

## INSTRUCTION TO THE AUTHORS

### Journal Description

**Turkish Neurosurgery** is a peer-reviewed, multidisciplinary, open access and totally free journal directed at an audience of neurosurgery physicians and scientists. The official language of the journal is *English*. The journal publishes original articles in the form of clinical and basic research. *Turkish Neurosurgery* will only publish studies that have institutional review board (IRB) approval and have strictly observed an acceptable follow-up period. With the exception of reference presentation, *Turkish Neurosurgery* requires that all manuscripts be prepared in accordance with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*.

Turkish Neurosurgery periodically publishes the following papers: Research (Original Investigation, Clinical and Experimental Studies), Review Article, Case Report, Letter to Editor, Technical Note and Turkish Neuro-Excursion.

Our mission is providing a scientific forum relevant to neurosurgeons and health care providers.

### Open Access Policy

Science is and should be free.

As the Turkish Neurosurgery Journal, we believe science is a common denominator of the humanity which should be publicly available and free. Since its establishment in 1989, all our effort and workforce were based on volunteers and their efforts. We have never been a profit seeking organization. Turkish Neurosurgery is a non-profit scientific publishing organization and it is the official journal of Turkish Neurosurgical Society.

Turkish Neurosurgery is and will be an open access journal which no one is required to pay for publishing or accessing its content. Turkish Neurosurgery does not demand any publication, accession or figure fee from authors or readers.

### Manuscript Submission

Authors are to submit their manuscripts through the web based tracking system at <http://www.turkishneurosurgery.org.tr>. The site contains instructions and advice on how to submit manuscripts, guidance on the creation / scanning and saving of electronic art and supporting documentation. **ORCID** identifier (ID) is required for **ALL** authors during the submission process. **ORCID ID** can be obtained free of charge at <http://orcid.org>. **E-mail address of all authors** should also be provided during the submission process. In addition to allowing authors to submit manuscripts on the web, the site allows authors to follow the progression of their manuscript through the peer review process. Authors who submit their manuscripts through the web-based tracking system are asked **not** to send hard copies of the manuscript to the editorial office. Please address all inquiries regarding manuscripts not yet accepted or published to the Journal's

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One author has been designated as the correspondent with full contact details including e-mail address, postal address and phone number. In any case of editorial board could not contact with the corresponding author, Turkish Neurosurgery journal have the right to decide what is appropriate.

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- 3) All your figures are in **TIFF** format. Color figures should have a resolution of at least **300 dpi**, black and white figures should have a resolution of at least **600 dpi**. Turkish Neurosurgery does not demand any color figure fee.

- 4) All your video files are in .mpeg and .mp4 format, not longer than 10 minutes, and not bigger than 40 MB. Video files should include an embedded audio narration and subtitles in English.
- 5) All your tables are in .doc or .docx format, created using the table creating and editing feature of the word processing software. Do not use Excel or comparable software. Upload a single text file which includes **ALL the tables in separate pages**. Cite tables consecutively in the text, and number them in that order. Key each on a separate sheet, include the table title, appropriate column heads, and explanatory legends (including definitions of any **abbreviations** used). Do not embed tables within the main text.

If your manuscript does not meet these requirements, manuscript **WILL BE RETURNED** to the corresponding author for technical revision before undergoing peer review.

### Submission Steps

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9. When you complete all the submission process click approve for all the files you want to submit and click **Submit your Manuscript** button.

### Revised Submission

Author's comments to the reviewers are required for revised submissions. Authors must address all the reviewer's concerns/suggestions and whether the change was made or not. Authors must also highlight the changes made within the text. Do not track the additions or deletions to the manuscript. If the authors do not want to revise the manuscript within a period of **two months**, the manuscript will be declined.

### Ethics, patient anonymity and informed consent:

It is the author's responsibility to ensure that a patient's anonymity is carefully protected and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and followed all the guidelines for experimental studies with human subjects required by the institution(s) with which all the authors are affiliated. Authors should mask patients' eyes, private parts and remove patients' names from all figures. Editorial board of the Turkish Neurosurgery have the right to demand ethical committee forms or informed consent forms **at any stage of the submission and publication**. All animal experiments should comply with the ARRIVE guidelines <https://www.nc3rs.org.uk/arrive-guidelines>. Also, Editorial board of the Turkish Neurosurgery have the right to withdraw any paper, even it is accepted, if there is any ethical issue.

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted. Editorial board of the Turkish Neurosurgery have the right to withdraw any paper if there is any plagiarism. All submissions must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest. All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in the disclosure and conflicts of interest section of the main document.

### Authorship Change

Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission.

Any addition, deletion or rearrangement of author names in the authorship list after submitting the paper is **inappropriate and prohibited**. Authors should **withdraw** their paper if there is a need for authorship change.

