

1 **Author Guidelines**

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3 The preliminary condition for submitting a manuscript is that it should not have been
4 published elsewhere or it is currently not being assessed by another journal.

5 A letter of application declaring that the submitted article has not been published elsewhere
6 or currently is not being assessed by another journal and that there occurs no conflict of
7 interest, should be sent via e-mail along with the text being submitted.

8
9 **Ethical issues:** In cases where approval of the ethical board is needed, a document showing
10 the approval of the board should also be sent by e-mail. When researching on human or
11 animal subjects, compliance with international and national ethical guidelines, and approval
12 of ethical boards are essential. That the research complies with the above mentioned ethical
13 requirements is under the responsibility of the author.

14
15 **Research on human subjects:** The journal accepts the compatibility principle, for research
16 articles involving human components, to the conditions articulated in “Helsinki
17 Declaration”, “Guidelines For Good Clinical Practices”, “Guidelines For Good Laboratory
18 Practices”, and to the Regulations of the Turkish Ministry of Health. When research is
19 conducted on human subjects, a letter of permission from the Ethical Board For Clinical
20 Research must be obtained and submitted to the journal. The author must also mention in
21 “Methods and tools” section of the article that a letter of approval from the Ethical Board
22 and “informed consent” signed by subjects participating the research have been obtained.
23 The article shall not be published unless a copy of the approval from the ethical board is
24 submitted to the journal.

25 **In case reports,** " informed consent " from the patient or in case of need, from his/her legal
26 representative, must be taken disregarding the disclosure of patient's identity, and this
27 should be noted in the article under the title of “case report”. The document showing the
28 informed consent of the patient or his/her legal representative must be sent to the journal .

29 In case of research on animals, it is mandatory that the approval from the Ethical Board
30 For Laboratory Animals be obtained and a copy of the document be sent to the journal. It
31 should be mentioned in the tools and method section of the article that all the animals were
32 treated in humane way in compliance with the *Guide for the Care and Use of Laboratory*
33 *Animals*, (www.nap.edu/catalog/5140.html) and that also the approval report from the
34 Ethical Board For Laboratory Animals has been obtained. Precautions and measures that have
35 been taken to avoid any kind of pain and discomfort during experiments should be clearly
36 explained. The article shall not be published unless an approval report from the Ethical
37 Board has been submitted to the journal.

38 39 **Conflict of interest:**

40 If there is any conflict of interest related to the article, it must be declared by the author(s).
41 In case of any kind of direct or indirect commercial ties (employment, direct payment, having
42 stocks, company consulting, setting patent licences, service payment etc.) or if there is a
43 sponsoring institution, authors should declare that they have no relationship with the products

1 or medicine that are being used; or if any relationship exists, this should be explained in the
2 report page to the editor, and also be mentioned in the “Conflict of interest”
3 section that takes place before references.

4

5 **Contributions of authorship**

6 In multi-authored articles, contributions of co-author(s) to the research (idea generation,
7 study design, experimental applications , statistics , writing the article, etc.) should be
8 explained under signature and sent to the editor (within the scope of the copyright transfer
9 form). Contribution information must be declared before the references section of the
10 article.

11 **Financial support**

12 If there is any financial support, grant, editorial (statistical analysis, English-Turkish
13 evaluation) and/or technical assistance received for the research they should be clearly noted
14 before the references.

15 Authors must also declare the roles of the sponsors (if any), in the following areas: (1) study
16 design , (2) data collection, analysis and interpretation of results , (3) writing process of the
17 report, (4) decision process for submission.

18 **Copyright**

19 Following the acceptance of the manuscript for publication by the journal, its final version is
20 sent to the corresponding author(s) for approval. If the final version is approved by the
21 author(s) a signed copyright transfer form will be sent electronically .

22 Manuscripts must be submitted by clicking the "Submit your manuscript" link at
23 www.tjfmpe.gen.tr/

24 **Text Format**

25 1) Manuscripts should be written in Microsoft Word (MS Word) document format, in
26 Times New Roman, 10 font, single-spaced, and each line must be assigned numbers.

