

Turkish Archives of Otorhinolaryngology



Official Journal of the
Turkish Otorhinolaryngology
Head and Neck Surgery Society



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Turkish Archives of Otorhinolaryngology

Türk Otorinolarengoloji Arşivi



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Aims and Scope

The Turkish Archives of Otorhinolaryngology (Turk Arch Otorhinolaryngol) is the scientific, peer reviewed, open access journal of the Turkish Otorhinolaryngology Head and Neck Surgery Society. The journal is released at three-month intervals, in March, June, September and December, and one volume of the journal comprises four issues. The journal's publication language is English.

The aim of the journal is to publish qualified original clinical, experimental and basic researches on ear, nose, throat, head and neck diseases and surgery, reviews that contain sufficient amount of source data conveying the experiences of experts in a particular field, case reports and original images of rare clinical pictures which would shed light on the clinical practice and which were not previously published, letters from the readers and experts concerning the published studies, articles about general practice and subject of the journal with historical content, memories of scientific significance, educative and catechetical manuscripts about medical deontology and publication ethics.

Target audience of the journal includes academic members, specialists, residents and other relevant health care professionals in the field of ear, nose, throat, and head and neck disorders and surgery.

The editorial and publication processes of the journal are shaped in accordance with the guidelines of the International Committee of Medical Journal Editors (ICMJE), World Association of Medical Editors (WAME), Council of Science Editors (CSE), Committee on Publication Ethics (COPE), European Association of Science Editors (EASE), and National Information Standards Organization (NISO). The journal is in conformity with the Principles of Transparency and Best Practice in Scholarly Publishing (doaj.org/bestpractice).

Turkish Archives of Otorhinolaryngology is indexed in PubMed Central, PubMed, Web of Science-Emerging Sources Citation Index, TUBITAK ULAKBIM TR Index, DOAJ, EBSCO, CINAHL and ProQuest.

Processing and publication are free of charge with the journal. No fees are requested from the authors at any point throughout the evaluation and publication process. All manuscripts must be submitted via the online submission system, which is available at www.turkarchotolaryngol.net. The journal guidelines, technical information, and the required forms are available on the journal's web page.

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All published content is available online, free of charge at www.turkarchotolaryngol.net. Printed copies of the journal are distributed to the members of the Turkish Otorhinolaryngology Head and Neck Surgery Society, free of charge.

The Turkish Archives of Otorhinolaryngology is an open access publication and the Journal's publication model is based on Budapest Open Access Initiative (BOAI) declaration. Journal's archive is available online, free of charge at www.turkarchotolaryngol.net. The Turkish Archives of Otorhinolaryngology's content is licensed under a Creative Commons Attribution 4.0 International License.

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Turkish Archives of Otorhinolaryngology

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Instructions to Authors

CONTEXT

The Turkish Archives of Otorhinolaryngology (Turk Arch Otorhinolaryngol) is an international, scientific, open access periodical published by independent, unbiased, and double-blinded peer-review principles. The journal is the official publication of the Turkish Otorhinolaryngology Head and Neck Surgery Society, and published quarterly in March, June, September and December. The publication language of the journal is English.

The aim of the journal is to publish qualified original clinical, experimental and basic researches on ear, nose, throat, head and neck diseases and surgery, reviews that contain sufficient amount of source data conveying the experiences of experts in a particular field, case reports and original images of rare clinical pictures which would shed light on the clinical practice and which were not previously published, letters from the readers and experts concerning the published studies, articles about general practice and subject of the journal with historical content, memories of scientific significance, educative and catechetical manuscripts about medical deontology and publication ethics.

EDITORIAL AND PUBLICATION PROCESS

The editorial and publication processes of the journal are shaped in accordance with the guidelines of the International Council of Medical Journal Editors (ICMJE), the World Association of Medical Editors (WAME), the Council of Science Editors (CSE), the Committee on Publication Ethics (COPE), the European Association of Science Editors (EASE), and National Information Standards Organization (NISO). The journal conforms to the Principles of Transparency and Best Practice in Scholarly Publishing (doaj.org/bestpractice).

Originality, high scientific quality, and citation potential are the most important criteria for a manuscript to be accepted for publication. Manuscripts submitted for evaluation should not have been previously presented or already published in an electronic or printed medium. The journal should be informed of manuscripts that have been submitted to another journal for evaluation and rejected for publication. The submission of previous reviewer reports will expedite the evaluation process. Manuscripts that have been presented in a meeting should be submitted with detailed information on the organization, including the name, date, and location of the organization.

