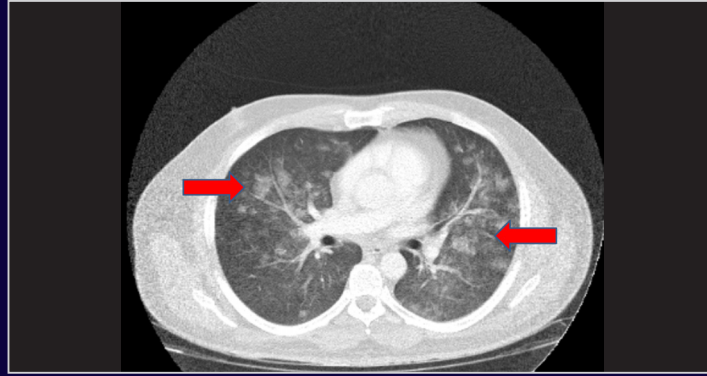


# Turkish Archives of Otorhinology



Official Journal of the  
Turkish Otorhinology  
Head and Neck Surgery Society



Rare Cause of Severe Dyspnea After Tracheotomy-Negative Pressure  
Pulmonary Edema

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## Original Investigations

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- ▶ Turkish Version of the International Tinnitus Inventory  
Şahin Kamışlı et al.; Ankara, Turkey
- ▶ Evaluation of Thyroidectomy Results  
Emre et al.; İzmir, Turkey
- ▶ Effects of CLHA on Inner Ear Toxicity  
Erkoç et al.; İzmir, Turkey



# Turkish Archives of Otorhinolaryngology

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# Turkish Archives of Otorhinology

## Türk Otorinolarenoloji Arşivi

### Aims and Scope

The Turkish Archives of Otorhinology (Turk Arch Otorhinology) is the scientific, peer-reviewed, open-access journal of the Turkish Otorhinology-Head and Neck Surgery Society since 2001. The journal comprises four issues as March, June, September and December in a volume, and it is published quarterly every year. The journal's publication language is English.

The aim of the journal is to publish qualified original clinical, experimental and basic researches on ear, nose, throat, head and neck diseases and surgery, reviews that contain sufficient amount of source data conveying the experiences of experts in a particular field, case reports, video articles and original images of rare clinical pictures which would shed light on the clinical practice and which were not previously published, letters from the readers and experts concerning the published studies, articles about general practice and subject of the journal with historical content, memories of scientific significance, educative and catechetical manuscripts about medical deontology and publication ethics.

The target audience of the journal includes academic members, specialists, residents and other relevant health care professionals in the field of ear, nose, throat, and head and neck disorders and surgery.

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.

Turkish Archives of Otorhinology is indexed in **PubMed**, **PubMed Central**, **Web of Science (Emerging Sources Citation Index)**, **ULAKBIM TR Index**, **EBSCO**, **GALE**, **CINAHL**, **J-Gate** and **ProQuest**.

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## Türk Otorinolarengoloji Arşivi



community through these systems as an alternative to journals. This journal's archive has been backed up by PubMed Central (PMC) as from 2015 publications.

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# Turkish Archives of Otorhinology

## Türk Otorinolarengoloji Arşivi

### Instructions to Authors

#### CONTEXT

The Turkish Archives of Otorhinology (Turk Arch Otorhinology) is a scientific, open access periodical published by independent, unbiased, and double-blinded peer-review principles. The journal is the official publication of the Turkish Otorhinology Head and Neck Surgery Society, and published quarterly in March, June, September and December. The publication language of the journal is English.

The aim of the journal is to publish qualified original clinical, experimental and basic research on ear, nose, throat, head and neck diseases and surgery, reviews that contain a sufficient amount of source data conveying the experiences of experts in a particular field, case reports and original images of rare clinical pictures which would shed light on the clinical practice and which were not previously published, letters from the readers and experts concerning the published studies, articles about general practice and subject of the journal with historical content, memories of scientific significance, educative and catechetical manuscripts about medical deontology and publication ethics.

#### EDITORIAL AND PUBLICATION PROCESS

The editorial and publication process of the Turkish Archives of Otorhinology 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.

