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- Ozonated Olive Oil and Acute Radiation Proctitis
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- Spinal Textiloma: A Report of Three Cases
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EDITORIAL POLICY

AIMS AND SCOPE

The Balkan Medical Journal is a peer-reviewed open-access international journal that publishes clinical and experimental trials, interesting case reports, invited reviews, letters to the Editor including reports on publication and research ethics, meeting news and bulletin, clinical news and abstracts of interesting research conducted in all fields of medicine. The journal is the official scientific publication of the Trakya University Faculty of Medicine and is printed four times a year, in March, June, September, and December. The language of the journal is English.

The journal is based on independent and unbiased double-blinded peer-reviewed principles. Only unpublished papers that are not under review for publication elsewhere can be submitted. The authors are responsible for the scientific content of the material to be published. The Balkan Medical Journal reserves the right to request any research materials on which the paper is based.

The Balkan Medical Journal encourages and enables academicians, researchers, specialists and primary care physicians of Balkan countries to publish their valuable research in all branches of medicine. The primary aim of the journal is to publish original articles with high scientific and ethical quality and serve as a good example of medical publications in the Balkans.

The Editorial Board of the Balkan Medical Journal and the Publisher adheres to the principles of the International Council of Medical Journal Editors (ICMJE), the World Association of Medical Editors (WAME), the Council of Science Editors (CSE), the Committee on Publication Ethics (COPE), the US National Library of Medicine (NLM), the US Office of Research Integrity (ORI), the European Association of Science Editors (EASE), and the International Society of Managing and Technical Editors (ISMTE).

The Balkan Medical Journal is indexed in CAB Abstracts, Chemical Abstracts, CINAHL, DOAJ, EBSCO, EMBASE, Global Health, Index Copernicus, Journal Citation Reports, Science Citation Index Expanded (Web of Science) and Scopus databases. Printed copies of the journal are distributed to over 150 university libraries in 14 Balkan countries. All articles are also available in PDF format on our website (www.balkanmedicaljournal.org) and can be downloaded free of charge.

MISSION

The Balkan Medical Journal’s mission is to distribute and expand medical data mainly to Balkan countries as well as build a supportive and vibrant community of scholars to connect and explore ideas by publishing articles related to all fields of medicine. In addition to the educational material and links at the journal’s webpage, the Balkan Medical Journal Editorial Board is also willing to organize educational programs in the subjects of medical writing and scientific ethics.

The Balkan Medical Journal believes that quality publication will lead to the progress of medical sciences and healthcare in Balkan countries as well as worldwide.

EDITORIAL PROCESS AND PEER REVIEW

All manuscripts submitted for publication are strictly reviewed for their originality, methodology, importance, quality, ethical nature and suitability for the journal. The Balkan Medical Journal uses a well-constructed scheme for the evaluation process. The editor-in-chief has full authority over the editorial and scientific content of the Balkan Medical Journal and the timing of publication of the content.

The whole editorial and peer review process can be divided into 14 successive steps:

1. Technical review by the editorial secretary
2. Review by the Editor-in-Chief: [reject or further evaluation]
3. Review by the Section Editor and/or Editorial Consultant
4. Evaluation at the weekly Editorial Board Meeting [reject or further evaluation]
5. Review by two or more external reviewers
6. Review by a Biostatistician
7. Similarity check
8. Evaluation by the Section Editor
9. Evaluation at the weekly Editorial Board Meeting [reject or accept]
10. Copy editing
11. Similarity recheck
12. Galley proof preparation
13. Assignment of DOI number
14. Publication

The administration step of the online submission system’s workflow can either be used for technical revision request (step 1) or rejection based on the decision of the Editorial Board (steps 2-4).

Technical reviews are typically processed one week after submission. From stage 2-5, the evaluation usually takes 1 to 3 weeks. From stage 5-10, the overall evaluation takes 2 to 10 weeks. Starting February 2013, the publication process after submission may take 2 to 6 months. However, all accepted papers are published online as Ahead of Print as soon as DOI numbers are provided.

Very few manuscripts are rejected at the 2nd stage. About one-third of manuscripts are accepted for further evaluation at the 4th stage. The remaining manuscripts may be accepted at the 9th stage.

Overall, the acceptance rate of the Balkan Medical Journal is between 10% and 15%, and the median response time for all submissions is 3 weeks (2 weeks for rejected papers, and for accepted papers, 5 weeks for the first revision request by the external reviewers). The median overall response time for accepted papers is 13 weeks because the editors and reviewers of the Balkan Medical Journal usually need to assist authors to improve their papers through several revisions to increase the quality of the articles published in the journal.

