

# QUICK CHECKLIST

## MAIN DOCUMENT

General format and length of article types accepted by TJB:

	Word limit	Word limit in abstract	Number of keywords	Number of tables & figures	Number of references	Article structure
<b>Research Article</b>	3500	250, structured*	5-6	8	50	Structured into Introduction, Materials and methods, Results, Discussion
<b>Review</b>	6000	200, structured**/ unstructured	3-6	8	150	Structured
<b>Short Communication</b>	1500	200, structured*	3-5	4	20	Unstructured; Materials & methods are described in the legends to Figures and Tables
<b>Case Report</b>	1500	150, structured***	3-5	2	10	Structured into Introduction, Case presentation, Discussion, up to 5 Learning points
<b>Technical Report</b>	1500	150, structured*	3-5	2	10	Structured into Introduction, Materials and methods, Results, Discussion; Clinical technical reports should include and discuss the clinical significance of values and their deviations.
<b>Opinion Paper</b>	3500	250, structured**/ unstructured	3-6	2	10	Structured
<b>Letter to the Editor &amp; Reply</b>	1200	n/a	3-5	2	10	Unstructured
<b>Editorial</b>	1500	n/a	n/a	1	10	Structured or unstructured

\*Objectives, Methods, Results, Conclusions; \*\*Objectives, Content, Summary and Outlook; \*\*\*Objectives, Case presentation, Conclusions.

### General layout guidelines:

- **Fonts:** All text should be written with Arial font type at 12 font size and double spaced on A4 sized paper with 1 cm right margin and 3 cm other margins. Italic font style is restricted to genes and Latin terms (except for abbreviations such as e.g., et al.). Do not use bold face within text.
- **Numbers:** Written out in words up to ten and unless they are used as a unit of measurement or when used at the beginning of a sentence. This does not apply for figures and tables. Use

decimal points, not commas. Write symbols, mathematical signs and their respective value without spaces (e.g.  $n=1$ ).

- **Equations:** Are to be numbered (Arabic numerals within parentheses in sequential order). In-text citation format: Eq. (1); Ranges: Eqs. (1)–(5); Eqs. (1) and (4). Simple maths should be converted into text.
- **Variables:** Greek lowercase: Italics; Greek uppercase: Roman; Single letter variables: Italics; Multi-letter variables: Roman preferred.
- **Units:** All units should be in Roman. Unit separation should be comma in table entries. Spaces should be presented between numbers and units (except for %). Units are to be expanded with numbers and units if beginning a sentence.
  - Degree Celsius should be spaced with non-breakable space.
  - The letter 'l' should be caps in all combinations of liter units (L/mL/dL/ $\mu$ L.....).
  - Molar 'M' should be caps. Units need not be repeated in value ranges.
  - P (referring to a population proportion) and p (to a sample proportion) are to be written in Roman. In table headers, 'p' should be written 'p-Value'.
  - N (referring to population size) and n (to sample size) are to be written in Roman.
  - Volume and weight units should be abbreviated as 'vol' and 'wt' in unit-value combinations.
  - The coefficient of determination ( $R^2$ ) is written in Roman with superscript 2.
  - Use periods for the non-SI units:  
 inches → in.  
 atomic → at.  
 number → no.  
 as these abbreviations could be confused with the words in, at, and no.
  - Centrifugation 'g' should be italics (either written with non-breakable space 1000 g or closed up with multiplication sign 1000×g).
  - Closed-up number and multiplication sign '×' for magnifications.
  - Time unit abbreviations to be used: second – s; minute – min; hour – h; day – day/days; week – week/weeks; month – month/months; year – year/years.
- **Binominals:** Are written in italics.
- **Latin terms:** Should be italics but not in the Reference list (in vitro, in vivo, de novo, in situ, ad libitum...). Abbreviations of Latin terms should be Roman. (i.e., e.g., vs., et al...). 'Versus' should be written 'vs.' and in Roman font.
- **Nomenclature:** Follow the rules of the [IUPAC-IUB Commission on Biochemical Nomenclature](#). Genotypes should be given in italics, phenotypes should not be italicized. Indicate the gene symbol and gene name as approved by the [HUGO Gene Nomenclature Committee](#). Nomenclature of bacterial genetics should follow [Demerec et al. Genetics 1966; 54:61-76](#).

