

FOREWORD

Dear Scientists and Researchers,

Kafkas Üniversitesi Veteriner Fakültesi Dergisi has been a well-established journal since its inception, adhering to the principle of publishing high-quality scientific studies at international standards in veterinary medicine, animal husbandry, comparative biomedicine, and related life sciences fields. Owing to its high international visibility and academic reputation, our journal is currently indexed in the world's most prestigious databases, such as **Web of Science (SCI-E) (Q2) and Scopus (Q2)**, receiving a substantial volume of manuscript submissions globally.

The academic standing of a journal is defined not only by its scientific merit but also by the formal excellence of its published articles, their compliance with international technical standards, and full commitment to publication ethics. However, numerous valuable studies submitted to our editorial office exhibit highly pronounced errors regarding formatting, layout, citation, and presentation. Such formal deficiencies and non-compliance with guidelines result in lost time during the editorial preliminary review phase, disrupt the peer-review process, and, most importantly, lead to repeated revision requests for our authors.

This guidance document has been prepared to facilitate our authors' manuscript preparation process, minimize rejection/revision rates at the preliminary review stage, and expedite the publishing process. The handbook in your hands is not merely a list of technical rules; it encompasses a comprehensive scope containing concrete errors, correct practices, explanatory examples, strict commitments to publication ethics, and practical checklists. Full and seamless compliance with the principles specified in this document is mandatory for your manuscript to be accepted for peer review without issues.

During your manuscript preparation process, compliance with the fundamental regulations published on our journal's website is primarily required:

- **Guidelines for Authors:** <https://vetdergikafkas.org/static.php?id=143>
- **Ethical Principles:** <https://vetdergikafkas.org/static.php?id=139>
- **Sample Files:** <https://vetdergikafkas.org/static.php?id=149>

It is of paramount importance that your work be prepared in strict adherence to the aforementioned guideline documents to successfully pass the editorial preliminary review stage.

Thank you for your contribution to science. We wish you continued success.

SECTION 1: GENERAL PAGE LAYOUT AND HEADING HIERARCHY

General Page Structure and Text Format

The manuscript file must be arranged on A4 size pages with margins set to 2.5 cm on all sides. The following standards must be complied with throughout the entire text:

- **Font Type and Size:** The entire text must be prepared in Times New Roman font, size 12.
- **Alignment and Line Spacing:** Text must be justified, and line spacing must be set to 1.5.
- **Page Count and Limits:** Manuscripts prepared under any category must not exceed the page limits prescribed by the journal, including the abstract, main text, references, figures, and tables.

Academic Language, Proofreading, and Biological Nomenclature Standard

- **English Language Quality:** Texts submitted to our journal are strictly required to fully conform to academic English standards (grammar, technical terminology, and fluency). The editorial office may request a professional Language Editing/Proofreading certificate from the authors when deemed necessary.
- **Latin Species and Biological Names:** Bacterial, parasitic, viral, plant, and animal species names (*Staphylococcus aureus*, *Fasciola hepatica*, *Bos taurus*, etc.) must be written in italics in the text, tables, and figure legends. Species names must be written in full at their first mention in the text (e.g., *Staphylococcus aureus*), and abbreviated in subsequent mentions (e.g., *S. aureus*).
- **Abbreviation Rules:** Attention must be paid to the use of abbreviations in the text. Words or word groups to be abbreviated must be written out in full at their first occurrence with their abbreviations in parentheses. In subsequent uses, only the abbreviation should be used.

Heading Formats and Hierarchy

The hierarchy between main sections and subsections in the manuscript must be clearly maintained:

- **Article Title:** Bold, Capitalize Each Word.
- **Running Title:** Maximum 50 characters, Capitalize Each Word.
- **Primary Section Headings (1st Order):** ALL CAPS, BOLD (e.g., INTRODUCTION, MATERIAL AND METHODS, RESULTS, DISCUSSION, REFERENCES).
- **Secondary Section Headings (2nd Order):** Bold, Capitalize Each Word (e.g., Ethical Approval, Animals and Experimental Design).
- **Tertiary Section Headings (3rd Order):** Bold and Italic, Capitalize Each Word (e.g., Ultrasonographic Examination Protocol).

**Rules regarding the heading structure of other article categories are defined in our Formatting Guidelines.*

SECTION 2: PUBLICATION ETHICS, PRINCIPLES, AND AUTHOR COMMITMENTS

Publication Ethics Framework (COPE, DOAJ, and Regulatory Compliance)

Kafkas Üniversitesi Veteriner Fakültesi Dergisi adopts the highest international standards in publication ethics. In accordance with our ETHICAL PRINCIPLES AND PUBLICATION POLICY statement, strict adherence to the principles of the Committee on Publication Ethics (COPE), DOAJ (Directory of Open Access Journals) open-access standards, and relevant national/international legislation, directives, and international agreements is essential across all publication processes.

