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AIMS AND SCOPE

Turkish Journal of Colorectal Disease is an open access, scientific and peer-reviewed journal in accordance with independent, unbiased, and double-blinded peer-review principles of the Turkish Society of Colon and Rectal Surgery.

The journal is published quarterly in March, June, September, and December in print and electronically. The publication language of the journal is English.

This journal aims to contribute to science by publishing high-quality, peer-reviewed publications of scientific and clinical importance that address current issues at both national and international levels.

Furthermore, review articles, case reports, technical notes, letters to the editor, editorial comments, educational contributions, and congress/meeting announcements are released.

The journal scopes epidemiologic, pathologic, diagnostic, and therapeutic studies relevant to managing small intestine, colon, rectum, anus, and pelvic floor diseases.

The target audience of the Turkish Journal of Colorectal Disease includes surgeons, pathologists, oncologists, gastroenterologists, and health professionals caring for patients with a disease of the colon and rectum.

Turkish Journal of Colorectal Disease is currently indexed in **TÜBİTAK/ULAKBİM, British Library, ProQuest, CINAHL, IdealOnline, EBSCO, Embase, Gale/Cengage Learning, Index Copernicus, Turkish Citation Index, Hinari, GOALI, ARDI, OARE, AGORA J-GATE** and **TürkMedline**.

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.

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Address: Latilokum Sok. Alphan İşhanı No: 3 Kat: , Şişli, İstanbul, Türkiye

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• ICMJE Potential Conflict of Interest Disclosure Form which has to be filled in by each author.

Turkish Journal of Colorectal Disease is an international, open access, scientific, peer-reviewed journal in accordance with independent, unbiased, and double-blinded peer-review principles of Turkish Society of Colon and Rectal Surgery. The journal is published quarterly in in March, June, September and December in print and electronically. The publication language of the journal is English.

This journal aims to contribute to science by publishing high quality, peer-reviewed publications of scientific and clinical importance address current issues at both national and international levels. Furthermore, review articles, case reports, technical notes, letters to the editor, editorial comments, educational contributions and congress/meeting announcements are released.

The journal scopes epidemiologic, pathologic, diagnostic and therapeutic studies relevant to the management of small intestine, colon, rectum, anus and pelvic floor diseases.

Reviewed and accepted manuscripts are translated from Turkish to English by the Journal through a professional translation service. Before printing, the translations are submitted to the authors for approval or correction requests, to be returned within 7 days. The editorial board checks and approves the translation if any response is received from the corresponding author within this period.

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As a peer-reviewed journal that is independent, impartial and in compliance with the principles of double-blinded peer review, after checking the compliance of the submitted manuscript with the writing rules and plagiarism control, all articles are reviewed by the editor-in-chief, section editor, at least two reviewers, and statistic editor. All evaluation process except Editor-in-Chief is done double-blinded. After all these processes are completed, the Editor-in-Chief decides whether to publish or reject the article. In the final stage, the plagiarism review is repeated once more

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In the cover letter, the authors should state if any of the material in the manuscript is submitted or planned for publication elsewhere in any form, including electronic media. A written statement indicating whether or not "Institutional Review Board" (IRB) approval was obtained or equivalent guidelines followed in accordance with the Helsinki Declaration of 2013 update on human experimentation must be stated; if not, an explanation must be provided. The cover letter must contain the address, telephone, fax and e-mail address of the corresponding author.

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Only online submissions are accepted for rapid peer-review and to prevent delays in publication. Manuscripts should be prepared as a word document (*.doc) or rich text format (*.rtf). After logging on to the web www.manuscriptmanager.net/tjcd double click the "submit an article" icon. All corresponding authors should be provided with a password and a username after providing the information needed. After logging on to the article submission system with your own password and username, please read the system's directions carefully to provide all needed information not to delay the processing of the manuscript. Attach the manuscript, all figures, tables and additional documents. Please also attach the cover letter with the "Assignment of Copyright and Financial Disclosure" forms.

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Turkish Journal of Colorectal Disease follows the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (International Committee of Medical Journal Editors: Br Med J 1988;296:401-5).

Upon submission of the manuscript, authors are to indicate the type of trial/research and statistical applications following "Guidelines for statistical reporting in articles for medical journals: amplifications and explanations" (Bailar JC III, Mosteller F. Ann Intern Med 1988;108:266-73).

