

INSTRUCTIONS TO AUTHORS

(v15, 9 Sep 2024)

QUICK SUMMARY GUIDE

Allowances for Specific Article Types

Article Type	Word Count ¹	Abstract Word Count	References	Authors ²	Figures and Tables
Original Article ³	4000	500	30	8	6
Invited Review	TBD ⁴	500	TBD	8	TBD
Clinical Policy	TBD	500	TBD	15	TBD
Clinical Guideline	TBD	500	TBD	15	TBD
Case Report / Series	2000	500	20	5	3
Letter to the Editor	1000	No abstract	5	2	0

¹ Including abstract, references and figure legends

² The number of authors may increase in multicenter studies and clinical practice guidelines involving more than one institution (to be discussed with Editor-in-Chiefs). The author number limitation in the Clinical Policies will be valid as of issue 2025-3.

³ For meta-analysis & systematic review: Word count 5000, a maximum of 50 references. Figure and table count are to be discussed.

⁴ TBD: to be discussed with Editor-in-Chiefs

General Information

All files should be typed

- in Arial, Helvetica, Times New Roman, or Calibri with the font size of 11 or 12 pt.,
- single-column format,
- double-spaced with normal margins (2.5 cm on each side),
- without line numbers

Submission Files

You may upload *First Pages File / Cover Letter (mandatory)*, *Main Document / Article File (mandatory)*, *Figures*, *Supplementary Files and Videos*.

- **First Pages File / Cover Letter** (.doc or .docx) ([click to download the template](#))
 - Cover Letter
 - Title Page

- Title, Running Title, Type of the Article
- Authors and Affiliations + ORCIDs of ALL authors
- Corresponding author and address
- Disclosures
 - Presentation(s) or Awards at a meeting – if present
 - Acknowledgement(s) – optional
 - Source(s) of Support and Funding – Mandatory for all article types
 - Conflict of Interest Statement – Mandatory for all article types
 - Author Contributions CReDiT Statement – Mandatory for all article types
 - Consent to Participate – Mandatory for Original Articles and Case Reports
 - Ethical Approval – Mandatory for Original Articles
- **Main Document / Article File** ([click to download the template](#))
 - Title, Abstract, Keywords
 - Box-ED section – for Original Articles
 - Blinded Main text
 - References, Tables, Figures, and Figure Legends
- **Figures** (.png, .jpg, .jpeg, .pdf)

Should be uploaded as separate files even if they are embedded in the Main Document. Maximum 10 MB.

Original Articles

Studies of basic or clinical investigations in emergency medicine. These articles may include randomized controlled trials, observational (cohort, case-control, or cross-sectional) studies, descriptive studies, diagnostic accuracy studies, systematic reviews, and meta-analyses, non-randomized behavioral and public health intervention trials, experimental animal trials, or any other clinical or experimental studies.

- Abstract: Objectives, Methods, Results, Conclusion
- Box-ED section,
- Blinded Main Text: Introduction, Methods, Results, Discussion, Limitations, Conclusion

Invited Review Articles

Comprehensive articles reviewing national and international literature related to current emergency medicine practice. Turkish Journal of Emergency Medicine publishes only invited (narrative) review articles. Other authors should contact the editor-in-chief prior to the submission of review articles (turkjem-eic@tatd.org.tr).

Clinical Policy & Clinical Guideline

Turkish Journal of Emergency Medicine only publishes clinical policies and clinical guidelines arranged by official authorities of Emergency Medicine Association of Türkiye. Prior to the submission, related authorities should contact with the editor-in-chief (turkjem-eic@tatd.org.tr).

Case Reports / Case Series

Brief descriptions of clinical cases or the complications that are seldom encountered in emergency medicine practice and have an educational value. Consideration will be given to articles presenting clinical conditions, clinical manifestations, or complications previously undocumented in the existing literature and unreported side of adverse effects of the known treatment regimens or scientific findings that may trigger further research on the topic.