CRITICAL PUBLICATION ETHICS RULES & PROJECT TEAM INTEGRITY

For studies supported by BAP, TÜBİTAK, or other funding bodies, or multi-center research submitted to our journal, all researchers who conducted or held rights in the project/research must be included as authors in the manuscript.

- **Incomplete Representation of the Project Team is Unacceptable:** Excluding researchers/research assistants involved in the project or research team from the author list constitutes a grave violation of scientific ethics.
- **“Waiver/Consent Letter” is Strictly Invalid:** Any document claiming “I have a written statement/consent letter waiving my rights” allegedly obtained from the relevant researcher/author will never be accepted or considered valid by our journal. Every researcher making a scientific contribution must be included in the author list.
- **Prohibition of Adding/Removing/Reordering Authors:** Adding authors, removing authors, or changing the author sequence during submission, revision, or after acceptance once the study has cleared ethics committee approval or the project stage is strictly prohibited.
- **Ghost/Gift Authorship:** If it is determined that individuals without actual scientific contribution to the research were added as authors (gift authorship) or that contributors were concealed (ghost authorship), an ethics investigation will be initiated immediately.

Data Integrity, Informed Consent, and Slicing Prohibition

- **Participant/Owner Informed Consent:** In studies involving owned clinical cases/tissue samples brought to clinics, documentation of written informed consent obtained from animal owners must be provided and declared in the Ethical Approval section.
- **Irregular Multi-Part Publication/Slicing:** Artificially dividing a single comprehensive study into multiple manuscripts for publication (slicing) by disrupting its integrity is strictly forbidden. If detected, the manuscript will be rejected outright and reported to the relevant institutions.

Mandatory In-Text “Declarations” Section

At the end of the manuscript, immediately preceding the **REFERENCES** section, all authors must provide a mandatory “Declarations” heading without omission, covering the following commitment items:

SAMPLE “DECLARATIONS” SECTION FORMAT:

Declarations

Data Availability: The data supporting the findings of this study are available from the corresponding author upon reasonable request.

Ethical Approval: The study protocol was approved by the Kafkas University Animal Experiments Local Ethics Committee (HADYEK) (Date: 15.03.2025, Decision No: 2025/12).

Competing Interests: The authors declare that they have no competing financial or non-financial interests.

Funding: This research was supported by the Kafkas University Scientific Research Projects Coordination Unit (BAP, Project No: 2024-FM-18).

Congress-Symposium Information: This study was presented as an oral/poster presentation at the [Full Name of Congress/Symposium], held in [City, Country], on [Date]. The proceedings were published as an abstract/full-text in the congress proceedings book.

Declaration of Generative Artificial Intelligence (AI): The authors declare that the article, tables and figures were not written/created by AI and AI-assisted Technologies.

Ethical Compliance Declaration: The authors declare that the study was conducted in accordance with all applicable animal welfare and research ethics principles, institutional and national/international regulations, and the requirements of the relevant ethics committees and funding/supporting institutions, where applicable. The authors accept full responsibility for the ethical integrity of the study.

Authors’ Contributions: IO: Conceptualization, Surgery, Writing; BC: Data collection, Laboratory analysis; MD: Statistical analysis, Reviewing.

Important Notice: By submitting these declarations, all authors confirm that the information provided is accurate, complete, and truthful. Any falsification, omission, misrepresentation, inconsistency, or other violation of research and publication ethics identified in these declarations will result in the rejection of the manuscript if detected during the editorial assessment or peer-review process. If such misconduct is identified after publication, the article will be retracted in accordance with the journal's Publication Ethics Policy and the Committee on Publication Ethics (COPE) guidelines. The journal reserves the right to notify the authors' affiliated institution(s), ethics committee(s), funding agency(ies), and other relevant authorities, where appropriate, for further investigation and any necessary action.

SECTION 3: IN-TEXT CITATION DISPLAY AND WRITING RULES

Basic Citation Format and Bracket Usage

In our journal, in-text references are listed numerically in square brackets starting from the first usage. When making an in-text citation, a single space must be left between the preceding word and the square bracket. Punctuation marks must be placed outside the square brackets.

Consecutive Citations and Usage with Author Names

When three or more consecutive references are cited together in the text, a hyphen (-) must be placed between the first and last reference. Non-consecutive references should be separated by commas. When citing by mentioning author names in the text, the reference number must immediately follow the author's name. In structures such as "According to", "described by", or "reported by", writing the year after the author's name is strictly unacceptable.