Originality, high scientific quality, and citation potential are the most important criteria for a manuscript to be accepted for publication. Manuscripts submitted for evaluation should not have been previously presented or already published in an electronic or printed medium. The journal should be informed of manuscripts that have been submitted to another journal for evaluation and rejected for publication. The submission of previous reviewer reports will expedite the evaluation process. Manuscripts presented in a meeting should be submitted with detailed information on the organization, including the name, date, and location of the organization.

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Manuscripts submitted to the Turkish Archives of Otorhinology will go through a double-blind peer-review process. Each submission will be reviewed by at least two external, independent peer reviewers who are experts in their fields in order to ensure an unbiased evaluation process. The editorial board will invite an external and independent editor to manage the evaluation processes of manuscripts submitted by editors or by the editorial board members of the journal. The Editor in Chief is the final authority in the decision-making process for all submissions. For more detailed information, please read Ethical Policy page of the Journal.

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## Instructions to Authors

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The Turkish Archives of Otorhinolaryngology reviews the authorship according to the author's declaration in the Title Page; thus, it is the authors' responsibility to send the final order of the complete author names. Requests in the change of authorship (e.g. removal/addition of the authors, change in the order etc.) after submission are subject to editorial approval. Editorial Board will investigate these kind of cases and act following COPE flowcharts.

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The presentation of the article types must be designed in accordance with trial reporting guidelines:

**Human research:** Helsinki Declaration as revised in 2013





# Turkish Archives of Otorhinolaryngology

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### Instructions to Authors

**Systematic reviews and meta-analyses:** PRISMA guidelines

**Case reports:** the CARE case report guidelines

**Clinical trials:** CONSORT

**Animal studies:** ARRIVE and Guide for the Care and Use of Laboratory Animals

**Diagnostic accuracy:** STARD Guidelines

**Non-randomized public behaviour:** TREND

Manuscripts can only be submitted through the journal's online manuscript submission and evaluation system, available at [www.turkarchotolaryngol.net](http://www.turkarchotolaryngol.net). Manuscripts submitted via any other medium and submissions by anyone other than one of the authors will not be evaluated.

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The full title of the manuscript, as well as a short title (running head) of no more than 50 characters,

Name(s), affiliations, highest academic degree(s), and ORCID IDs of the author(s),

Grant information and detailed information on the other sources of support,

Name, address, telephone (including the mobile phone number), and e-mail address of the corresponding author,

Acknowledgement of the individuals who contributed to the preparation of the manuscript but who do not fulfil the authorship criteria.

**Abstract:** An abstract should be submitted with all submissions except for Letters to the Editor. The abstract of Original Articles should be structured with subheadings (Objective, Methods, Results, and Conclusion). Please check Table 1 below for word count specifications.

**Keywords:** Each submission must be accompanied by a minimum of four to a maximum of eight keywords for subject indexing at the end of the abstract. The keywords should be listed in full without abbreviations. The keywords should be selected from the National Library of Medicine, Medical Subject Headings database.

**Main Points:** All submissions except letters to the editor and clinical images should be accompanied by 3 to 5 "main points" which should emphasize the most noteworthy results of the study and underline the principle message that is addressed to the reader. This section should be structured as itemized to give a general overview of the article. Since "Main Points" target the experts and specialists of the field, each item should be written as plain and straightforward as possible.



## Instructions to Authors

### Manuscript Types

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Statistical analysis to support conclusions is usually necessary. Statistical analyses must be conducted in accordance with international statistical reporting standards (Altman DG, Gore SM, Gardner MJ, Pocock SJ. Statistical guidelines for contributors to medical journals. *Br Med J* 1983; 7; 1489-93). Information on statistical analyses should be provided with a separate subheading under the Methods section, and the statistical software that was used during the process must be specified.

Units should be prepared in accordance with the International System of Units (SI).

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Instructions for the clinical trials are listed below:

A clinical trial registry is only required for the prospective research projects that study the relationship between a health-related intervention and an outcome by assigning people.

To have their manuscript evaluated in the journal, the author should register their research to a public registry at or before the time of first patient enrollment.

Based on most up to date ICMJE recommendations, the Turkish Archives of Otorhinolaryngology accepts public registries that include a minimum acceptable 24-item trial registration dataset.

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For further details, please check ICMJE Clinical Trial Policy.

