

INSTRUCTIONS FOR AUTHORS

Manuscripts must be prepared using the manuscript template

Manuscripts should contain the following elements in the following order :

Title Page

Abstract

Keywords

Introduction (Without author names and affiliations)

Methodology

Results and Discussion

Statement of Ethics

Conflict of interest Statement

Author Contributions

Funding Sources (optional)

Acknowledgments (optional)

References

It is best to use the Times New Roman' font, 11 font size, and all kinds of articles must be 1.5 spaced including text, references, tables, and legends.

The title should be concise and informative. Avoid abbreviations and formulae, where possible. The title page should include full title, author names and affiliations, present addresses, corresponding author, and ORCID numbers for every author Also, the full manuscript should include a full title page

Abstracts should not be separated into categories, it should be written in a paragraph format. Keywords: Max. 5

Graphics may be included with both in the text and uploaded as separate files

Sections: (Capital letters should be used in) Introduction, Methodology, Results and Discussion, Statement of Ethics, Conflict of Interest Statement, Author Contributions, Funding Sources (optional), Acknowledgement (optional).

Table and figure titles should not be abbreviated exp. fig. is not acceptable. It should be written as; Table 1. Figure 1.

Figure captions: A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves

to a minimum but explain all symbols and abbreviations used. Figure captions should be written on the bottom.

Titles: Number tables consecutively by their appearance in the text and place any table notes below the table body. Table captions should be written on the top.

References in the text should be identified using Arabic numerals. Years of the references should not be written boldly. More than one reference from the same author(s) in the same year must be identified by the letters “a”, “b”, “c”, etc., placed after the year of publication. References should conform to Vancouver style and be numbered consecutively in the order in which they are cited in the text.

*Obligatory files are manuscript main document, title page and copyright form for submission. If exist, supplementary files should also be added.

1. Scope and Editorial Policy

1.1. Scope of the Journal

Acta Pharmaceutica Scientia (Acta Pharm. Sci.), formerly known as Bulletin of Pharmacy and Acta Pharmaceutica Turcica is a peer-reviewed scientific journal publishing current research and reviews covering all fields of pharmaceutical sciences since 1953.

The original studies accepted for publication must be unpublished work and should contain data that have not been published elsewhere as a whole or a part. The reviews must provide critical evaluation of the state of knowledge related with the subject.

All manuscripts has to be written in clear and concise English.

Starting from 2016, the journal will be issued quarterly both in paper and online formates also publish special issues for national or international scientific meetings and activities in the coverage field.

1.2. Manuscript Categories

Manuscripts can be submitted as Research Articles. Review articles will not be accepted.

Research Articles are definitive accounts of significant, original studies. They are expected to present important new data or provide a fresh approach to an established subject.

1.3. Prior Publication

Authors should submit only original work that has not been previously published and is not under consideration for publication elsewhere. Academic theses, including those on the Web or at a college Web site, are not considered to be prior publication.

1.4. Patents and Intellectual Property

Authors need to resolve all patent and intellectual property issues. Acceptance and publication will not be delayed for pending or unresolved issues of this type. Note that Accepted manuscripts and online manuscripts are considered as published documents.

1.5. Professional Ethics

Editors, reviewers, and authors are expected to adhere to internationally accepted criteria's for scientific publishing. Helsinki declaration is applied and accepted for the ethical standards of the journal.

World Medical Association. (2001). World Medical Association Declaration of Helsinki. Ethical principles for medical research involving human subjects.. Bulletin of the World Health Organization, 79 (4), 373- 374.

1.5.1 Author Consent

Submitting authors are reminded that consent of all coauthors must be obtained prior to submission of manuscripts. If an author is removed after submission, the submitting author must have the removed author consent to the change by e-mail or faxed letter to the assigned Editor.

1.5.2. Plagiarism

Manuscripts must be original with respect to concept, content, and writing. It is not appropriate for an author to reuse wording from other publications, including one's own previous publications, whether or not that publication is cited. Suspected plagiarism should be reported immediately to the editorial office. Report should specifically indicate the plagiarized material within the manuscripts. Acta Pharmaceutica Scientia uses iThenticate or Turnitin software to screen submitted manuscripts for similarity to published material. Note that your manuscript may be screened during the submission process.