- Abstract: unstructured,
- Blinded Main Text: Introduction, Case Presentation, Discussion, Conclusion

Letter to the Editor

Opinions, comments, and suggestions made concerning articles published in the Turkish Journal of Emergency Medicine or other journals.

- No abstract

GENERAL RULES

Language

Manuscripts should be written in English. Contributors who are not native English speakers are strongly advised to ensure that a colleague fluent in the English language or a professional language editor has reviewed their manuscript. Concise English without jargon should be used. Repetitive use of long sentences and passive voice should be avoided. It is strongly recommended that the text be run through computer spelling and grammar programs. Either British or American spelling is acceptable but must be consistent throughout.

Units

Measurements should be reported using the metric system according to the International System of Units (SI). Laboratory values should be presented with normal limits.

Abbreviations

All abbreviations in the text must be defined the first time they are used (both in the abstract and the main text), and the abbreviations should be displayed in parentheses after the definition. Authors should avoid abbreviations in the title and abstract and limit their use in the main text.

Drugs, Products, Hardware, and Software

Generic names for drugs should be used. Doses and routes for the drugs should be stated. When a drug, product, hardware, or software is mentioned within the main text product information, including the name of the product, producer of the product, city of the company, and the country of the company should be provided in parenthesis in the following format: "Discovery St PET/CT scanner (General Electric, Milwaukee, WI, USA)".

Authorship

Authorship credit should be based only on

- substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
- drafting the article or revising it critically for important intellectual content; and
- final approval of the version to be published.

All conditions must be met. Any contributor who acted in first condition should be given chance to contribute to the other conditions. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship.

MANUSCRIPT SUBMISSION

Turkish Journal of Emergency Medicine accepts manuscripts via an online submission system. Users should create an account before submitting their manuscripts. Papers that do not comply with the format of the Journal will be returned

to the author for correction without peer-review. Therefore, to avoid loss of time and work, authors must carefully review the submission rules. For detailed explanation, please see our [submission system instructional videos](#).

SUBMISSION FILES

First Pages File / Cover Letter (Mandatory)

This is a combined file of the Cover Letter, Title Page, and Disclosures.

Cover Letter

What is the main strength of your article? The title and type of the article, prior publication, support, conflicts of interest, and permissions may also be provided.

Title Page

- **Title:** Generally, nondeclarative, not a question, begins with the main concept if possible, and without causal language, e.g., "effect of," unless the study is an RCT. The title page should contain the full title in sentence case. The title of the letter to the editor should start as "Correspondence".
- **Running Title:** a short title of no more than 50 characters.
- **Type of Article** (Case Report, Case Series, Original Article, Clinical Guideline, Clinical Policy, Invited Review, Letter to the Editor)
- **Authors and Affiliations** (past and present)
 - Full names (last names fully capitalized), Academic degrees (up to 2 per author: MD, DO, PhD, etc.), Affiliations (in English, in the order of Department or Division, Faculty, Institution or University, City, State, Country) in order in separate lines, E-mail address.
 - State the corresponding author by writing (Corresponding Author) in the same line
 - ORCIDs: ORC IDs of all authors should be included
- **Corresponding Author and Address:** Full Name, contact information including address, phone, e-mail address, and X (formerly Twitter) handle (so we can use it to disseminate your article if accepted).

Disclosures

- **Presentation(s) or awards at a meeting:** Provide the name of the organization, place, and date.
- **Acknowledgment(s):** Verify and confirm that everyone who contributed to this manuscript is either listed as an author or acknowledged as a contributor in the

acknowledgment section, and that the title page details any professional writing assistance or others paid to provide manuscript support.

