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Turkish Archives of Pediatrics aims to contribute to international literature by publishing high-quality research papers and letters to the editor in the field of pediatrics. Review articles can only be prepared by academics upon invitation. The journal's target audience includes academics and expert physicians working in pediatrics and other relevant specialists.

Turkish Archives of Pediatrics is currently indexed in Web of Science- Emerging Sources Citation Index, PubMed, Scopus, Embase, EBSCO, Gale, CINAHL, and TUBITAK ULAKBIM TR Index.

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).

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.turkarchpediatr.org. The journal guidelines, technical information, and the required forms are available on the journal's web page.

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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.

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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 2013, 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 man-

uscripts 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.

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The Turkish Archives of Pediatrics 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.

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Self-plagiarism (text-recycling): Overlapping sections or sentences with the author's previous publications without citing them. Even if you are the author of the phrases or sentences, the text should not have unacceptable similarity with the previously published data.

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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.

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

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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.turkarchpediatr.org.

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 fulfill the authorship criteria.

What is already known on this topic?/What this study adds on this topic?: Each submission (except for review papers and letters to the editor) should be accompanied by a What is already known on this topic?/What this study adds on this topic? section consisting of max three sentences and 50 words for each. In the first section, authors should summarize the scientific knowledge of the subject clearly and succinctly. In the following, they are expected to specify the contribution of their study to the same subject of the field. These points should be constructed in a way that provides the readers with a general overview of the subject and the study.

The "What is already known on this topic?/What this study adds on this topic?" section should be listed after keywords.

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, Material and Methods, Results and Conclusion). Please check Table 1 below for word count specifications.

Graphical Abstract

To help our readers to get a quick overview of research we publish, we started making visual abstracts in January 2020. A graphical abstract should be submitted with each submissions except letters to the editor.

A graphical abstract is a single, concise, pictorial and visual summary of the main findings of the article. This could either be the concluding figure from the article or a figure that is specially designed for the purpose, which captures the content of the article for readers at a single glance.

The graphical abstract will be displayed in online search result lists, the online contents list and the online article, but will not appear in the article PDF file or print.

Author instructions

A graphical abstract should allow readers:

- to quickly gain an understanding of the main take-home message of the paper
- to encourage browsing
- to identify more quickly which papers are most relevant to their research interests.

Authors must provide an image that clearly represents the work described in the paper. A key figure from the original paper, summarizing the content can also be submitted as a graphical abstract. Graphical abstracts should be submitted as a separate file in the submission system by selecting "graphical abstracts" from the drop-down list when uploading files.

Specifications: A graphical abstract should be a one-image file and should visualize one process or make one point clear. For ease of browsing, the graphical abstract should have a clear start and end, preferably "reading" from top to bottom or left to right. Try to reduce distracting and cluttering elements as much as possible.

- **Image size:** Please provide an image with a minimum of 531 x 1328 pixels (h x w) using a minimum resolution of 300 dpi. If you are submitting a larger image then please use the same ratio (200 high x 500 wide).
- **Font:** Please use a large enough font size as the image will be reduced in size for the Table of Contents to fit a window of 200 pixels high.
- **File type:** preferred file types are TIFF, EPS, PDF, JPG or MS Office files.
- No additional text, outline or synopsis should be included. Any text or label must be part of the image file. Please do not use unnecessary white space or a heading "graphical abstract" within the image file.

Keywords: Each submission must be accompanied by a minimum of three to a maximum of ten 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>).

Manuscript Types

Original Articles: This is the most important type of article since it provides new information based on original research. Acceptance of original papers will be based upon the originality and importance of the investigation. The main text of original articles should be structured with Introduction, Material and Methods, Results, and Discussion subheadings. Please check Table 1 for the limitations for Original Articles.

Clinical Trials

Turkish Archives of Pediatrics 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 Clinical-Trials.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 Pediatrics 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 deidentified 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 Pediatrics;

- 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.

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 Materials and 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).

Expert Opinion: Expert opinion aims at a brief interpretation of an article published in the journal by a relevant expert or a reviewer who makes a high-level evaluation. The authors are selected and invited by the journal. Please see Table 1 for limitations related to Expert Opinions.

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 subheadings of the review articles should be planned by the authors. However, each review article should include an "Introduction" and a "Conclusion" section. Please check Table 1 for the limitations for Review Articles.

Case-based Reviews: Turkish Archives of Pediatrics does not accept case report type of manuscripts. Authors are welcomed to submit their cases in a Letter to the Editor format. For the instructions for Letter to the Editor, please see below. Case-based reviews are reports on rare cases or conditions that constitute challenges in diagnosis and treatment. The authors are expected to perform a literature review to identify similar cases published, state the search strategy and the flow

Table 1. Limitations for each manuscript type

Type of manuscript	Word limit*	Abstract word limit	Reference limit	Table limit	Figure limit
Original Article	3000	250 (Structured)	50	6	15
Expert Opinion	1500	No Abstract	15	1	1
Review Article	4000	250	50	6	20
Cased-based Review	2500	250	40	2	2
Images in Pediatrics	400	No Abstract	10	1	1
Letter to the Editor	600	No Abstract	10	1	1
Scientific Letter	1000	No Abstract	15	1	1

*Word limit should not include the abstract, references, tables, and figure legends.

chart and present the similar cases found in the literature in a summary table. Please check Table 1 for the limitations for Case-based Reviews.

Images in Pediatrics: This type of submissions should present a striking image or a rare case that may challenge and inform readers and contribute to their education. Please check Table 1 for the limitations for Images in Pediatrics.

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.

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.

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 labeled (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 three 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.

Journal Article: Kasapçopur Ö. Scientific researches and academic publishing during the coronavirus pandemic. *Turk Pediatri Ars* 2020; 55: 213-4.

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. *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.

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>.

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 canceled. 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 2 days of their receipt of the proof.

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