1.5.3. Use of Human or Animal Subjects

For research involving biological samples obtained from animals or human subjects, editors reserve the right to request additional information from au-

thors. Studies submitted for publication approval must present evidence that the described experimental activities have undergone local institutional review assessing safety and humane usage of study subject animals. In the case of human subjects authors must also provide a statement that study samples were obtained through the informed consent of the donors, or in lieu of that evidence, by the authority of the institutional board that licensed the use of such material. Authors are requested to declare the identification or case number of institution approval as well as the name of the licensing committee in a statement placed in the section describing the studies' Material and Methods.

World Medical Association. (2001). World Medical Association Declaration of Helsinki. Ethical principles for medical research involving human subjects.. Bulletin of the World Health Organization, 79 (4), 373- 374.

1.6 Issue Frequency

The Journal publishes 4 issues per year.

2. Preparing the Manuscript

2.1. General Considerations

Manuscripts should be kept to a minimum length. Authors should write in clear, concise English, employing an editing service if necessary. For professional assistance with improving the English, figures, or formatting in the manuscript before submission please contact to editorial office by e-mail for suggestions. Authors are required to subject their manuscript for

The responsibility for all aspects of manuscript preparation rests with the authors. Extensive changes or rewriting of the manuscript will not be undertaken by the Editors. A standard list of Abbreviations, Acronyms and Symbols is in section 5.

It is best to use the font "Times New Roman". Other fonts, particularly those that do not come bundled with the system software, may not translate properly. Ensure that all special characters (e.g., Greek characters, math symbols) are present in the body of the text as characters and not as graphic representations. Be sure that all characters are correctly represented throughout the manuscript—e.g., 1 (one) and l (letter l), o (zero) and O (letter o).

All text (including the title page, abstract, all sections of the body of the paper, figure captions, scheme or chart titles, and footnotes and references) and tables should be in one file. Graphics may be included with the text or uploaded as separate files. Manuscripts that do not adhere to the guidelines may be returned to authors for correction.

2.1.1 Articles of all kind

Use page size A4. Vertically orient all pages. Articles of all kind must be double-spaced including text, references, tables, and legends. This applies to figures, schemes, and tables as well as text. They do not have page limitations but should be kept to a minimum length. The experimental procedures for all of experimental steps must be clearly and fully included in the experimental section of the manuscripts.

2.1.2 Nomenclature

It is the responsibility of the authors to provide correct nomenclature. It is acceptable to use semisynthetic or generic names for certain specialized classes of compounds, such as steroids, peptides, carbohydrates, etc. In such a case, the name should conform to the generally accepted nomenclature conventions for the compound class. Chemical names for drugs are preferred. If these are not practical, generic names, or names approved by the World Health Organization, may be used.

Authors may find the following sources useful for recommended nomenclature:

- The ACS Style Guide; Coghill, A. M., Garson, L. R., Eds.; American Chemical Society: Washington DC, 2006.
- Enzyme Nomenclature; Webb, E. C., Ed.; Academic Press: Orlando, 1992.
- IUPHAR database of receptors and ion channels (<http://www.guidetopharmacology.org/>).

2.1.3 Compound Code Numbers

Code numbers (including peptides) assigned to a compound may be used as follows:

- Once in the manuscript title, when placed in parentheses AFTER the chemical or descriptive name.
- Once in the abstract.
- Once in the text (includes legends) and once to label a structure. Code numbers in the text must correspond to structures or, if used only once, the chemical name must be provided before the parenthesized code number, e.g., “chemical name (JEM-398).” If appearing a second time in the text, a bold Arabic number must be assigned on first usage, followed by the parenthesized code number, e.g., “1 (JEM-398).” Subsequently, only the bold Arabic number may be used. All code numbers in the text must have a citation to a publication or a

patent on first appearance.

Compounds widely employed as research tools and recognized primarily by code numbers may be designated in the manuscript by code numbers without the above restrictions. Their chemical name or structure should be provided as above. Editors have the discretion of determining which code numbers are considered widely employed.

2.1.4 Trademark Names

Trademark names for reagents or drugs must be used only in the experimental section. Do not use trademark or service mark symbols.