27 2) Prepared within the framework of the features mentioned above, (item 1), it is
28 recommended that the number of pages do not exceed 6 for research articles, 10 for
29 review articles, 2 for letters to the editor, 3 for short reports, 4 for case reports .
30

31 3) Turkish Dictionary by Turkish Language Association (TDK) or
32 <http://tdkterim.gov.tr/bts/> link must be used as points of reference for manuscripts in
33 Turkish.

34 All abbreviations/ acronyms should be provided in brackets right after the first occurrence of
35 the related word, and abbreviated forms should be used throughout the text. For
36 internationally recognized abbreviations/acronyms the following resource may be used:
37 *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 6th ed.
38 New York: Cambridge University Press, 1994.

39 Manuscripts should include the following sections:

1 **1.Abstracts** in Turkish and English, not exceeding 300 words and having Introduction,
2 Method, Findings and Results sections in research articles. No such structuring is required
3 for other types.

4 **2.Key words** between 2-5, should be provided both in Turkish and English. *Türkçe Bilimsel*
5 *Terimler* (TBT) link at www.bilimterimleri.com should be addressed for keywords in
6 Turkish.

7 For key words in English *Medical Subject Headings* (MeSH) link must be referred to at
8 www.nlm.nih.gov/mesh/MBrowser.html.

9 **Sub Headings**

10 **Research papers** should be structured in the form of Introduction, Method, Results/Findings
11 , Discussion, Conclusions, Acknowledgements, References and Figures, Pictures and Tables.

12 **Case reports** should be structured in the following way: Introduction, Case , Discussion,
13 Conclusions , References, Figures, Pictures and Tables.

14
15 **Review articles, short reports and letters to the editor** may contain titles and subtitles,
16 designated by author (s) and followed by References, Figures, and Tables sections.

17 It is recommended that the number of charts, pictures, tables and graphs do not exceed 5 for
18 research and review articles, and 2 for others. Charts, pictures, tables and graphs in the article
19 should be numbered according to the order processing . Abbreviations used in figures, tables
20 and graphs should be defined underneath each . Written permission must be obtained for
21 previously published figures, pictures, tables and graphs, and this permission should be stated
22 during the description of figures, pictures, tables and graphs. All charts, pictures, tables and
23 graphs must be placed at appropriate areas in the manuscript submitted. They should be also
24 provided in separate pages following References section.

25 Additionally, pictures / photos should be submitted to the system in separate jpg or .gif files (
26 500x400 pixel size of about 8 cm. width, and scanning resolution being 300) .

27 28 **References**

29 Total number of references are recommended not to exceed 25 in research articles, 50 in
30 review articles , 10 in letters to the editor, brief reports and case reports. References should
31 be written in the order of appearance in the text , and symbols for references, should be
32 placed at the end of the sentence immediately after punctuation marks in the form of
33 superscript.

34 if the number of authors in the article is 6 or less, they should all be listed; if 7 or more, the
35 first six names should be written and " et al ", should be added in English article or "vd "for
36 Turkish. DOI is the only acceptable on-line reference in on-line publications;

37

38 **Examples for References** (please note the punctuation marks) :

1 **1.Articles:**

2 References must include respectively, last name of the author(s), first letter of their
3 first names, title of the article (only the first letter of the first word is capitalized),
4 name of the journal, (use the shorter form if it appears in Index Medicus, otherwise
5 full name), year, month (if applicable), volume, number and pages .

6
7 Gold D, Bowden R, Sixbey J, Riggs R, Katon WJ, Ashley R, et al. Chronic fatigue. A
8 prospective clinical and virologic study. JAMA 1990;264:48-53.

9
10 Özcan S, Bozhüyük A. Sağlıkın geliştirilmesi ve aile hekimlerinin rolü. Turkish
11 Journal of Family Medicine & Primary Care 2013 Sep;7(3):46-
12 51.DOI:10.5455/tjfm.42859

13
14 Glauser TA. Integrating clinical trial data into clinical practice. Neurology 2002;58(12
15 Suppl 7):6-12.