PEER REVIEW PROCESS

Manuscripts submitted to The Turkish Archives of Otorhinolaryngology will go through a double-blind peer-review process. Each submission will be reviewed by at least two external, independent peer reviewers who are experts in their fields in order to ensure an unbiased evaluation process. The editorial board will invite an external and independent editor to manage the evaluation processes of manuscripts submitted by editors or by the editorial board members of the journal. The Editor in Chief is the final authority in the decision-making process for all submissions.

ETHICAL CONSIDERATIONS

Ethical Guidelines

An approval of research protocols by the Ethics Committee in accordance with international agreements (World Medical Association Declaration of Helsinki "Ethical Principles for Medical Research Involving Human Subjects," amended in October 2011, www.wma.net) is required for experimental, clinical, and drug studies and for some case reports. If required, ethics committee reports or an equivalent official document will be requested from the authors. Submission which do not have ethical approval will be reviewed according to COPE's Research, Audit and Service Evaluations guideline. Such manuscripts can be rejected after editorial review due to the lack of ethics committee approval.

For manuscripts concerning experimental research on humans, a statement should be included that written informed consent of patients and volunteers was obtained following a detailed explanation of the procedures that they may undergo.

It is the authors' responsibility to protect the patients' anonymity carefully. For photographs that may reveal the identity of the patients, signed releases of the patient or their legal representative should be enclosed, and the publication approval must be provided in the Methods section.

For studies carried out on animals, an approval research protocols by the Ethics Committee in accordance with international agreements (Guide for the care and use of laboratory animals, 8th edition, 2011" and/or "International Guiding Principles for Biomedical Research Involving Animals, 2012") is required. Also, the measures taken to prevent pain and suffering of the animals should be stated clearly in such studies.

Information on patient consent, the name of the ethics committee, and the ethics committee approval number should also be stated in the Methods section of the manuscript.

Plagiarism and Ethical Misconduct

The Turkish Archives of Otorhinolaryngology is extremely sensitive about plagiarism. All submissions are screened by a similarity detection software (iThenticate by CrossCheck) at any point during the peer-review and/or production process.

When you are discussing others' (or your own) previous work, please make sure that you cite the material correctly in every instance.

Authors are strongly recommended to avoid any form plagiarism and ethical misconduct that are exemplified below.

Self-plagiarism (text-recycling): Overlapping sections or sentences with the author's previous publications without citing them. Even if



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you are the author of the phrases or sentences, the text should not have unacceptable similarity with the previously published data.

Salami slicing: Using the same data of a research into several different articles. Reporting the same hypotheses, population, and methods of a study is into different papers is not acceptable.

Data Fabrication: It is the addition of data that never occurred during the gathering of data or the experiments. Results and their interpretation must be based on the complete data sets and reported accordingly.

Data Manipulation/Falsification: It means manipulating research data with the intention of giving a false impression. This includes manipulating images (e.g. micrographs, gels, radiological images), removing outliers or 'inconvenient' results, changing data points, etc...

In the event of alleged or suspected research misconduct, e.g., plagiarism, citation manipulation, and data falsification/fabrication, the Editorial Board will follow and act according to COPE flowcharts.

Preprint

Turkish Archives of Otorhinolaryngology does not consider preprint publications as prior publication. In other words, authors are allowed to present and discuss their findings on a non-commercial preprint server before submission to a journal.

Authors must provide the journal with the preprint server deposition of their article accompanying its DOI during initial submission. If the article is published in the Turkish Archives of Otorhinolaryngology, it is the responsibility of the authors to update the archived preprint and link it to the published version of the article.

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Each person listed as an author should fulfil the authorship criteria recommended by the International Committee of Medical Journal Editors (ICMJE - www.icmje.org). The ICMJE recommends that authorship is based on the following four criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he/she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. Also, the authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged in the title page of the manuscript.

Author Affiliations

Authors are expected to state the institutions which they affiliated in the time of the study. Their current affiliation can be added to the article as the corresponding address. Change of affiliation requests will not be implemented after submission.