2.1.5 Interference Compounds

Active compounds from any source must be examined for known classes of assay interference compounds and this analysis must be provided in the General Experimental section. Many of these compounds have been classified as Pan Assay Interference Compounds (PAINS; see Baell & Holloway, *J. Med. Chem.* 2010, 53, 2719-2740). These compounds shown to display misleading assay readouts by a variety of mechanisms by forming reactive compounds. Provide firm experimental evidence in at least two different assays that reported compounds with potential PAINS liability are specifically active and their apparent activity is not an artifact.

2.2 Manuscript Organization

2.2.1 Title Page. Title

The title of the manuscript should reflect the purposes and findings of the work in order to provide maximum information in a computerized title search. Minimal use of nonfunctional words is encouraged. Only commonly employed abbreviations (e.g., DNA, RNA, ATP) are acceptable. Code numbers for compounds may be used in a manuscript title when placed in parentheses AFTER the chemical or descriptive name.

Authors' Names and Affiliations: The authors' full first names, middle initials, last names, and affiliations with addresses at time of work completion should be listed below the title. The name of the corresponding author should be marked with an asterisk (*).

2.2.2 Abstract and keywords

Articles of all types must have an abstract following the title page. The maximum length of the Abstract should be 200 words, organized in a findings-oriented format in which the most important results and conclusions are sum-

marized. Code numbers may be used once in the abstract. After the abstract, a section of Keywords not more than five has to be given. Be aware that the keywords, chosen according to the general concept, are very significant during searching and indexing of the manuscripts.

Keywords: instructions for authors, template, journal

2.2.3 Introduction

The Introduction should argue the case for the study, outlining only essential background, and should not include the findings or the conclusions. It should not be a review of the subject area, but should finish with a clear statement of the question being addressed. Authors should use this template when preparing a manuscript for submission to the ACTA Pharmaceutica Scientia.

2.2.4. Methodology

Materials, synthetic, biological, demographic, statistical or experimental methods of the research should be given detailed in this section. The authors are free to subdivide this section in the logical flow of the study. For the experimental sections, authors should be as concise as possible in experimental descriptions. General reaction, isolation, preparation conditions should be given only once. The title of an experiment should include the chemical name and a bold Arabic identifier number; subsequently, only the bold Arabic number should be used. Experiments should be listed in numerical order. Molar equivalents of all reactants and percentage yields of products should be included. A general introductory section should include general procedures, standard techniques, and instruments employed (e.g., determination of purity, chromatography, NMR spectra, mass spectra, names of equipment) in the synthesis and characterization of compounds, isolates and preparations described subsequently in this section. Special attention should be called to hazardous reactions or toxic compounds. Provide analysis for known classes of assay interference compounds.

The preferred forms for some of the more commonly used abbreviations are mp, bp, °C, K, min, h, mL, µL, g, mg, µg, cm, mm, nm, mol, mmol, µmol, ppm, TLC, GC, NMR, UV, and IR. Units are abbreviated in table column heads and when used with numbers, not otherwise. (See section 4 for more abbreviations)

2.2.5 Results and Discussion

This section could include preparation, isolation, synthetic schemes and tables of biological and statistical data. The discussions should be descriptive. Authors should discuss the analysis of the data together with the significance of results and conclusions. An optional conclusions section is not required.

2.2.6 Ancillary Information

Include pertinent information in the order listed immediately before the references.

PDB ID Codes: Include the PDB ID codes with assigned compound Arabic number. Include the statement “Authors will release the atomic coordinates and experimental data upon article publication.”

Homology Models: Include the PDB ID codes with assigned compound Arabic number. Include the statement “Authors will release the atomic coordinates upon article publication.”

Corresponding Author Information: Provide telephone numbers and email addresses for each of the designated corresponding authors.

Present/Current Author Addresses: Provide information for authors whose affiliations or addresses have changed.

Author Contributions: Include statement such as “These authors contributed equally.”

Acknowledgment: Authors may acknowledge people, organizations, and financial supporters in this section.

Abbreviations Used: Provide a list of nonstandard abbreviations and acronyms used in the paper, e.g., YFP, yellow fluorescent protein. Do not include compound code numbers in this list. It is not necessary to include abbreviations and acronyms from the Standard Abbreviations and Acronyms listed in section 4.

