**GUIDELINES FOR AUTHORS**

**A. Aim and Scope**

Fenerbahçe University Journal of Social Sciences (FBU-JOSS) is a peer-reviewed journal published online twice a year in June and December.

Within the journal's scope, short reports, case studies, original research papers, letters to the editor, and review articles are evaluated in English and Turkish in the fields of Political Science and International Relations, Business Administration, International Finance and Banking, Economics, Communication, Psychology, Literature, and other social sciences.

# **B. Ethical Principles and Publication Policy**

All authors who submit articles for review and publication approve and agree to abide by the following ethical rules:
• Published papers as an article or in any other format (book, book chapter, printed conference paper, etc.), accepted papers for publication or the papers under review are not accepted for evaluation.
• For the manuscripts having more than one author, the articles that are not approved by each author are not accepted.
• For the manuscripts requiring 'Ethics Committee Approval', the approval document must be submitted with the application.
• The similarity (plagiarism) rate of the submitted articles must be lower than 20%. (Similarity report can be obtained from turnitin.com, plagiarism.net, or ithenticate.com, etc.)
• In case of a revision requirement, the author(s) are requested to complete it within a mount, and to deliver the revised manuscript to the editorial board.
• Only one article of an author can be published in the same issue.
• The responsibility of the published articles belongs to the author(s).
• For all materials used in the article of the author(s), permissions must be obtained from the related publication or copyright owner(s). The author(s) are responsible for getting the necessary permission.
• Editorial Board may change the content and style of the article with the author(s)’ permission.
• Accepted and published articles cannot be republished without the permission of the publisher.
• Articles are published as open access free of charge at the submission, evaluation, acceptance and publication stages

**C. Preparation of the Article Application**

Authors must comply with the rules specified in the Manuscript Guidelines. Submissions that do not meet these rules will be returned to the authors without peer review. Information about the articles to be submitted for publication and their attachments are listed below:

**1. Application Letter**

In this letter, it should be stated that the manuscript has been read and approved by all authors

and it is the product of an original work. It should be stated whether there is a conflict of interest with any author, institution, or organization.

**2. Ethics Committee Approval Document** *(If necessary, it should be attached as a*

*separate file for research articles.)*

The file which has the information of Ethics Committee Permission and Similarity Score

should be uploaded to the system. The number and date of the Ethics Committee Permission should be stated in the text.

**3. Title Page** *(Identity information of the Author(s) must be added as a separate file.)*

**3.1 Identity Information of the Author(s)**

The title of the article, the name of the author, the institution with which he/she is affiliated, the city and country he/she lives in, the e-mail address, and the ORCID number should be submitted as a single MS Word file as the Title Page. In multi-author articles, the identity information of all authors should be specified separately on the Title Page.

Title of the Article (Turkish and English): It should be 11 font size and bold

**3.2 Acknowledgments and Explanations**

At the end of the Title Page the following information must be given:

• If there are people or institutions that contributed to the research, for example, "Supported by TÜBİTAK [grant numbers xxxx, yyyy]".

• If the article sent for publication is an article produced from a paper or thesis whose summary has been presented elsewhere but has not been published as a full text, it should be given as “Explanation.”

**4. Article Text**

The sections specified in 4.1 through 4.5 below should be included in the template in

accordance with the journal rules in the given order.

All headings in the main text (such as introduction, method, findings, discussion, and

conclusion) should be numbered sequentially (1., 2., 3., ...) and hierarchically (1.1, 1.1.1, 1.1.2,

1.2, etc.). This numbering should also be used for internal cross-references (as mentioned in

section 1.3, etc.). Each heading should appear on a separate line, one line space must be left

before it.

• The language of the articles sent for publication can be either Turkish or English.

• Manuscripts should not exceed 6000 words in research articles, 4000 words in reviews,

and 3000 words in case reports, excluding abstracts, figures and tables, footnotes, and

references.

• In addition, all article text should comply with the format specified below:

• The text of the article should be in MS Word format in A4 (vertical), single column and

page margins should be **2.5 cm**. The text should be written in **Arial font style** and **font**

**size 10, align the text to both left and right margins**. Line spacing should be 1.5 in

the main text and 1 in the abstract, endnotes, and bibliography sections.

• Automatic 6 pt. before and after the paragraph, space must be added.

• No indentation should be made at the beginning of the paragraph line.

• Article title, all headings should be **bold** and **dark blue;** subheadings should be normal,

*italic*, and dark blue**.**

• All pages should be numbered consecutively, starting with the title and abstract page.

• In addition, no special formal arrangements should be made.

**Renk Kodu: Lacivert – Color Code: Dark Blue**

**RGB / R:31 G:56 B:100, #1F3864**

**Example:**

**1. Method**

*1.1. Purpose of the research*

• If the **data collection tools** will be given as a sub-title, attention should be paid to the

numbering.

**Example:**

**1. Yöntem / Method**

*1.1. Data Collection and Data Tools*

*1.1.1. Sociodemographic Information Form*

• All pages should be numbered consecutively, starting with the title and abstract page.

