

Turkish Respiratory Journal (TRJ) is an official publication of Turkish Thoracic Society and publishes 3 issues per year in English. The Journal aims to promote scientific eminence in clinical and experimental work dealing with the whole field of pulmonary medicine and related fields including cell biology, epidemiology, immunology, pathophysiology, thoracic imaging, paediatric pneumology, occupational medicine, intensive care, sleep medicine and thoracic surgery. The Journal thus publishes original investigations, case reports and letters.

The Journal complies with the guidelines issued by the International Committee of Medical Journal Editors (ICMJE) (www.icmje.org), 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 by authors of articles and all kinds of correspondence to the Journal is received with the understanding that all or any part of the work has not been and will not be published elsewhere.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 covering letter. Authors have the responsibility for the language of the articles.

All manuscripts must be submitted electronically using the online manuscript submission site at: 'Copyright Transfer Form' and send it by fax or e-mail

Fax: +90 312 319 0046, E-Mail: mungan@medicine.ankara.edu.tr

- The files should have the format of *Microsoft Word for Windows* and should not exceed 8 MB for all parts of the files including main text and figures. Numbers of files are not limited for each submission.
- All manuscripts and other correspondence are subject to editorial review.
- The editor reserves the right to reject or return the submitted material to the corresponding author if the requirements are not uniformly completed.
- The editorial board reserves the right to ask for and evaluate the data reported in the submitted manuscript.

TRANSFERS OF AUTHOR COPYRIGHTS

One copyright form should be completed by the corresponding author on submission of any manuscript to the *TRJ*, and by all authors when a paper is accepted. This form can be downloaded at 'www.turkishrespiratoryjournal.com'.

- Manuscripts without copyright release form will not be considered for publication.
- After transfer of the copyright and acceptance of the submitted work for publication, the manuscripts become the permanent property of the Journal.
- The related work may not be published elsewhere in whole or in part, without the written permission from the Journal

ETHICS OF INVESTIGATIONS

TRJ requires the authors to specify whether ethical standards are met 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. The authors of the manuscript should provide a declaration that informed consent was obtained from the subjects.

FINANCIAL DISCLOSURE

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

MANUSCRIPT SECTION

Before entering the Turkish Respiratory Journal online submission area, please read and carefully follow the instructions below:

- Manuscripts on observational or experimental studies should include these sections in the order indicated: Title page, Abstract, Key Words, Introduction, Material and Methods, Results, Discussion, Acknowledgements and References.
- Tables and legends for figures should follow the manuscript text, and will be numbered consecutively. Each section (tables, figure legends, etc) should begin on a separate page.
- Case reports should consist of the following sections: Title page, Abstract, Key Words, abbreviations (if any), Introduction, Case Report, Discussion and Conclusion.
- Pages should be numbered consecutively beginning with the title page.
- The files should be double spaced, because the manuscript may need to be printed out for reviewing and editing.

Title page

- Please provide a concise and informative title appropriate to the subject of the study,
- Source(s) of support in the form of grants, equipment, drugs, or all of these.

Abstract

- Provide an abstract of 250 words or fewer
- Abstract can be easily understood without reference to the text
- A structured abstract for original investigations should be organized to include the following four subtitles in the same order: 1) Study objectives; 2) Materials and methods 3) Results; 4) Conclusions.
- Each subtitle should begin as a separate line.
- Abstracts for case reports should be limited to no more than 100 words and may be in summary form (unstructured).

Key words

- At least three key words should be provided at the end of the abstract listed alphabetically.
- The keywords should be listed in full without abbreviations.
- Terms from the Medical Subject Headings (MeSH) list of Index Medicus should be used

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).

Introduction

- State the question you asked (or hypothesis to be tested) and your considerations leading to the formulation of the question.
- Give only pertinent references.

Material and methods

Study subjects or animals

- Describe the selection of subjects or experimental animals, including controls
- Human studies is expected to have received approval from local Ethical Committees.
- Animal experimentation must be performed according to the Helsinki convention for the use and care of animals.
- The Editors reserve the right to refuse work which does not conform to acceptable ethical criteria.

Materials and Methods

- Provide a brief overview of the tests or experiments used for answering the questions.
- For methods that have been published, provide only a reference or a reference and a brief description.
- Identify drugs and chemicals, including generic name, dosage and route of administration.
- Please provide manufacturer and manufacturer's address for equipment, drugs and chemicals when necessary.

Analysis

- Define the variables clearly.
- Use statistical analysis that is appropriate for the study.
- Describe the statistical methods you used for each analysis clearly and give references for tests that are not well known.

Results

- All information obtained during the conduct of the study belongs in the Results section
- Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations.
- Include only important results; results that help answer the question.
- Present most data in figures or tables, not in the text.

Discussion

- At the beginning of the Discussion, summarise the main results, the answer to the question asked in the introduction (check that the results answer the question) and briefly support the answer with the relevant results.
- Emphasise the new and important aspects of the study.
- Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data.
- Make sure that the conclusions at the end are pertinent to the question and the answer.

Acknowledgements

- All acknowledgements should be grouped into one paragraph placed after the Discussion.

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.
- 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".
- References from non-English journals should be translated into English. 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.

TABLES

- Tables should follow the manuscript text, and will be numbered consecutively.
- Tables should be self-explanatory and as few as possible.
- They should be numbered consecutively in the order of their first citation in the text and supply a brief title for each.
- Each table should be placed on a separate page. They should have a short title. There should not be more than ten columns.
- Authors should place explanatory matter in footnotes, not in the heading.
- **DO NOT supply tables in a separate file.**

FIGURES

- All types of figures (photographs, radiographs, CT scans, graphics, etc.) should be submitted as a separate file and should be arranged in a high quality .
- Each illustration should have a descriptive legend and should be numbered consecutively according to its mention in the text.
- Only legends for figures should follow the manuscript text (not figures) and should be placed on a separate page.
- Figures should preferably be supplied in **.jpeg** format and they should be high quality and min. 350 KB
- Images embedded in the .doc or .rtf file WILL NOT be accepted.

MEASUREMENT UNITS

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples.

Temperatures should be in degrees Celsius. Blood pressures should be in millimeters of mercury, unless other units are specifically required by the journal.