In-Text Citation Comparison Examples

- ✗ **INCORRECT:** ...causing enormous economic losses to the global poultry industry^[1,2]. (No space)
- ✓ **CORRECT:** ...causing enormous economic losses to the global poultry industry ^[1,2].
- ✗ **INCORRECT:** ...other phytogetic compounds in poultry ^[5,6,7,14]. (No hyphen for consecutive numbers)
- ✓ **CORRECT:** ...other phytogetic compounds in poultry ^[5-7,14].
- ✗ **INCORRECT:** Mital et al. reported that weakly alkaline conditions suppressed cell growth^[27]. (Reference no at end)
- ✓ **CORRECT:** Mital et al.^[27] reported that weakly alkaline conditions suppressed cell growth...
- ✗ **INCORRECT:** ...according to ^[12] / described by ^[23]. (Author name missing)
- ✓ **CORRECT:** ...according to Barabadi et al.^[25]... / ...described by Risso and Wang ^[23]...
- ✗ **INCORRECT:** Bai et al.^[23] (2022) reported that... (Incorrect use of year alongside reference no)
- ✓ **CORRECT:** Bai et al.^[23] reported that...
- ✗ **INCORRECT:** ...according to Yang et al.^[16,17] (Two separate publications cannot be combined under one name)
- ✓ **CORRECT:** ...according to Yang et al.^[16] and Yang et al.^[17]

SECTION 4: SYMBOLS, UNITS, AND STATISTICAL FORMATTING

Basic Citation Format and Bracket Usage

The International System of Units (SI) applies in text, tables, and graphs. For liquid measurements, an uppercase "L" must be used for liters (L, mL, dL, µL). Units of time should be given as h, min, sec; in temperature degree displays, no space should be left between the degree symbol and the letter "C" (80°C). In statistical data, the P-value is written with an uppercase letter (P), and spacing rules around inequalities and plus/minus (±) symbols must be strictly observed.

PARAMETER/CRITERION	INCORRECT FORMAT (✗)	CORRECT FORMAT (✓)
Volume Units	l, dl, ml, µl	L, dL, mL, µL
Time Units	Hour(s), minute(s), second	h, min, sec
Temperature Display	80 °C., 80 °C	80°C
Statistical P-Value	p<0.001, P < 0.05, P <0.05, p=0.02	P<0.001, P<0.05, P=0.02
Numerical Data (±)	3.60 ± 0.60	3.60±0.60

SECTION 5: REFERENCES LIST AND RECENCY RULES

Reference List Formatting Standards

- **Author Names:** All author names must be written in **bold**. Regardless of the number of authors, all authors must be listed in full; under no circumstances should “et al.” or “ve ark.” abbreviations be used.
- **Article Title:** Must be written in regular font with only the first letter of the first word capitalized (except for proper nouns).
- **Journal Name:** The original official abbreviation of the journal must be used, written in *italics*, and no period should be placed between or at the end of abbreviation letters (there must be a comma at the end of the abbreviation).
- **Page Range and Year:** Volume, issue, and page information must be provided in full. Page ranges must not be abbreviated; the first and last pages must be written out explicitly (e.g., 155-167). The year information must be written without parentheses following the page numbers after a comma and a single space, terminating with a period.
- **DOI Number:** DOI information must be provided. The prefix <https://doi.org/> should not be written; it must be written directly as DOI: 10.XXXX/...

30% RECENT REFERENCE RULE



At least 30% of the references in manuscripts submitted to Kafkas Üniversitesi Veteriner Fakültesi Dergisi must consist of recent studies **published within the last 5 years**.



Reference Display Example:

✗ **INCORRECT:** Kaya A, Aksoy B, et al. (2020). Treatment Methods in Cattle Foot Diseases. Jour. Kafkas Vet. Med., 12(3), 155-67. DOI: <https://doi.org/10.31407/ijeess12.330>.

✓ **CORRECT:** Kaya A, Aksoy B, Sezer C, Demir M: Treatment methods in cattle foot diseases. *Kafkas Univ Vet Fak Derg*, 26 (3): 155-167, 2020. DOI: 10.31407/ijeess12.330

SECTION 6: TABLE, FIGURE, AND EDITORIAL SECTION RULES

Table and Figure Usage and Standards

- Tables and figures must be cited sequentially within the main text.
- Table titles must be located above the table, whereas figure/graph/picture/illustration titles must be placed below the figure.
- Vertical lines must strictly NOT be used in tables; only top, bottom, and header separator horizontal lines should be present.
- If references are used inside a table, reference numbers must strictly match the in-text citation ordering.
- All images, graphs, and photographs must be submitted at a minimum resolution of 300 DPI, clear, and in JPEG format.
- In microscopic examinations, histopathology, and electron microscopy images, a directly readable scale bar on the image is mandatory instead of magnification ratios (e.g., 40X).

🚫 PROHIBITED SUBJECTIVE CLAIMS

Ambitious and subjective assertions in manuscripts submitted to our journal, such as “**this is the first study**”, “**there are limited studies**”, “**to the authors’ knowledge this is the first**”, “**has not been performed before**”, or implying “**absence/scarcity in literature**” are strictly NOT permitted.