2.2.7 References and Notes

Vancouver style is used in the reference list and citations. List manuscripts as “in press” only accepted for publication. Manuscripts available on Web with a DOI number are considered published. For manuscripts not accepted, use “unpublished work” after the names of authors. Incorporate notes in the correct numerical sequence with the references. Footnotes are not used. List submitted manuscripts as “in press” only if formally accepted for publication. Manuscripts available on the Web with a DOI number are considered published. For manuscripts not accepted, use “unpublished results” after the names of authors. Incorporate notes in the correct numerical sequence with the references. Footnotes are not used. In-text citations should be given superscript numbers (see examples) according to order in the manuscript.

References

Please check with your faculty for any specific referencing or formatting requirements

- References are listed in numerical order, and in the same order in which they are cited in text. The reference list appears at the end of the paper.
- Begin your reference list on a new page and title it 'References'.
- The reference list should include all and only those references you have cited in the text. (However, do not include unpublished items such as correspondence.)
- Use Arabic numerals (1, 2, 3, 4, 5, 6, 7, 8, 9) as a superscripts.
- Abbreviate journal titles in the style used in the NLM Catalog.
- Check the reference details against the actual source - you are indicating that you have read a source when you cite it.
- Use of doi URL at the end of reference is strongly advised.

Examples

For printed articles

- Article with 1-6 authors:

Author AA, Author BB, Author CC, Author DD. Title of article. Abbreviated title of journal. Date of publication YYYY;volume number(issue number):page numbers.

Sahin Z, Ertas M, Berk B, Biltekin SN, Yurttas L, Demirayak S. Studies on non-steroidal inhibitors of aromatase enzyme; 4-(aryl/heteroaryl)-2-(pyrimidin-2-yl)thiazole derivatives. *Bioorg Med Chem*, 2018; 26(8): 1986–1995. <https://doi.org/10.1016/j.bmc.2018.02.048>.

- Article with more than 6 authors:

Author AA, Author BB, Author CC, Author DD, Author EE, Author FF, et al. Title of article. Abbreviated title of journal. Date of publication YYYY Mon DD;volume number(issue number):page numbers.

Electronic journal article:

Author AA, Author BB. Title of article. Abbreviated title of Journal [Internet]. Date of publication YYYY MM [cited YYYY Mon DD];volume number(issue number):page numbers. Available from: URL

Electronic journal article with DOI:

Author AA, Author BB, Author CC, Author DD, Author EE, Author FF. Title of article. Abbreviated title of Journal [Internet]. Year of publication [cited YYYY Mon DD]; volume number(issue number): page numbers. Available from: URL DOI

Books and book chapters

Book :a.) Print book OR b.) Electronic book

a.) Author AA. Title of book. # edition [if not first]. Place of Publication: Publisher; Year of publication. Pagination.

b.) Author AA. Title of web page [Internet]. Place of Publication: Sponsor of Website/Publisher; Year published [cited YYYY Mon DD]. Number of pages. Available from: URL DOI: (if available)

2.2.8 Tables

Tabulation of experimental results is encouraged when this leads to more effective presentation or to more economical use of space. Tables should be numbered consecutively in order of citation in the text with Arabic numerals. Footnotes in tables should be given italic lowercase letter designations and cited in the tables as superscripts. The sequence of letters should proceed by row rather than by column. If a reference is cited in both table and text, insert a lettered footnote in the table to refer to the numbered reference in the text. Each table must be provided with a descriptive title that, together with column headings, should make the table self-explanatory. Titles and footnotes should be on the same page as the table. Tables may be created using a word processor's text mode or table format feature. The table format feature is preferred. Ensure each data entry is in its own table cell. If the text mode is used, separate columns with a single tab and use a return at the end of each row. Tables may be inserted in the text where first mentioned or may be grouped after the references.

2.2.9 Figures, Schemes/Structures, and Charts

The use of illustrations to convey or clarify information is encouraged. Structures should be produced with the use of a drawing program such as ChemDraw. Authors using other drawing packages should, in as far as possible, modify their program's parameters so that they conform to ChemDraw preferences. Remove all color from illustrations, except for those you would like published in color. Illustrations may be inserted into the text where mentioned or may be consolidated at the end of the manuscript. If consolidated, legends should be grouped on a separate page(s). Include as part of the manuscript file.

