

Guidelines for authors

Submission process:

All manuscripts must be submitted to editorial board or via email or official website submission. Application requires following bellow mentioned rules matching checkbox of copyright agreement and scope instructions:

Papers are accepted for publication in case materials have not been published yet elsewhere. Manuscript may be rejected by editor in chief without process of peer-review in cases when article does not match main rules of journal scope. After final submission manuscript will be checked by editor-in-chief and defined to peer-reviewing. In case manuscript was written and submitted correctly, corresponding author will be informed via email. Otherwise, notes of required corrections will be sent to corresponding author. Authors have a right to disagree with notes made reviewers, if so authors must motivate their position.

Correct manuscript requires proper citing and quoting when using someone else's ideas or words. The editor in chief leaves a right to check manuscript for plagiarism via iThenticate or other software. Using same sentences or words from earlier self publication without proper citation is described as self-plagiarism. If checked manuscript is reported as any source of plagiarism, article will be rejected from publication.

Style and format:

Manuscripts should be double spaced with 3cm on all sides of the page, in Times new roman font. Every page including, tables, figures title page should be numbered. It is advantage when manuscript is written in English, while abstracts must be translated in English. Before submitting manuscript not native English speakers are strongly advised to check their manuscript by professional English editor. Repetitive use of long sentences and passive voice should be avoided. It is strongly recommended that the text be run through computer spelling and grammar programs. Either British or American spelling is acceptable but must be consistent throughout. In general, journal follows conventions of international scientific style and format.

(×), not the letter x. Spaces must be inserted between numbers and units (e.g., 3 kg) and between numbers and

mathematical symbols (+, −, ×, =, <, >), but not between numbers and percent symbols (e.g., 45%). Please use SI units. Generally, all numbers should be given as style manual for full details. All abbreviations and acronyms should be defined at first mention. Latin terms such as et al., in vitro, or in situ should not be italicised.

Manuscript content:

Research articles should be divided into the following sections. Principal sections should be numbered consecutively (1. **Introduction**, 2. **Materials and methods**, etc.) and subsections should be numbered

1.1., 1.2., etc. Please see below for information about other types of manuscripts.

Title and contact information

The first page should contain the full title in sentence case (e.g., Urothelial cancers: clinical and imaging

Evaluation), the full names (last names fully capitalised) and affiliations of all authors (Department, Faculty, University, City, Country), and the contact e-mail address for the clearly identified corresponding author.

ABSTRACT:

An informative abstract of not more than 250 words must accompany each manuscript. The abstract must be structured to include the study's **background** and **aim**, **materials** and **methods**, **results**, and **conclusion** under 4 separate headings. Abstracts of review articles should be a brief overview of the main points from the review.

Key words:

Please provide at least 3 key words or phrases to enable retrieval and indexing. Acronyms should be avoided. Always try to use terms from the Medical Subjects Headings list from *Index Medicus*.

Introduction

This should argue the case for your study, outlining only essential background, and should not include the findings or the conclusions. It should not be a review of the subject area, but should finish with a clear statement of the question being addressed.

Materials and methods

Explain clearly but concisely your clinical, technical, or experimental procedures. Previously published papers related to the methods should be cited with appropriate references. Brand names and company locations should be supplied for all mentioned equipment, instruments, chemicals, etc.

Results

Findings must be described without comment. The same data or information given in a Table must not be repeated in a Figure and vice versa. It is not acceptable to repeat extensively the numbers from tables in the text or to give lengthy explanations of Tables or Figures.

Discussion

Statements from the Introduction and Results sections should not be repeated here. The final paragraph should highlight the main conclusions of the study; do not include "Conclusions" as a separate heading.

Acknowledgements and/or disclaimers

Names of funding organisations should be written in full.

References

Citations in the text should be identified by numbers in parentheses. The list of references at the end of the paper should be given in order of their first appearance in the text. All authors should be included in reference lists unless there are 10 or more, in which case only the first 10 should be given, followed by

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‘et al.’. Do not use individual sets of parentheses for citation numbers that appear together, e.g., (2,3,5– 9), not (2),(3),(5)–(9). Do not include personal communications, unpublished data, websites, or other unpublished materials as references, although such material may be inserted (in parentheses) in the text. If the publication was not published with an English title, provide the original title only; do not provide a self-translation. References should be formatted as follows (please note the punctuation and capitalisation):

Journal articles reference example:

Journal titles should be abbreviated according to ISI Web of Science abbreviations.
Coşkun O, Erdem H, Avcı A. Management of community-acquired acute bacterial cystitis in

Turkey. *Turk J Med Sci* 2011; 41: 149–157. Renehan AG, Zwahlen M, Minder C, O’Dwyer ST, Shalet SM, Egger M. Insulin-like growth factor (IGF)-I, IGF binding protein-3, and cancer risk: systematic review and meta-regression analysis. *Lancet* 2004; 363: 1346–1353.

