

Turkish Journal of Neurology Manuscript Criteria and Information

- I. INTRODUCTION
- II. CATEGORIES OF ARTICLES
- III. ARTICLE FIGURATIONS
- IV. PRESENTATION STYLE
- V. CHECKLIST
- VI. ADDRESSES
- VII. REVIEW AND ANNOUNCEMENT OF RESULTS
- VIII. CONFLICTS OF INTEREST

I. INTRODUCTION: Turkish Journal of Neurology is a journal of Turkish Neurological Association and is published bimonthly. Giving utmost importance to the originality of the articles published, scientific value of the articles and their continuity, Turkish Journal of Neurology has the following objectives: trying to make neurology literature and culture known throughout Turkey, livening up interdisciplinary transfer of information by dealing with other areas of neuroscience and working for the international representation and attribution of the articles published.

II. CATEGORIES OF ARTICLES: The categories of articles to be published in the Turkish Journal of Neurology are the following:

- a) Editorial articles and literature reviews
- b) Scientific contribution articles
- c) Original research articles
- d) Original case reports
- e) Letters to the editor
- f) Controversies in neurology
- g) History of neurology
- h) Neuroscience dictionary
- i) Neuromythology
- j) Interdisciplinary articles regarding neurology
- k) Introductions of books
- l) Announcement of meetings

a) Editorial articles and literature reviews: They are written by the national and international editorial board members upon editor's request. These articles may be about the publication policy of the journal, information to be transferred to the readers, the developments regarding an important topic in the literature, an article decided by the journal to be published or an article which may be regarded as a contribution, controversies in neurology, history of neurology or neuromythology. Such articles are not subject to arbitrary evaluation. The corrections may only be about the format of the article. Structured abstract is not used for such articles. These articles are published in the

language the author has preferred together with Turkish and English abstracts.

b) Scientific contribution articles: Turkish Journal of Neurology editorship regards one of its roles as to follow the scientific activities of scientists who take part within the journal boards or out of the journal boards for several reasons and to publish their contributions in the journal. For the publication of scientific contribution articles, the opinions of editorial board members are of primary importance. This function is not an arbitrary evaluation.

c) Original research articles: Articles containing data from a cohort or a specific population, beyond data from one or a few cases; the definition of the methods used in the trial; the results obtained and discussion of these results in the light of the old and new literature, together with a hypothesis which can serve as a ground to put the new information on the agenda and to discuss the old information.

d) Original case reports: Short articles reporting the existence of rarely encountered or unique cases in the literature and documenting these cases with clear clinical findings, examination results, discussion and references.

e) Letters to the editor: Short correspondence letters regarding an article published in the journal, as a contribution to a discussion in the literature or with an aim to introduce the studies carried out.

f) Controversies in neurology: Discussion articles containing different opinions and formed by contributions of those within the board or out of the board upon the request of journal editorship or members of the editorial board.

g) History of neurology: Introduction and discussion articles which are agreed upon to have a contribution. These articles aim to create history awareness and culture which has utmost importance in scientific, social and cultural areas and to make the field of history of neurology be assimilated by all in the neurology arena.

h) Neuroscience dictionary: The meaning of mysterious words which make up the coding and symbol system in defining and categorizing information. It's an educational study trial to be done in alphabetical order and is open to contributions.

i) Neuromythology: An educational study to display topics which will bring critical rationale required in scientific issues on the agenda and that are believed to be correct and strongly defended theoretically and in daily practice but are controversial and sometimes wrong.

j) Interdisciplinary articles about neurology: Scientific articles which are engrossing, complementary, critical or which offer new models regarding the existence, development, functioning or diseases of the brain and the nervous system from areas including evolution, anthropology, neurogenetics, artificial intelligence, neuropsychology and neurophilosophy.

k) Introductions of books: Contents, abstracts and criticisms on books recently published in the field of neurology upon editor's request or independently.

l) Announcement of meetings: Announcements which report to the readers periodically the names, contents and dates of scientific meetings in Turkey and many parts of the world.