Preparation of research articles, systematic reviews and meta-analyses must comply with study design guidelines:

CONSORT statement for randomized controlled trials (Moher D, Schultz KF, Altman D, for the CONSORT Group. The CONSORT statement revised recommendations for improving the quality of reports of parallel-group randomized trials. JAMA 2001; 285:1987-91);

PRISMA statement of preferred reporting items for systematic reviews and meta-analyses (Moher D, Liberati A, Tetzlaff J, Altman DG, The PRISMA Group. Preferred Reporting Items for Systematic Reviews and Meta-Analyses: The PRISMA Statement. PLoS Med 2009; 6(7): e1000097.);

STARD checklist for reporting studies of diagnostic accuracy (Bossuyt PM, Reitsma JB, Bruns DE, Gatsonis CA, Glasziou PP, Irwig LM, et al., for the STARD Group. Towards complete and accurate reporting of studies of diagnostic accuracy: the STARD initiative. Ann Intern Med 2003;138:40-4.);

STROBE statement, a checklist of items that should be included in reports of observational studies;

MOOSE guidelines for meta-analysis and systemic reviews of observational studies (Stroup DF, Berlin JA, Morton SC, et al. Meta-analysis of observational studies in epidemiology: a proposal for reporting Meta-analysis of observational Studies in Epidemiology (MOOSE) group. JAMA 2000; 283: 2008-12).

Text Formatting

Manuscripts should be submitted in Word.

Use a standard, plain font (e.g., 10-point Times Roman) for text.

Use the automatic page numbering function to number the pages.

Do not use field functions.

Use tab stops or other commands for indents, not the space bar.

Use the table function, not spreadsheets, to make tables.

Save your file in Docx format (Word 2007 or higher) or doc format (older Word versions).

Title Page

All manuscripts, regardless of article type, should start with a title page containing:

The title of the article;

The short title of the article

The initials, names and qualifications of each author;

The main appointment of each author;

The name(s) of the institution(s) of each author;

The name and e-mail address of the corresponding author;

Full disclosures of potential conflicts of interest on the part of any named author, or a statement confirming that there are no conflicts of interest;

The word count excluding abstract, references, tables, figures and legends;

If applicable, the place and date of the scientific meeting in which the manuscript was presented and it's abstract published in the abstract book.

Article Types

Original Articles

This category includes original research, including both clinical and basic science submissions. The work must be original and neither published, accepted or submitted for publication elsewhere. Any related work, either SUBMITTED, in press, or published by any authors, should be clearly cited and referenced.

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All clinical trials must be registered in a public trials registry acceptable to the International Committee of Medical Journals Editors (ICMJE). Authors of randomized controlled trials must adhere to the CONSORT guidelines, and provide both a CONSORT checklist and flow diagram. We require that you choose the MS Word template at www.consort-statement.org for the flow chart and cite/upload it in the manuscript as a figure. In addition, submitted manuscripts must include the unique registration number in the Abstract as evidence of registration.

All authors are expected to abide by accepted ethical standards for human and animal investigation. In studies that involve human subjects or laboratory animals, authors must provide an explicit statement in Materials and Methods that the experimental protocol was approved by the appropriate institutional review committee and meets the guidelines of their responsible governmental agency. In the case of human subjects, informed consent, in addition to institutional review board approval, is required.

Original Articles should not exceed 3000 words (excluding abstract, references, tables, figures and legends) and four illustrations.

Original Articles should be organized as follows:

Abstract: The abstract must contain fewer than 250 words and should be structured as follows:

Aim: What was the purpose of the study?

Method: A brief description of the materials - patients or subjects (i.e. healthy volunteers) or materials (animals) - and methods used.

Results: What were the main findings?

Conclusion: What are the main conclusions or implications of the study?

Keywords: Below the abstract, provide up to 6 keywords or short phrases. Do not use abbreviations as keywords.

Introduction: State the purpose and rationale for the study concisely and cite only the most pertinent references as background.

Materials and Methods: Describe your selection of the observational or experimental subjects clearly (patients or experimental animals, including controls). Provide an explicit statement that the experimental protocols were approved by the appropriate institutional review committee and meet the guidelines of the responsible governmental agency. In the case of human subjects, state explicitly those subjects have provided informed consent. Identify the methods, apparatus/product** (with manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods; provide references and brief descriptions of methods that have been published but are not well known, describe substantially modified methods, including statistical methods, give reasons for using them, and evaluate their limitations;

Results: Present the detailed findings supported with statistical methods. Figures and tables should supplement, not duplicate the text; presentation of data in either one or the other will suffice. Emphasize only your essential observations; do not compare your observations with those of others. Such comparisons and comments are reserved for the discussion section.

Discussion:

1. State the importance and significance of your findings but do not repeat the details given in the Results section.

2. Limit your opinions to those strictly indicated by the facts in your report.

3. Compare your finding with those of others.

No new data are to be presented in this section.

Acknowledgements: Only acknowledge persons who have made substantive contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name because readers may infer their endorsement of the data and conclusions. Begin your text of the acknowledgement with, "The authors thank…".

Authorship Contributions: The journal follows the recommendations of the ICMJE for manuscripts submitted to biomedical journals. According to these, authorship should be 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.

All other contributors to the paper should be credited in the 'Acknowledgments' section.