Genus and species should be written in full for the first occurrence in the Abstract and in the main body of the article as well as in the title and keywords. In succeeding occurrences, the

genus name should be abbreviated to an initial ('sp.', 'spp.', 'ssp.', 'var.', 'L.', 'subsp.', etc. should be Roman).

Enzyme names should be in accordance with the recommendations of the IUPAC-IUB Commission on Biochemical Nomenclature, 1978, as in *Enzyme Nomenclature*, published by Academic Press, New York, 1992: Full name of an enzyme and its IUBMB Enzyme Commission number (EC number) should be given when that enzyme was first mentioned in the text. Its abbreviation can be used after that. For detailed information, authors can refer to the [Enzyme Nomenclature of IUBMB](#).

- **Units:** Numerical data should be reported in official SI units. Enzyme activity should be given in terms of U/L in serum or plasma and U/mg protein in tissues. Unit (U) should be given as reaction rate triggered under defined conditions. SI unit for enzyme activity is defined as katal which is the moles of substrate converted to product per second. However, it can also be defined as  $\mu\text{mol/sec}$  or  $\mu\text{mol/min}$  as long as clear and precise definitions are given.
- **Language:** Write in concise English. Non-native speaking authors may contact the editorial office for advice on appropriate language editing service providers ([American Journal Experts](#)).
- **Use of word processing software:** Save your file in the native format of the word processor used. Do not submit a PDF. You are strongly advised to use the 'spell-check' and 'grammar-check' functions to avoid unnecessary errors.
- **List of authors:** The list of authors must be given in a separate title page file! Please make sure that no author names are listed in any other part of the main document.  
**On the title page:** Include author names above the title, separated by comma. Use a full stop after middle name initials. Give affiliations for each author on the bottom of the first page without designators. Give the name of the corresponding author(s) on the bottom of the first page as well. Give an email address and telephone number for the corresponding author. Mark equal contributing authors with a superscript a. **As per De Gruyter policy, no author list changes are permitted after acceptance of an article.** The De Gruyter production team is instructed to enforce this policy during the production/proofing process.
- **Title:** Write the title in down style (non-capitalized, except for the first word and any proper name). It should reflect the content of the manuscript and not exceed 17 words. The title can also be provided in Turkish, if desired.
- **Abstract:** Structure your abstract (if it is a requirement of submission, see table above), according to the respective article type. The abstract can also be provided in Turkish, if desired.
- **Keywords:** Give keywords below the abstract (non-capitalized, separated by semicolon). It is of prime importance that the keywords should be in accordance with MeSH. This keyword database may be reached through main page of PubMed.
- **Heading- and subheadings:** Down style (see section "Title"). The hierarchy of the main text must be clearly recognizable.

- **Introduction** – why was the study undertaken? The introduction should solely consist of the literature background that allows the appreciation of the manuscript. The unnecessary details and excessive references should be avoided. Hypothesis and the aim of the study should be stated in the introduction.
- **Materials and methods** – how was the study conducted? Design and place of the study, subjects/patients, if applicable, information on the treatment procedures, statistical methods and information on the adherence to the ethical rules should be indicated.
- **Results** – what did the study find? Results must be concise and include figures and tables. Descriptive statistics should be compatible with the nature of data and statistical analyses used. The graphs should be prepared to reflect the important features of data. Please avoid excessive figures and tables.
- **Discussion** – what might it mean, why does it matter, what is next, what is the added value of the study? Extent of the discussion should be parallel to other sections.
- **Manufacturer details:** Are to be provided incl. city and country for reagents and apparatus reported in the manuscript (Use only USA and UK for United States and United Kingdom. For USA, sole use of the abbreviated state name is allowed). Use the correct symbol (e.g. ©, ® and not the letters "TM" in superscript).
- **Statistics:** Statistical methods should be explained in detail in the Materials and Methods so that if original data is given, the results can be verified. If possible, quantitative results should be given and appropriate indicators should be used to indicate measurement error or uncertainty.
- **Abbreviations:** Both in the abstract and in the main text, abbreviations are to be spelled out at first mention. Thereafter, only these abbreviations are to be used. It is not necessary to include a list of abbreviations.
- **Figures:** Should have a minimum resolution of 300 dpi (halftone figures) and 1200 dpi (line drawings) and be of good contrast. Faint shading may be lost upon reproduction. When drawing bar graphs, use patterning instead of greyscales. Do not put boxes or borderlines around figures. Uppercase letters A, B, etc. should be used to identify parts of multi-part figures. Make sure all axes have been clearly labelled. Insert figures at the appropriate position within the article template. Additionally, upload the source files during manuscript submission.  
In the text, part label figures are cited as:
  - (Figure 1)
  - (Figures 1, 3) - with space between comma and value
  - (Figures 1-3) - closed-up
 Part labels should be caps in both caption and citation. In the text, part label figures are cited as:
  - (Figure 1A, C)
  - (Figure 1A-C)
- **Figure legends:** Should not be embedded in the figure files themselves. Provide a short descriptive title and a legend (written on a new line) to make each figure self-explanatory.

