PUBLICATION PRINCIPLES and GUIDELINES

CHAPTER I: Objective, Scope, Contents and Descriptions

Descriptions:

Journal: İstanbul Gelişim University Journal of Social Sciences,

Owner of the Journal: Rector of Istanbul Gelisim University on behalf of University's founding Foundation;

Publication Board: Faculty members who are determined by the Dean of Economics, Administrative and Social Sciences, working in the field of Social Science and Humanities, and have an outstanding scientific work

Referee Board: At least five faculty members selected from different universities who are specialised in the field

Editor-in-Chief: Faculty member(s) appointed by the Dean of the Economics, Administrative and Social Sciences Faculty of Istanbul Gelisim University

Assistant Editors: Faculty members designated by the Dean of the Economics, Administrative and Social Sciences Faculty from related departments

Editorial Board: Students and teaching members determined by the editor

Objectives and Scope:

1. The objective is to regulate principles for the publication of Istanbul Gelisim University Journal of Social Sciences (IGUSBD) which will take place under the aegis of the Faculty of Economics, Administrative and Social Sciences.
2. The aim of the journal is to create a common academic platform from the different disciplines within the humanities such as Economics, Administrative Sciences, Political Science and International Relations etc. Additionally, the journal also publishes book reviews and presentations.
3. The journal publishes scientific articles on Economics and Administrative Sciences, Political Science and International Relations, Law, History of Art, Archaeology, Communication Sciences, Linguistics, Fine Arts, History, Sociology, Psychology, Turkish Language and Literature, Philosophy, Geography, Security and Education Sciences.
4. The journal is published twice a year (June and December)
5. IGUSBD is an international refereed journal.

Content:

Articles submitted to the journal;

1. Must be prepared by using relevant research methods and models to their own field, and must have the ability to contribute to the field.

2. Must be a research or study which assesses, criticizes, presents new and interesting views about a formerly-published work.
3. The journal may also include research, statement, biography or compilation papers, translations or book criticisms of contribution to scientific field in which a concept or theory is discussed, criticized or explained.
4. Publication in the journal should be in accordance with the format and publishing principles.
5. In addition to these, journal may publish book promotions and reviews.

CHAPTER II: Responsibilities
Rules determining the functioning of the Journal

1. Responsibilities of the Publishing Board:

a) Meets twice a year except in unusual circumstances.
b) Publication Board examines the papers to the journal in terms of relevancy of form and field, identifies experts of literature in the academy (based on theses, publications and the field of expertise), and submits them to relevant referee assessments.
c) It decides whether the paper will be published or not according to referee decisions, and makes the ordering and list of papers to publish for those approved by the referee.
d) It decides on the publication of special issue with absolute majority.

1. Referee Board:

Referees examine the papers submitted as to methodology, scope and originality, and decide whether they are appropriate for publication. They may change in each issue depending on the content of the article.

1. **Editor-in-Chief**

a) He/she ensures coordination among members of the Publication Board.
b) He/she calls the Publication Board to meet at certain times, except for special times, in order to make a pre-assessment of papers to the journal.
c) He/she takes up the editorial responsibilities on behalf of the Publication Board.
d) He/she assigns one of the vice editors in extraordinary circumstances on matters related to his/her responsibilities in order prevent disruption of work.

2. **Assistant Editors:** They assist editor-in-chief in ensuring coordination between the members of the publication board, following up referee process of the papers, and examining the referee reports.

3. **Publication Board:**
a) They assist the editor-in-chief in technical matters and the follow up of the papers.
b) They correct the manuscripts submitted to the journal and make the journal ready for printing.

CHAPTER III
An Assessment

1. Publication Board of the Journal sends to two referees of expertise the papers it has found relevant in terms of form and fields for assessment. The paper is accepted for publication if both of the referees are positive. If one referee report is positive while the other one is negative, the paper is sent to a third referee. The papers which have been decided to be reviewed shall be submitted by the author(s) within no later than 20 days (including the duration of postal service). The revised text may be re-examined by the demanding referees should the Journal publication board find necessary.

