

KAHSED CAQE

(KAHSED Continuous Academic Quality Enhancement)

Purpose and Scope

The primary aim of the congress is to support and promote current and multidisciplinary approaches in the fields of family medicine and health management. The congress is not limited to family medicine alone; it also encourages interdisciplinary exchange of knowledge and experience across a wide range of specialties, including Emergency Medicine, Pulmonology, Cardiology, Orthopedics and Traumatology, Neurology, Physical Medicine and Rehabilitation, Psychiatry, Otorhinolaryngology, Pediatrics, Obstetrics and Gynecology, Ophthalmology, Dermatology, General Surgery, Urology, Anesthesiology and Reanimation, Medical Biochemistry, Pathology, and Medical Genetics. Our congress is organized in accordance with internationally recognized scientific and ethical standards within the scope of family medicine and related disciplines.

Within the framework of current topics in family medicine and interdisciplinary collaboration, the congress features sessions conducted by nationally and internationally recognized experts in their respective fields, integrating up-to-date literature with practical applications. In this context, the congress aims to contribute to scientific richness and practical implementation while supporting the professional development of family medicine specialists.

The congress program includes interactive panels, educational sessions, oral presentations, and social activities designed to enhance participants' academic and professional perspectives.

Furthermore, the congress aims to strengthen interdisciplinary cooperation and to enhance the scientific value of family medicine at both national and international levels.

All papers to be published within the scope of the congress must provide original contributions consistent with the scientific framework and themes defined by the congress. Presentation of the papers at the congress is mandatory, as open discussions and academic interactions around the presentations are of great importance for scientific integrity and academic completeness.

The Congress Proceedings Book is prepared for researchers, practitioners, educators, and policymakers working in family medicine and related disciplines.

Website Policy

This website is the official publication platform for the *Proceedings of the International Eastern Black Sea Family Medicine Congress*, published by KAHSED. Except for *Kybele Medical Journal*, which is also published by KAHSED, this platform does not represent or imitate any other journal or publishing house.

All publication criteria are regularly reviewed and updated by the KAHSED CAQE (Continuous Academic Quality Enhancement) team. All content published by KAHSED must comply with the established academic, ethical, and publishing standards.

KAHSED operates as a non-profit organization with tax-exempt status and functions also as a publishing entity. In order to ensure the highest level of compliance with the criteria of international indexing systems, publication policies and processes are regularly revised and updated.

Submission Types

Submissions may be made in either abstract or full-text format. All submissions are subject to peer review, and those accepted following the review process will be published in the Congress Proceedings Book. Each participant may submit a maximum of two separate contributions as the submitting author; however, they may be listed as a co-author on additional submissions.

Peer Review Process

Submitted manuscripts will be evaluated based on subject-specific academic standards and scientific accuracy. Studies to be published within the scope of the congress undergo a detailed peer review process to ensure alignment with the congress themes and to provide original contributions to the literature. Submissions with insufficient scientific content or those falling outside the scope of the congress will not be published. All manuscripts selected for the Congress Proceedings Book are reviewed transparently and objectively.

Manuscripts are evaluated through a double-blind peer review process. In this process:

- Reviewers evaluate manuscripts anonymously and cannot access author identities.
- Authors are not informed of the reviewers' identities.

- The evaluation is based on scientific contribution, methodological soundness, ethical compliance, academic writing quality, and language use.

The peer review process follows these steps:

1. Preliminary Evaluation: The submission is checked for format and content compliance.
2. Reviewer Assignment: A reviewer with relevant subject expertise is appointed.
3. Peer Review: The manuscript is evaluated according to academic standards.
4. Final Decision: The result (acceptance, revision request, or rejection) is communicated to the author.

All studies published in the Congress Proceedings Book, except for invited speaker manuscripts, undergo a double-blind peer review process. For peer-reviewed works, this status is explicitly stated; for invited speaker manuscripts, the absence of peer review is clearly indicated.

The peer-review process is conducted primarily by independent reviewers who do not serve as Scientific Secretaries.

The Congress Proceedings Book does not guarantee automatic acceptance of submissions nor impose artificially short review timelines; each submission is carefully evaluated according to academic standards.

The Congress Proceedings Book holds an ISSN registration and has the status of a peer-reviewed publication, with all content evaluated in accordance with the described review process.

Ethics Committee Approval

For full-text studies involving human participants, patient data, or animal subjects, authors must clearly state the ethics committee approval number, date of approval, and name of the approving institution. If ethics committee approval is not required, an ethics statement explaining the reason for exemption must be included. In this context, participants' personal rights must be protected and informed consent obtained where applicable; animal research must comply with relevant national and international ethical standards, including the ARRIVE guidelines. Full-text studies lacking the required ethics committee approval or ethics statement will not be published.

