**THE PUBLICATION RULES OF THE JOURNAL OF FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES OF KILIS 7 ARALIK UNIVERSITY**

For the articles to be sent to Kilis 7 Aralik University, The Journal of Faculty of Economics and Administrative Sciences, the authors are required to adhere to the following principles and rules. The articles which are not prepared in accordance with the principles and rules stated above may not be taken in assessment process, or may be excluded from assessment at any stage of this process.

 **Editorial Principles**

**1.** The Journal of Faculty of Economics and Administrative Sciences is an international peer reviewed journal and publish four times in a year in January, April, July, and October.

**2.**Scientific and original articles which have directly or indirectly relation with economics, business administration, public administration, public finance, econometrics, labor economics, law and politics can be sent to the Journal.

**3.**The articles sent to the Journal should not be published in any other source or should not be offered to be published.

**4.**Articles should be written in Turkish or English.

**5.**Papers should be prepared in accordance with our rules of spelling, and should be registered <http://iibfaacd.kilis.edu.tr/user/register> to the server. After registration, papers should be uplaoded to the system inclueded the bibliography**6.**Having too many spelling errors and failure to comply with the requirement of a scientific article will be sufficient for reversal.

**7.**Articles submitted for publication are initially evaluated by our Editorial Commission. Then they are sent to at least two referees to be examined in terms of content and form. Referees’ identities are not released to the authors and the authors are also not informed who the referees for their papers are. (Blind Rewiew)

**8.**  In accordance with the evaluation reports from the referees, the possibilities of the outcome includes accepting & publishing the article, correction, or rejection.

**9.**Theopinions in the articles published in the Journal are not the opinions of the Journal. All responsibility belongs to the author.

**10.**  All rights of the articles published in the Journal are reserved and cannot be copied without the name of the Journal.

**11.**TheCopyright fee is not paid in cash to the author of the article published in the Journal. The copyright fee is sent to the Journal.

**12.** The articles which do not meet the publication principles will not be taken into the peer review process.

**Spelling Rules**

**1.**Papers should be prepared with “Office Word” program and A4 format.

**2.**The length of the paper should not exceed 25 pages in journal format.

**3.**Page layout should be left: 4cm, right: 4cm, up: 4.5 cm, and bottom: 4.5 cm.

**4.**Articles should be written with font type of "Times New Roman", in 11 font size and with "single" spacing. There should be one space after points and commas.

**5.**Paragraphs should be without an initial indent, 6 nk spaces should be left between the paragraphs. No extra blank lines between the paragraps.

**6.**The title should be written in Turkish and English with 12 font size, Turkish and English abstracts should contain no more than 150 words with 10 font size, and include 3 to 5 key words in Turkish and English.

**7.**The name, surname, and title of the author(s) should be written with 11 font size, under the title and right aligned. The name of institution and e-mail address of the author(s) should be written with font size 10 in the footnote.

**8.**The headings and subheadings should be appeared in 10 font size, bold and left justified (unindented) and also numbered as 1. 1.1., 1.1.1., 1.1.2., 1.1.2.1. The headings should be capitalized and subheadings should appear in lower case (initial word capitalized). The headings should be partitioned no more than 4 levels. There should be one blank line before the subheadings; no blank line should be given after the subheadings. There should be no blank line before and after the subheadings.

**9.**All the tables, figures and graphics in the paper should be cited in numerical order and center aligned. Each table, figures, and graphics should be given a title. Table title should be placed above the table, figure, and graphic, with 10 pt, centered aligned, and only initial letters capitalized. Table, figure and graphic text should be no smaller than 8 pt and no larger than 10 pt. All tables, figures, and graphics should be clear and can be easily readable and also compatible with the page layout.

**10.**References should be made with conjunction method inside the text. Explanation notes should be under the page as footnote with 9 pt. References inside the text should be like surname of the author(s), year of the source, and page number. If there isn’t the name of the author then institution name should be given instead of author’s name. Example:

·**Works by a single author:** (Paksoy, 2011:70)

·**Works by two authors:** (Paksoy ve Gökçe, 2012:22)

·**Works by multiple authors:** (Paksoy vd., 2014:35).