### Data Sharing

As of 1 January 2019, a data-sharing statement is required for the registration of clinical trials. Authors are required to provide a data sharing statement for the articles that reports the results of a clinical trial. The data sharing statement should indicate the items below according to the ICMJE data sharing policy:

Whether individual de-identified participant data will be shared

What data, in particular, will be shared

Whether additional, related documents will be available

When the data will be available, and for how long

By what access criteria will be shared

Authors are recommended to check the ICMJE data sharing examples at <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>

While submitting a clinical trial to Turkish Archives of Otorhinolaryngology:

Authors are required to make registration to a publicly accessible registry according to ICMJE recommendations and the instructions above.

The name of the registry and the registration number should be provided in the Title Page during the initial submission.

Data sharing statement should also be stated on the Title Page even the authors do not plan to share it.

The clinical trial and data sharing policy of the journal will be valid for the articles submitted from 1 January 2021.

**Editorial Comments:** Editorial comments aim to provide a brief critical commentary by reviewers with expertise or with a high reputation in the topic of the research article published in the journal. Authors are selected and invited by the journal to provide such comments. Abstract, Keywords, Tables, Figures, Images, and other media are not included.

**Review / Systematic Review Articles:** Reviews prepared by authors who have extensive knowledge on a particular field and whose scientific background has been translated into a high volume of publications with a high citation potential are welcomed. These authors may even be invited by the journal. Reviews should describe, discuss, and evaluate the current level of knowledge of a topic in clinical practice and should guide future studies. The main text should contain Introduction, Clinical and Research Consequences, and Conclusion sections. While submitting your Review, please confirm that your manuscript is a systematic review and include a statement that researchers have followed the PRISMA guidelines.

Please check Table 1 for the limitations for Review / Systematic Review Articles.

**Video Article:** Videos should be up to 30 minutes in duration. The video must include audio narration explaining the procedure. All text and audio in the video must be in English. Audio must include narration in clear, grammatically correct English. Videos must be clear, in focus, and without excessive camera movement. Radiographs and other material must not contain any patient-identifiable information. Limited number of slides incorporated into video may be included to provide details of patient history, clinical and laboratory findings.

**Video articles should include:**

1) Copyright Transfer and Author Declaration Statement Form: This form must indicate that "Patients' Informed Consent Statement" is obtained.

2) Title Page



# Turkish Archives of Otorhinolaryngology

## Türk Otorinolarenoloji Arşivi

### Instructions to Authors

3) **Summary:** Summary should point out critical steps in the surgery up to 500 words. This part was published as an abstract to summarize the significance of the video and surgical techniques. The author(s) may add references if it is required.

5) **Video:** Please upload your video to [turkarchotolaryngol.net](http://turkarchotolaryngol.net) using online submission system. Accepted video formats are Windows Media Video (WMV), AVI, or MPEG (MPG, MPEG, MP4). High-Definition (HD) video is preferred.

6) "Acknowledgements From" should be uploaded separately.

#### Preparing video content

In order to provide reviewers with a convenient method of accessing video content online, we have restricted video file types to mp, webM and Ogg format. This allows reviewers to view video content easily from all modern browser types without the inconvenience of downloading plug-ins and video players.

Mp4 is the most common online video format, and there are many converters available that will convert other file types to Mp4.

We can recommend using this free online converter to create a suitable mp4 file.

Video file size is limited to 50 Mbytes, and we suggest reducing file size for quicker upload times using this service Compress Mp4.

Please check Table 1 for the limitations for Video Article.

**Case Reports:** There is limited space for case reports in the journal and reports on rare cases or conditions that constitute challenges in diagnosis and treatment, those offering new therapies or revealing knowledge not included in the literature, and interesting and educative case reports are accepted for publication. The text should include Introduction, Case Presentation, Discussion, and Conclusion subheadings. Please check Table 1 for the limitations for Case Reports.

**Letters to the Editor:** This type of manuscript discusses important parts, overlooked aspects, or lacking parts of a previously published article. Articles on subjects within the scope of the journal that might attract the readers' attention, particularly educative cases, may also be submitted in the form of a "Letter to the Editor." Readers can also present their

comments on the published manuscripts in the form of a "Letter to the Editor." Abstract, Keywords, Tables, Figures, Images, and other media should not be included. The text should be unstructured. The manuscript that is being commented on must be properly cited within this manuscript.

**Clinical Image:** These type of submissions should present a striking image that may challenge and inform readers and contribute to their education. Submissions can include high-quality clinical images, radiology results or surgical images. Please check Table 1 for the limitations for Clinical Images.