III. ARTICLE FIGURATIONS: The figuration principles of original researches, original case reports and interdisciplinary articles regarding neurology which are considered to be submitted to review for publication are as follows:

- a) Title page is the top page containing the titles of articles, names of authors, companies and correspondence addresses independent of the article in line with the principles stated below. Besides the common postal address, e-mail address and telephone numbers of the related person or company must be indicated in the correspondence address part. Articles whose internet address and telephone numbers are missing on the cover page are not subject to review.
- b) Article titles should reflect the primary message of the article and should not be long.
- c) Names of authors should be written with full names and without indicating profession or academic titles of authors. If all authors are working in the same department, numbers should not be cited after the name; this rule should apply to different departments, different institutions and different countries. The institution or institutions should be stated below author names.
- d) Abstracts should be written as structured abstracts in Turkish and English. Structured abstract is a uniform application preferred by international indexes. Within this format; Scientific Background, Objectives, Material and Methods, Results and Conclusions parts should take place and match in Turkish and English abstracts. Each part should be the abstract of its counterpart in the article. In order for English abstracts to attract the attention in the internet edition of the journal, it is proposed that they be longer than the Turkish abstract.
- e) Key words should be placed below the abstracts in each language. The choice of key words should depend on the main idea of the article. Expressions common to everyone and those which are not new should not appear in the key words (e.g. electroen-cephalography, computerized tomography, etc.) The number of the key words should be in line with the new concepts. Their translations should be made correctly.
- f) The name and address of the corresponding author should be placed on the left below corner of the title page. If the article was presented at any congress before appearing in the journal, this information should be stated in this part.
- g) In the introduction part, the recent developments in literature regarding the hypothesis of the article should be stated with different

views. This part should not include statements that should appear in the discussion part. In the end of the introduction part, the rationale and the aim of the article should be stated.

- h) Material and Methods' part should be an original part correlating those stated in the article with those in literature. Methods should be explained in a way readers can understand. If a new method is being tried, its scientific ground should be defined.
- i) Results is the part where the results are explained not only verbally but also by the help of tables, figures and illustrations. In this part, the conclusion of the article can be understood visually and at the same time this part shapes the aesthetic design of the journal and the high/low quality of this part may affect the journal as a whole. Turkish Journal of Neurology has the tendency not to claim any financial charge for the publication of visual materials which are colorful and which require graphical support contained in the articles to be published.
- j) In the Impressions/Discussion part, general information that should appear in the introduction part should not appear. In this part, the studies carried out by the authors and what is in literature are discussed. Within the framework of discussion, unless the results comply with a certain view or finding, this case should be clearly put forth by the authors and the reasons of the difference should be discussed. This is especially important with regard to the emergence of new and original data.
- k) References part is an important parameter displaying the qualitative and quantitative relation of the article with the literature. An ideal bibliography is the one which lists the ideas and results of the article in the historical order. Turkish Journal of Neurology prefers the references to be in numerical order, not alphabetical order. Bibliography examples are as follows;

Referring to articles published in journals;

Tan E, Ondo W. Restless legs syndrome:clinical features and treatment.Am J Clin Med.2000;319:397-403.

Referring to books;

Marton A. Diseases of the Nervous System. 2. Baskı, Londra, Thomas Hill Yayın.; 1998: 325.

Referring to parts of books;

Edward S.,Junior K. Motor Speech Disorders; Acquired Speech and Language Disorders (Bryans D.Dewey K,eds) Boston, Loney-Kloming Yayın; 2001: 328-346.

Referring to congress abstracts;

Öztürk K. Herediter spastik paraparezi (özet), 38. Ulusal Nöroloji Kongresi, 2002, Antalya

Referring to the internet;

In such references stating only the web address is not adequate. The examples above are relevant.

IV. PRESENTATION STYLE: Having been formatted as indicated above, the articles are required to be prepared for presentation. The following need to be done for preparation;

- a) Include the presentation letter signed by all authors and indicating that the article is allowed to be published in Turkish Journal of Neurology,
- b) If the presentation (submission) is to be sent by post, include 3 copies of the article and illustrations together with the file recorded on a floppy disk,

- c) If the presentation is done by the internet, save the article with the illustrations in a word file and send the attachment (Windows 98 and up).

V. CHECKLIST: Do not send your article before checking the list below.

- a) Is your article a type of manuscript acceptable in Turkish Journal of Neurology? If so, you can send us your original research articles, original case reports, letters to the editor, interesting documents about history of neurology, introductions of books, your articles about topics you consider neuromyology. Please do not send reviews and theoretical articles other than editor's request.
- b) Has your article been published in another journal before? If yes, please do not send.
- c) Does the format of your article comply with the above rules? For example, are there structured abstracts?
- d) Have you prepared your article for presentation format? For example, is there a permission letter signed by authors? Have you prepared 3 copies of your article and illustrations and the floppy disk?
If you are sending by e-mail, have you prepared a word file as an attachment?
- e) Have you stated an e-mail address within the correspondence address? Please do not send articles which do not contain an e-mail address.

