

REPUBLIC OF TURKEY
KIRKLARELI UNIVERSITY JOURNAL OF THE FACULTY OF ECONOMICS AND
ADMINISTRATIVE SCIENCES PUBLICATION PRINCIPLES

FIRST CHAPTER

Purpose, Scope, Basis, Definitions and Content

Purpose and Scope

ARTICLE 1- (1) The purpose of these principles is to regulate the publication principles of Kırklareli University's Journal of the Faculty of Economics and Administrative Sciences.

(2) These principles include the establishment of regulations for the functioning of the journal and duties, responsibilities and the tenure of the board members.

(3) Kırklareli University Journal of Faculty of Economics and Administrative Sciences publish original works in the fields of business administration, economics, econometrics, labor economics and industrial relations, public administration, finance and international relations.

Basis

ARTICLE 2- (1) These principles prepared on the basis of Articles 14 and 48 of the Higher Education Law No. 2547. In addition, these principles; prepared in accordance with the Higher Education Law No. 2547 related Higher Education Law No. 2547 relevant provisions of the law and regulated accordingly with the lesson books for universities, regulation on publications other than books, duplicates and supplementary books and Kırklareli University Publication Directive.

Definitions

ARTICLE 3- (1) Referring items, in these principles:

- a) University: Kırklareli University,
- b) Dean: Dean of Kırklareli University Faculty of Economics Administrative Sciences,
- c) Journal: Kırklareli University Journal of the Faculty of Economics and Administrative Sciences,
- d) Owner of the Journal: Dean of the Kırklareli University Faculty of Economics and Administrative Sciences,
- e) Responsible Editor of the Journal: Kırklareli University Economic and Administrative Sciences Dean,
- f) Editorial Board: Persons who have a doctoral degree that stands out for his/her work and to respect academic ethics from the fields, business management, economics, econometrics, labor economics and industrial relations, public management, finance and international relations.
- g) Editor: Journal editor,

- h) Co-Editor (s): The person or persons assigned to assist editor and editor of special issue in the journal,
- i) Board of Editors: Board with editors and co-editors,
- j) Special Issue Editors: Assigned lecturers with the knowledge and experience on the subject determined for the special issue of the journal,
- k) Referee: The person who gives opinions about the articles coming to the journal and who is an expert in their field,
- l) Article: Works submitted for publication in the journal,
- m) Special Issue: Number of journals to be published in the theme or themes determined by the editor,
- n) Principles: The operating principles of the journal.

Content

ARTICLE 4- (1) The journal is a refereed, interdisciplinary academic journal published in Turkish and English.

(2) Articles submitted to the journal must meet at least one of the following criteria:

- a) Original studies using research, methods and models of their field,
- b) Works with conceptual, methodological and/or theoretical approaches which are evaluated in an original way,
- c) Researches or studies, evaluating and discussing a previously published article critically, that present new and remarkable views on the subject,
- d) Literature surveys that will contribute to the field,
- e) Criticism of published books.

(3) Articles submitted to the journal for peer review have to be unpublished.

(4) The opinions of the articles published in the journal are the responsibility of the author(s).

SECOND CHAPTER

Boards, Duties and Operation of the Journal

Editorial Board

ARTICLE 5- (1) The members of the Editorial Board are appointed by the Dean for a period of 4 (four) years. Broadcasting. The board consists of minimum 7 and maximum 14 people.

(2) Members of the Editorial Board shall ensure and take decisions about the journal's publication policy, operation, publication principles and writing rules. Editorial Board discuss all kinds of evaluations and suggestions regarding the scientific flow and publication and decides within the framework.

(3) The Editorial Board meetings shall be held under the chairmanship of the Editor, without seeking the quorum. All members of the Editorial Board are obliged to attend the meetings. Editor can also invite persons other than the members of the Editorial Board for comments. Members who have not attended at least half of the board meetings within a year, or members of the Editorial Board who disrupt their duties and responsibilities; is informed to the Dean upon termination of membership.