The Turkish Archives of Otorhinolaryngology requires corresponding authors to submit a signed and scanned version of the authorship contribution form (available for download through www.turkarchotolaryngol.net) during the initial submission process to act appropriately on authorship rights and to prevent ghost or honorary authorship. If the editorial board suspects a case of "gift authorship," the submission will be rejected without further review. As part of the submission of the manuscript, the corresponding author should also send a short statement declaring that he/she accepts to undertake all the responsibility for authorship during the submission and review stages of the manuscript.

Change of Authorship

The Turkish Archives of Otorhinolaryngology reviews the authorship according to the author's declaration in the Title Page; thus it is the authors responsibility to send the final order of the complete author names. Requests in the change of authorship (e.g. removal/addition of the authors, change in the order etc.) after submission are subject to editorial approval. Editorial Board will investigate this kind of cases and act following COPE flowcharts.

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The Turkish Archives of Otorhinolaryngology requires and encourages the authors and the individuals involved in the evaluation process of submitted manuscripts to disclose any existing or potential conflicts of

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SUBMISSION REQUIREMENTS

- Cover Letter,
- "ICMJE Conflict of Interest Statement Form" (<http://www.icmje.org/conflicts-of-interest/>) for all contributing authors,
- A separate title page (Title Page should be submitted with all manuscripts and should include the title of the manuscript, name(s), affiliation(s), major degree(s) and ORCID ID of the author(s). The name, address, telephone (including the mobile

phone number) and fax numbers and e-mail address of the corresponding author should be clearly listed. Grant information and other sources of support should also be included. Individuals who contributed to the preparation of the manuscript but did not fulfil the authorship criteria should also be acknowledged in the title page),

- Abstract divided into appropriate sections,
- Keywords (For indexing purposes, a list of 4–8 key words in English is essential),
- Article divided into appropriate sections,
- List of references styled according to "journal requirements",
- A blinded main text (Please exclude all information that may indicate an individual or institution from the main document to ensure a blinded review process),
- The Copyright Agreement and Acknowledgement of Authorship form (Please submit a wet-signed and scanned copy of the Copyright Transfer Form with your submission),
- Upload your title page and forms in the system to Potential Conflict of Interest category to ensure a blinded review process,
- Figures (Figures should be submitted as standalone images through the submission system in .JPG or .TIFF format),
- Ethics Committee Approval Statement (with decision/file no, date and name of the institution, for original articles).

MANUSCRIPT PREPARATION

The manuscripts should be prepared in accordance with ICMJE-Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (updated in December 2019 - <http://www.icmje.org/icmje-recommendations.pdf>). Authors are required to prepare manuscripts in accordance with the CONSORT guidelines for randomized research studies, STROBE guidelines for observational original research studies, STARD guidelines for studies on diagnostic accuracy, PRISMA guidelines for systematic reviews and meta-analysis, ARRIVE guidelines for experimental animal studies, and TREND guidelines for non-randomized public behaviour.

Manuscripts can only be submitted through the journal's online manuscript submission and evaluation system, available at www.turkarchotolaryngol.net. Manuscripts submitted via any other medium and submissions by anyone other than one of the authors will not be evaluated.

Manuscripts submitted to the journal will first go through a technical evaluation process where the editorial office staff will ensure that the manuscript has been prepared and submitted in accordance with the journal's guidelines. Submissions that do not conform to the journal's guidelines will be returned to the submitting author with technical correction requests.



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Authors are required to submit the following:

- Copyright Agreement and Acknowledgement of Authorship Form, and
- ICMJE Potential Conflict of Interest Disclosure Form (should be filled in by all contributing authors) during the initial submission. These forms are available for download at www.turk-archotolaryngol.net.

Preparation of the Manuscript

Title page: A separate title page should be submitted with all submissions, and this page should include:

- The full title of the manuscript as well as a short title (running head) of no more than 50 characters,
- Name(s), affiliations, highest academic degree(s), and ORCID IDs of the author(s),
- Grant information and detailed information on the other sources of support,
- Name, address, telephone (including the mobile phone number), and email address of the corresponding author,
- Acknowledgment of the individuals who contributed to the preparation of the manuscript but who do not fulfil the authorship criteria.

Abstract: An abstract should be submitted with all submissions except for Letters to the Editor. The abstract of Original Articles should be structured with subheadings (Objective, Methods, Results, and Conclusion). Please check Table 1 below for word count specifications.

