

INFORMATION FOR THE AUTHORS

SCOPE AND PEER REVIEW

THE TURKISH JOURNAL OF EAR NOSE AND THROAT (KBB İHTİSAS DERGİSİ) is a bimonthly peer-reviewed periodical that considers for publication original articles, case reports, and reviews of scientific merit in the field of otolaryngology–head and neck surgery.

The Journal is indexed and included in *Index Medicus* and Medline with abbreviation as “*Kulak Burun Bogaz Ihtis Derg.*”

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MANUSCRIPT PREPARATION

Manuscripts should be typed on one side of the paper only, in double-line spacing, leaving a margin of 2.5 cm on each side of the paper. The pages should be numbered consecutively, starting with the title page.

In order to decrease superfluous use of paper, no part of the manuscript other than the title page needs to begin on a separate page.

Manuscripts should be written in Turkish or in English. All manuscripts are subject to editing and will, if necessary, be returned to the authors for questions to be answered or for missing information to be supplied.

ORGANIZATION OF THE MANUSCRIPT

The title page should include title of the paper, full names, highest academic degrees, and institutional affiliations of all authors. A correspondence mailing address together with telephone number, fax number, and e-mail address (if available) should be included. Any footnotes referring to the title should appear on the title page.

A structured abstract not exceeding 200 words should precede the main text. It should be divided into four sections in the following order: *Objectives*, *Design or Patients and Methods*, *Results*, and *Conclusion*. Abstracts for case reports should be unstructured and shorter (50 to 75 words).

The *Introduction* should define the subject matter in a few sentences and refer the reader to the most recent reviews on the subject.

The *Materials and Methods* section should give clear, concise descriptions of patients and/or laboratory animals concerned and specify the equipment, chemical preparations and methods used. A clear description of the statistical analysis employed should also be given.

The *Results* section should describe the outcome of the study. Data should be presented as concisely as possible, preferably in the form of tables or figures; very large tables should be avoided.

In the *Discussion*, the conclusions derived from the results should be stated. The results should be discussed with reference only to the relevant literature.

REFERENCES

References should be typed double-spaced and numbered in the order in which they are mentioned in the text. Reference format should comply with the “*Uniform requirements for manuscripts submitted to biomedical journals*” (*Ann Intern Med* 1997;126:36-47) and its updated versions. The list of references should only include works that have been published or accepted for publication. Journal titles should be abbreviated according to the *Index Medicus*. Journal references should provide inclusive page numbers, chapter references should cite specific page numbers. All authors if six or fewer should be listed; otherwise the first six and “et al.” should be written. The style and punctuation of the references should follow the formats outlined below:

Journal article:

Murono S, Yoshizaki T, Tanaka S, Takeshita H, Park CS, Furukawa M. Detection of Epstein-Barr virus in nasopharyngeal carcinoma by in situ hybridization and polymerase chain reaction. *Laryngoscope* 1997;107:523-6.

Book:

Wang CC. Radiation therapy for head and neck neoplasms: indications, techniques and results. 2nd ed. Littleton, MA: John Wright-PSG, Inc.; 1990.

Chapter in book:

Sessions RB, Harrison LB, Forastiere AA. Tumors of the larynx and hypopharynx. In: DeVita VT Jr, Hellman S, Rosenberg SA, editors. *Cancer: principles and practice of oncology*. 5th ed. Philadelphia: Lippincott-Raven Publishers; 1997. p. 802-29.

The authors are responsible for the accuracy and completeness of the references.

TABLES - FIGURES

Tables should be typed in double-line spacing on separate pages and numbered with arabic numerals in the order in which they are mentioned in the text. Data from tables should not be repeated in the text or figures.

All figures (photographs, graphs, or diagrams) should be numbered consecutively with figure legends written on the same sheet. Line drawings should be prepared in black ink and submitted as good-quality glossy prints.

If color prints are used, submission should include a letter expressing the author's willingness to undertake a reasonable cost.

For recognizable photographs of human beings, signed releases of the patient or of his/her legal representative should be enclosed; otherwise, patient names or eyes must be blocked out to prevent identification.

On the back of each illustration, a label should be placed indicating the number and the top.

INFORMED CONSENT/ETHICS

Manuscripts reporting the results of experimental studies on human subjects must include a statement that informed consent was obtained after the nature of the procedure(s) had been fully explained. Manuscripts describing investigations in animals must clearly indicate the steps taken to eliminate pain and suffering. Authors are advised to comply with internationally accepted guidelines, stating such compliance in their manuscripts and to include the approval by the local institutional human research committee.