To facilitate the publication process, please submit manuscript graphics using the following guidelines:

1. The preferred submission procedure is to embed graphic files in a Word document. It may help to print the manuscript on a laser printer to ensure all artwork is clear and legible.
2. Additional acceptable file formats are: TIFF, PDF, EPS (vector artwork) or CDX (ChemDraw file). If submitting individual graphic files in addition to them being embedded in a Word document, ensure the files are named based on graphic function (i.e. Scheme 1, Figure 2, Chart 3), not the scientific name. Labeling of all figure parts should be present and the parts should be assembled into a single graphic.

EPS files: Ensure that all fonts are converted to outlines or embedded in the graphic file. The document settings should be in RGB mode. NOTE: While EPS files are accepted, the vector-based graphics will be rasterized for production. Please see below for TIFF file production resolutions.

3. TIFF files (either embedded in a Word doc or submitted as individual files) should have the following resolution requirements:

- Black & White line art: 1200 dpi
- Grayscale art (a monochromatic image containing shades of gray): 600 dpi
- Color art (RGB color mode): 300 dpi
- The RGB and resolution requirements are essential for producing high-quality graphics within the published manuscript. Graphics submitted in CMYK or at lower resolutions may be used; however, the colors may not be consistent and graphics of poor quality may not be able to be improved.
- Most graphic programs provide an option for changing the resolution when you are saving the image. Best practice is to save the graphic file at the final resolution and size using the program used to create the graphic.

4. Graphics should be sized at the final production size when possible. Single column graphics are preferred and can be sized up to 240 points wide (8.38 cm.). Double column graphics must be sized between 300 and 504 points (10.584 and 17.78 cm's). All graphics have a maximum depth of 660 points (23.28 cm.) including the caption (please allow 12 points for each line of caption text).

Consistently sizing letters and labels in graphics throughout your manuscript will help ensure consistent graphic presentation for publication.

2.2.10 Image Manipulation

Images should be free from misleading manipulation. Images included in an account of research performed or in the data collection as part of the research require an accurate description of how the images were generated and produced. Apply digital processing uniformly to images, with both samples and controls. Cropping must be reported in the figure legend. For gels and blots, use of positive and negative controls is highly recommended. Avoid high contrast settings to avoid overexposure of gels and blots. For microscopy, apply color adjustment to entire image and note in the legend. When necessary, authors should include a section on equipment and settings to describe all image acquisition tools, techniques and settings, and software used. All final images must have resolutions of 300 dpi or higher. Authors should retain unprocessed data in the event that the Editors request them.

2.3 Specialized Data

2.3.1 Biological Data

Quantitative biological data are required for all tested compounds. Biological test methods must be referenced or described in sufficient detail to permit the experiments to be repeated by others. Detailed descriptions of biological methods should be placed in the experimental section. Standard compounds or established drugs should be tested in the same system for comparison. Data may be presented as numerical expressions or in graphical form; biological data for extensive series of compounds should be presented in tabular form.

Active compounds obtained from combinatorial syntheses should be resynthesized and retested to verify that the biology conforms to the initial observation. Statistical limits (statistical significance) for the biological data are usually required. If statistical limits cannot be provided, the number of determinations and some indication of the variability and reliability of the results should be given. References to statistical methods of calculation should be included.

Doses and concentrations should be expressed as molar quantities (e.g., mol/kg, $\mu\text{mol/kg}$, M, mM). The routes of administration of test compounds and vehicles used should be indicated, and any salt forms used (hydrochlorides, sulfates, etc.) should be noted. The physical state of the compound dosed (crystalline, amorphous; solution, suspension) and the formulation for dosing (micronized, jet-milled, nanoparticles) should be indicated. For those compounds found to be inactive, the highest concentration (*in vitro*) or dose level (*in vivo*) tested should be indicated.

If human cell lines are used, authors are strongly encouraged to include the following information in their manuscript:

- the cell line source, including when and from where it was obtained;
- whether the cell line has recently been authenticated and by what method;
- whether the cell line has recently been tested for mycoplasma contamination.

2.3.2 Purity of Tested Compounds

Methods: All scientifically established methods of establishing purity are acceptable. If the target compounds are solvated, the quantity of solvent should be included in the compound formulas. No documentation is required unless asked by the editors.

Purity Percentage: All tested compounds, whether synthesized or purchased, should possess a purity of at least 95%. Target compounds must have a purity of at least 95%. In exceptional cases, authors can request a waiver when compounds are less than 95% pure. For solids, the melting point or melting point range should be reported as an indicator of purity.

