# CHECKLIST AND AUTHOR AGREEMENT

## J Turk Ger Gynecol Assoc

Authors are encouraged to submit their manuscripts online (**www.jtgga.org**). Authors submitting online should not send duplicate copies of the manuscript to the editorial office. Hard copies of manuscripts submitted to the editorial office will not be processed, nor will they be returned to the author.

A COMPLETED CHECKLIST AND AGREEMENT MUST ACCOMPANY EACH MANUSCRIPT SUBMITTED TO the Journal of the Turkish German Gynecological Association.

### GENERAL

- ☐ Pages are numbered consecutively, starting with the title page.
- ☐ Only standard abbreviations are included.
- ☐ For all original research, informed consent and institutional review board approval is addressed in the Methods.

### COVER LETTER

- ☐ A cover letter is submitted indicating the intent to submit to ***J Turk Ger Gynecol Assoc***
- ☐ Publication elsewhere (including electronic media) of any of the material in the manuscript submitted, other than an abstract of not more than 300 words, is identified to the editorial office.
- ☐ If a version of the manuscript has previously been submitted for publication to ***J Turk Ger Gynecol Assoc*** or to another journal, comments from the peer reviewers and an indication of how the authors have responded to these comments are included.
- ☐ Potential conflicts of interest, whether of a financial or other nature, are disclosed.

### TITLE PAGE

- ☐ The title, author name(s) and major degree(s), affiliation(s), and the source(s) of funding for the work or study are provided.
- ☐ The name, address, telephone and facsimile numbers, and e-mail address of the corresponding author are given.
- ☐ The title does not contain any abbreviations.
- ☐ The title is given in English and in Turkish and/or German.

### ABSTRACT

- ☐ An in English and Turkish and/or German abstract is included.
- ☐ The abstract is between 250 and 300 words, and follows the appropriate structured abstract format.
- ☐ If the research identified important variables that lacked statistical difference, the study's power to detect such difference is addressed in the abstract.
- ☐ Footnotes, references, and commercial names are not used in the abstract.

### REFERENCES

- ☐ References correspond to the specifications of the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals."
- ☐ References are identified on the line within parentheses, eg, Hendrik (3).
- ☐ Each reference is cited in the text.
- ☐ References are numbered consecutively in the order in which they appear in the text.
- ☐ Unpublished data, personal communications, submitted manuscripts, statistical programs, papers presented at meetings, and non–peer-review publications are not listed in the bibliography.
- ☐ Abbreviations of journal titles conform to those used in Index Medicus.

### TABLES

- ☐ Each table appears on a separate sheet of paper with its title.
- ☐ Tables are numbered with Arabic numerals.
- ☐ Each table contains all necessary information in order that it may stand alone, independent of the text.
- ☐ No table contains data that could be included in the text in several sentences.

### FIGURES

- ☐ Each figure is cited in the text.
- ☐ Letters and identifying marks (eg, arrows) are clear and sharp, and the critical areas of radiographs and photomicrographs are identified. All text that may identify a patient is removed.
- ☐ Explanatory material appears in the accompanying legend and not on the figure itself.
- ☐ Legends are listed on a seperate page at the end of the manuscript.
- ☐ Legends for photomicrographs include information regarding stain and magnification.

### Corresponding Author:

- ☐ I am one author and signing on behalf of all co-authors of this manuscript

### Declaration of AI Usage

Please indicate whether any artificial intelligence (AI) tools were used in the preparation of this manuscript:

- ☐ No, AI tools were not used.
- ☐ Yes, AI tools were used.

If **"Yes, AI tools were used"** is selected, please provide the following details:

**Name and version of the AI tool(s) used:** .....

.....

**Specific purposes for using AI tools (e.g., language editing, technical error correction, statistical analysis):** .....

.....

### Confirmation:

- ☐ I confirm that the AI tools were not used to generate scientific results, perform data analysis, or replace the intellectual contributions of the authors in creative processes.
- ☐ I acknowledge full responsibility for any errors arising from the use of AI tools.

**Title of the manuscript:** .....

.....

.....

**Correspondence Address, Phone/Fax, e.mail:** .....

.....

.....

**Date:** ...../...../.....

Hereby I assign the Journal of the Turkish German Gynecological Association the commercial rights of the manuscript named above, efficient when and if the article is accepted for publication. By signing the Copyright Agreement Form, I retain the copyright of my work and agree that the article, if accepted for publication by the ***Journal of the Turkish-German Gynecological Association*** will be licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 (CC BYNC-ND).

**Name and Signature:** .....