2. The papers submitted shall be published within the final decision of the Publication Board following the "can be submitted" approval of the two experts in the field. Authors shall take into account criticisms, assessments and revisions of the referees and the Publication Board. If the author has any points he/she does not agree with, he/she has the right to specify these issues in a separate page within the justification thereof.
3. The papers, following the approval by the referees, are ordered by the Publication Board, based on dates of completion of referee reports and also based on the scope of the journal.
4. The papers submitted to the journal shall not be given back whether published or not.
5. Authors of the papers that are not accepted for publication are informed by e-mail.

CHAPTER IV
Rules

Papers to be published on the article must bear the following rules in the articles below:
Journal shall be published in two editions annually, as April and October editions in line with the status of an 'International Refereed Journal'. It may be published as a Special edition if necessary if Publication Board decides by absolute majority.

1. Papers submitted to the journal should not have been published or sent for publication elsewhere

2. The papers submitted to the journal must be one of the following:

   a. **Original study:** a study which brings innovation to science invalidates former arguments or brings a new perspective, presents new documents. **Compilation:** a study on a controversial or ambiguous issue which discusses all eth bibliography and makes an argument.

   b. **Book Promotion:** a study on the promotion of a newly published work in the related field.

   c. **Book Review:** a study on the review of newly published books in the relevant field

   d. Publication of all articles submitted to the journal depends on the decision of the Publication Board.

3. The copy right of the papers published in the journal belongs to the journal. The author agrees to transfer all copy rights of the paper which has been approved to be published in the journal. Editorial Board sends five copies of the journals to the author in exchange of the copy right. Any re-publication of the published work is subjected to the approval of the journal.

4. For translations submitted to the journal, publication permission of the author and original of the text are required. Translations shall also be submitted to the approval of the referee similar to copy right issues.

5. The views in the papers published in the Journal are personal views of the authors, and do not represent the official views of the IGUSBD.

6. Revision on the papers should be sent to the Editorial Board latest within 20 days, should the author is requested.

7. Authors' titles, institutions, and correspondence addresses, telephone numbers and e-mail addresses must be reported.

8. Meritorious corrections to the articles accepted for publication are done by the Editorial Board.

Principles as to the Editorial Board

1. All the articles to the Journal which are related to the content of the journal, original and have scientific quality are published based on the assessments of the Referee Board.

2. Language of publication is Turkish, English, French, and Russian. The most recent edition of the spelling guide of Turkish Language Institution is taken into account for language use, punctuation and abbreviations. The texts submitted must be clear and understandable, and be in line with scientific criteria in terms of language and expression.

3. The texts submitted to be published must be no longer than 8,000 words including the abstracts and references.

4. The type character should be Cambria with a font size of 11 pt. in the main parts of the article, and 10pt in footnotes.

5. Name of the author must be placed at the right corner in bold italics, in 11 type size; his/her title, place of duty and e-mail address must be indicated in the

footnotes with (*) in 10 type size. Footnotes for other explanations must be provided both in the text and down the page in numbers.

6.   The texts must start with an abstract (no longer than 150 words) and 5 keywords in Turkish and English. At the end of the text, a summary (özet) not exceeding 750 words must be provided in English for Turkish articles and in Turkish for English articles.

7.   Figures, pictures, graphs and tables should be numbered and must be written in 8pt. The figure, picture and graph names should be placed under them, while table name should be placed above the table.

8.   Graphs used within the text should be sent in a format that can be opened in WINDOWS environment, while photographs should be submitted in JPG format and at a resolution of 300 pixels. Texts and graphs submitted to the article (picture, table, attachments etc.) should also be sent in a CD with their digital records. Among the documents and original photos related to the content of the article, those ones appropriate for publication should be selected. Name of the author should be indicated at the edge of the figure or below the photo.

9.   Articles with significant errors in grammar and expressions will not be taken into the assessment process.

10.   For languages using Latin alphabet, the name should be provided in original writing. Names written in other languages should be provided together with English or Turkish translations.

11.   Articles submitted in computer environment should be saved as in different versions of '"Word for Windows", recorded in a CD, sent by post as four copies, or by e-mail to igusbd@gelisim.edu.tr

Principles as to Page Layout

1.   Indentation must be, for the first line, 1, 25; spacing before must be 3 pt., after must be 3 pt., justified, and line spacing must be 1, 5.

2.   Page layout should be normal, page set up must be 2,5 cm from top, 2,5 cm from bottom, 4 cm from left, 2,5 cm from right, glutter 0, header 1.25 cm. footer 2,5 cm.