Elemental analysis: Found values for carbon, hydrogen, and nitrogen (if present) should be within 0.4% of the calculated values for the proposed formula.

2.3.3 Confirmation of Structure

Adequate evidence to establish structural identity must accompany all new compounds that appear in the experimental section. Sufficient spectral data should be presented in the experimental section to allow for the identification of the same compound by comparison. Generally, a listing of ^1H or ^{13}C NMR peaks is sufficient. However, when the NMR data are used as a basis of structural identification, the peaks must be assigned.

List only infrared absorptions that are diagnostic for key functional groups. If a series contains very closely related compounds, it may be appropriate merely to list the spectral data for a single representative member when they share a common major structural component that has identical or very similar spectral features.

3. Submitting the Manuscript

3.1. Communication and log in to Author's Module

All submissions to *Acta Pharmaceutica Scientia* should be made by using e-Collittera (Online Article Acceptance and Evaluation) system on the journal main page (www.actapharmsci.com)

3.2. Registration to System

It is required to register into the e-Collittera system for the first time while entering by clicking “Create Account” button on the registration screen and the fill the opening form with real information. Some of the information required in form is absolutely necessary and the registration will not work if these fields are not completely filled.

After the registration, a “Welcome” mail is sent to the user by the system automatically reminding user name and password. Authors are expected to return to the entry screen and log on with their user name and password for the submission. Please use only English characters while determining your username and password.

If you already registered into the e-Collittera system and forget your password, you should click on “Forgot My Password” button and your user name and password will be mailed to your e-mail in a short while.

3.3 Submitting A New Article

The main page of author module consists of various parts showing the situation of manuscripts in process. By clicking the New Manuscript button, authors create the beginning of new submission, a process with a total of 9 consecutive levels. In first 7 levels, information such as the article’s kind, institutions, authors, title, summary, keywords etc. are asked respectively as entered. Authors can move back and forth while the information is saved automatically. If the transaction is discontinued, the system move the new submission to “Partially Submitted Manuscripts” part and the transaction can be continued from here.

3.1.1. Sort of Article Authors should first select the type of article from the drop down menu.

Warning. If “Return to Main Page” button is clicked after this level, the article automatically assigned as “Partially Submitted Manuscripts”.

3.2.2. Institutions Authors should give their institutional information during submission.

3.2.3. Authors The authors’ surnames, names, institutional information appear as entered order in the previous page. Filling all e-mail addresses are required. Institutional information is available in Manuscript Details table at the top of the screen. After filling all required fields, you may click the Continue button.

3.2.4 Title should be English, explaining the significance of the study. If the title includes some special characters such as alpha, beta, pi or gamma, they

can easily be added by using the Title window. You may add the character by clicking the relevant button and the system will automatically add the required character to the text.

Warning. No additions to cornered parenthesis are allowed. Otherwise the system will not be able to show the special characters.

3.2.5. Abstract The summary of the article should be entered to Abstract window at this level. There must be an English summary for all articles and the quantity of words must be not more than 200. If special characters such as alpha, beta, pi or gamma are used in summary, they can be added by Abstract window. You may add the character by clicking the relevant button and the system will automatically add the required character to the text. The abstract of the articles are accessible for arbitrators; so you should not add any information related to the institutions and authors in this summary part. Otherwise the article will returned without evaluation. Authors will be required to comply with the rules.

Warning. No additions to cornered parenthesis are allowed. Otherwise the system will not be able to show the special characters.

3.2.6. Keywords There must be five words to define the article at the keywords window, which will diverged with commas. Authors should pay attention to use words, which are appropriate for “Medical Subjects Headings” list by National Library of Medicine (NLM).

3.2.7. Cover Letter If the submitting article was published as thesis and/or presented in a congress or elsewhere, all information of thesis, presented congress or elsewhere should be delivered to the editor and must be mentioned by the “Cover Letter” field.

3.3.1. Adding Article This process consists four different steps beginning with the loading of the article in to system. Browse button is used to reach the article file, under the Choose a file to upload tab. After finding the article you may click to Choose File and file will be attached.

Second step is to select the file category. Options are: Main Document, Black and White Figure, Color Figure and Video.

The explanation of the files (E.g.. Figure 1, Full Text Word File, supplements etc.) should be added on third step and the last step is submitting the prepared article into the system. Therefore, Download button under the Send your file by clicking on download button tab is clicked.