ETHICS

The Balkan Medical Journal is committed to the highest standards of research and publication ethics. All submitted manuscripts are screened with plagiarism software (iThenticate) to detect instances of overlapping and similar text at least two times during the evaluation process. The Balkan Medical Journal does not allow any form of plagiarism. The editors will act in accordance with the relevant international rules of publication and research ethics (COPE guidelines, WAME resources and ORI) if any ethical misconduct is suspected.

In accordance with the journal’s policy, an approval of research protocols by an ethics committee in accordance with international agreements (“Helsinki Declaration” and “Guide for the care and use of laboratory animals”) is required for all experimental, clinical and drug trial studies. For articles concerning experimental research on humans, a statement should be included that shows informed consent of patients and volunteers was obtained following a detailed explanation of the procedures that they may undergo. The journal requests a copy of the Ethics Committee Approval received from the relevant authority. Informed consent must also be obtained for case reports. More details on the ethical principles of the journal may be found at the “Instructions to Authors” and the “Instructions to Reviewers” pages.

CONFLICT OF INTEREST POLICY

The Balkan Medical Journal requires that each member of the editorial board must disclose to the editor-in-chief any conflict of interest related to family, personal, financial, political or religious issues. If the associate editors believe that it is not appropriate to be an editor for a given manuscript, the editor should
resign from the assignment. The Balkan Medical Journal editor review process is in accordance with the Good Editorial Practice set by international editorial organizations (i.e. WAME, COPE). The Balkan Medical Journal request that all members of the editorial board (editor-in-chief and associate editors) agree not to submit their own manuscripts to the journal, as it is considered a conflict of interest (since 2012).

Please refer to the “conflict of interest statement and copyright form” section at the “Instructions to Authors” page for the conflict of interest declaration for authors. For a conflict of interest statement for reviewers, please refer to the “Instructions to Reviewers” page.

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The journal is printed on acid-free paper.
INSTRUCTIONS TO AUTHORS

v.2.1 (updated March 2013. Please check the Journal’s website for the latest version)

MANUSCRIPT FORMATTING

Manuscript format must be in accordance with the ICMJE Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication available at http://www.icmje.org. Papers that do not comply with the format of the Journal will be returned to the author for correction without further review. Therefore, to avoid loss of time and work, authors must carefully review the submission rules.

General Format
The manuscript should be typed in a Microsoft Word™ file, single-column format, double-spaced with 2.5 cm margins on each side, and 11-point type in Times New Roman font. To facilitate the reviewing process, the lines of the text should be continuously numbered (at the left side).

All abbreviations in the text must be defined the first time they are used, and the abbreviations should be displayed in parentheses after the definition. Abbreviations should be limited to those defined in the AMA Manual of Style, current edition. Authors should avoid abbreviations in the title and abstract and limit their use in the text.


Article Type
Identification of article type is the first step of manuscript submission because article type dictates the guidelines that should be used (see below, Using Guidelines), including formatting and word limits of the manuscript. The main categories of article type are outlined below:

- **Original Article**: Original contributions are manuscripts containing substantial novel research. These articles can include randomized controlled trials, an observational (cohort, case-control or cross-sectional) studies, diagnostic accuracy studies, systematic reviews and meta-analyses, nonrandomized behavioral and public health intervention trials, experimental animal trials, or any other retrospective or prospective clinical or experimental studies. Abstracts should not exceed 400 words and should be structured as follows: Background, Aims, Study Design, Methods, Results, and Conclusion. The main text should be structured as follows: Introduction, Material and Methods, Results, Discussion, Acknowledgments, References, Tables, and Figure Legends. The main text should not exceed 3000 words, excluding the abstract, references, tables, and figure legends. There should be a maximum of 30 references.

- **Invited Review Article**: Invited review articles are comprehensive analyses of specific topics in medicine and will undergo peer review prior to acceptance. Systematic reviews and meta-analyses are accepted in this category. Review articles must not exceed 5000 words for the main text (excluding references, tables, and figure legends) and 400 words for the abstract. A review article can be signed by no more than 5 authors and can have no more than 60 references.

- **Case Report**: Interesting rare cases containing a substantial novel finding can be reported. Cases should be unique, representing a diagnostic or therapeutic challenge and having a learning point for the readers. Abstracts of case reports should mainly include information about the case and should be limited to a maximum of 250 words. The abstract must begin on a separate page. The main text of case reports should be structured as follows: Introduction, Case Report, Discussion, and References. Case reports must not exceed 1200 words (excluding references, tables, and figure legends). Case reports can be signed by no more than 5 authors and can have no more than 10 references and 5 figures or tables.

