NOTES FOR THE CONTRIBUTORS

Journal of Administrative Sciences (JAS)

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Yönetim Bilimleri Dergisi (YBD) is a refereed journal and published twice a year. JAS publishes scholarly articles in English and Turkish languages. The journal is an independent publication in terms of scientific research and the editors decide its publication policy.

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JAS focuses on scholarly articles on economics, politics, history, international relations, business, accounting and public administration in general from all over the world. The journal encourages interdisciplinary studies. Manuscripts submitted to JAS should be original and challenging, and should not be under consideration by another publication at the time of submission.

Previously published articles in other languages may be considered by the journal for the first publication English (Turkish) translation. In that case the author should so state at the time of submission, provide relevant written copyright approval by the publication to the JAS. We also welcome book reviews on recent relevant publications.

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. 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

Notes for the Contributors

Two authors

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

Part of a Book

Book Chapter or Article Cited From Another Source

Articles

Newspaper

Official Documents and Reports

361
Unpublished Thesis

Paper Presented at a Conference or Meeting:

Web Sources

Important Note: Please do not use Op.cit, Supra note or similar referencing style. If you want to mention the same source for second of 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

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-word.

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

Phone: +90 (286) 335 8738 Fax: +90(286) 3358736
Web: http://ybd.comu.edu.tr / E-mail: ybd@comu.edu.tr