Please note that there are author limitations for some article types. Authors should provide a reason for the manuscripts that exceed author limitations. The exception of the articles that are above the author limits is subject to Editorial decision.

#### Tables

Tables should be included in the main document, presented after the reference list, and they should be numbered consecutively in the order they are referred to within the main text. A descriptive title must be placed above the tables. Abbreviations used in the tables should be defined below the tables by footnotes (even if they are defined within the main text). Tables should be created using the "insert table" command of the word processing software, and they should be arranged clearly to provide easy reading. Data presented in the tables should not be a repetition of the data presented within the main text but should be supporting the main text.

#### Figures and Figure Legends

Figures, graphics, and photographs should be submitted as separate files (in TIFF or JPEG format) through the submission system. The files should not be embedded in a Word document or the main document. When there are figure subunits, the subunits should not be merged to form a single image. Each subunit should be submitted separately through the submission system. Images should not be labelled (a, b, c, etc.) to indicate figure subunits. Thick and thin arrows, arrowheads, stars, asterisks, and similar marks can be used on the images to support figure legends. Like the rest of the submission, the figures, too, should be blind. Any information within the images that may indicate an individual

**Table 1.** Limitations for each manuscript type

Type of manuscript	Author limit	Word limit	Abstract word limit	Reference limit	Table limit	Figure limit
Original Article	N/A	3500	250 (Structured)	30	6	5 or total of 10 images
Review Article	4	5000	250	50	6	10 or total of 15 images
Systematic Review	N/A	5000	250 (Structured)	50	6	10 or total of 15 images
Video Article	N/A	1500	250 (Structured)	10	2	2
Case Report	6	1000	200	10	2	4 or total of 8 images
Letter to the Editor	3	500	No abstract	5	No tables	No media
Clinical Images	3	500	No abstract	5	No tables	3 or total of 7 images



## Instructions to Authors

or institution should be blinded. The minimum resolution of each submitted figure should be 300 DPI. To prevent delays in the evaluation process, all submitted figures should be clear in resolution and large in size (minimum dimensions: 100 × 100 mm). Figure legends should be listed at the end of the main document.

All acronyms and abbreviations used in the manuscript should be defined at first use, both in the abstract and in the main text. The abbreviation should be provided in parentheses following the definition.

When a drug, product, hardware, or software program is mentioned within the main text, product information, including the name of the product, the producer of the product, and city and the country of the company (including the state if in the USA), should be provided in parentheses in the following format: "Discovery St PET/CT scanner (General Electric, Milwaukee, WI, USA)."

All references, tables, and figures should be referred to within the main text, and they should be numbered consecutively in the order they are referred to within the main text.

Limitations, drawbacks, and shortcomings of original articles should be mentioned in the Discussion section before the conclusion paragraph.

### References

Both in-text citations and references must be prepared according to the Vancouver style.

While citing publications, preference should be given to the latest, most up-to-date publications. Authors are responsible for the accuracy of references. If an ahead-of-print publication is cited, the DOI number should be provided. Journal titles should be abbreviated in accordance with the journal abbreviations in Index Medicus/ MEDLINE/PubMed. When there are six or fewer authors, all authors should be listed. If there are seven or more authors, the first six authors should be listed, followed by "et al." In the main text of the manuscript, references should be cited using Arabic numbers in parentheses. The reference styles for different types of publications are presented in the following examples.

Turkish Archives of Otorhinolaryngology does not acknowledge citations to preprints since preprints yet have not passed the reviewers' evaluation process and verified by experts in the field.

Journal Article: Erkul E, Cekin İE, Kurt O, Gungor A, Babayigit MA. Evaluation of patients with unilateral endoscopic sinus surgery. *Turk Arch Otorhinolaryngol* 2012; 50: 41-5.

Book Section: Suh KN, Keystone JS. Malaria and babesiosis. Gorbach SL, Barlett JG, Blacklow NR, editors. *Infectious Diseases*. Philadelphia: Lippincott Williams; 2004.p.2290-308.

Books with a Single Author: Sweetman SC. *Martindale the complete drug reference*. 34th ed. London: Pharmaceutical Press; 2005.

Editor(s) as Author: Huizing EH, de Groot JAM, editors. *Functional reconstructive nasal surgery*. Stuttgart-New York: Thieme; 2003.