Keywords: Each submission must be accompanied by a minimum of four to a maximum of eight keywords for subject indexing at the end of the abstract. The keywords should be listed in full without abbreviations. The keywords should be selected from the National Library of Medicine, Medical Subject Headings database (<https://www.nlm.nih.gov/mesh/MBrowser.html>).

Main Points: All submissions except letters to the editor and clinical images should be accompanied by 3 to 5 “main points” which should emphasize the most noteworthy results of the study and underline the principle message that is addressed to the reader. This section should be structured as itemized to give a general overview of the article. Since “Main Points” targeting the experts and specialists of the field, each item should be written as plain and straightforward as possible.

Manuscript Types

Original Articles: This is the most essential type of article since it provides new information based on original research. The main text of original articles should be structured with Introduction, Methods, Results,

Discussion, and Conclusion subheadings. Please check Table 1 for the limitations for Original Articles.

Statistical analysis to support conclusions is usually necessary. Statistical analyses must be conducted in accordance with international statistical reporting standards (Altman DG, Gore SM, Gardner MJ, Pocock SJ. Statistical guidelines for contributors to medical journals. *Br Med J* 1983; 7; 1489-93). Information on statistical analyses should be provided with a separate subheading under the Methods section and the statistical software that was used during the process must be specified.

Units should be prepared in accordance with the International System of Units (SI).

Clinical Trials

Turkish Archives of Otorhinolaryngology adopts the ICMJE’s clinical trial registration policy, which requires that clinical trials must be registered in a publicly accessible registry that is a primary register of the WHO International Trials Registry Platform (ICTRP) or in ClinicalTrials.gov.

Instructions for the clinical trials are listed below.

- Clinical trial registry is only required for the prospective research projects that study the relationship between a health-related intervention and an outcome by assigning people.
- To have their manuscript evaluated in the journal, author should register their research to a public registry at or before the time of first patient enrollment.
- Based on most up to date ICMJE recommendations, Turkish Archives of Otorhinolaryngology accepts public registries that include minimum acceptable 24-item trial registration dataset.
- Authors are required to state a data sharing plan for the clinical trial registration. Please see details under “Data Sharing” section.
- For further details, please check ICMJE Clinical Trial Policy at <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>

Data Sharing

As of 1 January 2019, a data-sharing statement is required for the registration of clinical trials. Authors are required to provide a data sharing statement for the articles that reports the results of a clinical trial. The data sharing statement should indicate the items below according to the ICMJE data sharing policy:

- Whether individual de-identified participant data will be shared
- What data in particular will be shared
- Whether additional, related documents will be available

Instructions to Authors

- When the data will be available and for how long
- By what access criteria will be shared

Authors are recommended to check the ICMJE data sharing examples at

<http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>

While submitting a clinical trial to Turkish Archives of Otorhinolaryngology;

- Authors are required to make registration to a publicly accessible registry according to ICMJE recommendations and the instructions above.
- The name of the registry and the registration number should be provided in the Title Page during the initial submission.
- Data sharing statement should also be stated in the Title Page even the authors do not plan to share it.

Clinical trial and data sharing policy of the journal will be valid for the articles submitted from 1 January 2021.

Editorial Comments: Editorial comments aim to provide a brief critical commentary by reviewers with expertise or with high reputation in the topic of the research article published in the journal. Authors are selected and invited by the journal to provide such comments. Abstract, Keywords, and Tables, Figures, Images, and other media are not included.

Review Articles: Reviews prepared by authors who have extensive knowledge on a particular field and whose scientific background has been translated into a high volume of publications with a high citation potential are welcomed. These authors may even be invited by the journal. Reviews should describe, discuss, and evaluate the current level of knowledge of a topic in clinical practice and should guide future studies. The main text should contain Introduction, Clinical and Research Consequences, and Conclusion sections. Please check Table 1 for the limitations for Review Articles.

Case Reports: There is limited space for case reports in the journal and reports on rare cases or conditions that constitute challenges in

diagnosis and treatment, those offering new therapies or revealing knowledge not included in the literature, and interesting and educative case reports are accepted for publication. The text should include Introduction, Case Presentation, Discussion, and Conclusion sub-headings. Please check Table 1 for the limitations for Case Reports.

