

Turkish Journal of Emergency Medicine

Template for the **First Pages File / Cover Letter**

Compatible with Instructions to Authors v15

9 September 2024

COMBINE COVER LETTER, TITLE PAGE and DISCLOSURES IN A SINGLE FILE AND UPLOAD AS THE FIRST PAGES FILE

COVER LETTER

What is the main strength of your article? The title and type of the article, prior publication, support, conflicts of interest, and permissions may also be provided.

TITLE PAGES (*In the order below*)

- Title
- Running Title
- Authors and Affiliations (past [during the study] and present) + ORCIDs of ALL authors
- Corresponding author and address

DISCLOSURES

- Presentation(s) or Awards at a meeting – if present, **OPTIONAL**
- Acknowledgement(s) – **OPTIONAL**
 - Verify and confirm that everyone who contributed to this manuscript is either listed as an author or acknowledged as a contributor in the acknowledgement section, and that the title page details any professional writing assistance or others paid to provide manuscript support.
- Source(s) of Support and Funding – **MANDATORY FOR ALL ARTICLE TYPES**
 - Acknowledge all organizations that funded your research and provided grant numbers where appropriate. The statement should include: specific grant numbers, Initials of authors who received each award, full names of commercial companies that funded the study or authors, initials of authors who received salary or other funding from commercial companies, URLs to sponsors' websites.
 - If the study was unfunded, please state: "The author(s) received no specific funding for this work."
- Use of artificial intelligence (AI)- assisted technologies – **OPTIONAL**
 - If you used artificial intelligence- assisted technology anywhere in your article, mention it on the First Page.
 - The statement will appear in the published work and should be placed in a new section in the First Page file.
 - An example for statement: During the preparation of this work, the author(s) used the [NAME OF THE TOOL] to use it in the [...] sections of the article. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the published article.
 - Please note that artificial intelligence technologies cannot be used to change the content of images.
- Data availability statement – **OPTIONAL**
 - We encourage you that the data generated by your research that supports your article be made openly and publicly available upon publication of your article.
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- Conflict of Interest statement - **MANDATORY FOR ALL ARTICLE TYPES**
 - Please disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) your work.
 - If no such conflict of interest exists; please state: "The authors declare no conflict of interest".

- Author Contributions Statement (CRediT) - MANDATORY FOR ALL ARTICLE TYPES
 - Authorship provides credit for a researcher's contributions to a study and carries accountability. The individual contributions of authors to the manuscript should be specified in this section so readers can judge that the authorship criteria for each author has been met, and who is accountable for which section of the article. This list may be revised according to the research and article type. We encourage the use of Contributor Role Taxonomy (CRediT) for listing author contributions – for details check: <https://casrai.org/credit/>
 - Possible contributor roles that you may use are listed below. Multiple roles are possible and encouraged. Authors should be mentioned with their INITIALS, after each role.
 - Conceptualization – Ideas; formulation or evolution of overarching research goals and aims.
 - Data curation – Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.
 - Formal analysis – Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.
 - Funding acquisition - Acquisition of the financial support for the project leading to this publication.
 - Investigation – Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.
 - Methodology – Development or design of methodology; creation of models.
 - Project administration – Management and coordination responsibility for the research activity planning and execution.
 - Resources – Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.
 - Software – Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.
 - Supervision – Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.
 - Validation – Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.
 - Visualization – Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.
 - Writing – original draft – Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
 - Writing – review & editing – Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages.
 - While preparing the statement, follow the below principles:
 - List all Contributions – All contributions should be listed, whether from those listed as authors or individuals named in acknowledgements;
 - Multiple Roles Possible – Individual contributors can be assigned multiple roles, and a given role can be assigned to multiple contributors;
 - Degree of Contribution Optional – Where multiple individuals serve in the same role, the degree of contribution can optionally be specified as 'lead', 'equal', or 'supporting';
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 - An example of an Authors' Contribution statement using CRediT:
 - AB: review and editing (equal). CD: Conceptualization (lead); writing – original draft (lead); formal analysis (lead); writing – review and editing (equal). EF: Software (lead); writing – review and editing (equal). GH: Methodology (lead); writing – review and editing (equal). JK: Conceptualization (supporting); Writing – original draft (supporting); Writing – review and editing (equal).
- Consent to Participate – MANDATORY FOR CASE REPORTS AND ORIGINAL ARTICLES

- For Case Reports: A detailed statement that written patient consent/next of kin is present should be included in the Title Page and as the final sentence of the Case Presentation section of the Manuscript File.
- For Original Articles: A detailed statement that written patient consent/next of kin is present should be included in the in the Title Page and in the Methods section of the Manuscript File.
- A signed patient consent form should be available for mailing if required by the Editorial Office. If requested, we accept all kinds of consent forms (including forms with the logo of other journals, any hospital or affiliation).
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 - As per ICMJE guidelines a statement that an Ethical Board or Institutional Review Board (IRB) Approval is present should be included:
 - in the First Pages file under the "Ethical Approval" section. The name of the board, approval number, and approval date should be included here.
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ONLY FOR INSTRUCTION PURPOSES, THIS PAGE SHOULD NOT BE SUBMITTED

COVER LETTER

To,

The Editor

Sub: Submission of Manuscript for publication

Dear Sir,

We intend to publish an article entitled “ ” in your esteemed journal as an Original Article/Case Report/Invited Review Article.

Editor 11.9.19 11:45

Comment [1]: Title of the manuscript

Editor 11.9.19 11:45

Comment [2]: Select as applicable

On behalf of all the contributors I will act and guarantor and will correspond with the journal from this point onward.

This article.....

Editor 8.7.20 10:29

Comment [3]: Give a short summary of your manuscript and the tell us why we should publish it in Turkish Journal of Emergency Medicine

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Thanking you,

Yours' sincerely,

Corresponding author:

E-mail -

TITLE PAGE

Title

Running Title

Type of article: Original Research Article / Case Report / Invited Review Article / Correspondence

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Editor 11.9.19 11:50

Comment [4]: Not more than 50 characters

Editor 8.7.20 10:30

Comment [5]: Authors and Affiliations (past and present)

o **Full names** (last names fully capitalized), **Academic degrees** (up to 2 per author: MD, DO, PhD, etc.), **Affiliations** (in English, in the order of Department or Division, Faculty, Institution or University, City, State, Country) in order in separate lines, **E-mail address**.

State the corresponding author by writing (Corresponding Author) in the same line Do NOT include honorary affiliations such as fellow status in an organization (FEMAT, FACEP etc.), titles or positions (Professorship or Consulting positions, etc.).

ORCIDs: ORCIDs of all authors should be included

DISCLOSURES

(The following statements will be published in the manuscript between the conclusion and references sections)

Presentation(s) or Awards at a meeting: provide the name of the organization, place and the date.

Acknowledgement(s)

Source(s) of Support and Funding

Conflict of Interest statement

Author contributions statement

Authorship provides credit for a researcher's contributions to a study and carries accountability.

Authors are expected to fulfil the criteria below:

- **Each author** is expected to have made substantial contributions to the conception **OR** design of the work; **OR** the acquisition, analysis, **OR** interpretation of data; **OR** the creation of new software used in the work; **OR** have drafted the work or substantively revised it
- **AND** to have approved the submitted version (and any substantially modified version that involves the author's contribution to the study);
- **AND** to have agreed both to be personally accountable for the author's own contributions and to ensure that questions related to the accuracy or integrity of any part of the work, even ones in which the author was not personally involved, are appropriately investigated, resolved, and the resolution documented in the literature.

Consent to Participate

Ethical Approval