Moreover, no special formal arrangements should be made.

**4.1 Title of the Article, Abstract and Keywords (Turkish and English)**

• The title of the article; an unstructured (in a single paragraph, without subheadings of

purpose, method, findings, and conclusion) between 150-200 words (abstract) describing

the purpose, scope, and main results of the research; there should be 3-5 keywords under

the abstract.

• References, figures, table numbers, and footnotes should not be used in the abstract.

• Keywords should be written in **alphabetical order** and be separated by **commas.**

• Title, abstract, and keywords should be given to all articles in both languages, first in

Turkish and then in English for Turkish articles, and first in English and then Turkish for English articles.

**4.2. Tables**

• Tables should be numbered according to their order in the text.

• Tables will be created as their content requires; the table number will be left aligned, in bold

at the top, and the table name will be written next to it. The table title can start with a capital

letter or only the initials can be capitalized. However, it should be consistent within the text.

Example:

**Table 1.** Katılımcıların demografik bilgileri / **Table 1.** Katılımcıların Demografik Bilgileri

• The divided table must have a title.

• Notes section will be written in italics and with 8 font size under the table.

• Tables should be referenced in the text.

• Fractional numbers should be shown using commas (,) in Turkish texts and dots (.) in

English texts.

• Tables should not have vertical borders; horizontal borders should be used at the top and

bottom or to separate table sections.

**Example:**

**Table 1.** Sociodemographic Features

**Variables n %**

**Gender**

Woman 106 68.8

Male 48 31.2

**Age group**

20-45 years old 87 56.5

46 years and older 67 43.5

**Education status**

Primary school 60 39.0

Middle School 40 26.0

High school 40 26.0

University 14 9.0

*n = Number, %= Percent*

**4.3. Figures and Visuals**

• Figures (pictures, drawings, plans, maps, graphics, photographs, etc.) should be numbered

according to their order in the text. Figures will be centered on the page, the figure number

will be left-justified at the bottom, in bold, and the figure name will be written next to it.

The citation will be the same as the in-text citation.

• Symbols, abbreviations, and definitions must conform to the international system of units

(SI). If there are units other than these, their equivalent(s) should be given in SI.

• Abbreviations should be defined in parentheses after their first occurrence in the text. It

should be ensured that abbreviations are consistent throughout the article.

• In mathematical representations, options that will facilitate equations, typesetting, and

notation marks should be preferred. Equation numbers should be numbered consecutively

in parentheses on the right.

• All tables and figures (pictures, drawings, plans, maps, graphics, photographs, etc.) should

be placed in the text of the article (in MS Word file) in low resolution with their

explanations.

• All these images should be sent separately, in print quality, with 300dpi resolution and with

a short edge of at least 10 cm. Drawings and tables must be legible when reduced to size.

Drawings and tables should be sent in PDF format if created using Word format or other

programs, or tiff/jpeg format suitable for printing and readable when reduced.

**4.4 References / Endnotes**

• References are used to give additional information about the discussion in the text and to

make secondary elaborations.

• References in the text should be kept to a minimum. References are marked as [1], [2], [3]

with numbers in square brackets at the end of the relevant sentence in the text according to

their order of appearance.

• References are placed before the Bibliography at the end of the text, in accordance with the

order specified in the text.

• While listing the references at the end of the text, numbers 1., 2. ,3., etc. should be used

without square brackets.

• Sources mentioned in references are shown in the same way as in-text references.

**4.5. Citations**

• Please be sure to use direct quotations in the text and not to exceed a certain percentage in

the whole text. APA Style (https://apastyle.apa.org/style-grammarguidelines/

citations/quotations) should be used for in-text citations.

• Quotations less than 40 words should be shown in double-quotes, provided that the source

is cited. Double quotes are not used in block citations of more than 40 words.

• The block quote is started as a paragraph 1 cm indented from the left and written in 9 points.

The source is indicated at the end of the quote.

• In quotations, omissions in the original text are indicated with three dots and the author's

own views are enclosed in square brackets.

**5. References**

**5.1. In-text references**

For in-text references, the American Psychiatric Association References-APA Style **7th edition**

(https://apastyle.apa.org/style-grammar-/citations) should be used.

**Examples:**

Foucault’nun (1991) iddia ettiği gibi...

Genel tarih ... olarak ortaya çıkar (Foucault, 1991).

Two authors: Salas and D’Agostino (2020) described…… / End of the sentence: (Salas & D’Agostino,

2020)

Three and more authors: (Öztürk ve ark., 2022) / (Öztürk et al., 2022)

• If more than one source will be used in a sentence, sources should be listed alphabetically.

**Example:**

(Duan and Zhu, 2020; Gloster et al., 2020; Loades et al., 2020; Xiao, 2019; Wang et al., 2018)

• If the group name is used for the first time in a citation, its abbreviation is used in square brackets,

followed by a comma and year.

**Example:**

(American Psychological Association [APA], 2017)

**5.2. References (APA, 2020)**

The APA Style reference formatting should be used in bibliography and in-text references. More

detailed information for **APA 7th Edition** reference formatting, some examples of which are given

below, can be found at https://apastyle.apa.org.