VI. ADDRESSES: Upon completion of the above and the checklist, please send your articles to one of the below addresses: Prof. Dr. Oğuz TANRIDAĞ, Editör, Türk Nöroloji Dergisi, Memory Center Bağdat Caddesi 141/A 34724 Kadıköy or
oguztanridag@superonline.com or otanridag@gmail.com

VII. REVIEW and ANNOUNCEMENT OF RESULTS: Thank you for sending your article to Turkish Journal of Neurology. Your articles will be reviewed as soon as possible and the result will be reported to you. The review process works as the following;

- a) Just after your article reaches the journal, it is registered and each article gets a correspondence number. (e.g. 2003/13) This number may be used in the correspondence process instead of the name of the article.
- b) 2 arbitrators are designated by the editor according to the topic of your article. These arbitrators are from the editorial board and/or from the publication advisory board.
- c) The articles are sent to the designated arbitrators with the names of the authors hidden. The sending dates of the articles are recorded.
- d) Reports prepared by the arbitrators are submitted to the correspondence author with identities of the arbitrators hidden. The submission dates of the reports are recorded.
- e) If minor revisions in the articles are required, when they are submitted back, the editor accepts the article if he considers the revisions adequate. The date is recorded.
- f) If major revisions in the articles are required, when they are submitted back, the editor consults the arbitrators again. The date is recorded.
- g) The editor can in no way intervene the refusal decisions of the arbitrators. Refusal dates are recorded.
- h) When the articles get approval, the editor reports the result to the correspondence author and starts the edition process. The editor and associate editors decide together in which issue and when the article is to be published.

VIII. CONFLICTS OF INTEREST: Conflicts of interest in the publishing

can be defined as sets of conditions in which an author, editor, or reviewer holds conflicting or competing interests that could result in bias or improper decisions. The conflicts of interest may only be potential conflicts of interest or only perceived, and not necessarily even potential, conflicts.

The determination of whether a conflict of interest actually exists can be extraordinarily difficult and often contentious. Recognizing the potential for conflicts of interest is usually easier; they are common and it is not their existence, but rather their potential to cause bias and failure to acknowledge or recognize conflicts, that causes concern. Such failure, which reflects an insensitivity to the potential for conflict of interest, is troubling, whether it is observed in an author, a reviewer, or an editor.

Ideally, authors are completely objective in presenting their findings, and editors and reviewers are entirely objective in evaluating them. These processes are all prey to biases. Personal, political, financial, academic, or religious considerations can affect objectivity in innumerable ways. The challenge for authors, editors, and reviewers is to recognize the potential for biases arising from conflicts of interest and to respond appropriately.

IX. ETHICAL RESPONSIBILITY

- The journal recognizes the principle of compliance with the Helsinki Declaration Guidelines (<http://www.wma.net/e/policy/b3.htm>) in all of the studies undertaken within the scope of "human" factor. As such, the authors have to state in the "INSTRUMENTS & METHOD" part of the article that they performed their studies in line with these guidelines, and took "informed consent" from the ethical committee of their institutes and the participants of the study.
- If "animal" factor is used in the study, authors have to state in the "INSTRUMENTS & METHOD" part that they preserved animal rights in line with the Guide for the Care and Use of Laboratory Animals guidelines during the study, and took approval from the ethical committee of their institutes.
- In case presentations "informed consent" should be taken from the patients regardless of the fact that their identity will be disclosed.
- In the presence of a direct or indirect commercial relation or a sponsor company of the study, the authors have to state that there is no relation whatsoever between the study and the commercial product, medicine or the company referred to, otherwise the kind of the relation involved (consultancy or other agreements) should be mentioned in the editorial page.
- The compliance of the article with the ethical rules is under the responsibility of the authors.

X. EPIDEMIOLOGICAL and STATISTICAL EVALUATION

All genuine research articles should be evaluated in terms of biostatistics and demonstrated with an appropriate plan, analysis and report. Before the research articles are submitted to the journal, they should be reviewed by a biostatistics expert, and the name of the expert should be mentioned within the authors. The submitted articles are rechecked in the journal by the biostatistics committee, if necessary. Additional information on the control of biostatistical conformity of the articles submitted to the biomedical journals can be found at www.icmje.org.

X. PUBLICATION RIGHTS

According to the 1976 Copyright Act, all publication rights of an article accepted to be published belong to the company publishing the article. The ideas and recommendations mentioned in the articles are all under the responsibility of the authors.