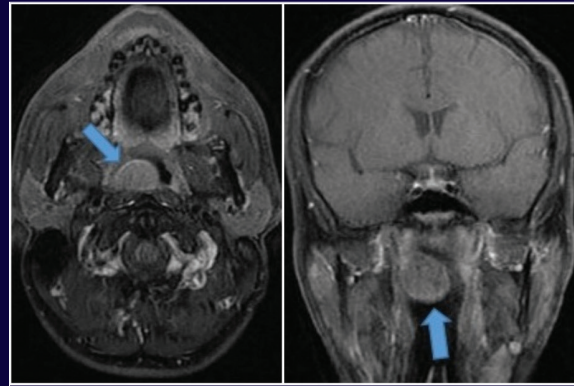


Turkish Archives of Otorhinolaryngology



Official Journal of the
Turkish Otorhinolaryngology
Head and Neck Surgery Society



Atypical Lipomatous Tumor Originating From the Nasopharynx in a Patient with
Chronic Lymphocytic Leukemia

Page: 47-51

Original Investigations

- ▶ Endoscopic Ear Surgery for Cholesteatoma
Dalğış et al. İzmir, Turkey
- ▶ A New Technique for Reduction of Nasal Tip Projection
Resuli and Öktem. İstanbul, Turkey
- ▶ Asymmetric Dorsal Preservation for Correction of Crooked Nose Deformity
Alan and Yücel. Konya, Turkey
- ▶ Perineural Invasion of Laryngeal Nerves in Laryngeal Carcinoma
Jaiswal et al. New Delhi, India
- ▶ Factors Affecting Hearing Aid Use in Children
Özal et al. İstanbul, Ankara, Turkey



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Publisher Contact

Address: Molla Gürani Mah. Kaçamak Sk. No: 21/1
34093 İstanbul, Turkey

Phone: +90 (530) 177 30 97 / +90 (212) 621 99 25

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Turkish Archives of Otorhinolaryngology

Türk Otorinolarengoloji Arşivi

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 since 2001. The journal comprises four issues as March, June, September and December in a volume, and it is published quarterly every year. 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, video articles 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readers and experts concerning the published studies, articles about general practice and subject of the journal with historical content, memories of scientific significance, educative and catechetical manuscripts about medical deontology and publication ethics.

The 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.

Turkish Archives of Otorhinolaryngology is indexed in PubMed, PubMed Central, Web of Science (Emerging Sources Citation Index), ULAKBIM TR Index, EBSCO, GALE, CINAHL, J-Gate and ProQuest.

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This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

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Our journal's Abstracting/Indexing services store essential information about articles. In addition, some of our journals' Abstracting/Indexing services archive metadata about the article and electronic versions of the articles. In this way, copies of articles are presented to the scientific

Turkish Archives of Otorhinolaryngology

Türk Otorinolarengoloji Arşivi



community through these systems as an alternative to journals. This journal's archive has been backed up by PubMed Central (PMC) as from 2015 publications.

Author Self-Archiving Policy

Authors are permitted and encouraged to post their articles on personal and institutional websites after publication (while providing full bibliographic details and a link to the original publication).

Contact

Editor in Chief: Taner Kemal Erdağ

Address: Çobançeşme Sanayi Cad. No:11 Nish İstanbul A Blok D: 8 Yenibosna, İstanbul, Turkey

Phone: +90 212 234 44 81

Fax: +90 212 234 44 83

E-mail: info@turkarchotolaryngol.net

Publisher: Galenos

Address: Molla Gürani Mah. Kaçamak Sok. 21/1 Fındıkzade, Fatih, İstanbul, Turkey

Phone: +90 (530) 177 30 97 / +90 (212) 621 99 25

E-mail: info@galenos.com.tr

Web: www.galenos.com.tr/en



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Instructions to Authors

CONTEXT

The Turkish Archives of Otorhinolaryngology (Turk Arch Otorhinolaryngol) is a 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 research on ear, nose, throat, head and neck diseases and surgery, reviews that contain a 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 process of the Turkish Archives of Otorhinolaryngology 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.

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 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. For more detailed information, please read Ethical Policy page of the Journal.

Preprint

The Turkish Archives of Otorhinolaryngology does not consider preprint publications as prior publications. 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.

AUTHORSHIP

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

Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

Drafting the work or revising it critically for important intellectual content; AND

Final approval of the version to be published; AND

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 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.



Instructions to Authors

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 these kind of cases and act following COPE flowcharts.

Change of authorship requests should be submitted to the Editorial Office with an official letter stating the change's reasons. The letter must be signed by all authors and include their approval on the change in authorship. If the request is approved by the Editorial Board, authors need to submit a new Copyright Agreement Form according to the final order list.

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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 interests, including financial, consultant, and institutional, that might lead to potential bias or a conflict of interest. Any financial grants or other support received for a submitted study from individuals or institutions should be disclosed to the Editorial Board. To disclose a potential conflict of interest, the ICMJE Potential Conflict of Interest Disclosure Form should be filled in and submitted by all contributing authors. The journal's Editorial Board resolves cases of a potential conflict of interest of the editors, authors, or reviewers within the scope of COPE and ICMJE guidelines.

