided that they do not sell the work, and all or a part of their works provided that they indicate identity of books and other academic studies in their websites or open files of a university are reserved.

Authors who will send a study to our journal should complete the "Copyright Transfer Form" document. The author(s) must sign the completed form with a wet signature. The signed form must be scanned and loaded with additional file upload option in successive steps of submission process.

## CONFLICT OF INTEREST

Conditions which provide financial or personal benefit bring about a conflict of interest. The reliability of the scientific process and the published articles is directly related to the objective consideration of conflicts of interest during the planning, implementation, writing, evaluation, editing and publication of scientific studies.

The editors, who make the final decision about the articles, should not have any personal, professional or financial ties with any of the issues they are going to decide. Authors should inform the editorial board concerning potential conflicts of interest to ensure that their articles will be evaluated within the framework of ethical principles through an independent assessment process.

Our publication team works devotedly to ensure that the evaluation process is conducted in an impartial manner, taking all these situations into consideration.

You can review the conflict of interest form and the related link to get more detailed information and to declare a conflict of interest.

## WRITING GUIDE

### DOUBLE-BLIND REVIEW AND EVALUATION PROCESS

All studies submitted the journal of Tepecik Education and Research Hospital are subject to double-blind review. At least two reviewers expert in their fields, will evaluate each submitted work. Every effort is spent by the editors for quick evaluation of the articles. The editor is the final decision-making authority in the evaluation processes of all articles.

The sub-headings of the evaluation process are given below. You can visit our web page for detailed information.

First Evaluation

Preliminary Evaluation Process

Reviewers' Evaluation Process

Reports of the Reviewers

Statistical Analysis

Publication Printing Process

## CHECKLIST FOR AUTHORS

- Make sure that name of the author (s), information about the institution thank you letter about ethics committee etc. are not included in the study. This issue is important according to the 'double-blind review principle' concerning the evaluation process of your work so that it can be dealt with impartially.
- You should not forget that your study will be subject to plagiarism audit if it is deemed to be adequate and appropriate in terms of the subject and you should avoid making quotations that will be covered by plagiarism when preparing the work
- If your article is derived from a study, a thesis, abstract of a case report, poster, etc. be sure to cite it in a footnote and specify its date.
- Please fill out the form and upload it to the system, as you cannot proceed to the next step without uploading the copyright transfer form to your system. It is sufficient to communicate it in the online system, you do not need to communicate this information in printed form.
- If your work has been returned to you for revision, and you have made a change in the title and summary of your work, please update it during preparation of the article
- When the publisher send you a information note for the publication of your manuscript, you need to be sure that you carefully checked your work. Once the study is published you will not be able to make any changes on it.

## MANUSCRIPT PREPARATION

Articles should be typed in 12 pt (Times New Roman), doublespaced throughout with margins of 2.5 cm, and pages must be numbered on the right upper corner. Manuscripts must be in accordance with the International Committee of Medical Journal Editors: Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org/>). Original articles should not exceed 15 double spaced typewritten pages, and case reports should not exceed 10 pages. Articles should be typewritten in either "doc" or "txt" format and organized as follows: Title page: The title page should contain the article title, authors' names and complete affiliations, a running title not exceeding 40 characters and the address for manuscript correspondence including e-mail address and telephone and fax numbers. If the article was presented at a scientific meeting, authors should provide a complete statement including date and place of the meeting.

Abstract and key words: Original articles should contain Turkish and English abstracts. For foreign authors, Turkish abstract and key words will be written by the editorial board. Abstracts must be no longer than 250 words. The structured abstract should include objective, materials and methods, results and conclusions in original articles. Case reports should also include a structured abstract [objective, case report(s), and conclusion]. Abbreviations should not be used in the abstract.

The authors should list three to five key words or phrases taken from Index Medicus Medical Subject Headings (<http://www.nlm.nih.gov/mesh/MBrowser.html>).

**Text:** Original articles should be organized in four main headings: introduction, materials and methods, results, and discussion. Define abbreviations at first mention in the text and in each table and figure. If a brand





name is cited, supply the manufacturer's name and address (city and state/country). Case reports should include the following identifiable sections: introduction, case report(s), and discussion. An "acknowledgement(s)" section may be added following these sections to thank those who helped the study or preparation of the article, if any. The acknowledgements are placed at the end of the article, before the references. This section contains statements of gratitude for personal, technical or material help, etc.