Reminder If the prepared article includes more than one file (such as main document, black and white figure, video), the transaction will be continued by starting from the first step. The image files must be in previously defined format. After all required files were added, Continue button should be clicked. All details and features of the article might be reached from the Article Information page.

This page is the last step of the transaction which ensures that entered information is controlled.

3.3.2. Your Files After adding the article you may find all information related to article under Your Files window.

File Information This window includes file names, sizes, forming dates, categories, order numbers and explanations of files. The details about the files can be reached by clicking on Information button.

If you click on Name of File, the file download window will be opened to reach the copy of the file in system.

File Download This window submits two alternatives, one of them is to ensure the file to be opened in valid site and the second one is to ensure to download submitted file into the computer.

Opening the Category part on fourth column can change the category of the file.

Opening the Order column on fifth column can change the order of file.

The file can be deleted by clicking on Delete button on the last column. Before deleting, system will ask the user again if it's appropriate or not.

3.3.3 Sending Article Last level is submitting the article and the files into the system. Before continuing the transaction, Article Information window must be controlled where it is possible to return back; by using Previous button and required corrections can be made. If not, clicking the Send the Article button completes transaction.

3.3.4. Page to Follow The Article The Main Page of Author ensures possibility to follow the article. This page consists three different parts; some information and bridges related to the sent articles, revision required articles and the articles that are not completed to be sent.

3.3.4.1. Articles Not Completed to be Sent After the sending transaction was started, if article is not able to continue until the ninth step or could not be sent due to technical problems shown at this part. Here you can find the

information such as the article's number which is assigned by system, title and formation date. You may delete the articles by using Delete button on the right column, if the article is not considered to send into the system.

3.3.4.2. Articles That Require Revision Articles, which were evaluated by the referee and accepted by the editor with revision, continues to Waiting for Revision table.

The required revisions can be seen in "Notes" part by clicking the articles title.

In order to send any revision, Submit Revision button on the last column should be clicked. This connection will take the author to the first level of Adding Article and the author can complete the revision transaction by carrying out the steps one by one. All changes must be made in the registered file and this changed file must be resent. Author's most efficacious replies relating to the changes must be typed in "Cover Letter" part.

If the is transaction is discontinued, the system move the revised article to Submitted Manuscripts part and the transaction can be continued from here.

After the transaction was completed, the system moves the revised article to "Submitted Manuscripts" part.

3.3.5. Submitted Manuscripts Information related to articles can be followed through the Submitted Manuscripts line. Here you can find the information such as the article's number assigned by system, title, sending date and transaction situation. The Manuscript Details and summary files can be reached by clicking the title of the article and the Processing Status part makes it possible to follow the evaluation process of the article.

Article review process

Articles uploaded to the Manuscript submission system are checked by the journal administration for format consistency and similarity rate which is required to be less than 20%. Then sent to the chief editor if found appropriate.

Articles that are not suitable are sent back to the author for correction and re-submit (sent back to the author). Studies that have not been prepared using the draft for submitting to Acta Pharmaceutica Scientia "acta_msc_tmp" and that have not been adapted in terms of format, will be directed to the editor-in-chief, after the 3rd time, by giving the information that "the consistency requirements have not been met".

The manuscripts sent to the chief editor will be evaluated and sent to the "language and statistics editor" if deemed appropriate.

Studies found appropriate after language-statistics editor will be sent to field editors. If the field editor does not deem it appropriate after evaluating the article scientifically, he/she will inform the editor-in-chief of its negative comments, otherwise, at least two independent referee comments will be asked.

Authors should consider that this time may take time because of the reviewer assignments and acceptance for review may take time for some cases.

Our review system is double-blind. The editor, who evaluates according to the comments of the referees, submits his/her comment and suggestion to the editor-in-chief. In this way, the article takes one of the acceptance, rejection, or revision decisions. In the case of revision, after the author revises, the editor submits his/her final opinion to the editor in chief. Editor-in-Chief conveys his final decision to the author. After the accepted articles are subjected to the final control by the journal and the corresponding author, the article starts to be included in the “accepted papers” section by giving the inactive DOI number. When the article is placed in one of the following issues, the DOI number will be activated and displayed in the “current issue” section on the journal homepage.