Editor

ARTICLE 6- (1) Editor is appointed by the Dean from among the salaried faculty members of the faculty with the criterias of such as adherence to ethical rules, scientific qualification and experience.

(2) The term of editor is four years. It can be reassigned when the task expires.

(3) Editor shall ensure that the journal is published in time, without scientific and technical problem. Editor is closely involved in all phases of the journal process and ensures that this process is conducted in an effective and ethical manner.

(4) Editor convenes the Editorial Board periodically under his own chair to evaluate the special issue proposals, solve the problems of the journal and improve the vision of the journal.

(5) Editor makes the first evaluation of the articles submitted to the journal. After reviewing the manuscript in terms of compliance with the subject and journal principles, he / she may include it in the arbitration process or reject it by deciding that it is not suitable for the journal.

(6) Editor examines accepted articles in terms of scientific validity, grammar, style and spelling or ensures that they are examined under their supervision.

(7) Editor prepares an annual report summarizing the developments in the journal, the decisions of the Editorial Board and the publication and citation statistics of the journal. The Editor makes a final decision on issues that cannot achieve a qualified majority in the Editorial Board, taking into account the trends in the Editorial Board.

Assistant Editor

ARTICLE 7- (1) Assistant Editor is the person or persons appointed by the Dean with the suggestion of the Editor, up to two persons. If necessary, the Editor can replace his/her assistants with the approval of the Dean. In cases where the editor cannot be in office for any reason, Assistant Editor is appointed to the post, not to exceed the six-month period.

(2) Assistant Editor is in charge of carrying out the works given by the Editor within the framework of the work plan drawn up by the Editor. Assistant Editor is responsible for assisting the Editor in the efficient and smooth execution of the journal process in accordance with the ethical understanding and timely and complete publication of the journal.

(3) Assistant Editor is obliged to follow all developments related to the journal.

Editorial Board

ARTICLE 8- (1) The Editorial Board consists of the Editor and the Assistant Editors.

(2) The Editorial Board appoints two arbitrators for each article deemed appropriate to be included in the arbitration process.

Special Issue and Special Issue Editor

ARTICLE 9- (1) The theme of the special issue is determined by the Editorial Board.

(2) Special issue editor is appointed by the Editorial Board.

(3) Special issue referees are determined by special issue editor.

Referees

ARTICLE 10- (1) The referees are selected by the Editorial Board from among the persons recommended by the Editorial Board Members and announced in the last issue of the journal each year.

(2) Referees are persons who have national and international publications and / or are recognized in their fields, have scientific background and / or knowledge and doctorate degree.

(3) When determining the referees, the Editorial Board considers whether there is a relationship of interest between the referee and the author. The identity of the article owners is kept confidential in the articles sent to the referees.

(4) The referees are evaluated according to the scoring system established by the Editorial Board, taking into consideration issues such as adherence to ethical rules, scientific competence and the quality of the reports prepared.

(5) The referee list of the journal is indicated in the journal by title, name and institutions.

Article Evaluation Process

ARTICLE 11- (1) Referees are allowed up to one month for their assessment. When the referee opinions return to the editor;

a) If both referees agree to be PUBLISHED, the article is placed in order for publication.

b) If the referees are of the opinion that are totally opposed to each other for the same article, the article is sent to a third referee and the decision of the third referee is decisive.

c) If one of the referees has the opinion that CAN BE PUBLISHED WITH CONDITION OF CORRECTIONS, the conditions is forwarded to the author. After the correction is received, the corrected text is transmitted to the related referee.

d) If the both referees are in the opinion for CAN NOT BE PUBLISHED, the editor informs the responsible author about the refusal of the article.

THIRD CHAPTER

Final Provisions

Effective

ARTICLE 12- (1) These principles come into force after the approval of the Kırklareli University Faculty of Economics and Administrative Sciences Board.

Executive

ARTICLE 13- (1) The provisions of these operating principles are executed by the Dean of the Faculty of Economics and Administrative Sciences.