Letters to the Editor: This type of manuscript discusses important parts, overlooked aspects, or lacking parts of a previously published article. Articles on subjects within the scope of the journal that might attract the readers' attention, particularly educative cases, may also be submitted in the form of a "Letter to the Editor." Readers can also present their comments on the published manuscripts in the form of a "Letter to the Editor." Abstract, Keywords, and Tables, Figures, Images, and other media should not be included. The text should be unstructured. The manuscript that is being commented on must be properly cited within this manuscript.

Clinical Images: This type of submissions should present a striking image that may challenge and inform readers and contribute to their education. Submissions can include high-quality clinical images, radiology results or surgical images. Please check Table 1 for the limitations for Clinical Images.

Please note that there are author limitations for some article types. Authors should provide a reason for the manuscripts that exceed author limitations. The exception of the articles that are above the author limits is subject to Editorial decision.

Tables

Tables should be included in the main document, presented after the reference list, and they should be numbered consecutively in the order they are referred to within the main text. A descriptive title must be placed above the tables. Abbreviations used in the tables should be defined below the tables by footnotes (even if they are defined within the main text). Tables should be created using the "insert table" command of the word processing software, and they should be arranged clearly to provide easy reading. Data presented in the tables should not be a repetition of the data presented within the main text but should be supporting the main text.

Table 1. Limitations for each manuscript type

Type of manuscript	Author limit	Word limit	Abstract word limit	Reference limit	Table limit	Figure limit
Original Article	N/A	3500	250 (Structured)	30	6	5 or total of 10 images
Review Article	4	5000	250	50	6	10 or total of 15 images
Case Report	6	1000	200	10	No tables	4 or total of 8 images
Letter to the Editor	3	500	No abstract	5	No tables	No media
Clinical Images	3	500	No abstract	5	No tables	3 or total of 7 images



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Instructions to Authors

Figures and Figure Legends

Figures, graphics, and photographs should be submitted as separate files (in TIFF or JPEG format) through the submission system. The files should not be embedded in a Word document or the main document. When there are figure subunits, the subunits should not be merged to form a single image. Each subunit should be submitted separately through the submission system. Images should not be labelled (a, b, c, etc.) to indicate figure subunits. Thick and thin arrows, arrowheads, stars, asterisks, and similar marks can be used on the images to support figure legends. Like the rest of the submission, the figures too should be blind. Any information within the images that may indicate an individual or institution should be blinded. The minimum resolution of each submitted figure should be 300 DPI. To prevent delays in the evaluation process, all submitted figures should be clear in resolution and large in size (minimum dimensions: 100 × 100 mm). Figure legends should be listed at the end of the main document.

All acronyms and abbreviations used in the manuscript should be defined at first use, both in the abstract and in the main text. The abbreviation should be provided in parentheses following the definition.

When a drug, product, hardware, or software program is mentioned within the main text, product information, including the name of the product, the producer of the product, and city and the country of the company (including the state if in USA), should be provided in parentheses in the following format: "Discovery St PET/CT scanner (General Electric, Milwaukee, WI, USA)"

All references, tables, and figures should be referred to within the main text, and they should be numbered consecutively in the order they are referred to within the main text.

Limitations, drawbacks, and the shortcomings of original articles should be mentioned in the Discussion section before the conclusion paragraph.

References

Both in-text citations and the references must be prepared according to the Vancouver style.

While citing publications, preference should be given to the latest, most up-to-date publications. Authors are responsible for the accuracy of references. If an ahead-of-print publication is cited, the DOI number should be provided. Journal titles should be abbreviated in accordance with the journal abbreviations in Index Medicus/MEDLINE/PubMed. When there are six or fewer authors, all authors should be listed. If there are seven or more authors, the first

six authors should be listed followed by "et al." In the main text of the manuscript, references should be cited using Arabic numbers in parentheses. The reference styles for different types of publications are presented in the following examples.

Turkish Archives of Otorhinolaryngology does not acknowledge citations to preprints since preprints yet have not passed the reviewers' evaluation process and verified by experts in the field.

Journal Article: Erkul E, Cekin İE, Kurt O, Gungor A, Babayigit MA. Evaluation of patients with unilateral endoscopic sinus surgery. *Turk Arch Otorhinolaryngol* 2012; 50: 41-5.

Book Section: Suh KN, Keystone JS. Malaria and babesiosis. Gorbach SL, Barlett JG, Blacklow NR, editors. *Infectious Diseases*. Philadelphia: Lippincott Williams; 2004.p.2290-308.