- **Letter to the Editor**: Letters in reference to a journal article must not exceed 500 words (excluding references). Letters not related to a journal article must also not exceed 500 words (excluding references). A letter can be signed by no more than 4 authors and can have no more than 5 references and 1 figure or table.

- **Clinical Image**: For educational purposes, the journal publishes original, interesting, and high quality clinical images having a brief explanation (maximum 500 words excluding references but including figure legends) and of educational significance. The figure legend should contain no more than 100 words. It can be signed by no more than 5 authors and can have no more than 5 references and 1 figure or table. Any information that might identify the patient or hospital, including the date, should be removed from the image. The main text of clinical images should be structured as Case, Discussion, and References.

- **Other**: Editorial reviews, reviewer commentaries, and book reviews are requested by the Editorial Board.

Clinical Trials and Reporting Guidelines
The Balkan Medical Journal encourages the registration of clinical trials via ClinicalTrials.gov (www.clinicaltrials.gov) or one of the registries of the WHO’s International Clinical Trials Registry Platform (ICTRP): http://www.who.int/ictrp/network/
The name of the registry and the registration number should be provided. Authors should also refer to the guidelines below when preparing their manuscript:

- Randomized controlled trials - CONSORT (http://www.consort-statement.org/home/)
- CONSORT translations: www.consort-statement.org/consort-statement/translations/
- Standard protocol items for randomized trials - SPRIT (http://www.spirit-statement.org/)
- Observational research: cohort, case-control, and cross-sectional studies - STROBE (www.strobe-statement.org)
- Diagnostic accuracy studies - STARD (www.stard-statement.org)
- Systematic reviews and meta-analyses - PRISMA (www.prisma-statement.org)
- Non-randomized behavioral and public health intervention trials - TREND (www.cdc.gov/trendstatement)
- Experimental animal trials - ARRIVE (www.nc3rs.org.uk/arrive).

For further information on the reporting guidelines for health research, authors are suggested to refer to the EQUATOR network website (http://www.equator-network.org/).

PREPARATION AND SUBMISSION OF A MANUSCRIPT

The entire submission process for a manuscript is completed online through the self-explanatory online submission system through the following website: http://www.balkanmedicaljournal.org.

The manuscript should be prepared as SEPARATE files in the following order:

1. Cover Letter
2. Title Page
3. Abstract
4. Main Text (text, acknowledgments, references, tables, and figure legends)
5. Figures
6. Author Contribution Form

1. Cover Letter

The cover letter should include the article title, article type, and the full name of the corresponding author.

The corresponding author should briefly summarize why his/her paper is a valuable addition to the scientific literature and specify the type of article he/she is submitting (for example, original article, case report, review article, clinical image).

The cover letter should also include a statement declaring the absence or presence of a conflict of interest. Furthermore, there should be a statement that the manuscript has not already been published or accepted for publication and is not submitted or under simultaneous review for publication elsewhere. For manuscripts that have been presented orally or as a poster, this must be stated on the title page with the date and the place of the presentation.

An example of a cover letter can be found here at the journal’s webpage, www.balkanmedicaljournal.org

2. Title Page

This should include:

- The complete manuscript title (no more than 150 characters)
- The running head (no more than 50 characters)
- Word counts for the abstract and text (the text word count does not include references, tables, and figure legends)
- The number of references, and the number of figures and tables
- All authors’ full names, affiliations and e-mail addresses
- The name, address, telephone and fax numbers and email address of the corresponding author
- Keywords (3-6 key words from the list provided in Index Medicus under “Medical Subject Heading (MeSH)"
- Information about where and when the study has previously been presented.
- Acknowledgements: All contributors who do not meet the criteria for authorship (ICMJE: authorship and contributorship: http://www.icmje.org/ethical_1author.html) and the statement of conflict of interest and funding should be declared under this subheading.

3. Abstract

Original articles, invited review articles and case reports should include an abstract. The abstract should be written in both English and Turkish. For the manuscripts outside of Turkey, Turkish translation will be provided by the journal. Abstracts for original articles should be structured as follows: Background, Aims, Study design, Methods, Results, and Conclusion. Abstracts for case reports should be structured as follows: Background, Case Report, and Conclusion. Abstracts for review articles should not be structured. Clinical images, Editorials, Letters to the Editor, and Commentaries should not contain an abstract. Please find the guidelines for abstracts of specific types of manuscripts under the Main Text section below.

4. Main Text

The main text should include all manuscript text except the abstract. It should also include references, tables, and figure legends in the following order.

- Text
- References
- Tables
- Figure legends
Each table should be presented on a separate page and tables should be presented after the references section.