16
17 **2.Books:**

18 Last name(s) of the author(s), first letters of their first names, title of the section, name(s)
19 of the editor(s), title of the book, edition number, place of publication, publisher's name,
20 year of publication and page numbers.

21
22 **Books published in a foreign language**

23 Curren W. Youth and health. In: Neinstein LS, editor. Adolescent Health Care a Practical
24 Guide. 4th ed. Philadelphia:Lippincott Williams&Wilkins; 2002. p.1417-31.

25 **Books in Turkish:**

26 Akturan U, Esen A. Fenomenoloji. Şahinoğlu AH, Türker B, Akturan U, editörler. Nitel
27 Araştırma Yöntemleri. 1. Baskı. Ankara: Seçkin Yayıncılık; 2008. p.83-98.

28
29 **When author and editor are the same person:** Last name of the author(s)/editor(s), first
30 letter of their first names, title of the section, title of the book, edition number, place of
31 publication, publisher's name, year of publication and the page numbers.

32
33 Helmann GC. Cultural aspect of stress and suffering. In: Culture, Health and Illness. 5th ed.
34 Florida: CRC Press Taylor & Francis Group; 2007. p.288-99.

35
36 **Translated books:**

37 Carr RJ. İdrar inkontinansı. Kut A, Eminsoy MG, çev.editörleri.(trans. Eds.) Current Aile
38 Hekimliği Tanı ve Tedavi. 3. baskı. Ankara: Güneş Tıp Kitabevleri; 2014.p.461-71.

39
40 **3.Publications in conference proceedings**

41
42 Kurdak H. Bedenimiz, neredeyiz, neler yapabiliriz? Mungan NÖ, editör. Kadında periyodik
43 sağlık muayeneleri. I. Kadın Hekimlik ve Kadın Sağlığı Sempozyumu Kitabı; 10 Mayıs
44 2013; Adana, Türkiye. Adana: Ergin Yayınevi; 2013. p. 52-5.

1 **4.Dissertations**

2 Yılmaz EE. Adana il merkezindeki lise öğrencilerinin beslenme ve fiziksel aktivite
3 alışkanlıklarının değerlendirilmesi. Uzmanlık tezi. Çukurova Üniversitesi Tıp Fakültesi, Aile
4 Hekimliği Anabilim Dalı, 2013.

5 **It is suggested that you use the Checklist provided in the table below:**

6

Documents needed while submitting	-A letter of application (declaring that the article has not been published elsewhere and it is not currently being assessed by another journal, and that there occurs no conflict of interest) -Notification of approval by ethical board where necessary -A copy of the “informed consent”for case reports
Abstract	-in Turkish and English - structured abstracts for research articles: (not for others). - maximum 300 words
Key words	-in Turkish and English -2-5 -following TBT and MeSH guidelines
Text	- suggested maximum page limit being, 6 for research articles, 10 for review articles ,2 for letters to the editor, 3 for short reports, 4 for case reports, -Comprised of -Introduction, methods, results , discussion, conclusions, acknowledgments , references sections for research papers, - Introduction, review , discussion, conclusions , references, for case reports: -For review articles, short reports and letters to the editor titles and subtitles as designated by author (s), and references.
References	-maximum 25 for research articles, 50 for review articles ,and 10 for letters to the editor , brief reports , case reports. - to be written in the order of appearance in the text , and symbols for references placed at the end of the sentence immediately after punctuation marks in the form of superscript. -complying with the guidelines of the journal for references.
Tables, charts, pictures, graphs	- number of charts, pictures, tables and graphics not exceeding, 5 for research and review articles and 2 for others. - each chart, picture, table and graph placed in the text in appropriate places, and each also provided in separate pages following the references section of the article -additionally , pictures / photos added to the system in separate jpg or .gif files (500x400 pixel size of about 8 cm. width, scanning resolution being 300) .

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