References: The author should number the references in Arabic numerals according to the citation order in the text. Put reference numbers in the parenthesis in superscript at the end of citation content or after the cited author's name. Use the form of "Uniform Requirements for manuscript abbreviations in Turk Bilim Terimleri" (http:/www.bilimterimleri.com).

Journal titles should conform to the abbreviations used in

"Cumulated Index Medicus".

Journals; Last name(s) of the author(s) and initials, article title, publication title and its original abbreviation, publication date, volume, the inclusive page numbers.

Example: 1. Dilaveris P, Batchvarov V, Gialafos J, Malik M. Comparison of different methods for manual P wave duration measurement in 12-lead electrocardiograms. Pacing Clin Electrophysiol 1999;22:1532-1538.

Book chapter; Last name(s) of the author(s) and initials, chapter title, book editors, book title, edition, place of publication, date of publication and inclusive page numbers of the extract cited.

Example: 1. Schwartz PJ, Priori SG, Napolitano C. The Long QT Syndrome. In: Zipes DP, Jalife J, eds. Cardiac Electrophysiology. From Cell to Bedside. Philadelphia; WB Saunders Co. 2000:597-615.

Tables: All tables are to be numbered using Arabic numerals. Tables should always be cited in text in consecutive numerical order. For each table, please supply a table caption (title) explaining the components of the table. Identify any previously published material by giving the original source in the form of a reference at the end of the table caption. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Figures: Figures should work under "Windows". Color figures or grayscale images must be at least 300 dpi. Figures using "*.tiff", "*.jpg" or "*.pdf"

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Permissions: Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

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Abstract length: Not to exceed 250 words.

Article length: Not to exceed 4000 words.

Reference Number: Not to exceed 100 references.

Reviews should include a conclusion in which a new hypothesis or study about the subject may be posited. Do not publish methods for literature search or level of evidence. Authors who will prepare review articles should already have published research articles on the relevant subject. The study's new and important findings should be highlighted and interpreted in the Conclusion section. There should be a maximum of two authors for review articles.

Case Reports

Abstract length: Not to exceed 100 words.

Article length: Not to exceed 1000 words.

Reference Number: Not to exceed 15 references.

Case Reports should be structured as follows:

Abstract: An unstructured abstract that summarizes the case.

Introduction: A brief introduction (recommended length: 1-2 paragraphs).

Case Report: This section describes the case in detail, including the initial diagnosis and outcome.

Discussion: This section should include a brief review of the relevant literature and how the presented case furthers our understanding of the disease process.

References: See under 'References' above.

Acknowledgments.

Tables and figures.

Technical Notes

Abstract length: Not to exceed 250 words.

Article length: Not to exceed 1200 words.

Reference Number: Not to exceed 15 references.

Technical Notes include a description of a new surgical technique and its application in a small number of cases. In case of a technique representing a major breakthrough, one case will suffice. Follow-up and outcome need to be clearly stated.

Technical Notes should be organized as follows:

Abstract: Structured "as above mentioned".

Indications

Method

Comparison with other methods: advantages and disadvantages, difficulties and complications.

References, in Vancouver style (see under 'References' above).

Acknowledgments.

Tables and figures: Including legends.

Video Article

Article length: Not to exceed 500 words.

Reference Number: Not to exceed 5 references

Briefly summarize the case describing diagnosis, applied surgery technique and outcome. Represent all important aspects, i.e. novel surgery technique, with properly labelled and referred video materials. A standalone video vignette describing a surgical technique or interesting case encountered by the authors.

Requirements: The data must be uploaded during submission with other files. The video should be no longer than 10 minutes in duration with a maximum file size of 350Mb, and 'MOV, MPEG4, AVI, WMV, MPEG-PS, FLV, 3GPP, WebM' format should be used. Documents that do not exceed 100 MB can be uploaded within the system. For larger video documents, please contact info@galenos.com.tr. All videos must include narration in English. Reference must be used as it would be for a Figure or a Table. Example: ".....To accomplish this, we developed a novel surgical technique (Video 1)." All names and institutions should be removed from all video materials. Video materials of accepted manuscripts will be published online.

Letters to the Editor

Article length: Not to exceed 500 words.

Reference Number: Not to exceed 10 references

We welcome correspondence and comments on articles published in the Turkish Journal of Colorectal Disease. No abstract is required, but please include a brief title. Letters can include 1 figure or table.

Editorial Comments

Article length: Not to exceed 1000 words.

Reference Number: Not to exceed 10 references.

The Editor exclusively solicits editorials. Editorials should express opinions and/or provide comments on papers published elsewhere in the same issue. A single author is preferred. No abstract is required, but please include a brief title. Editorial submissions are subject to review/request for revision, and editors retain the right to alter text style.