Content Requirements for Main Sections

- **Abstract:** Must be prepared as a single paragraph without subsections. Background, objective, material and methods, main findings, and clinical/practical significance must be clearly presented; institution names or reference citations must strictly NOT be included.
- **Introduction:** General textbook knowledge should be avoided; the research problem, literature gap, hypothesis, and objective must be presented clearly.
- **Material and Methods:** The first subsection must obligatorily be “Ethical Approval”; the name of the approving committee, date, and decision number must be clearly stated in the Title Page file, while masked in the main text during the initial submission.
- **Results:** Findings must be presented objectively; data in tables and figures must not be repeated verbatim in the text, and evaluative comments in the nature of discussion should be avoided.
- **Discussion:** Subheadings can strictly NOT be used. Summarizing literature or cliché expressions like “we agree with/is parallel to” are unacceptable. Data must be discussed originally; the limitations of the study should be provided in the second-to-last paragraph, and a conclusion message should be presented in the final paragraph without creating a separate “Conclusion” heading.
- **Blind Peer-Review:** Author names, institutional affiliations, or any identifying information in the manuscript file, tables, and file properties must be completely masked.

SECTION 7: PRE-SUBMISSION CHECKLIST FOR AUTHORS

Please ensure that all items are completed before uploading your manuscript to the journal system.

STATUS	CHECKLIST ITEM	DESCRIPTION / DETAIL
☐	Publication Ethics & COPE	Full compliance with COPE, DOAJ principles, and ethical commitments has been ensured.
☐	Project/Research Team	All researchers holding rights in the project have been added to the manuscript author list.
☐	Waiver/Consent Prohibition	“The rule “Author waiver/consent letter is unacceptable” was followed.
☐	Author List Lock	It is accepted that no author addition/removal/reordering will be made after submission.
☐	Slicing Emphasis	It was verified that the research was not divided into artificial parts (no slicing).
☐	Declarations Section	Ethical Approval, Conflict of Interest, Funding, Ethical Compliance, Congress-Symposium Information, Declaration of Generative Artificial Intelligence (AI), Authors’ Contributions were written completely.
☐	Headings & Format	Text was written as Times New Roman 12 pt, and heading hierarchy (BOLD, Bold, <i>Bold Italic</i>) was fully applied.
☐	Running Title	Approximately 50 characters, and each word capitalized.
☐	Presentation Information	If presentation info exists, details (congress info, author info) were provided in the Title Page file.
☐	Prohibited Phrases	Subjective claims like “first study”, “limited study” were removed from text.
☐	Citation Spaces & Hyphen	Space left before citation; hyphen used for 3 or more consecutive references (⁽⁵⁻⁷⁾).
☐	Author Name Citations	Year info removed alongside author name (formatted as Mital et al. ^[27]).
☐	Table & Figure Citations	Tables and figures cited sequentially within text.
☐	SI Units & Statistics	L, mL, µL, dL, 80°C, P<0.05 and 3.60±0.60 formats were fully applied.
☐	Ethics Approval Subsection	First subsection of Material and Methods was made as “Ethical Approval”.
☐	Discussion Integrity	No subheadings used; concluded in final paragraph without a separate Conclusion heading.
☐	Reference Authors	All author names written in BOLD and complete (“et al.” not used).
☐	Journal Names & DOI	Journal names written in unpunctuated italics. DOIs formatted as DOI: 10.XXXX/... and no period was used at the end.
☐	Recent Reference Rate	Verified that at least 30% of references belong to the last 5 years.
☐	Blind Review Masking	All author/institution information removed from text and file properties.

AFTERWORD

Dear Researchers,

Quality in academic publishing is fulfilled not only by the originality of scientific findings obtained, but also by presenting these findings in accordance with international standards, transparency, ethical principles, and with methodological discipline. As Kafkas Üniversitesi Veteriner Fakültesi Dergisi, our primary objective is to deliver innovative research in veterinary medicine and life sciences to the global scientific community with the highest publishing standards.

The formal, technical, ethical, and editorial requirements outlined in this guide have been established to facilitate manuscript preparation, ensure a fair and efficient editorial and peer-review process, and minimize delays during publication. Adherence to these requirements improves the quality, consistency, and transparency of submitted manuscripts while supporting compliance with the international publishing standards expected by major indexing and abstracting databases, including Web of Science, Scopus, PubMed, and others. By carefully following these guidelines, authors contribute to maintaining the scientific quality, visibility, and international reputation of the journal.

We thank you for contributing your valuable work to our journal and congratulate you in advance for the high scientific contribution and success your research will bring to the field.

Editorial Board of Kafkas Üniversitesi Veteriner Fakültesi Dergisi

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