Conference Proceedings: Bengissson S, Sothemin BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. *MEDINFO 92*.

Proceedings of the 7th World Congress on Medical Informatics; 1992 Sept 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. pp.1561-5.

Scientific or Technical Report: Cusick M, Chew EY, Hoogwerf B, Agrón E, Wu L, Lindley A, et al. Early Treatment Diabetic Retinopathy Study Research Group. Risk factors for renal replacement therapy in the Early Treatment Diabetic Retinopathy Study (ETDRS), Early Treatment Diabetic Retinopathy Study Kidney Int: 2004. Report No: 26.

Thesis: Yılmaz B. Ankara Üniversitesindeki öğrencilerin beslenme durumları, fiziksel aktiviteleri ve beden kitle indeksleri kan lipidleri arasındaki ilişkiler. H.Ü. Sağlık Bilimleri Enstitüsü, Doktora Tezi. 2007.

**Websites:** International Society for Infectious Diseases. ProMed-mail. Accessed February 10, 2016. <http://www.promedmail.org/>

E-pub Ahead of Print Articles: Cai L, Yeh BM, Westphalen AC, Roberts JP, Wang ZJ. Adult living donor liver imaging. *Diagn Interv Radiol*. 2016 Feb 24. doi: 10.5152/dir.2016.15323. [Epub ahead of print].

Manuscripts Published in Electronic Format: Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* (serial online) 1995 Jan-Mar (cited 1996 June 5): 1(1): (24 screens). Available from: URL: <https://www.cdc.gov/ncidod1EID/cid.html>.

**For other reference style**, please refer to "ICMJJE Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Sample References"

### FIRST SUBMISSION

#### Attention:

The authors who would like to use the service of PoolText can buy their report with a 80% discount. (Optional)

### Manuscript Manager Usage Guidelines for the Authors

#### Creating a user account

When an author wishes to submit a manuscript, he/she can log in from the journal's login page.

However, first-time users are required to create a user account in the system by clicking on the "Create a New User Account" link on the login page. On this page, the new user is first prompted to enter their e-mail address to ensure that they do not already have an existing account.

If no account is found in the database, the user is prompted to proceed with creating a new account. To create a new account, the user enters their desired password and their affiliation details, and their account is then created.

User accounts can also be linked to an academic unique ORCID identifier by clicking the ... or SIGN IN using your ORCID account.





# Turkish Archives of Otorhinolaryngology

## Türk Otorinolarenoloji Arşivi

### Instructions to Authors

Note: author permissions are automatically granted to new users, enabling submission of manuscripts.

#### Submitting a manuscript

Author Dashboard > Start new submission

After clicking the “Start a new submission” button, the author arrives at a series of tab pages that mark steps in the manuscript submission process. If compulsory steps have not been completed, the “Send” function in the last step will not work, and the page will highlight missed steps in pink.

Read more below about the various steps of submission below:

#### Author Guidelines

The journal’s specific ‘Author Guidelines’ are presented to the author. Here the author must read and click “Check this box to confirm you have read and will comply with these guidelines”.

#### Active Author Guidelines

Some journals may have this feature included in online submission instead of the author guideline page. The author is encouraged to upload a document without figures and tables. The manuscript is then checked with an AI tool that compares the document against a set of checks based on the author guidelines and a report generated which allows the author to adjust the submitted manuscript to comply with the required guidelines.

#### Authors

Here, the submitting author is prompted to enter all co-authors one at a time. The submitting author enters the e-mail address of the co-author(s) and, if the co-author is already found in the database, the submitting author is prompted to select them. If they do not exist in the database, the submitting author must enter their name, e-mail address and other required fields. This process continues until all co-authors have been entered.

The order of the authors can be prioritized while profile information is input or afterward, by clicking the “edit” symbol. Click “save and continue” when the author information is complete.

Note: Correspondence is sent to the submitting author only, but co-authors will receive an alert e-mail informing them of the submission and will be able to follow the progress of the manuscript review from their overview accessed from details given in the alert e-mail.

#### Details

The title, abstract, etc. are entered here. Some journal-specific information may also be required, such as ‘Manuscript Type’ and/or ‘Manuscript Category’. Click “Save draft” or “Save and continue” when this page is complete.

Note: Information input on this page will not be saved unless one of the buttons is clicked.