Explain all symbols used in a figure. Remember to use the same abbreviations as in the text body. Uppercase letters identifying parts of multi-part figures have to be included in parentheses.

**Sources for figures** are to be cited in parentheses after the caption (with permission from ref. [2]) or (modified with permission from ref. [2]).

- **Tables:** Number tables consecutively using Arabic numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. In the footnote, refer to information within the table with superscript lowercase letters, and do not use special characters or numbers. Separate units with a comma and use parentheses or square brackets for additional measures (e.g., %, range, etc). Abbreviations must be explained in the footnote as well (separated by comma and semicolon). Remember to use the same abbreviations as in the main text.

In the text, part label figures are cited as:

- (Table 1)
- (Table 1, 3) - with space between comma and value
- (Table 1-3) - closed-up

**Sources for tables** are to be cited in parentheses after the caption (with permission from ref. [2]) or (modified with permission from ref. [2]).

- **Supplemental material:** Within the text, supplemental material must be cited consecutively and be referred to as supplemental material (e.g. see Supplemental Material, Figure 1, or Supplemental Figure 1). **Please be aware**, that our typesetting vendor does not edit supplemental material.
- **Videos:** Authors are encouraged to submit videos accompanying the article as supplemental material.
- **Highlights:** Highlight bullet points (with En-dash) are allowed for all article types, should appear before the Acknowledgments (if present)/Author statements section.
- **Learning points:** Are allowed (with En-dash) for Case Reports, should be set before Acknowledgments (if present)/Author statements
- **Acknowledgements/Statements on ethical and legal considerations:** For every submission to TJB, authors have to fill out and upload the [Template for Ethical and Legal Declarations](#) at the time of the original submission. Instructions on how to make declarations can be found [here](#). Statements will be automatically implemented before the reference section. **Strictly adhere** to the instructions and the wording of the template.
- **References:** References should be listed at the end of the manuscript. **Adhere strictly** to the reference style of the Journal (Vancouver; recommendations of the “International Committee of Medical Journals Editors”; found [here](#)).

All references mentioned in the reference list have to be cited in the text and vice versa. List and number the references consecutively in the order they appear in the text, including Tables and Figures. In the text, identify references by Arabic numerals in [parentheses]. Italic and boldface font type is not allowed in the reference section. List all authors; if the number is 7 or more, list the first 6 names followed by et al. Identify authors by last name first,

followed by up to 2 initials, without periods, indicating the authors' first name. Only the first name of the title is capitalized, as well as proper names within the title. Journal names are abbreviated as indicated in PubMed and in the Web of Knowledge ([NIH.Linkout.Journals: Web of Knowledge](#)), without periods. After the abbreviated journal name, give the year of publication, followed by a semicolon, volume number (but no issue number), followed by a double colon, and the page numbers, with the last page number in shortened format. Meeting abstracts may be cited only if published in journals. Unpublished observations and personal communications are cited only in the text. Correct linking of the references depends on strict adherence to journal style.