References should be provided at the end of the article, under the title "References" and should be numbered and listed according to their order in the text. They should be referred to in parentheses within the text. Complete author citation is required ("et al" is not acceptable). The author(s) are responsible for the accuracy of the references. Journal titles should be abbreviated according to Index Medicus. Refer to the "List of Journals Indexed in Index Medicus" for abbreviations of journal names, or access the list at <http://www.nlm.nih.gov/tsd/serials/lji.html>. Abbreviations are not used for journals not in the Index Medicus. Only published articles or articles "in press" can be used in references. Authors must add the DOI and/or PMID numbers to the end of each citation. Example of references are given below:

**Journal:**

Hull ML, Escareno CR, Godsland JM, Doig JR, Johnson CM, Phillips SC, Smith SK, Tavaré S, Print CG, Charnock-Jones DS: Endometrial-peritoneal interactions during endometriotic lesion establishment. *Am J Pathol* 2008;173:700-715. PMID: 18688027, DOI:10.2353/ajpath.2008.071128.

Ferrari A, Casanova M, Bisogno G, Cecchetto G, Meazza C, Gandola L, et al. Malignant vascular tumors in children and adolescents: a report from the Italian and German Soft Tissue Sarcoma Cooperative Group. *Med Pediatr Oncol* 2002;39:109-114.

**Abstract:**

Heidenreich A, Olbert P, Becker T, Hofmann R. Microsurgical testicular denervation in patients with chronic testicular pain. *Eur Urol* 2001;39 (suppl 5):126 (abstr.)

**Book:**

Sadler TW. Langman's Medical Embryology, 5th ed., William and Wilkins, Baltimore, 1985. p.224-226.

**Book Chapter:**

Folkman J: Tumor angiogenesis. In Bast JR RC, Kufe DW, Pollock RE, Weichselbaum RR, Holland JF, Frei E (eds). *Cancer Medicine*. 5th ed. London, B.C. Decker Inc.; 2000. p.132-152.

**On-line articles:**

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in advisory role. *Am J Nurs* (serial on the Internet). 2002 Jun (cited 2002 Aug 12); 102 (6): (about 3 p.). Available from:<http://www.nap.edu/books/0309074029/html/>.

**Tables:** Each table must be typed double-spaced on a separate page following the references. Tables should be numbered consecutively with Roman numerals in order of appearance in the text and should include a short descriptive title typed directly above and essential footnotes including definitions of abbreviations below. They should be self-explanatory and should supplement rather than duplicate the material in the text.

**Figures:** All figures should be numbered sequentially in the text with Arabic numbers and should be referred to in parentheses within the text. Art should be created/ scanned and saved as either TIFF or JPEG format, submitted as a separate file, and not embedded in the text file. Electronic photographs, radiographs, CT scans, and scanned images must have a resolution of at least 300 dpi and 1200x960 pixels. If not obligatory any text typewritten on the figures should be avoided.

**Figure legends:** Include legends for all figures. Legends should appear on a separate page after the tables, should be brief and

specific, and should include magnification and the stain used. Abbreviations and symbols used in the figures must be denoted in the legend.

**References**

References should be written in compliance with Vancouver style (see. <https://www.ncbi.nlm.nih.gov/books/NBK7256/>). Authors are responsible for the accuracy of the references. While writing references, the below-indicated rules should be attentively observed.

**References cited in the text**

References cited in the text should be numbered in order of their use in the text, and the list of references should be presented accordingly. The number of the reference should be indicated in parenthesis and as a superscript. If more than one reference is used, then a comma (,) should be placed between references.

**Sample cited statements in the text:**

Care provided by nurses is especially important in the diagnosis, and prevention of malnutrition, in the decreasing hospitalization period, and hospital costs (9). Therefore the nurses are expected to have adequate information, equipment, and skill in the field of nutrition (3,10,11).

Duerksen et al. (14) evaluated the knowledge level, and approaches of Canadian nurses concerning nutritional problems of inpatients. In their study, they indicated that nurses failed to evaluate nutritional state of the patients adequately, and effectively which was attributed to inadequate number of auxiliary personnel, time restraints, and missing documents.

Indicating references at the end of the text

At the end of the text, references should be written double-spaced on a separate paper. Titles of the journals should be abbreviated in accordance with the citation index which include the journal that published the article (ie: Index Medicus, Medline, Pubmed, Web of Science, TR Dizin, etc.), and if available, DOI numbers should be absolutely added. For abbreviations of the titles of the journals, please see the list of the journals published by NLM in website (<http://bit.ly/2lJkey3>). If title of the journal is not contained in these lists, it should be written in full. If Vancouver format is employed in the website you used for references, then copy-pasting of the reference in your reference list is recommended. References indicated in the text should be written in compliance with the below-mentioned sample statements:

**Journal:**

If the number of authors are less than or equal to 6, then all authors are indicated..

Campbell MR, Fisher J, Anderson L, Kreppel E. Implementation of early exercise and progressive mobility: Steps to success. *Crit Care Nurse*. 2015;35(1):82-8. doi: 10.4037/ccn2015701.