Ethical Review Policies

The congress is organized in accordance with academic standards and best practices recognized by relevant scientific communities. All submissions must fully comply with ethical publishing principles and the rules of academic integrity.

Authors' Responsibilities

- Authors are solely responsible for the accuracy of the opinions, claims, and conclusions presented in their manuscripts. The congress organization does not guarantee the scientific accuracy or ethical compliance of the submitted work.
- By submitting their work, authors are deemed to have declared that it conforms to international academic standards and is free from plagiarism.
- Authors are required to provide a conflict-of-interest statement, as follows:
- "There are no commercial, financial, or personal conflicts of interest in this study."
- Authors must clearly describe the data, methods, and materials used in their studies. To ensure reproducibility, datasets or analytical tools should be shared upon request.
- Authors must avoid research misconduct, including plagiarism, citation manipulation, data fabrication, and falsification. Such academic violations are strictly prohibited and result in removal from the review process.

Additional Responsibilities

- Ethical Principles: Manuscripts must comply with international ethical standards, be free of plagiarism, and be prepared within the framework of academic honesty.
- Copyrights: Submitted manuscripts remain under the authors' copyright; however, once publication permission is granted, they are deemed approved for inclusion in the Congress Proceedings Book.
- References: All submissions must include relevant and up-to-date literature, formatted in Vancouver style.
- Conflict of Interest Statement: Authors without any conflicts of interest must include the following statement:

- “There are no commercial, financial, or personal conflicts of interest in this study.”
- **Originality of Submissions:** By submitting their work, authors are deemed to confirm that the submission is original, has not been previously published elsewhere, and is not under consideration for publication in the proceedings of another conference, a journal, or a book. Multiple or duplicate submissions will not be accepted.

Editors’ and Editorial Board Responsibilities

- To evaluate the academic and ethical compliance of submitted manuscripts and initiate the review process when necessary.
- To reject content if an ethical violation is identified and inform the author(s).
- To initiate the necessary procedures and notify authors when an ethical breach is confirmed.
- Editors and the publication board are responsible for taking reasonable measures to detect research misconduct. In suspicious cases, additional explanations or data may be requested from the authors.

Additional Explanations

- Members of the Editorial Board are researchers and healthcare professionals actively engaged in family medicine and related disciplines.
- The editorial and organizing committees hold the following responsibilities during the congress process:
- Ensuring the scientific and ethical suitability of submitted manuscripts.
- Assigning reviewers to eligible submissions.
- Ensuring that manuscripts conform to the Congress Proceedings Book format.

Editorial Board and Governance

- The names, institutional affiliations, and ORCID numbers of Editorial Board members are published in the Congress Proceedings Book.
- Contact information for the production coordinator and the primary editor is clearly shared in the Congress Proceedings Book for quick access.
- The full names and institutional affiliations of committee members are published transparently on the congress website and in the Proceedings Book.

Ethical Review Process

If any submission to the congress is suspected of violating ethical standards, the following process is applied by the congress organization:

1. A preliminary review is conducted to check compliance with academic and ethical standards.
2. If necessary, an independent ethics review committee is formed to assess academic integrity.
3. When research misconduct is verified, the manuscript is either rejected, revised, or retracted, depending on the nature of the violation. If deemed necessary, the relevant institutions are officially notified.
4. Open communication with the authors is maintained throughout the process.

Reference to Ethical Standards

The ethical and publishing principles applied in this congress are based on the standards of the Committee on Publication Ethics (COPE) and equivalent international ethical guidelines. All processes related to research misconduct are carried out in full compliance with the COPE guidelines.

In Case of Ethical Violation

Content found to violate ethical rules will not be accepted or published by the organization. If necessary, publication may be suspended until the ethical review is complete. Confirmed violations may be reported to relevant academic institutions and organizations.

Post-Publication Corrections

In cases where errors, methodological deficiencies, or incorrect information are identified in published content, corrections, retractions, or additional statements will be issued when necessary. Readers may submit comments or objections regarding published works to the editorial board.

Transparency and Updates

To ensure that participants and authors fully understand their ethical responsibilities, congress policies are regularly updated and published transparently on the congress website.

Complaints and Appeals

Authors may submit complaints or appeals regarding editorial decisions or peer review evaluations to the editorial board via email at kahsedbilimseldestek@gmail.com. All complaints and appeals are evaluated impartially, and the outcomes are communicated to the author(s) in writing.