### Types of Manuscripts

**Turkish Neuro-Excursion:** The editor will invite experts for these special types of papers which may cover a broad spectrum in various fields of medicine, science, art, history, law as well as any important theme on actuality other than core neurosurgery. The number of words, figures, tables and references are not restricted.

**Research (Original Investigation, Clinical and Experimental Studies):** The main text should not exceed 4500 words **excluding the** references, tables, and figure legends for original articles, including randomized controlled trials, observational (cohort, case-control or cross-sectional) studies, diagnostic accuracy studies, nonrandomized behavioral and public health intervention trials, experimental animal trials and any other retrospective or prospective clinical or experimental studies. The number of figures, tables, videos and references are not restricted. The specifications for figures and video files are given.

**Review Article:** All review articles should be systematic reviews and meta-analyses. A systematic review protocol describes the rationale, hypothesis, and planned methods of the review. It should be prepared before a review is started and used as a guide to carry out the review. Turkish Neurosurgery no more accept papers as “Case Report and Review of the Literature”. All systematic reviews and meta-analyses **SHOULD COMPLY** with PRISMA guidelines <http://www.prisma-statement.org/>. Systematic reviews and meta analyses **SHOULD INCLUDE** a CONSORT Flow Diagram <http://www.consort-statement.org/consort-statement/flow-diagram>. Any systematic review and meta-analysis without a CONSORT Flow Diagram will be rejected.

**Case Report:** Turkish Neurosurgery values **demonstrative and unique case reports** with **high quality figures**. A case report should be so clear and easy to understand that the reader could replicate the case in his/her daily practice. Word count must not exceed 1500 (excluding references, tables, and figure legends). Case reports cannot have more than 15 references, and 6 figures or tables. Turkish Neurosurgery **does not accept** papers as “**Case Report and Review of the Literature**” anymore.

**Technical Note:** Turkish Neurosurgery values **demonstrative technical notes** with **high quality figures**. Technical notes reinforced with high-quality anatomical studies are welcome. A technical note should be so clear and easy to understand that the reader could replicate the technique in the operating room or on cadaveric specimen. The number of words must not exceed 2000, and there should not be more than 20 references. The number of figures and tables are not restricted.

**Letter to the Editor:** Letters should refer to the title and authors of a recent Turkish Neurosurgery article. The letter should be no longer than 300 words with no more than 3

references. Unpublished data should not be used. Letters to the Editor are sent to the article authors for response. The Editor-in-Chief makes the final decision on whether letters to the editor and the responses are published.

### References

The authors are responsible for the accuracy of the references. Key the references (double-spaced) at the end of the manuscript. Cite references in text in alphabetical order within parentheses. Do not link the references to the text. Cite unpublished data, such as papers submitted but not yet accepted for publication or personal communications, in parentheses in the text. **Do not use “et al” in the references.** List all the authors of the reference. Refer to the List of Journals Indexed in Index Medicus for abbreviations of journal names or access the list at “<http://www.nlm.nih.gov/tsd/serials/lji.html>”. Also reference styles for Zotero and EndNote are available on the Journal’s Home Page.

#### Sample references are given below:

##### A. Journal article

Guiot BH, Khoo LT, Fessler RG: A minimally invasive technique for decompression of the lumbar spine. *Turk Neurosurg* 27: 432-438, 2002

##### B. Additional example

Altınörs N, Kars Z, Arda N, Şenveli E, Türker A, Çınar N: Spinal extradural metastasis of medulloblastoma. *Turk Neurosurg Suppl* 1: 144, 1989

##### C. Book chapter

Sweitzer S, Arruda J, DeLeo J: The cytokine challenge: Methods for the detection of central cytokines in rodent models of persistent pain. In: Kruger L (ed), *Methods in Pain Research*. Boca Raton, FL: CRC Press, 2001: 109-132

##### D. Entire book

Atlas SW: *Magnetic Resonance Imaging of the Brain and Spine*. Philadelphia: Lippincott Williams & Wilkins, 2001 E. Example of thesis Kanpolat Y: Experimental percutaneous access to the trigeminal ganglion and the histopathological evaluation of radiofrequency thermic lesion (Unpublished dissertation), Ankara: Ankara University, 1978:1- 52

##### F. Software

Epi Info [computer program]. Version 6. Atlanta: Centers for Disease Control and Prevention, 1994

##### G. Online journals

Friedman SA. Preeclampsia: A review of the role of prostaglandins. *Obstet Gynecol* [serial online]. January 1988;71:22-37. Available from: BRS Information Technologies, McLean, VA. Accessed December 15, 1990

##### H. Database

CANCERNET-PDQ [database online]. Bethesda, MD: National Cancer Institute, 1996. Updated March 29, 1996

## I. World Wide Web

Gostin LO. Drug use and HIV/AIDS [JAMA HIV/AIDS web site]. June 1, 1996. Available at: <http://www.ama-assn.org/special/hiv/ethics>. Accessed June 26, 1997

### AFTER ACCEPTANCE

#### Online proof correction

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