Peer review of study protocols :

TJCD will consider publishing without peer review protocols with formal ethical approval and funding from a recognized, open Access, supporting research-funding boy (such as those listed by the JULIET Project). Please provide proof that these criteria are met when uploading your protocol. Any

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protocols that do not meet both these criteria will be sent for open external peer review, with reviewer comments published online upon acceptance, as with research articles. Reviewers will be instructed to review for clarity and sufficient detail. The intention of peer review is not to alter the study design. Reviewers will be required to check that the study is scientifically credible and ethically sound in its scope and methods. There is sufficient detail to instil confidence that the study will be managed and analyzed correctly.

Publishing study protocols enables researchers and funding bodies to stay up to date in their fields by providing exposure to research activity that may not otherwise be widely publicized. This can help prevent unnecessary duplication of work and will hopefully enable collaboration. Publishing protocols in full also makes available more information than is currently by trial registries and increases transparency, making it easier for others (editors, reviewers and readers) to see and understand any variations from the protocol that occur during the conduct of the study)

The SPIRIT (Standart Protocol Items for Randomized Trials) statement has now been published. It is an evidence-based tool developed through a systematic review of a wide range of resources and consensus. It closely mirrors the CONSORT statement and also reflects essential ethical considerations.

PRISMA is an evidence-based minimum set of items for reporting in systematic reviews and meta-analyses. PRISMA focuses on reporting reviews evaluating randomized trials but can also be used as a basis for writing systematic reviews of other types of research, particularly evaluations of interventions.

General TJCD policies apply to manuscript formatting, editorial guidelines, licence forms and patient consent.

- Protocol papers should report planned or ongoing studies: Manuscripts that report work already carried out will not be deemed protocols. The dates of the study must be included in the manuscript and cover letter.

Protocol for studies that will require ethical approval, such as trials, is unlikely to be considered without receiving that approval.

- **Title:** This should include the specific study type, randomized controlled trial

- **Abstract:** This should be structured with the following sections—introduction; Methods and analysis; Ethics, and dissemination. Registration details should be included as a final section, if appropriate.

- **Introduction:** describe the rationale for the research and what evidence gay it may fill.

- **Methods and analysis:**

- **Ethics and dissemination:** Ethical and safety considerations and any dissemination plan should be covered here

- Full references

- Authors contributions

- Funding Statement

- Competing Interests Statement

- **Word Count:** Not to exceed 4000 words.

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Suppose doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards. In that case, the authors must explain the reasons for their approach and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study.

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All individuals have individual rights that are not to be infringed. Individual participants in studies have, for example, the right to decide what happens to the (identifiable) personal data gathered, to what they have said during a study or an interview, as well as to any photograph that was taken. Hence it is essential that all participants gave their informed consent in writing before inclusion in the study. They are identifying details (names, dates of birth, identity numbers and other information) of the participants that were

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studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scientific purposes and the participant (or parent or guardian if the participant is incapable) gave written informed consent for publication. Complete anonymity is difficult to achieve in some cases, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic profiles, authors should assure that alterations do not distort scientific meaning.

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Each manuscript submitted to The Turkish Journal of Colorectal Disease is subject to an initial review by the editorial office to determine if it is aligned with the journal's aims and scope and complies with essential requirements. Manuscripts sent for peer review will be assigned to one of the journal's associate editors that have expertise relevant to the manuscript's content. All accepted manuscripts are sent to a statistical and English language editor before publishing. Once papers have been reviewed, the reviewers' comments are sent to the Editor, who will then make a preliminary decision on the paper. At this stage, based on the feedback from reviewers, manuscripts can be accepted, rejected, or revisions can be recommended. Following initial peer-review, articles judged worthy of further consideration often require revision. Revised manuscripts generally must be received within 2 months of the date of the initial decision. Extensions must be requested from the Associate Editor at least 2 weeks before the 2-month revision deadline expires; The Turkish Journal of Colorectal Disease will reject manuscripts that are not received within the 3-month revision deadline. After their re-submission, manuscripts with extensive revision recommendations will be sent for further review (usually by the same reviewers). When a manuscript is finally accepted for publication, the Technical Editor undertakes a final edit and a marked-up copy will be e-mailed to the corresponding author for review and to make any final adjustments.

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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.

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CORRESPONDENCE

All correspondences can be done to the following postal address or to the following e-mail address, where the journal editorial resides:

Turkish Society of Colon and Rectal Surgery

Address: Latilokum Sok. Alphan İşhanı No:3 Kat:2 Mecidiyeköy-Şişli-İstanbul/Turkey

Phone: +90 (212) 356 01 75-76-77

Gsm: +90 (532) 300 72 36

Fax: +90 (212) 356 01 78

Online Manuscript: www.manuscriptmanager.net/tjcd

Web page: www.turkishjcrd.com

E-mail: info@turkishjcrd.com

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