

# Preparation of Manuscripts/Instruction to Authors

## *General Submission Instructions*

Turkish Respiratory Journal is an official publication of Turkish Thoracic Society in English. The Journal aims to promote scientific eminence in clinical pulmonary medicine and related fields, and provides a forum for distribution of scientific information. To accomplish this merit, the Journal publishes original investigations, case presentations, letters, and editorials.

The Journal agrees to comply with the guidelines issued by the International Committee of Medical Journal Editors (ICMJE), and invites the authors to follow these instructions (Uniform requirements for manuscripts submitted to biomedical journals. JAMA, 1997;277:927-934 or N Engl J Med 1997;336:309-315). The authorship responsibility is also outlined in these guidelines.

Submission of articles and all kinds of correspondence by authors to the Journal are received with the understanding that all or any part of the work related has not been and will not be published elsewhere. Previous publication of the related material in an abstract form less than 400 words are acceptable, and should be indicated in the title page.

The Journal accepts papers written in English. Authors have the responsibility for the language of the articles published, because the article will be sent to a referee outside Turkey; every effort should be made to improve the English of the article before it is submitted. If it is accepted for publication final improvements in English will be done by a special person whose native language is English.

The manuscripts should be submitted to "**Seval Acar, Turkish Respiratory Journal Editörlüğü, Aydın Sok. No: 9/6 Çağlayan Apt., Altunizade, İstanbul**". The manuscripts and all types of correspondence should be submitted as one original typescript and three high quality duplicate copies including manuscript text, tables, figures and photographs. A 3.5-inch floppydisk including all parts of the submitted manuscript (except the photographs) is required. The files should have the format of Word 6.0 for Windows or later versions. The file name(s) as well as software name/version should be indicated outside on the label of the floppydisk.

All manuscripts and other correspondence are subject to

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Turkish Respiratory Journal requires the authors to specify whether ethical standards are used in their research. Manuscripts that do not properly comply with the ethical issues for humans or animals will not be considered for publication. Investigations performed on human subjects should have the prior approval of their institutional committee on human research. A copy of the signed statement as to the date of approval after appropriate review by the committee, and a declaration that informed consent was obtained from the subjects should be provided by the authors during submission. Such a statement should also be included within the text of the manuscript.

### **Financial Disclosure**

Authors must also reveal any financial involvement by any organizations related to the subject reported in the manuscript. This disclosure should be printed in a separate page and signed by the authors.

### **Manuscript Section**

All part of the manuscripts should be double-spaced on white bond paper (ISO A4- 212 x 297 mm) with margins

of at least 25 mm. Only one side of the paper should be printed. Pages should be numbered consecutively beginning with the title page.

Manuscripts on observational or experimental studies should include these sections in the order indicated: Title page, Abstract, Introductions, Materials and Methods, Results, Discussion, Acknowledgements and References. Tables and Figure legends should follow the manuscript text, and will be numbered consecutively. Each section and component (tables, figure legends, etc) should begin in a separate page.

### **Title Page**

The title page should include the title of the study, the author(s)' names, their academic or professional affiliations, and the name and address of the author responsible for correspondence. The phone number, fax number and e-mail address (if available) of the corresponding author should also be provided. The number of authors should not exceed eight for original investigations and five for case reports. Authors should also provide three to no more than ten keywords in the title page. The keywords should reflect the content of the article. The authors may consult the Medical Subject Headings Annotated Alphabetic List which is annually published by the National Library of Medicine.

### **Abstract**

A structured abstract for original investigations should be organized to include the following subtitles in the same order: 1) Study objectives; 2) Design; 3) Setting; 4) Patients or Participants; 5) Interventions; 6) Measurements and Results; 7) Conclusions. Each subtitle should begin in a separate line. The abstract should not exceed 250 words. Abstracts for case reports and articles that are not investigational should be limited to no more than 100 words and may be in summary form.

### **Abbreviations**

All abbreviations used in the manuscript should be clearly defined on a separate sheet. Each abbreviation should be written in full definition in the manuscript at its first mention, and noted in parenthesis after the full word(s).

### **Actual Manuscript Text**

The body text of the manuscript should be divided by subheads as Introduction, Materials and Methods, Results and Discussion. Generic names should be used for drugs and other products.

### **References**

References should be numbered consecutively by Arabic numerals in parentheses in the order they are first cited in

the manuscript. The references used only in tables or figure legends should be numbered in accordance with the order the particular table or figure cited in the text. The references should appear in a separate sheet in the same order of numerical citations in the manuscript. The style of the references should follow the style of Index Medicus published by U.S. National Library of Medicine. All authors will be listed when there are less than or equal to three. If there are more than three authors, the first three authors will be cited followed by "et al". The journal titles of references should be abbreviated as shown in Index Medicus. Examples of references are as follows:

1. Fergusson DM, Crane J, Beasley R, et al. Perinatal factors and atopic disease in childhood. *Clin Exp Allergy* 1997;27:1394-401.
2. Collins J, Dhillon P, Goldstraw P. Practical bronchoscopy. 1st Ed. London: Blackwell Scientific Publications; 1987.
3. Berger AJ. Control of breathing. In: Murray JF, Nadel JA, Eds. *Textbook of Respiratory Medicine*. 2nd Ed. Philadelphia. W.B. Saunders Company; 1994, p. 199-218.

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Tables should be self-explanatory and as few as possible. They should be numbered consecutively in the manuscript. Each table should be printed double-spaced on a separate page. They should have a short title. There should not be more than ten columns.

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All types of illustrations (photographs, radiographs, CT scans, etc.) should be submitted as high quality print photographs. Original material (radiographs, CT scans, etc.) are not accepted. Each illustration should be numbered consecutively according to its mention in the text. The sequence number, name of the manuscript and an arrow indication of the top side should be marked on the back side of the illustration. Each illustration should have a descriptive legend, and all legends should be grouped and printed on a separate page.

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