Books with a Single Author: Sweetman SC. Martindale the complete drug reference. 34th ed. London: Pharmaceutical Press; 2005.

Editor(s) as Author: Huizing EH, de Groot JAM, editors. *Functional reconstructive nasal surgery*. Stuttgart-New York: Thieme; 2003.

Conference Proceedings: Bengissson S. Sothemin BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. *MED-INFO 92*.

Proceedings of the 7th World Congress on Medical Informatics; 1992 Sept 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. pp.1561-5.

Scientific or Technical Report: Cusick M, Chew EY, Hoogwerf B, Agrón E, Wu L, Lindley A, et al. Early Treatment Diabetic Retinopathy Study Research Group. Risk factors for renal replacement therapy in the Early Treatment Diabetic Retinopathy Study (ETDRS), Early Treatment Diabetic Retinopathy Study Kidney Int: 2004. Report No: 26.

Thesis: Yılmaz B. Ankara Üniversitesindeki öğrencilerin beslenme durumları, fiziksel aktiviteleri ve beden kitle indeksleri kan lipidleri arasındaki ilişkiler. H.Ü. Sağlık Bilimleri Enstitüsü, Doktora Tezi. 2007.

Manuscripts Accepted for Publication, Not Published Yet: Slots J. The microflora of black stain on human primary teeth. *Scand J Dent Res*. 1974.

Epub Ahead of Print Articles: Cai L, Yeh BM, Westphalen AC, Roberts JP, Wang ZJ. Adult living donor liver imaging. *Diagn Interv Radiol*. 2016 Feb 24. doi: 10.5152/dir.2016.15323. [Epub ahead of print].



Manuscripts Published in Electronic Format: Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis (serial online) 1995 Jan-Mar (cited 1996 June 5): 1(1): (24 screens). Available from: URL: <http://www.cdc.gov/ncidod/EID/cid.htm>.

FIRST SUBMISSION

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- 4- Copy the link that is created on the modal.

Note: You can also disable sharing on the same screen whenever necessary.

In order to get further help, please check visualized guideline by clicking here.

Manuscript Manager Usage Guidelines for the Authors

Creating a user account

When an author wishes to submit a manuscript, he/she can log in from the journal's log-in page.

However, first-time users are required to create a user account in the system by clicking on the “Create a New User Account” link on the log-in page. On this page, the new user is first prompted to enter their email address to ensure that they do not already have an existing account.

If no account is found in the database, the user is prompted to proceed with creating a new account. To create a new account, the user enters their desired password and their affiliation details, and their account is then created.

User accounts can also be linked to an academics unique ORCID identifier by clicking the ... or SIGN IN using your ORCID account (see <https://orcid.org/>)

Note: author permissions are automatically granted to new users, enabling submission of manuscripts.

Submitting a manuscript

Author Dashboard > Start new submission

After clicking the “Start a new submission” button, the author arrives at a series of tab pages which mark steps in the manuscript submission process. If compulsory steps have not been completed, the “Send” function in the last step will not work, and the page will highlight missed steps in pink.

Read more below about the various steps of submission below:

Author guidelines

The journal's specific ‘Author Guidelines’ are presented to the author. Here the author must read and click “**Check this box to confirm you have read and will comply with these guidelines**”.



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Active Author guidelines

Some journals may have this feature included in online submission instead of the author guideline page. The author is encouraged to upload a document without figures and tables. The manuscript is then checked with an AI tool that compares the document against a set of checks based on the author guidelines and a report generated which allows the author to adjust the submitted manuscript to comply with the required guidelines.

Authors

Here, the submitting author is prompted to enter all co-authors one at a time. The submitting author enters the email address of the co-author(s) and, if the co-author is already found in the database, the submitting author is prompted to select them. If they do not exist in the database, the submitting author must enter their name, email address and other required fields. This process continues until all co-authors have been entered.

The order of the authors can be prioritized while profile information is input or afterward, by clicking the “edit” symbol. **Click “save and continue” when the author information is complete.**

Note: Correspondence is sent to the submitting author only, but co-authors will receive an alert email informing them of the submission and will be able to follow the progress of the manuscript review from their overview accessed from details given in the alert email.

Details

The title, abstract, etc. are entered here. Some journal-specific information may also be required, such as ‘Manuscript Type’ and/or ‘Manuscript Category’. **Click “Save draft” or “Save and continue” when this page is complete.**

Note: information input on this page will not be saved unless one of the buttons is clicked.