Books reference example

Harmening D. *Modern Blood Banking & Transfusion Practices*. 6th ed. Philadelphia, PA, USA: F.A. Davis

Company; 2012. Ringswen MK, Bond D. *Gerontology and Leadership Skills for Nurses*. 2nd ed. Albany, NY, USA: Delmar Publishers, 1996.

Chapters of books

Holland SM, Gallin JI. Evaluation of the patient with suspected immunodeficiency. In: Mandell GL, Bennett JE, Dolin R, editors. *Mandell, Douglas, and Bennett’s Principles and Practice of Infectious Diseases*. 7th ed. Philadelphia, PA, USA: Churchill Livingstone; 2010. pp. 167–178.

McCall RE, Tankersley CM. Phlebotomy and specimen considerations. In: Bishop ML, Fody EP, Schoeff LE, editors. *Clinical Chemistry: Techniques, Principles, Correlations*. Philadelphia, PA, USA: Lippincott Williams & Williams; 2010. pp. 33–73.

Conference proceedings reference example:

Lee DJ, Bates D, Dromey C, Xu X, Antani S. An imaging system correlating lip shapes with tongue contact patterns for speech pathology research. In: Krol M, Mitra S, Lee DJ, editors. *Proceedings of the 16th IEEE Symposium on Computer -Based Medical Systems*; 26–27 June 2003; New York. Los Alamitos, CA, USA: IEEE Computer Society; 2003. pp. 307–313.

Theses reference example

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Purden MA. Wives' marital role and psychosocial adjustment: a study of patient and spouse outcomes two months after a myocardial infarction. PhD, McGill University, Montreal, Canada, 1995.

Other types of manuscripts

Principal sections should be numbered consecutively with Arabic numerals and subsections should be

numbered 1.1., 1.2., etc. Case reports should include the following principal sections:

Introduction, Case report,

and Discussion. Reviews or editorials are likely to require their own relevant main headings.

Tables

and Figures

All illustrations (photographs, drawings, graphs, etc.), not including tables, must be labelled “Figure.” Figures must be submitted both in the manuscript and as separate files.

All tables and figures must have a caption and/or legend and be numbered (e.g., Table 1, Figure 2), unless there

is only one table or figure, in which case it should be labelled “Table” or “Figure” with no numbering. Captions must

be written in sentence case (e.g., Macroscopic appearance of the samples.). The font used in the figures should be

Times New Roman. If symbols such as \times , μ , η , or v are used, they should be added using the Symbols menu of Word.

All tables and figures must be numbered consecutively as they are referred to in the text. Please refer to tables

and figures with capitalisation and unabbreviated (e.g., “As shown in Figure 2...”, and not “Fig. 2” or “figure 2”). The

tables and figures themselves should be given at the end of the text only, after the references, not in the running text.

The resolution of images should not be less than 118 pixels/cm when width is set to 16 cm. Images must be

scanned at 1200 dpi resolution and submitted in jpeg or tiff format.

Graphs and diagrams must be drawn with a line weight between 0.5 and 1 point. Graphs and diagrams with a line weight of less than 0.5 point or more than 1 point are not accepted. Scanned or photocopied graphs and diagrams are not accepted. Charts must be prepared in 2 dimensions unless required by the data used. Charts unnecessarily prepared in 3 dimensions are not accepted. Figures that are charts, diagrams, or drawings must be submitted in a modifiable format, i.e. our graphics personnel should be able to modify them. Therefore, if the program with which the figure is drawn has a “save as” option, it must be saved as *.ai or *.pdf. If the “save as” option does not include these extensions, the figure must be copied and pasted into a blank Microsoft Word document as an editable object. It must not be pasted as an image file (tiff, jpeg, or eps) unless it is a photograph.

Tables and figures, including caption, title, column heads, and footnotes, must not exceed 16 × 20 cm and should be no smaller than 8 cm in width. For all tables, please use Word’s “Create Table” feature, with no tabbed text or tables created with spaces and drawn lines. Please do not duplicate information that is already presented in the figures.

Tables must be clearly typed, each on a separate sheet, and double -spaced. Tables may be continued on another sheet if necessary, but the dimensions stated above still apply.

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