#### Following the review process

Author > Dashboard > Status > See progress/decision

Submitting author(s) can follow the review process of their manuscript from his or her “Dashboard”. On the dashboard, each submitted manuscript is listed with its “status” which describes where the manuscript is in the review process. Contact the journal editorial office for more detail.

An Author may also have a “See progress” or “See decision” button available.

Detailed questions about a manuscript’s status should be directed to the journal’s administrative or editorial office.

#### Manuscript resubmission

Author Dashboard > Start Resubmission

Manuscripts that have received a preliminary decision appear again directly on the author ‘Dashboard’.

If you have been informed of the preliminary decision, you will be able to resubmit your work with the original id number. When resubmitting, do not submit as a new submission. Click on the ‘Start Resubmission’ button to begin the resubmission process. Contact the journal administrator if your resubmission does not appear on your ‘Dashboard’.

All of the information from the previous submission is displayed during resubmission. As the resubmitting author, you usually upload your newly revised documents (select “Manuscript with revisions” in ‘File Type’) in addition to the original manuscript and compile a “Point-by-point” response to the reviewers’ comments/criticism, which gets uploaded in the ‘Accompanying Info’ section. Instructions may vary, however. Please follow individual journal instructions for files to be uploaded.

#### Updating user profile

(Multiple Roles) > Profile

Authors and other users can update their personal information at any time by clicking “Profile” on the headings bar at the top of the page. Here users can access and update affiliation details, email address, street address and country, as well as areas of expertise/ expertise keywords; and also their login password. The information available for update changes slightly according to the role.

Administrative and Editorial Office team members can also access user profiles (via Search mechanism or “edit profile” button where available) and can proxy as a user if necessary to help update user info or change a password/ issue a re-set password and e-mail.

#### Author suggested reviewers

##### Questions

- 1) Are author suggested reviewers supported?
- 2) Are suggested reviewers cross checked with the existing people database to avoid duplication?
- 3) Are author suggested reviewers marked so we know they came from the author?



### Instructions to Authors

#### Answers

1) Author suggested reviewers can be included as part of online submission. If included, the number of suggestions can be selected and whether it is optional or compulsory for the author to suggest reviewers.

2) All suggestions are checked against existing users in the database and can be quickly selected if they already have an existing account.

3) The suggested reviewers are clearly indicated as author suggestions in the manuscript's review list.

#### REVISIONS

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 cancelled. If the submitting author(s) believe that additional time is required, they should request this extension before the initial 30-day period is over.

Accepted manuscripts are copy-edited for grammar, punctuation, and format. Once the publication process of a manuscript is completed, it is published online on the journal's webpage as an ahead-of-print publication before it is included in its scheduled issue. A PDF proof of the accepted manuscript is sent to the corresponding author, and their publication approval is requested within two days of their receipt of the proof.

#### WITHDRAWAL POLICY

Out of respect to the reviewers, journal staff and the Editorial Board, authors are asked to submit a withdrawal request only if the reasons are compelling and unavoidable. Withdrawal requests should be submitted in written form, signed by all contributing authors of the manuscript. Reasons for withdrawal should be stated clearly. Each request will be subject to the Editorial Board's review and manuscripts will only be assumed withdrawn upon Editorial Board's approval. Cases of plagiarism, authorship disputes or fraudulent use of data will be handled in accordance with COPE guidelines.

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# Turkish Archives of Otorhinology

## Türk Otorinolarengoloji Arşivi

### Ethical Policy

#### Peer- Review

Submission is considered on the conditions that papers are previously unpublished and are not offered simultaneously elsewhere; that authors have read and approved the content, and all authors have also declared all competing interests; and that the work complies with the ethical approval requirements and has been conducted under internationally accepted ethical standards. If ethical misconduct is suspected, the Editorial Board will act in accordance with the relevant international rules of publication ethics (i.e., COPE guidelines).

Editorial policies of the journal are conducted as stated in the rules recommended by the Council of Science Editors and reflected in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Accordingly, authors, reviewers, and editors are expected to adhere to the best practice guidelines on ethical behavior contained in this statement.

Submitted manuscripts are subjected to double-blinded peer-review. The scientific board guiding the selection of the papers to be published in the journal consists of elected specialists of the journal and, if necessary, selected from national and international experts in the relevant field of research. All manuscripts are reviewed by the editor, section associate editors, and at least two external expert reviewers.

