

# NOTES FOR THE CONTRIBUTORS

Journal of Administrative Sciences Journal of Administrative Sciences (JAS)

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Articles submitted for consideration of publication are subject to peer review. The editorial board and editors takes consideration whether submitted manuscript follows the rules of scientific writing. The appropriate articles are then sent to three international referees known for their academic reputation in their respective areas. For the articles to be published, at least two 'accepted' reports from the referees are required.

The Editors and referees use three-step guidelines in assessing submissions: i) Literary quality: Writing style, usage of the language, organisation (paragraphing, syntax, flow etc.) ii) Use of references. Referencing, sources, relationships of the footnotes to the text. iii) Scholarship quality: Depth of research, quality; contribution, originality of the contribution (new and creative thought) and plausibility of the author's argument. Upon the referees' decision, the articles will be published in the journal, or rejected for publication. The review process lasts from five to 15 weeks. Questions regarding the status of submissions should be directed to the co-editors by e-mail at [ybd@comu.edu.tr](mailto:ybd@comu.edu.tr). The referee reports are kept confidential and stored in the archives for five years. The author could be asked for technical corrections by editors after the final draft of the article. The corrections should be made in 30 days by the author.

All manuscripts and editorial correspondence and inquiries should be addressed to the JAS Editorial Office.

## **Submission**

We prefer electronic submission to ybd@comu.edu.tr as a Microsoft word attachment file. Please be sure that you received a confirmation from the Office. Manuscripts should be one-and-half spaced throughout (including all quotations and footnotes) on single sides of A4 paper. Generous margins on both sides of the page should be allowed. Pages should be numbered consecutively. The author should retain a copy, as submitted manuscripts cannot be returned. Full names of the author(s) should be given, an address for correspondence, and where possible a contact telephone number, fax number and e-mail address. Authors should pay particular attention to the accuracy and correct presentation of references.

JAS uses Oxford Referencing System which consists of the following elements: i) Citations in the body of the paper, using a superscript (raised) number, generally at the end of a sentence. ii) A list of footnotes at the bottom (foot) of each page, for all citations on that page. These are known as endnotes if they appear at the end of a chapter, section or other division (for longer texts, for multi-author texts and for texts intended to be read as separate parts) iii) The bibliography should be provided at the end of the paper giving the details of each source referred to and possibly other materials consulted in preparing the paper.

## **Length**

Articles as a rule should not exceed 8.000 words and should not be less than 4.000 words, not including footnotes and references. Book reviews should be about 2.500 word-lengths. Maximum 3.500 words for book reviews of two or more books.

## **Style and Proofs**

Authors are responsible for ensuring that their manuscripts conform to the JAS style. Editors will not undertake retyping of manuscripts before publication. Please note that authors are expected to correct and return proofs of accepted articles within two weeks of receipt. Titles and Sub-Titles Titles in the article should be 12 punt, bold and in uppercase form. The sub-titles should be 12 punt and in the title case form.

## **Footnotes**

### **Books**

#### **One author**

Fernand Braudel, *A History of Civilizations*, (London: Penguin Books, 1993), p. 287.

### **Two authors**

Yücel Acer ve İbrahim Kaya, *Uluslararası Hukuk, Temel Ders Kitabı*, (Ankara: USAK Publications, 2009), s. 10.

### **Three authors**

Yücel Acer, İbrahim Kaya ve Mahir Gümüş, *Küresel ve Bölgesel Perspektiften Türkiye'nin İltica Stratejisi*, (Ankara: USAK Publications, 2009), s. 11.

### **More than three authors**

Jaroslav Pelikan et al., *Religion and the University*, (Toronto: University of Toronto Press, 1964), p. 109. Editor(s) H.H. Rowley, (ed.), *The Old Testament and Modern Society*, (Oxford: Clarendon Press, 1951), p. 50. Urban T. Holmes and Kenneth R. Scholberg, (eds.), *French and Provincial Lexicography*, (Columbus: Ohio State University Press, 1960), p. 223-37.

### **Part of a Book**

Dorothy Van Ghent, 'The Dickens World,' in George H. Ford and Lauriat Lane (ed.), *The Dickens Critics*, (Ithaca: Cornell University Press, 1961), p. 213-32.

### **Book Chapter or Article Cited From Another Source**

John Roberts, 'Pipeline Politics', in Shirin Akiner (ed.), *The Caspian: Politics, Energy and Security*, (London: Routledge Curzon, 2004), cited in İhsan Bal and Süleyman Özeren, *Dünyadan Örneklerle Terörle Mücadele*, (Ankara: USAK Yayınları, 2010), p. 9.

### **Articles**

Brian M. Pollins and Kevin P. Murrin, 'Where Hobbes Meets Hobson: Core Conflict and Capitalism', *International Studies Quarterly*, Vol. 43, No. 4, September 1999, p. 427-45

### **Newspaper**

Deborah Sontag, 'The Erdoğan Experiment', *The New York Times*, 11 May 2003.

### **Official Documents and Reports**

Brussels European Council, Presidency Conclusions, 4-5 November 2005-14292/1/04 REV 2 International Atomic Energy Association, 'Implementation of

the NPT Safeguards Agreement in the Islamic Republic of Iran', Report by Director General, GOV/2006/53, 31 August 2006

### **Unpublished Thesis**

Hasan Selim Özertem, 'Russia's Soft Power in the Post-Soviet Space', (Unpublished M.A. Thesis, Middle East Technical University, 2009), p. 9.

### **Paper Presented at a Conference or Meeting:**

Mehmet Yegin, 'A New Schematic Model to Understand Formation of Public Opposition on Foreign Policy Issues', (paper presented at the annual meeting of the Midwest Political Science Association 67th Annual National Conference, Chicago, USA, May 2009), p. 9.

### **Web Sources**

Ross Anderson, Economic and Security Resource Page, <http://www.cl.cam.ac.uk/=rja4/econsec.html>, (accessed: May 12, 2009) Blaine Harden, 'North Korea Fires Sixth Missile in a Week', The Washington Post, 30 May 2009, [http://www.washingtonpost.com/wpdyn/content/article/2009/05/29/AR\\_2009052900235.html](http://www.washingtonpost.com/wpdyn/content/article/2009/05/29/AR_2009052900235.html) (accessed: June 9, 2009)

Important Note: Please do not use Op.cit, Supra note or similar referencing style. If you want to mention the same source for second or more times: If you use a footnote and want to use it immediately after please use "Ibid" (italic) If you use a footnote and want to use it in other pages please use this style: • For first use: Fernand Braudel, *A History of Civilizations*, (London: Penguin Books, 1993), p. 287. • For second use: Braudel, *A History of...*, p.35

### **Book Reviews**

Book reviews should be preceded by full publication details including price and ISBN number: Alan Cassels, *Ideology & International Relations in the Modern World*, (London: Routledge, 1996). 302 pages. Biblio., index. \$14.99. ISBN.

### **Biography**

Current and recent academic and professional affiliations and recent major publications for the Notes on Contributors should be supplied with the articles. It should not exceed 100-words.

### **Abstract**

The authors should send a 150-word abstract of the manuscripts.

### **Contact Information**

For more information about the journal feel free to contact with the editors. JAS / YBD, Çanakkale Onsekiz Mart Üniversitesi, Biga İktisadi ve İdari Bilimler Fakültesi, Prof. Dr. Ramazan Aydın Yerleşkesi, Ağaköy, Biga, Çanakkale, Turkey

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