



Turkish Archives of Otorhinolaryngology

Türk Otorinolarenoloji Arşivi

Editorial

If you want your submitted paper to be evaluated in a short time...

Dear Colleagues,

As the Editorial Board, one of the points that we pay special attention is to keep the duration of the evaluation process of the articles submitted to our journal as short as possible. Of course, the topic, the methodology, being prepared in accordance with ethical rules, and contribution to the national literature of the Ear Nose Throat (ENT) are very important for a study submitted to the journal to be accepted for publication. However, in addition, writing and submitting the articles according to the instructions of the journal are also very significant for the process to be shorter. In this writing, we want to remind some deficiencies or mistakes that are frequently encountered in the papers sent to our journal, particularly for the young authors. Our goal is to evaluate the submitted articles as soon as possible. Therefore, if following points are considered, the works of the editorial board and the publisher will be easier and thus, your paper will be evaluated in a shorter time.

1. The most striking point is that some papers are submitted to the journal without reading the instructions to the authors and this causes waste of time. While sending papers, authorship contribution and conflict of interest forms must not be forgotten and ethics committee approval must be received for all research articles including human subjects even if they are retrospective.
2. Before sending the articles to the editorial board, they are controlled through softwares for preventing plagiarism. High similarity rates can cause the evaluation process to be prolonged. Therefore, authors meticulously write their own original articles.
3. The title of article must be the same in English and in Turkish. It must not be unnecessarily long.
4. One of the most commonly encountered problems is that English and Turkish versions of the abstract are not exactly the same. These two abstracts must be prepared elaborately and the abstract in English must be literally the same with the one in Turkish. Moreover, problems are often encountered in the papers written in English. It is recommended that these articles should be written by the authors that have a good knowledge of English. In addition, the articles translated by people or companies that do not have full knowledge of medical terminology must be carefully reviewed by the authors before submitting to the journal. For instance, it is not rare that "airway hearing" is used instead of "air conduction hearing", "oil" is used instead of "fat" and "surgical limits" is used instead of "surgical margins".
5. One of other common mistakes is that key words are not selected according to the appropriate medical subject headings (MeSH). It should be kept in mind that accurate and elaborate selection of key words is very important for increasing the accessibility of articles during scanning in national and international indices.
6. In Turkish articles, new or contemporary words must be preferred among the words in the whole text. If a medical term has a corresponding word in Turkish, Turkish one must be used (for example, "duyarlılık/özgüllük" instead of "sensitivity/specificity", "geriye dönük" instead of "retrospective", "düşük dereceli" instead of "low grade", "1.bölge" instead of "level 1", and "belirteç" instead of "marker").



Turkish Archives of Otorhinolaryngology

Türk Otorinolarengoloji Arşivi

Editorial

7. The use of current literature during the preparation of studies is desired. Therefore, it is recommended that reference articles should be chosen among ones that have been written in the last decade as far as possible. Each reference at the end of a paper shows that this article has been reached as a full text. However, references in Chinese or Polish are frequently encountered in the articles submitted to our journal. Because it is not easy to reach these references as a full text and to benefit from them after translation, authors must pay strict attention to this issue. Meanwhile, although rare, the English abstracts of these references can be benefited in some situations.

8. Another point that we especially give importance is that each study should include several articles selected from our national ENT journals in the references. Unfortunately, this is commonly neglected. If this point is paid attention, remarkable contribution can be made to Turkish national literature of ENT. However, for this aim, the selection of articles must be performed in ethical framework and the selected articles must really contribute to the paper. Finally, one of other writing problems is that references are not listed according to the instructions for authors. It is striking that mistakes related to writing references are completely corrected after several revisions. Writing references without any mistake at the beginning will save time for the authors.

9. The tables, figures and pictures must be placed at the related parts of papers. Whether the footnotes or captions are correctly written and whether the abbreviations used in tables and figures are explained under the tables and figures must be checked.

10. If the final form of article is carefully read by all authors before submitting to the journal, inverted sentences or too long sentences will be corrected as well as many spelling errors and grammatical mistakes. This will facilitate the evaluation of paper by reviewers and allow to gain time by decreasing the number of unnecessary revision requests.

11. Authors must completely and elaborately respond suggestions, criticisms or comments in the evaluations of reviewers. The changes in the articles must be performed as soon as possible.

In conclusion, for accepting a study submitted to the journal for publication, the factors mentioned above (topic, methodology, ethical rules and contribution to national ENT literature) are very important. The shape and writing of the paper come after them because deficiencies or mistakes related to writing can be corrected with revisions. Therefore, if the points explained above are paid attention by authors, evaluation period for an article to be published will be shortened and revision requests will be decreased. We expect the valuable studies that will be prepared by the authors considering these points to be published in the *Turkish Archives of Otorhinolaryngology*.

In the name of Editorial Board,
Prof. Taner Kemal Erdağ