#### Human and Animal Rights

For the experimental, clinical, and drug human studies, approval by the ethical committee and a statement on the adherence of the study protocol to the international agreements (World Medical Association of Helsinki "Ethical Principles for Medical Research Involving Human Subjects," amended October 2013) are required. In experimental animal studies, the authors should indicate that the procedures followed were by animal rights (Guide for the care and use of laboratory animals), and they should obtain animal ethics committee approval. The Ethics Committee approval document should be submitted to the Turkish Archives of Otorhinology together with the manuscript.

The approval of the ethics committee; a statement on the adherence to international guidelines mentioned above; and proof that the patient's informed consent is obtained should be indicated in the 'Material and Method' section. These items are required for case reports whenever data/media could reveal the identity of the patient.

For persons under 18 years of age, please provide a consent form that includes both parents' signatures or of the person's legal guardian or supervisor.

#### Plagiarism and Ethical Misconduct

The Turkish Archives of Otorhinology uses plagiarism screening service to verify the originality of content submitted before publication.

**Plagiarism:** To republish whole or part of a content in another author's publication without attribution.

**Fabrication:** To publish data and findings/results that do not exist.

**Duplication:** Using data from another publication; this includes republishing an article in different languages.

**Salamisation:** Creating multiple publications by abnormally splitting the results of a study.

**Data Manipulation/Falsification:** Manipulating or deliberately distorting research data to give a false impression.

We disapprove of such unethical practices and of efforts to influence the review process with such practices as gifting authorship, inappropriate acknowledgements, and references in line with the COPE flowcharts.

Submitted manuscripts are subjected to automatic software evaluation for plagiarism and duplicate publication. Authors are obliged to acknowledge if they published study results in whole or in part in the form of abstracts.

#### DUTIES OF PUBLISHER

Handling of unethical publishing behaviour

The publisher will take all appropriate measures to modify the article in question, in close cooperation with the editors, in cases of alleged or proven scientific misconduct, fraudulent publication, or plagiarism. This includes the prompt publication of an erratum, disclosure, or retraction of the affected work in the most severe case. Together with the editors, the publisher will take reasonable steps to detect and prevent the publication of articles in which research misconduct occurs and will under no circumstances promote or knowingly allow such abuse to occur.

#### Editorial Autonomy

The Turkish Archives of Otorhinology is committed to ensuring the autonomy of editorial decisions without influence from commercial partners.

#### Intellectual Property and Copyright

The Turkish Archives of Otorhinology protects the property and copyright of the articles published in the journal and maintains each article's published version of the record. The journal provides the integrity and transparency of each published article.

#### Scientific Misconduct

The Turkish Archives of Otorhinology's publisher takes all appropriate measures regarding fraudulent publication or plagiarism.

#### DUTIES OF EDITORS

Decision on Publication and Responsibility

The editor of the journal strives to meet the needs of readers and authors, and to provide a fair and appropriate peer-review process. The editor is also responsible for deciding which articles submitted to the journal should be published and guided by the policies subjected to legal requirements regarding libel, copyright infringement, and plagiarism. The editor might discuss such policies, procedures, and responsibilities with reviewers while making publication decisions. The editor is responsible for the contents and overall quality of the publication.



## Ethical Policy

### **Objectivity**

Articles that are submitted to the journal are always evaluated without any prejudice.

### **Confidentiality**

The editor must not disclose any information about a submitted article to anyone other than editorial staff, reviewers, and publisher.

### **Conflicts of Interest and Disclosure**

The Turkish Archives of Otorhinolaryngology does not allow any conflicts of interest among authors, reviewers, and editors. Unpublished materials in a submitted article must not be used by anyone without the express written assent of the author.

### **Fundamental Errors in Published Works**

Authors are obliged to notify the journal's editors or publisher immediately and to cooperate with them to correct or retract the article if significant errors or inaccuracies are detected in the published work. If the editors or publisher learn from a third party that a published work contains a material error or inaccuracy, the authors must promptly correct or retract the article or provide the journal editors with evidence of the accuracy of the article.

## **DUTIES OF REVIEWERS**

### **Evaluation**

Reviewers evaluate manuscripts without regard for the origin, gender, sexual orientation, or political philosophy of the authors. Reviewers also ensure a fair, blind peer review of the submitted manuscripts for evaluation.

### **Confidentiality**

All the information relative to submitted articles is kept confidential. The reviewers must not be discussed with others except if authorized by the editor.