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SUBMISSION REQUIREMENTS

- Cover Letter,
- ICMJE Conflict of Interest Statement Form 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 on the title page),
- Abstract divided into appropriate sections,
- Keywords (For indexing purposes, a list of 4-8 keywords 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),
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- 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. Authors are required to

The presentation of the article types must be designed in accordance with trial reporting guidelines:

Human research: Helsinki Declaration as revised in 2013



Turkish Archives of Otorhinolaryngology

Türk Otorinolarengoloji Arşivi

Instructions to Authors

Systematic reviews and meta-analyses: PRISMA guidelines

Case reports: the CARE case report guidelines

Clinical trials: CONSORT

Animal studies: ARRIVE and Guide for the Care and Use of Laboratory Animals

Diagnostic accuracy: STARD Guidelines

Non-randomized public behaviour: TREND

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.

Authors are required to submit the following:

Copyright Agreement and Acknowledgement of Authorship Form

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 turkarchotolaryngol.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 e-mail address of the corresponding author,

Acknowledgement 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.

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" target 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:

A 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, the 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, the Turkish Archives of Otorhinolaryngology accepts public registries that include a 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.

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



Instructions to Authors

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

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 on the Title Page even the authors do not plan to share it.

The 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 a 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, Tables, Figures, Images, and other media are not included.

Review / Systematic 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. While submitting your Review, please confirm that your manuscript is a systematic review and include a statement that researchers have followed the PRISMA guidelines.

Please check Table 1 for the limitations for Review / Systematic Review Articles.

Video Article: Videos should be up to 30 minutes in duration. The video must include audio narration explaining the procedure. All text and audio in the video must be in English. Audio must include narration in clear, grammatically correct English. Videos must be clear, in focus, and without excessive camera movement. Radiographs and other material must not contain any patient-identifiable information. Limited number

of slides incorporated into video may be included to provide details of patient history, clinical and laboratory findings.

Video articles should include:

1) Copyright Transfer and Author Declaration Statement Form: This form must indicate that "Patients' Informed Consent Statement" is obtained.

2) Title Page

3) **Summary:** Summary should point out critical steps in the surgery up to 500 words. This part was published as an abstract to summarize the significance of the video and surgical techniques. The author(s) may add references if it is required.

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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

Table 1. Limitations for each manuscript type

Type of manuscript	Author limit	Word limit	Abstract word limit	Reference limit	Table limit	Figure limit
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Review Article	4	5000	250	50	6	10 or total of 15 images
Systematic Review	N/A	5000	250 (Structured)	50	2	10 or total of 15 images
Video Article	N/A	1500	250 (Structured)	106	2	2
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



Instructions to Authors

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. MEDINFO 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.

E-pub 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: <https://www.cdc.gov/ncidod/EID/cid.html>.

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CONTACT

Editor in Chief: Taner Kemal Erdağ

Address: Çobançeşme Sanayi Cad. No:11 Nish İstanbul A Blok D: 8
Yenibosna, İstanbul, Türkiye

Phone: +90 212 234 44 81

Fax: +90 212 234 44 83

E-mail: info@turkarchotolaryngol.net

Publisher: Galenos

Address: Molla Gürani Mah. Kaçamak Sok. 21/1 Fındıkzade, Fatih,
İstanbul, Türkiye

Phone: +90 (530) 177 30 97 / +90 (212) 621 99 25

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Contents

Original Investigations

- 1 ▶ Total Transcanal Endoscopic Ear Surgery for Cholesteatoma
Abdullah Dalğıç, Gökçe Aksoy Yıldırım, Mehmet Ekrem Zorlu, Orçun Delice, Abdulhalim Aysel; İzmir, Turkey
- 8 ▶ A New Technique for Use Instead of Lateral Crural Overlay for Reduction of Nasal Tip Projection in Revision Rhinoplasty
Ali Seyed Resuli, Fatih Öktem; İstanbul, Turkey
- 14 ▶ Functional and Aesthetic Outcomes of Asymmetric Dorsal Preservation for Correction of I-Shaped Crooked Nose Deformity
Mehmet Akif Alan, Hilal Yücel; Konya, Turkey
- 20 ▶ Perineural Invasion of Superior and Inferior Laryngeal Nerves in Advanced Stage Squamous Cell Carcinoma of the Larynx: A Case Series and Review
Avinash Shekhar Jaiswal, Sumanth Bollu, Shilpi Budhiraja, Seema Kaushal, Kapil Sikka, Alok Thakar, Hitesh Verma; New Delhi, India
- 25 ▶ Evaluation of Factors Affecting Hearing Aid Use in Children
Nurşah Özal, Merve Özbal Batuk, Selen Yılmaz Işıkhani; İstanbul, Ankara, Turkey

Systematic Review

- 37 ▶ The Pitfalls and Perspectives of Assessing Olfactory Function via Optical Brain Imaging
Güliz Akın Öztürk, Gizem Ermiş, Emre Eskicioğlu, Çağdaş Güdücü; İzmir, Turkey

Case Reports

- 43 ▶ Coexistence of Adenoid Cystic Carcinoma and Sialolithiasis in Submandibular Gland: Case Report
Vural Akın, Mehmet Emre Sivrice, Veysel Atilla Ayyıldız, Mehmet Kıran; Isparta, Turkey
- 47 ▶ Atypical Lipomatous Tumor Originating From the Nasopharynx in a Patient with Chronic Lymphocytic Leukemia
Mehmet Emre Sivrice, Vural Akın, Bekir Büyükelik, Hasan Yasan, Mehmet Kıran, Veysel Atilla Ayyıldız; Isparta, Turkey