

## DIRECTIVE OF TURKISH JOURNAL OF CLINICAL PSYCHIATRY

**Board of Directors:** Turkish Journal of Clinical Psychiatry (TJCP) is composed of the owners of the companies in which it is commercially and legally bound.

**Tasks:** It works with the editor of the journal on the executive board of the journal. It monitors and fulfills all commercial and legal responsibilities of the journal, and is responsible for relations with financial statements and business organizations.

**Executive Board:** It consists of the Board of Directors and the TJCP editors.

**Tasks:** The editorial board is located between the board and the two establish a link between the board. The executive board is responsible for all scientific activities of the journal. It carries out relations with all institutions and organizations in which the journal cooperates. It meets once a week.

### Scientific Committees

**Editorial Board:** Other than the editorial, honorary, assistant, linguistic, external relations, statistics and web editors consists of. It is decided by the executive committee on the basis of who and how many people the editorial board will be composed considering the proposal of the current editorial board.

For the current members (except for the external relations editor), the continuity decision is taken annually according to the electronic publishing system data of the journal, with the joint proposal of the editorial board and the approval of the executive board. The decision of continuity of the external relations editor is taken annually by the joint proposal of the editorial board and the approval of the executive board.

It meets at least once a month. It is decided within the coordination of the executive board and the editorial board on how to share the task.

1. **Honorary Editor:** Person who has experience in the field of scientific publishing and professional experience for at least 5 years as an editor at TJCP. Honorary editor/editors are elected in line with the joint proposal of the executive board and the editorial board.
2. **Editors:** According to the data of the electronic publishing system of the journal, it is the person or persons who have scientific publishing and professional experience working in the editorial board effectively and productively. The editor / editors are elected in accordance with the joint proposal of the editorial board and approval of the executive board.

**Tasks:** Takes part in the executive board of the journal. It is responsible for all kinds of scientific activities of the journal. It chairs the editorial board of the journal. It is responsible for conducting the process related to the manuscripts submitted to the journal in accordance with the rules. He directs the manuscripts to the related editorial board members. Makes the final decision about the articles. It takes part in bringing the accepted articles to the stage of printing.

3. **Assistant Editors:** Manuscripts are submitted to the assistant editors according to their interests and specialties. The co-editors decide if they are in line with the journal rules and publication policy by making an initial assessment of the submitted manuscripts. If they decide whether the manuscript complies with the rules and / or the publication policy, they shall inform the editor. Decides whether the manuscripts that are found in accordance with the journal rules and publication policy should be sent to the referees. Makes the referee appointments of the manuscripts that they decided to send to the referees. In case of necessity, he/she can take the arbitration related to the articles. He/she is responsible for the completion of the review process in accordance with the rules of the journal and in accordance with the publication policy. The final decision on whether or not to publish published articles will be given by the editor.
4. **Linguistic editor:** Evaluates the articles submitted by the assistant editor in terms of language (Turkish and English). In case of necessity, he / she can take the arbitration related to the articles.
5. **External relations editor:** Follow the correspondence of the journal with international indexes and make necessary attempts to participate in new indexes in line with the decisions taken by the executive board. Conducts correspondence with international institutions and organizations.
6. **Statistical editor:** Makes statistical evaluation of the manuscripts submitted by the assistant editor. In case of necessity, he/she can take the arbitration related to the articles.
7. **Web editor:** The web page of the journal is responsible for the organization of the arbitration evaluation system and the communication with the related organization. It is responsible for the layout of the accepted manuscripts until the printing process. Communicates with the publisher.

**B. Advisory Board:** It consists of people who have scientific publishing and professional field experience. The Board of Directors decides by whom and how many people the Advisory Board will be formed, and by the Executive Board, taking into account the proposal of the current editorial board.

The continuity decision for current members is taken annually according to the electronic publishing system data of the journal, with the joint proposal of the editorial board and the approval of the executive board.