### **Disclosure and Conflict of Interest**

The reviewers have no conflicts of interest among authors, funders, editors, etc.

### **Contribution to editor**

Reviewers help the editor make publishing decisions and may also assist the author in improving the manuscript.

### **Objectivity**

Reviewers offer objective judgments and evaluations. The reviewers express their views clearly with appropriate supporting arguments.

### **Acknowledgement of Sources**

Reviewers ought to identify a relevant published study that the authors have not cited. Reviewers also call to the editor's attention any substantial

similarity or overlap between the manuscript and any other published paper of which they have personal knowledge.

## **DUTIES OF AUTHORS**

### **Reporting Standards**

A submitted manuscript should be original, and the authors ensure that the manuscript has never been published previously. Research data should be represented literally in the article. A manuscript should include adequate detail and references to allow others to replicate the study.

### **Originality**

Authors must ensure that their study is entirely original. References to the literature should be appropriately cited.

### **Multiple Publications**

Authors should not submit the same study to multiple journals. Simultaneous submission of the same study to more than one journal is unacceptable and constitutes unethical behaviour.

### **Acknowledgement of Sources**

Acknowledgement to the work of others must be given. Authors should cite publications of relevance to their own study. All of the sources for the author's study should be noted.

### **Authorship of a Paper**

Authorship of a paper ought to be limited to those who have made a noteworthy contribution to the study. If others have participated in the research, they should be listed as contributors. Authorship also includes a corresponding author who is in communication with the editor of a journal. The corresponding author should ensure that all appropriate co-authors are included in a paper.

We expect the corresponding author to indicate the institution where the study is carried out as the institution address.

### **Disclosure and Conflicts of Interest**

All sources of financial support should be disclosed. All authors should disclose if a meaningful conflict of interest exists in the process of forming their study. Any financial grants or other support received for a submitted study from individuals or institutions should be disclosed to the Editorial Board of the Turkish Archives of Otorhinolaryngology. The ICMJE Potential Conflict of Interest Disclosure Form should be filled in and submitted by all contributing authors to disclose a potential conflict of interest. The journal's Editorial Board determines cases of a potential conflict of interest of the editors, authors, or reviewers within the scope of COPE and ICMJE guidelines.

Conditions that provide financial or personal benefit bring about a conflict of interest. The reliability of the scientific process and the published articles is directly related to the objective consideration of conflicts of interest during the planning, implementation, writing, evaluation, editing, and publication of scientific studies.



# Turkish Archives of Otorhinology

## Türk Otorinolarenoloji Arşivi

### Ethical Policy

Financial relations are the most easily identified conflicts of interest, and it is inevitable that they will undermine the credibility of the journal, the authors, and the science. These conflicts can be caused by individual relations, academic competition, or intellectual approaches. The authors should refrain as much as possible from making agreements with sponsors in the opinion of gaining profit or any other advantage that restrict their ability to access all data of the study or analyze, interpret, prepare, and publish their articles. Editors should refrain from bringing together those who may have any relationship between them during the evaluation of the studies. The editors, who make the final decision about the articles, should not have any personal, professional, or financial ties with any of the issues they are going to decide. Authors should inform the editorial board concerning potential conflicts of interest to ensure that their articles will be evaluated within the framework of ethical principles through an independent assessment process.

If one of the editors is an author in any manuscript, the editor is excluded from the manuscript evaluation process or a guest editor is assigned instead. In order to prevent any conflict of interest, the article evaluation process is carried out as double-blinded. Because of the double-blinded evaluation process, except for the Editor-in-Chief, none of the editorial

board members, international advisory board members, or reviewers is informed about the authors of the manuscript or institutions of the authors.

Our publication team works devotedly to ensure that the evaluation process is conducted impartially, considering all these situations.

#### **Conflict of Interest**

The declaration of the conflict of interest between authors, institutions, acknowledgement of any financial or material support, aid is mandatory for authors submitting a manuscript, and the statement should appear at the end of the manuscript. Reviewers are required to report if any potential conflict of interest exists between the reviewer and authors, institutions.

#### **Appeals and complaints**

Appeal and complaint cases are handled within the scope of COPE guidelines by the Editorial Board of the journal. Appeals should be based on the scientific content of the manuscript. The final decision on the appeal and complaint is made by Editor-in-Chief.



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