- **Source(s) of Support and Funding:** Acknowledge all organizations that funded your research and provide grant numbers where appropriate. The statement should include specific grant numbers, Initials of authors who received each award, full names of commercial companies that funded the study or authors, initials of authors who received salary or other funding from commercial companies, URLs to sponsors' websites. If the study was unfunded, please state: "The author(s) received no specific funding for this work."
- **Use of Artificial Intelligence (AI)- assisted Technologies:**
 - If you used artificial intelligence- assisted technology anywhere in your article, mention it on the First Page.
 - The statement will appear in the published work and should be placed in a new section in the First Page file.
 - An example for statement: During the preparation of this work, the author(s) used the [NAME OF THE TOOL] to use it in the [...] sections of the article. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the published article.
 - Please note that artificial intelligence technologies cannot be used to change the content of images.
- **Conflict of Interest Statement:** Please disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) your work. If no such conflict of interest exists; please state: "The authors declare no conflict of interest".
- **Author Contributions Statement (CRediT Statement):** Authorship provides credit for a researcher's contributions to a study and carries accountability. Check the Authorship section above. The individual contributions of authors to the manuscript should be specified in this section so readers can judge that the authorship criteria for each author have been met, and who is accountable for which section of the article. This list may be revised according to the research and article type. We encourage the use of Contributor Role Taxonomy (CRediT) for listing author contributions – for details check: <https://casrai.org/credit/> Possible contributor roles that you may use are listed below. Multiple roles are possible and encouraged. Authors should be mentioned with their INITIALS, after each role.
 - Conceptualization – Ideas; formulation or evolution of overarching research goals and aims.
 - Data curation – Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.
 - Formal analysis – Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.

- Funding acquisition - Acquisition of the financial support for the project leading to this publication.
- Investigation – Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.
- Methodology – Development or design of methodology; creation of models.
- Project administration – Management and coordination responsibility for the research activity planning and execution.
- Resources – Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.
- Software – Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.
- Supervision – Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.
- Validation – Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.
- Visualization – Preparation, creation, and/or presentation of the published work, specifically visualization/data presentation.
- Writing – original draft – Preparation, creation, and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
- Writing – review & editing – Preparation, creation, and/or presentation of the published work by those from the original research group, specifically critical review, commentary, or revision – including pre-or post-publication stages.
- An example of an Authors' Contribution statement using CRediT: AB: review and editing (equal). CD: Conceptualization (lead); writing – original draft (lead); formal analysis (lead); writing – review and editing (equal). EF: Software (lead); writing – review and editing (equal). GH: Methodology (lead); writing – review and editing (equal). JK: Conceptualization (supporting); Writing – original draft (supporting); Writing – review and editing (equal).
- **Consent to Participate:**
 - Case Reports: A detailed statement that written patient consent/next of kin is present should be included in the Title Page and as the final sentence of the Case Presentation section of the Manuscript File.
 - For Original Articles: A detailed statement that written patient consent/next of kin is present should be included in the Title Page and in the Methods section of the Manuscript File.

- A signed patient consent form should be available for mailing if required by the Editorial Office. If requested, we accept all kinds of consent forms (including forms with the logo of other journals, any hospital, or affiliation).
- Ethical Approval: We do not consider any original articles (except meta-analysis and systematic review) for publication without an Ethical Board and/or Institutional Review Board (IRB) Approval (or with an official letter showing exemption status) including retrospective studies and questionnaires. As per ICMJE guidelines a statement that an Ethical Board or Institutional Review Board (IRB) Approval is present should be included:
 - in the First Pages file under the "Ethical Approval" section. The name of the board, approval number, and approval date should be included here.
 - in the Methods section of the Manuscript File. The name of the board should not be written here for blinding purposes.
 - Authors should be prepared to send a copy to the Journal if required.
- **Copyright Transfer:** While submitting your manuscript, you will be asked to transfer all copyright to our journal. You will not be required to upload a form for Copyright transfer but you will be asked to sign the form electronically.

