

THE HEALTH AND SOCIETY DOCUMENT PUBLICATION GUIDELINES

1. GENERAL

1.1. Health and Society (Sağlık ve Toplum) Journal is a publication of the Foundation of Health and Social Assistance. The journal is quarterly (three issues a year); a "special issue" is published when necessary. The journal is published electronically and in print.

1.2. Original research papers, compilations, case studies, translated articles and educational scientific articles (book summaries and reviews) about health and social assistance, statements of international health organizations (e.g. WHO, UNFPA, UNICEF etc.), literature highlights and announcements about the activities of the Foundation.

1.3. The publication language is Turkish. However, papers of authors in English with abstracts in Turkish may also be published.

1.4. Papers published previously or pending review for publication in another journal are not admissible. Papers previously presented in a congress are admissible on condition that the fact be stated in the paper.

1.5. The content of all publications reflects the views of the author and not of the editor or the publisher.

1.6. Authors provide a written statement for assigning the publication rights of their manuscripts to the journal. This statement will be included in all documents signed by the authors and in the letter of application to the editor. No copyright is payable for the manuscripts sent to the journal.

1.7. The translated texts should be accompanied with the original manuscripts in the original language and the source and author of the original should be indicated clearly.

1.8. Manuscripts to be submitted for publication should be prepared in Accordance with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals -updated in December 2014- developed by International Committee of Medical Journal Editors (ICMJE) (<http://www.icmje.org/icmje-recommendations.pdf>).

2. REVIEW AND ACCEPTANCE PROCESS

2.1. Health and Society (Sağlık ve Toplum) is a peer-reviewed journal.

2.2. All manuscripts must comply with the linguistic rules of our journal.

2.3. The manuscript is first assessed by the editor(s) for consistency with the readership and publication principles of the journal. If the manuscript is deemed appropriate in this regard, it is sent to a team of at least two advisors (reviewers) for review. Depending on the subject-matter, the editor(s) may deem it necessary to send the manuscript to external reviewers other than those at the editorial board or the advisory board. The manuscript is published upon the assent of the relevant two advisors and by a decision of the Editorial Board. The manuscript that requires correction is returned to the author. If it deems appropriate, the Editorial Board publishes the manuscript after the correction.

2.4. Editors are entitled not only not to publish or return to author for correction or abridgment a manuscript that does not comply with the publication conditions but also to edit the style of the manuscript. Editors are entitled to make corrections and abridgments which do not affect the message of the manuscript.

2.5. Published or not admitted, manuscripts are not returned to the authors. The authors may not claim a right in this regard.

2.6. During the review process, the deadline is 14 days for initial response to the author's application, 21 days for the first peer review, 20 days for correction and 30 days for notification of the definitive publication date to the author.

3. ETHICAL PRINCIPLES

3.1. Authors are responsible for compliance of manuscripts to scientific and ethical rules.

3.2. All authors must provide direct academic and scientific input to the manuscript. In this regard, an author is considered a person who makes a substantive contribution to the conceptualization and design of a study; obtaining, analysis or interpretation of the data or drafting and critical revising of the content. Another requirement for authorship is to plan or conduct and/or revise the study which is the subject of the manuscript. Funding, data collection or the overall supervision of the study group does not grant authorship per se.

3.3. Contributors who do not fulfill the authorship requirements must be listed in the "acknowledgments" part, stating their contributions.

3.4. The Health and Society Journal agrees to comply with the ethical standards of the Declaration of Helsinki (<http://www.wma.net/en/30publications/10policies/b3/index.html>).

3.5. In human studies, the approval of the ethical board should be included in the Materials and Methodology section of the manuscript. Written consent of the patients or volunteers involved in the study should be obtained and the fact that it is given should be stated in the Materials and Methodology Section.

3.6. In animal studies, compliance with the principles of the Guide for the Care and Use of Laboratory Animals (www.nap.edu/catalog/5140.html) and the approval of the respective ethical board should be stated in the Materials and Methodology section of the manuscript.

3.7. The editor may request a copy of the approval of the ethical board from the authors.

3.8. In case of direct or indirect commercial affiliation or financial support to the study by an organization, the authors must indicate in the References page that they have no commercial relations with the relevant commercial product, drug, pharmaceutical company etc. Otherwise, they must state the nature of their relationship (consultant, other agreements).

4. APPLICATION

4.1. Manuscripts should be submitted together with the resumes of the author(s) including the name, address, phone and fax number, email address and signature of the authors. The corresponding author should be indicated if two or more authors are involved.

4.2. The manuscript may be submitted personally in a CD or emailed to saglikvetoplum@ssyv.org.tr.

4.3. All authors should participate in the publication by a collective signature stating their scientific contributions and responsibilities and lack of conflicts of interest. The entities, organizations, pharmaceutical companies etc. that have provided -even partial- support in cash or kind to the study should be indicated in a footnote at the end of the full length text and before the References section.

5. PUBLICATION FORMAT

5.1. The manuscript text must be written on a single side of an A-4 sheet on a computer using Times News Roman fonts, 11 font size and double space and leaving sufficient margins on both sides. Pages should not be enumerated.

5.2. Articles to be submitted to the journal should include the following sections.

·Title: A concise title which gives a sense of the content should be selected. The title should be given in English also.

·Author's name: Given name, initial of middle name and family name of all authors should be provided, and their academic titles and organizations should be stated in a footnote.

·Abstract: The abstract in Turkish and English languages should be included before the Introduction section. The abstract content should be equivalent in both languages. The abstract should briefly state the objectives and results of the study and not exceed 150 words. A maximum of five keywords should be provided at the end of the abstracts.

·Main text: The text should follow the usual format of a scientific manuscript. Original study manuscripts should consist of Introduction, Materials and Methodology, Results (Findings) and Discussion sections and case presentations should include Introduction, Case(s) and Discussion sections. Article and book summaries, translated articles and announcements should follow the format and spelling rules of the manuscript. Tables, charts, figures and other illustrations should be directly reproducible and carefully enumerated.

·References: References should be listed in order of appearance in the text and provided as follows: Family name and initial of given name of each author, title of article, title of journal/book, issue of journal, first and last page cited.

The correspondence address of the journal is given below.

Sağlık ve Sosyal Yardım Vakfı

Süleyman Sırrı Cad. No:12/5

06410 Sıhhiye – ANKARA

Phone: 312 435 13 46 Faks: 312 434 46 59

E-mail : saglikvetoplum@ssyv.org.tr

Other information about the Journal of Health and Society and previous issues of the magazine

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