Artificial Intelligence Policy

KAHSED Publishing recognizes the potential benefits of Generative Artificial Intelligence (AI) tools in supporting academic work. However, authors are fully responsible for the integrity, originality, and accuracy of their manuscripts. Generative AI may only be used for language editing or technical assistance and cannot replace authorship or the intellectual contributions of the authors. Any use of AI tools must be transparently disclosed within the manuscript.

Ownership and Management

This publication is issued by the Kotyora Association for Family Medicine, Health Management and Education (KAHSED).

Publication Frequency and Language Policy

The Congress Proceedings Book is published once a year. The book is registered with the ISSN International Centre, and the current ISSN (3108-429X) designates English as the publication language.

The official title of the Congress Proceedings Book is “*Proceedings of the International Eastern Black Sea Family Medicine Congress*,” and each volume corresponding to a specific congress is published with a sequential number (e.g., *Proceedings of the 4th International ...*).

The abbreviated title of the *Proceedings of the International Eastern Black Sea Family Medicine Congress* has been standardized in accordance with international citation norms as “*Proc. Int. EBS Fam. Med. Congr.*”

This abbreviation is to be used consistently in citations and indexing services.

Copyright and Licensing

Copyright and licensing information is stated in the front section of the book and detailed in the DOI record of each article. All content is published under the *Creative Commons Attribution 4.0 International (CC BY 4.0)* license.

Access Policy

The Congress Proceedings Book is fully open access. All content is available online without any subscription, registration, or fee requirements. Readers are free to view, download, share, and reuse the articles, provided proper citation is given.

There are no subscription fees, pay-per-view charges, or additional reading costs. Authors are also not required to pay any article processing charge (APC), apart from the congress registration fee. The Congress Proceedings Book is published under the *Creative Commons Attribution 4.0 International (CC BY 4.0)* license, which permits unrestricted reuse and distribution of content, provided that proper attribution is given.

Archiving and Long-Term Access Policy

KAHSED platforms are secured through an automatic backup system. In addition, a comprehensive archiving strategy is implemented to ensure the permanent accessibility of the Congress Proceedings Book:

- National Library: All publications are approved and preserved long-term under the legal archiving framework of the National Library of the Republic of Türkiye.
- ISSN International Centre: Our publications are registered in the international ISSN database, ensuring global standard identification and continuity.
- Zenodo: Each volume is archived on the Zenodo platform with a DOI number. Zenodo is an international open-access repository supported by the European Commission and CERN, providing permanent digital preservation.

Through these policies, the content of the Congress Proceedings Book will remain permanently accessible both nationally and internationally, even if publication is discontinued for any reason.

Revenue Sources and Publishing Model

The Congress Proceedings Book is published entirely as an open-access resource. Authors are not required to pay any article processing charges (APC), submission fees, or publication fees.

The only fee related to the congress is the participant registration fee, which is collected solely to cover organizational and logistical expenses and is not directly related to the publication process. Publishing activities are supported by the following sources:

- Institutional and organizational support: Financial and technical infrastructure provided by KAHSED, a tax-exempt non-profit organization.
- Sponsorship contributions: Support from sponsors transparently declared during the congress process.

In all cases, funding and revenue sources do not influence editorial decisions. Peer review and publication processes are conducted solely on the basis of scientific criteria.

Advertising and Sponsorship Policy

No commercial advertisements are accepted within the scope of the Congress Proceedings Book. The publication does not operate on an advertisement-based revenue model; therefore, there is no commercial pressure or conflict of interest affecting the content.

However, only institutional sponsorships are accepted within the framework of the congress organization. Sponsorship contributions are received to support the financial sustainability of the event and are managed according to the following principles:

- Sponsors' names and logos are transparently displayed on the congress website and in the Congress Proceedings Book.
- Sponsorships are entirely independent of the peer review and editorial processes.
- Sponsor visibility is limited to congress materials and organizational spaces, having no influence on the published content.
- The Congress Proceedings Book strictly separates scientific content from sponsorship elements.

Direct Marketing Policy

KAHSED Publishing conducts congress and publication announcements exclusively through official communication channels.

Official communication channels:

- Official website: www.kahsed.com
- KAHSED iOS and Android mobile applications

As KAHSED mobile applications have global accessibility, notifications made through these platforms are issued in English. Announcements on other platforms (website, email, social media, etc.) are made in either Turkish or English, depending on the audience's needs.

All calls and announcements are directed transparently and informatively to academic communities directly related to the congress. Emails sent to participants are never misleading or promotional in nature.

KAHSED does not engage in deceptive marketing practices or impersonate other publishers or organizations. All communication activities are conducted in accordance with international publishing standards and principles of transparency.