Main Document / Article File (Mandatory)

The uploaded single Article File should include all the following sections:

- Title,
- Abstract,
 - Original Article: Objectives, Methods, Results, Conclusion
 - Case Report/Series: Unstructured
 - Clinical Guideline / Clinical Policy: Unstructured
 - Invited Review: Unstructured
 - Letter to Editor: No abstract
- Keywords: At least 3 keywords from MESH Database.
- Box-ED section (for Original Articles only)
- Blinded Main Text,
 - Original Article: Introduction, Methods, Results, Discussion, Limitations, Conclusion
 - Case Reports/Series: Introduction, Case Presentation, Discussion, Conclusion
 - Other Articles: Determined by text
- References, Tables, Figure Legends,
- Figures: May be embedded in the main document. But should also be uploaded separately as well.

Box-ED Section

A brief description of the study rationale and main findings are demonstrated in Box-ED section in the Turkish Journal of Emergency Medicine. It is encouraged to highlight the outputs of the current study. No quantitative measures are required for this section, only the key questions should be answered in bullet points. Box-ED boxes are only required for research articles.

Example:

- What is already known on the study topic?
 - Coronary artery disease is a major cause of out-of-hospital cardiac arrest.
 - After cardiac arrest, both immediate and delayed angiographic techniques are used in patients with cardiac etiology.
- What is the conflict on the issue? Has it importance for readers?
 - The role of immediate coronary angiography and percutaneous coronary intervention (PCI) in the treatment of patients who have been successfully resuscitated after cardiac arrest remains uncertain.
 - The right technique may increase survival or improve discharges in neurological intact status.
- How is this study structured?
 - This was a single-center, prospective cohort study that includes data from approximately 300 patients.
- What does this study tell us?
 - There was no difference in mortality and hospital discharge in terms of post-arrest strategy.
 - However, patients with an underlying structural cardiac disease may benefit from early PCI strategy.

Important Notes For Preparing The Main Text of the Original Article

- Hypothesis and Goals of the study: Clearly state the specific research objective or hypothesis and your primary outcome measure.
- Sample size estimation: In Methods, describe how you performed the sample size estimation, which tests and assumptions were used, and which sample size estimation software was used (if relevant).
- Consent to participate: A statement that informed consent was granted by the participants should be present.
- Ethical Approval: There should be a statement declaring that ethical approval is present without details of the governing body for blinding purposes.
- Compliance with manuscript writing guidelines: You will be asked to verify compliance with guidelines for each corresponding study design. You should add a statement clarifying which guideline you used while drafting the document. For further information on the reporting guidelines for health research, authors are

suggested to refer to the EQUATOR network website (<http://www.equator-network.org/>)

- Limitations: The limitations of the study should be mentioned in a separate paragraph subtitled as the "Limitations" in the end of the discussion. Explicitly discuss the limitations of your study, including threats to the internal and external validity of your results. When possible, examine the magnitude and direction of each bias and how it might affect the interpretation of results.
- All acknowledgments, disclaimers, funding, author contributions, and conflicts of interests should be present in the Disclosures section of the First Page File and in the electronic submission system. We DO NOT ALLOW any of this information in the ARTICLE FILE for blinding purposes.

REFERENCES

We recommend you use Reference Manager Software (RMS). You may find the reference style (CSL) of Turkish Journal of Emergency Medicine in the following RMS:

- Zotero ([click to download style](#)) - free
- Mendeley Desktop ([click to download style](#)) - free
- Papers app (now Readcube Papers)
- RefWorks
- EasyBib
- SciWheel
- GitHub ([to import](#))

The general guide for the number of References for each article type are explained at the top of the Instructions to Authors.

- Writing references: If the number of authors is 6 or less, include all author names. If the number of authors is more than 6, include names of 3 authors followed by et al.
- In-text Citations:
 - The referencing style of the Turkish Journal of Medicine is AMA (American Medical Association) style.
 - References should be numbered consecutively with Arabic numerals in the order in which they are cited in the text.
 - References should be cited in the text by numbers in SUPERSCRIPT.
 - When more than two references are cited at a given place in the manuscript, use hyphens to join the first and last numbers of a closed series; use commas without space.
 - Example: As reported previously,^{1,4-7,19,24}
 - You may use author names in your text, as long as these mentions are accompanied by numbered citations. Use last names only. For items with

one or two authors, include both names. For items with three or more authors, include the first author's surname and then 'et al' or 'and colleagues'. Examples: Smith and Jones² reported on the questionnaire. Hammersmith et al³ reported on the survey.