• The references should be at the end of the text. Every reference cited in the text should be present in

the bibliography. Likewise, every reference mentioned in the bibliography should have in-text

citations.

• References are listed in alphabetical order by authors' names and in chronological order for each

author.

**Examples:**

**Book:**

Author, A. A., &Author, B. B. (Year). Title of the book (edition number). Publisher Name.

• Brown, L. S. (2018). Feminist therapy (2nd ed.). American Psychological Association.

https://doi.org/10.1037/0000092-000

• Burgess, R. (2019). Rethinking global health: Frameworks of power. Routledge.

**Edited Book Chapter:**

• Balsam, K. F., Martell, C. R., Jones, K. P., & Safren, S. A. (2019). Affirmative cognitive

behavior therapy with sexual and gender minority people. In G. Y. Iwamasa & P. A. Hays

(Eds.), Culturally responsive cognitive behavior therapy: Practice and supervision (2nd ed., pp.

287–314). American Psychological Association. https://doi.org/10.1037/0000119-%20012

• Weinstock, R., Leong, G. B., & Silva, J. A. (2003). Defining forensic psychiatry: Roles and

responsibilities. In R. Rosner (Ed.), Principles and practice of forensic psychiatry (2nd ed., pp.

7–13). CRC Press.

**Periodicals / Journal Article:**

Author, A. A., & Author, B. B. (Year). Title of article. Title of Periodical, 34(2), 5–14.

https://doi.org/10.000/000000

• McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A crosslinguistic

model of child language development. Psychological Review, 126(1), 1–51.

https://doi.org/10.1037/rev0000126

• Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD

coaching research: Implications for college students. Journal of Postsecondary Education and

Disability, 31(1), 17–39.

https://www.ahead.org/professionalresources/publications/jped/archived-jped/jped-volume-31

• Anderson, M. (2018). Getting consistent with consequences. Educational Leadership, 76(1),

26–33.

• Burin, D., Kilteni, K., Rabuffetti, M., Slater, M., & Pia, L. (2019). Body ownership increases

the interference between observed and executed movements. PLOS ONE, 14(1), Article

e0209899. https://doi.org/10.1371/journal.pone.0209899

**Editorial Letter**

• Cuellar, N. G. (2016). Study abroad programs [Editorial]. Journal of Transcultural Nursing,

27(3), 209. https://doi.org/10.1177/1043659616638722

**Conference and Congress Presentations:**

Author, A. A., & Author, B. B. (Year). Title of contribution [Paper / Poster Presentation]. Conference

Name, Location.

• Maddox, S., Hurling, J., Stewart, E., & Edwards, A. (2016, March 30–April 2). If mama ain’t

happy, nobody’s happy: The effect of parental depression on mood dysregulation in children

[Paper presentation]. Southeastern Psychological Association 62nd Annual Meeting, New

Orleans, LA, United States.

• Pearson, J. (2018, September 27–30). Fat talk and its effects on state-based body image in

women [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW,

Australia. http://bit.ly/2XGSThP

**Dissertations and Theses:**

Author, A. A. (2016). Title of dissertation [Unpublished doctoral dissertation / master’s thesis]. Name

of Institution Awarding the Degree.

• Harris, L. (2014). Instructional leadership perceptions and practices of elementary school

leaders [Unpublished doctoral dissertation]. University of Virginia.

**D. Evaluation of Articles and Publication Process**

Manuscripts submitted for publication are reviewed by the editor-in-chief and editors and then evaluated by the Editorial Board of the Journal in terms of quality and compliance with the publication principles. The Editorial Board of the Journal has the right to publish or not publish a submitted article. As a result of the preliminary review, the article that is not found suitable for publication is not included in the evaluation process and the author is informed. If there are deficiencies, it is returned to the author for correction and resubmission. The article found suitable for publication is evaluated by two referees in the relevant field. The referees examine the submitted articles in terms of method, content and originality and decide whether they are suitable for publication. In case of significant differences of opinion regarding the acceptance of the article in the referee opinions, the opinion of the third referee is consulted. Manuscripts not accepted for publication by the referees are returned to their authors.

Manuscripts that are sent back to the authors to be improved and/or corrected in line with the preliminary review and referee evaluation are sent back to the journal within one month at the latest after the necessary corrections are made.

The Editorial Board is authorized to decide whether or not to publish the article according to the results of the referee reports received within the specified period. Articles are included in the program to be published in the issue deemed appropriate by the Editorial Board and the author is informed.

The copyright of the articles accepted for publication after passing the evaluation process is deemed to be transferred to Fenerbahçe University. With the "Article Copyright Transfer Form", the author declares that he/she transfers the copyrights with his/her signature. The scientific, ethical, and legal responsibilities of the opinions and translations in the journal articles belong to the authors. Articles and photographs can be quoted by citing the source. However, the published articles cannot be republished elsewhere (in print or on the internet) without the written permission of the journal management. All authors submitting articles to the journal are deemed to have accepted these principles.