If the number of authors are more than 6, then the first three authors are indicated.

Aiken LH, Sermeus W, Van den Heede K, Sloane MD, Busse R, McKee M, et al. Patient safety, satisfaction, and quality of hospital care: Cross sectional surveys of nurses and patients in 12 countries in Europe and the United States. *BMJ*. 2012;344:e1717. doi: 10.1136/bmj.e1717.

If the article has not any DOI number then internet access address (website) is noted.

Pokorny ME, Koldjeski D, Swanson M. Skin care intervention for patients having cardiac surgery. *Am J Crit Care*. 2003;12(3):535-44. Available from: <http://ajcc.aacnjournals.org/content/12/6/535.full.pdf+html?sid=f587c6d5-92a3-4971-8367-f18cd1cd63f0>

**Supplement:**

Ahrens T. Severe sepsis management: Are we doing enough? *Crit Care Nurse*. 2003;23(Suppl 5):2-15. Available from: <http://ccn.aacnjournals.org/content/23/5/S2.full.pdf+html>

**Book:**

Jarvis C. Physical Examination and Health Assessment. 3rd ed. Philadelphia: W.B. Saunders Company; 2000.

**If any information about the editor is available:**

Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2nd ed. Wicczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

**A chapter in the book:**

Finke LM. Teaching in nursing: the faculty role. In: Billing DM, Halstead JA, editors. *Teaching in Nursing: A Guide for Faculty*. 3rd ed. USA: Saunders & Elsevier; 2009. p. 3-17.

**Translated book:**

Fery DR. ECG in Ten Days [On Günde Temel Elektrokardiyografi]. Kahraman M, translator. İstanbul: Ekbil A.Ş.; 2001.

**A chapter in a translated book:**

Tolay E. Planlamanın temelleri. In: Robbins SP, Decenzo DA, Coulter M. editors. *Yönetimin Esasları: Temel Kavramlar ve Uygulamalar*. Öğüt A, translator. Ankara: Nobel Akademik Yayıncılık; 2013. p. 104-29.

**Electronic book:**

Akdag R. The Progress So Far Health Transformation Program in Turkey. Ankara, Turkey: Ministry of Health; 2009. Available from: [http://ekutuphane.tusag.gov.tr/kitap.php?id=174&k=progress\\_report\\_health\\_transformation\\_program\\_in\\_turkey\\_january\\_2009](http://ekutuphane.tusag.gov.tr/kitap.php?id=174&k=progress_report_health_transformation_program_in_turkey_january_2009)

Aminoff MJ, Greenberg DA, Simon RP. *Clinical Neurology*. 9th ed. New York: McGraw Hill Medical; 2015. Available from: <http://accessmedicine.mhmedical.com/book.aspx?bookID=1194>

**Electronic report/document:**

World Health Organization. World Alliance for Patient Safety Forward Programme 2008-2009. 1st ed. France; 2008. Available from: [http://apps.who.int/iris/bitstream/10665/70460/1/WHO\\_IER\\_PSP\\_2008.04\\_eng.pdf](http://apps.who.int/iris/bitstream/10665/70460/1/WHO_IER_PSP_2008.04_eng.pdf)

İzmir Halk Sağlığı Müdürlüğü. Sağlık Bakanlığı Yoğun Bakım Ünitelerinin Standartları. İzmir; 2007. Available from: [http://www.ihsm.gov.tr/indir/mevzuat/geneleler/G\\_13082007\\_1.pdf](http://www.ihsm.gov.tr/indir/mevzuat/geneleler/G_13082007_1.pdf)

**Dissertations/Theses:**

Bayram TY. Üniversitelerle örgütsel sessizlik [master's thesis]. Bolu: Abant İzzet Baysal Üniversitesi, Sosyal Bilimler Enstitüsü; 2010.

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

**SUBMISSION AND RETRACTION OF THE MANUSCRIPTS**

**Submission of a manuscript:** Authors who want to submit their articles for evaluation in our journal can upload their works by following the steps in the system after logging it into our journal management system at <https://www.journalagent.com/ter/>

Paying attention to the items in the checklist for authors prior to uploading will speed up the publication process of your work.

**Article Withdrawal:** As per our publication policies, the author of the article has to cooperate with editor of the journal in withdrawal procedures.

The author, who wants to withdraw his / her work during the evaluation process, should submit the petition containing his / her rationale to the editorial board electronically or in a printed wet signed form indicating that all authors have approved the withdrawal.

The Editorial Board scrutinizes the incoming request and returns to the author within ten days. If the copyright of the article was transferred to the Izmir Tepecik Education and Research Hospital during submission process, the author can not send the work to another journal for evaluation unless the request for withdrawal of this work is approved.