·**Citing more than one sources:** (Schumpeter, 1934:66; Wood, 2005:36)

·**Citing the whole source:** (Drucker, 1995)

·**Citing the publications without the name of the author:** (TÜİK, 2012:45)

**11.**If the reference is taken from a web site and the author is known, reference should be made like periodic publications. If the date of the downloaded source is not given, access date should be used. If the date of the downloaded source is not given, date of access should be used. Also if no publisher name is available, use the name of website and data of access. For example;

**·If the author’s name and publication year is known: (Ener, 2002)**

**·If the author’s name and publication year is not known:(Rekabet Kurumu, 2008)**

**12.**If you are citing more than one work by the same author in the same year, put the letters a, b, c next to the year. Example;

·         Paksoy (2013a), Paksoy (2013b).

**13.**All the sources that are cited in the text must appear in the reference page .All sources used in the text should be ordered alphabetically by author last name. Order the works from the same author by publication date (Newest to oldest). Bibliography itendentaion should be set (Pendent – 1 cm). The reference page should be prepared according to example shown below:

**Books**

EROL, E. (2008).  Stratejik Yönetim ve İşletme Politikası, Beta Basım Yayım, İstanbul.

ACAR, D. and TETİK, N. (2008).  Genel Muhasebe,  Detay Yayıncılık, Ankara.

DEMİR, Y., ÖZDEMİR, O. and EREN, İ. (2008). Küçük ve Orta Ölçekli İşletmelerde Finansal Yönetim Uygulamaları, Asil Yayın, Ankara.

·         **Translated Books**

DRUCKER, P. (1994). Kapitalist Ötesi Toplum, (Çev.) ÇORAKÇI, B., İnkilap Kitabevi, İstanbul.

·         **Edited Books**

OKÇU, M., AKTEL, M. and KERMAN, U. (2007). “İki Süreci Anlamak: Kamu Yönetiminde Küreselleşme ve 'Avrupalılaşma'”, (Ed.) YILMAZ, A. and BOZKURT, Y., Küresel Esintiler ve Yerel Etkiler Sarmalında Türk Kamu Yönetimi, Gazi Kitabevi, Ankara.

·         **Book with no Author**

DPT (2003). İllerin ve Bölgelerin Sosyo-Ekonomik Gelişmişlik Sıralaması Araştırması (2003), Yayın No: DPT 2671, Ankara.

·         **Journals**

YAVUZ, A., ALBENİ, M. and KAYA, D.G. (2009). “Ulusal İnovasyon Politikaları ve Kamu Harcamaları: Çeşitli Ülkeler Üzerine Bir Karşılaştırma”, Süleyman Demirel Üniversitesi İktisadi ve İdari Bilimler Fakültesi Dergisi, 14(4): 65-90.

·         **Newspapers**

GÖKÇE, D. (1997). “Merkez Bankasının Bağımsızlığı Sorunu”, Milliyet, 15 Mart.

·         **Theses**

ÖZKUL, G. (2008). Girişimcilik Teorileri ve Girişimci Tipleri: Antalya-Burdur-Isparta İllerinde (İBBS Düzey 2 TR61 Bölgesinde) İmalat Sanayi KOBİ'lerindeki Girişimciler Üzerine Bir İnceleme, Yüksek Lisans Tezi,  Süleyman Demirel Üniversitesi Sosyal Bilimler Enstitüsü, Isparta.

·         **Internet Based Sources**

**(iii)**If the authors of the sources are known, it should be given like periodic publications. In addition to this, the web address of the source should be given. If the date of the source is not known, then date of access should be given both in the text and the reference page.Example;

ENER, N. (2002). “Yeni Yükselen Pazarlar (Emerging Markets) İçin Pazarlama Stratejileri”, http://iktisat.uludag.edu.tr/dergi/11/02-neriman/02-neriman.htm, 10.05.2005.

**(iv)**If the source belongs to an institution instead of an author, there should be the name of the institution, the title of the source and complete web address in the bibliography. Example:

REKABET KURUMU (2010). “Rekabet Hukukunun Esasları”, http://www.rekabet.gov.tr/index.php?Sayfa=sayfaicerik&icId=53, 17.03.2010.

**14.**For the cases not mentioned in spelling, scientific publication rules will be taken into consideration.