- Avoid referencing abstracts or citing a "personal communication" unless it provides essential information not available from a public source. As with citation of an abstract of an article rather than citation of the original document, citation of the original document is preferred unless it is not readily available. Only items actually consulted should be listed.
- Use sentence case for all titles (capitalize only the first word of the title). Abbreviate and italicize names of journals according to the listing in the National Library of Medicine database.
- Do not include unnecessary bibliographic elements such as month of publication, online publication date etc.
- When citing online journals, the DOI number is preferred over the URL link.
- Examples of citations are as follows:
 - Original Articles: Cevik E, Karakus Yilmaz B, Acar YA, Dokur M. Systematic Analysis of Theses in the Field of Emergency Medicine in Turkey. *Turk J Emerg Med.* 2016;15(1):28–32. doi:10.5505/1304.7361.2014.37074
 - Reviews: Akoglu H. User's guide to correlation coefficients. *Turk J Emerg Med.* 2018;18(3):91–93. doi:10.1016/j.tjem.2018.08.001
 - Book: Callahan ML. Current Practice of Emergency Medicine. 2nd ed. St. Louis, MO: Mosby; 1991.
 - Book Chapter: Mengert TJ, Eisenberg MS. Prehospital and emergency medicine thrombolytic therapy. In: Tintinalli JE, Ruiz E, Krome RL, eds. Emergency Medicine: A Comprehensive Study Guide. 4th ed. New York, NY: McGraw-Hill; 1996:337-343.
 - Internet: Fingland MJ. ACEP opposes the House GOP managed care bill. American College of Emergency Physicians. Web site. Available at: <http://www.acep.org/press/pi980724.htm>. Accessed August 26, 1999.
 - Cited by a citation: Cauley JA, Lui L-Y, Ensrud KE, et al. Osteoporosis and fracture risk in women of different ethnic groups. *JAMA.* 2005;293(17):2102-2108. Cited by: Acheson LS. Bone density and the risk of fractures: should treatment thresholds vary by race [editorial]? *JAMA.* 2005;293(17):2151-2154.

TABLES

- Tables should be included in the ARTICLE FILE after references section.
- The general guide for the number of Tables and Figures for each article type are explained at the top of the Instructions to Authors.
- Data presented in the tables should not be included in its entirety in the text.

- Tables must be numbered consecutively.
- Each table should be placed in a new page and must be referred to in the text.

FIGURES

- Figures should have at least 300 dots per inch (dpi) resolution, especially if they are in color.
- Black and White drawings and charts may have 150 dpi.
- Avoid background gridlines and other formatting that do not convey information (e.g., superfluous use of 3-D formatting, background shadings). Graphs should not be 3-D unless the data are.
- Figures can be embedded in the Main Document /Article File in the text where the figure is used, or at the end of the document in separate pages. But all figures **MUST** be submitted as separate image files.
- You should upload figures as PNG, JPG or JPEG files with their corresponding **CAPTION** and **LEGEND** during the Document Upload step.
- Figure Captions and Legends: The information contained in the figure should not be repeated in its entirety, however, reference to the figure must be referred in the text. Figure Captions and Legends should appear on a separate page after the References and Tables, with or without Figures. Figure Captions must be written in sentence case at this part of the manuscript (e.g., Macroscopic appearance of the samples.)
- All tables and figures must have a caption and/or legend and be numbered (e.g., Table 1, Figure 2), unless there is only one table or figure, in which case it should be labeled “Table” or “Figure” with no numbering.