In-text citation	
Single reference	[1]
Series of references	[2, 8, 25]
Range of references	[5–12]
Citation order	Sequential
Issue numbers	Not allowed
Reference list	
Reference type	Example
Reference list label	Numbered without bracket
1. Journal	1. Raustorp A, Mattsson E, Svensson K, Costa PT Jr. Physical activity, body composition and physical self-esteem: a 3-year follow-up study among adolescents in Sweden. <i>Scand J Med Sci Sports</i> 2006;16:258–66.
2. Journal with supplement	2. Sallis JF, Saelens BE. Assessment of physical activity by self-report: status, limitations, and future directions. <i>Res Q Exerc Sport</i> 2000;71(2 Suppl):S1–14.
3. Collaboration	3. WHO. The diagnosis and management of non-alcoholic fatty liver disease: practice guideline by the American Association for the Study of Liver Diseases, American College of Gastroenterology, and the American Gastroenterological Association. <i>Hepatology</i> 2012;55:2005–23.
4. et al. usage (more than 6 authors = 6 authors + et al.)	4. Kaye K, Day RD, Hair EC, Moore KA, Hadley AM, Teixeira PJ, et al. Parent marital quality and the parent-adolescent relationship: effects on sexual activity among adolescents and youth. <i>Marriage Fam Rev</i> 2009;45:270–88.
5. Epub ahead of print	5. Mason EB, Burkhart K, Lazebnik R. Adolescent stress management in a primary care clinic. <i>J Pediatr Health Care</i> 2018 Sep 3. DOI: 10.1016/j.pedhc.2018.08.001 [Epub ahead of print].
6. Journal – in press	6. Tappy L, Lara KA. Metabolic effects of fructose and the worldwide increase in obesity. <i>Physiol Rev</i> , in press.
7. Book/monograph	7. Shek DTL, Sun RCF, Merrick J. University and college students. Health and development issues for the leaders of tomorrow. New York: Nova Science; 2013.

8. Book with edition	8. Joannopoulos JD, Johnson SG, Winn JN, Meade RD. Photonic crystals: molding the flow of light, 2nd ed. Princeton, NJ: Princeton University Press; 2008:350 p.
9. Edited book	9. Shek DTL, Ma C, Yu L, Merrick J, editors. Human developmental research. Experience from research in Hong Kong. New York: Nova Science; 2014.
10. Edited book with chapter title and editors	10. Halpen-Felsher BL, Morrell HE. Preventing and reducing tobacco use. In: Berlan ED, Bravender T, editors. Adolescent medicine today: a guide to caring for the adolescent patient [Internet]. Singapore: World Scientific Publishing Co.; 2012.
11. Edited book series	11. Forghieri F, Tkach RW, Chraplyvy AR. Optical fiber telecommunications, Kaminov IP, Koch TL, editors. San Diego, CA: Academic; 1997, vol IIIA.
12. Proceedings/Conferences	12. Musaka K, Akasaka Y, Suzuki Y, Kamiya T. Novel network fiber to manage dispersion at 1.55 $\mu\text{m}$ with combination of 1.3 $\mu\text{m}$ zero dispersion single mode fiber. In: Proceedings of the symposium on robotics, mechatronics and animatronics in the creative and entertainment industries and arts. SSAISB 2005. University of Hertfordshire, Hatfield, UK; 2005.
13. Electronic publications (Available from)	13. IASO. Epidemiology of childhood overweight & obesity in India: a systematic review. International Association for the Study of Obesity; 2012. Available from: <a href="http://www.iaso.org/iotf/obesity/obesitytheglobalepidemic">http://www.iaso.org/iotf/obesity/obesitytheglobalepidemic</a>
14. Electronic publications (Accessed)	14. IPAQ Group. Guidelines for data processing and analysis of the international physical activity questionnaire (IPAQ) – short and long forms [Online]. Available from: <a href="https://sites.google.com/site/theipaq/scoring-protocol">https://sites.google.com/site/theipaq/scoring-protocol</a> [Accessed 4 Apr 2013].
15. Thesis/Dissertation	15. Cotruvo, J. Kinetic model for chlorophyll degradation [Ph.D. thesis]. Cambridge, MA: Massachusetts Institute of Technology; 1996.
16. Report	16. Rowe IL, Carson NE. Medical manpower in Victoria. East Bentleigh (AU): Monash University, Department of Community Practice; 1981. 35 p., Report No. 4.
17. Patent	17. Pagedas AC. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent 20020103498, 2002.
18. Standards	18. Frequency response and bias, NERC Reliability Standard BAL-003-0.1b, May 2009 [Online]. Available from: <a href="http://www.nerc.com/files/BAL-003-0_1b.pdf">http://www.nerc.com/files/BAL-003-0_1b.pdf</a>