Following the review process

Author > Dashboard > Status> See progress/decision

Submitting author(s) can follow the review process of their manuscript from his or her “Dashboard”. On the dashboard, each submitted manuscript is listed with its “status” which describes where the manuscript is in the review process. Contact the journal editorial office for more detail.

An Author may also have a “See progress” or “See decision” button available.

Detailed questions about a manuscript’s status should be directed to the journal’s administrative or editorial office.

Manuscript resubmission

Author Dashboard > Start Resubmission

Manuscripts that have received a preliminary decision appear again directly on the author ‘Dashboard’.

If you have been informed of the preliminary decision, you will be able to resubmit your work with the original id number. When resubmitting, do not submit as a new submission. Click on the ‘Start Resubmission’ button to begin the resubmission process. Contact the journal administrator if your resubmission does not appear on your ‘Dashboard’.

All of the information from the previous submission is displayed during resubmission. As the resubmitting author, you usually upload your newly revised documents (select “Manuscript with revisions” in ‘File Type’) in addition to the original manuscript and compile a “Point-by-point” response to the reviewers’ comments/criticism, which gets uploaded in the ‘Accompanying Info’ section. Instructions may vary, however. Please follow individual journal instructions for files to be uploaded.

Updating user profile

(multiple roles) > Profile

Authors and other users can update their personal information at any time by clicking “Profile” on the headings bar at the top of the page. Here users can access and update affiliation details, email address, street address and country, as well as areas of expertise/ expertise keywords; and also their login password. Information available for update changes slightly according to role.

Administrative and Editorial Office team members can also access user profiles (via Search mechanism or “edit profile” button where available) and can proxy as a user if necessary to help update user info or change a password/ issue a re-set password email.

Author suggested reviewers

Question

Are author suggested reviewers supported?

Are suggested reviewers crossed checked with the existing people database to avoid duplication?



Are author suggested reviewers marked so we know they came from the author?

Answer

Author suggested reviewers can be included as part of online submission. If included, the number of suggestions can be selected and whether it is optional or compulsory for the author to suggest reviewers.

All suggestions are checked against existing users in the database and can be quickly selected if they already have an existing account.

The suggested reviewers are clearly indicated as author suggestions in the manuscript's review list.

Preparing video content

In order to provide reviewers with a convenient method of accessing video content online, we have restricted video file types to mp, webM and Ogg format. This allows reviewers to view video content easily from all modern browser types without the inconvenience of downloading plug-ins and video players.

Mp4 is the most common online video format and there are many converters available that will convert other file types to Mp4.

We can recommend using this <https://video.online-convert.com/convert-to-mp4> free online converter to create a suitable mp4 file.

Video file size is limited to 50 Mbytes and we suggest reducing file size for quicker upload times using this

service Compress Mp4 <https://www.ps2pdf.com/compress-mp4>

REVISIONS

When submitting a revised version of a paper, the author must submit a detailed "Response to the reviewers" that states point by point how each issue raised by the reviewers has been covered and where it can be found (each reviewer's comment, followed by the author's reply and line numbers where the changes have been made) as well as an annotated copy of the main document. Revised manuscripts must be submitted within 30 days from the date of the decision letter. If the revised version of the manuscript is not submitted within the allocated time, the revision option may be cancelled. If the submitting author(s) believe that additional time is required, they should request this extension before the initial 30-day period is over.

Accepted manuscripts are copy-edited for grammar, punctuation, and format. Once the publication process of a manuscript is completed, it is published online on the journal's webpage as an ahead-of-print publication before it is included in its scheduled issue. A PDF proof of the accepted manuscript is sent to the corresponding author, and their publication approval is requested within two days of their receipt of the proof.

WITHDRAWAL POLICY

Out of respect to the reviewers, journal staff and the Editorial Board, authors are asked to submit a withdrawal request only if the reasons are compelling and unavoidable. Withdrawal requests should be submitted in written form, signed by all contributing authors of the manuscript. Reasons for withdrawal should be stated clearly. Each request will be subject to the Editorial Board's review and manuscripts will only be assumed withdrawn upon Editorial Board's approval. Cases of plagiarism, authorship disputes or fraudulent use of data will be handled in accordance with COPE guidelines.

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