5. Figures
Figures, graphics and photographs should be submitted as separate files. Preferred picture formats are TIFF or JPEG, with resolutions of at least 300 DPI and a minimum width of 3 cm.

6. Author Contribution Form
This is a statement of scientific contributions and responsibilities of all authors. The form is available on the journal’s webpage, www.balkanmedicaljournal.org

CONFLICT OF INTEREST STATEMENT AND COPYRIGHT FORM
All authors must sign the Copyright Transfer Agreement Form and send it to the Journal Editorial Office within 14 days after submission. Please see the Copyright Transfer Agreement Form for detailed information regarding “Acknowledgement of Authorship, Exclusive Publication Statement, Conflict of Interest Statement, and Transfer of Copyright Agreement”

CHECKLIST
To finalize submission, the corresponding author should ensure that all files mentioned below have been uploaded:

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  - the article title and type and the full name of the corresponding author
  - a brief statement describing the novelty and importance of the work
  - a statement declaring the absence or presence of a conflict of interest
  - a statement that the manuscript has not been previously published or accepted for publication and is not submitted or under simultaneous review for publication elsewhere
- A title page including
  - Authors’ affiliations and e-mail addresses, including the name of the corresponding author
  - No abbreviations in the title
  - A statement of the date and place of the meeting where the manuscript was presented orally or as a poster, if necessary
  - Acknowledgements
  - Structured Abstract
  - Structured Text
  - Ethical approval and/or informed consent has/have been obtained and mentioned in the text
- All Figures have been uploaded and appear correctly
- References are in the correct format and cited sequentially in the text
- The author contribution form is included
- Permission for reprinted figures, tables, materials or photographs has been obtained
- Transfer of Copyright Agreement Form has been sent by post or fax.
• Submission fee is included (only for manuscripts submitted from an address in Turkey)

REVISIONS

When submitting a revised version of a paper, the author must submit a detailed “Response to 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).

Revised manuscripts must be submitted within 45 days from the date of the decision letter. Revisions not received within the allotted time will automatically be deleted from the system and cannot be evaluated. If the submitting author(s) believe that additional time is required, they should request this extension before the initial 45 day period over.

CHANGE OF AUTHORSHIP AND WITHDRAWAL REQUEST

Any request to change the author list after submission, such as a change in the order of the authors or the deletion or addition of author names, is subject to the Editorial Board’s approval. To obtain this approval, please find and complete the change of authorship form on the Journal’s website and send it to the Journal’s office. This form should include the following information:

1. The reason for the change of authorship
2. Signatures of all authors (including the new or removed author)

Please note, if you are adding or removing author/authors, a new copyright transfer form signed by all authors should be sent to the editorial office after the Editorial Board approves the change of authorship.

All withdrawal requests at any stage after submission are evaluated by the Editorial Board. The Balkan Medical Journal has the right not to accept a withdrawal request. The authors should explain their reason to withdraw the paper by a detailed letter. If the reason of withdrawal is not justified by the Editorial Board, the authors of the paper can be banned for up to 1 (one) year from submitting a new paper to the Journal.

ETHICAL GUIDELINES

The Balkan Medical Journal is committed to the highest standards of research and publication ethics. Editors will act in accordance with the relevant international rules of publication ethics i.e., COPE guidelines: http://publicationethics.org/resources/guidelines; WAME resources: http://www.wame.org/resources/publication-ethics-policies-for-medical-journals; ORI: http://ori.hhs.gov/handling-misconduct if ethical misconduct is suspected.

An approval of research protocols by an ethics committee in accordance with international agreements (Helsinki Declaration of 1964, last amended 2008-available at http://www.wma.net/en/30publications/10policies/b3/17c.pdf, “Guide for the care and use of laboratory animals” - http://www.nap.edu/catalog.php?record_id=5140) is required for all experimental and clinical and drug trial studies. For articles concerning experimental research on humans, a statement should be included that shows informed consent of patients and volunteers was obtained following a detailed explanation of the procedures that they may undergo. Informed consent must also be obtained for case reports. All recognizable photographs of a patient must be accompanied by written permission from the patient for reproduction. Procedures that were performed to eliminate any pain, harm and distress in subjects/animals should clearly be stated. The authors should clearly state their compliance with internationally accepted guidelines and the guidelines issued by the relevant authority of their country. The journal requests a copy of the Ethics Committee Approval received from the relevant authority.

• Plagiarism Detection

Plagiarism is a serious problem and the most common ethical issue afflicting medical writing. The Balkan Medical Journal does not allow any form of plagiarism. In accordance with our journal policy, submitted manuscripts are screened with plagiarism software to detect instances of overlapping and similar text (iThenticate and others) at least two times (during the evaluation process and after acceptance).

PROOFS AND DOI NUMBER

Manuscripts accepted for publication are copy-edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author, who should return the corrected proofs within 2 days of receipt. DOI numbers are provided after the corrected proofs are received.

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- ethical nature and
- suitability for the journal.

The Balkan Medical Journal uses a well-constructed scheme for the evaluation process. (Please refer to “Instructions to Author” page for more information).

Overall, the acceptance rate of the Balkan Medical Journal is between 10% and 15%, and the median response time for all submissions is 3 weeks (2 weeks for rejected papers, and for accepted papers, 5 weeks for the first revision request by the external reviewers). The median overall response time for accepted papers is 13 weeks because the editors and reviewers of the Balkan Medical Journal usually need to assist authors to improve their papers through several revisions to increase the quality of the articles published in the journal.

The entire submission process for a manuscript is completed online through the self-explanatory online submission system through the following website: http://www.balkanmedicaljournal.org. The reviewers can also reach their personal pages from the same address with their own passwords.

Manuscripts that comply with the main rules of the journal are sent to at least two reviewers from the Advisory Board, and the reviewers are asked for their opinion about the suitability of the paper for publication. The reviewed manuscripts are then reviewed by the Editorial Board and a decision of rejection or acceptance is shaped.

If the reviewers have any potential competing interests, they must notify the editor before agreeing to review a submission.

The Balkan Medical Journal is committed to the highest standards of research and publication ethics. Editors will act in accordance with the relevant international rules of publication ethics (i.e., COPE guidelines, WAME resources, ORI) if ethical misconduct is suspected. The Editorial Board of the Balkan Medical Journal encourages reviewers to comment on possible research or publication misconduct such as unethical research design, duplication, plagiarism, etc. Plagiarism is a serious problem and the most common ethical issue afflicting medical writing. The Balkan Medical Journal does not allow any form of plagiarism. In accordance with our journal policy, submitted manuscripts are screened with
plagiarism software to detect instances of overlapping and similar text (iThenticate and others) at least two times (during the evaluation process and after acceptance). If the reviewers have any suspect, the editors can provide them information obtained by plagiarism screening tools.

An approval of research protocols by an ethics committee in accordance with international agreements (Helsinki Declaration of 1964, last amended 2008, and “Guide for the care and use of laboratory animals”) is required for all experimental and clinical and drug trial studies. For articles concerning experimental research on humans, a statement should be included that shows informed consent of patients and volunteers was obtained following a detailed explanation of the procedures that they may undergo. Informed consent must also be obtained for case reports. All recognizable photographs of a patient must be accompanied by written permission from the patient for reproduction. Procedures that were performed to eliminate any pain, harm and distress in subjects/animals should clearly be stated. The authors should clearly state their compliance with internationally accepted guidelines and the guidelines issued by the relevant authority of their country. The journal requests a copy of the Ethics Committee Approval received from the relevant authority.

The Balkan Medical Journal wants reviewers to treat the manuscripts in confidence. The material of the manuscripts must not be used or shared in any way until they have been published. The Balkan Medical Journal follows the COPE flowchart in cases of suspected reviewer misconduct. Please refer to COPE ethical guidelines for peer reviewers for “Basic principles to which peer reviewers should adhere” and “Expectations from reviewers”.

The Balkan Medical Journal uses bibliographic databases and also accepts authors’ suggestions to find new reviewers. The journal thanks to the reviewers and publishes the reviewer list every year in the last issue. It is also being planned to award the reviewers on the basis of their performance.

If the reviewers need, they can go through the “Instructions to Authors”. They can also use the questions below, when reviewing the manuscripts:

1. Please state any conflict(s) of interest that you have in relation to the review of this manuscript (state “none” if this is not applicable).
2. Do you suspect any research or publication misconduct? If yes, please indicate in detail.
3. Does the manuscript contain new and significant information to justify publication?
4. Is the title of the article appropriate?
5. Does the abstract clearly and accurately describe the content of the article?
6. Is the problem significant and concisely stated?
7. Are the methods described comprehensively?
8. Is the results section clear and satisfactory?
9. Are the interpretations and conclusions justified by the results?
10. Is adequate and current reference made to other work in the field?
11. Is the language acceptable?
12. Please rate the priority for publishing this article (1 is the highest priority, 10 is the lowest priority).
13. Is the appropriate terminology used in the text?
14. Is it sufficient that figures and/or tables?
15. Is it necessary to shorten the article?
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