3.   Sub-headings must be within 1 cm from the preceding heading.

4.   Page numbers must be placed at the bottom centre.

Principles as to References and Citations within the Text

1.   References and citations shall be given down the pages in numbers.

2.   Name of the publications in footnotes (Book name in books and journal name in articles) shall be indicated in italic; page numbers cited shall be absolutely specified.

3.   With regard to citations to the same resource, "Ibid" shall be used in italic the same place for the same page.

4.   The rules pertaining to footnotes are presented in details in the attached box under the heading of "Rules as to Footnotes"; authors must abide by these rules.

Principles as to Writing Bibliography

1.   Full identity of the resources cited shall be given; any un-cited resource shall not be presented in the references.

2.   Books, articles, reports, newspapers, archival documents, et al. will be given separately in alphabetical order in their own kind.

3.   In bibliography, surname of the author will be written first and in capitals; and the name will be written in small letters.

4.   Exact page numbers of the papers should be specified.

A Sample Bibliography is presented below:

KARABULUT, Bilal, "Avrupa Birliği-İsrail İlişkileri", Gazi Akademik Bakış Dergisi, Volume 1 Number 2, summer 2008, p.1-18.

KARACA, Ragıp Kutay, Güç Olma Stratejisi Çin, IQ Publishing, Istanbul 2008.

SANDIKLI, Atilla, "Atatürk Dönemi Türk Dış Politikası Işığında Avrupa Birliği'ne Giriş Süreci", İstanbul Üniversitesi, Atatürk İlkeleri ve İnkılâp Tarihi Enstitüsü, Istanbul 2007 (Unpublished Doctorate Thesis)

Principles to Abide By in Using Documents, Tables, Figures and Graphs:

1.   Attachments (documents), shall be presented at the end of the text and down below shall be a brief information as to the content of the document and proper citation in line with the relevant criteria.

2.   Other attachments (Table, Figure, Graphs) shall be presented as Additional Table: 1, Additional Graph: 3 and Additional Figure 7 if indicators other than the text are too many in number; attachments shall be presented after the REFERENCES.

References to these attachments in the text shall absolutely be made as Additional Table: 1, Additional Graph 3 or Additional Figure 7. If citation has been made for table, figure, graph or picture, resource shall absolutely be indicated.

Principles as to the Writing of Resources

A.   BOOKS

- Works with single author:
Ragıp Kutay Karaca, **Güç Olma Stratejisi Çin**, IQ Publishing, Istanbul 2008. p.100.

- Works with two authors:
Atilla Sandıklı, İlhan Güllü, **Geleceğin Süper Gücü Çin**, Tasam Publishing, Istanbul 2005.

- Books with three or more authors:
Selçuk Esenbel et al., **Türkiye'de Çin'i Düşünmek**, Boğaziçi Üniversitesi Publishing, Istanbul 2013, p. 100-102.

- Translated Books:
Bernard Lewis, Modern **Türkiye'nin Doğuşu** (Çev; Metin Kıratlı), TTK Publishing, 3rd Edition, Ankara 1991, p.157.
- Books with Name of Author or Editor Non-Specified:
Tarihi Yaratan 1000 Büyük Adam, Milliyet Publishing, İstanbul 1985, p.50.
- Books with More Than One Edition:
Enver Ziya Karal, **Osmanlı Tarihi**, Volume V, TTK Publishing, Ankara 2007, p. 100.

B.   PAPERS

- Paper in Compilation Books
Fırat Purtaş, "Rusya'nın Demografik Krizi ve Rusya Türklerine Etkileri", Necdet Öztürk, Ali Satan, der., **Türk Dünyasının Problemleri ve Çözüm Önerileri**, IQ Publishing, İstanbul 2007, p.85.
- Paper with Author Specified in Journals
Niu Song, "The Strategic Partnership between South Korea and the United Arab Emirates", **Güvenlik Stratejileri Dergisi**, Number:17, April 2013, p. 132-136. (varsa Volume numarası da yazılır.)
- Paper with Author Non-Specified in Journals and Newspapers
"Balkanlarda Türk Varlığı", **Toplumsal Tarih**, Volume: X, Number: 7, Mayıs 1990, Ankara p. 8.
- Papers from Daily Newspapers
Fuat Keyman, "Türkiye'yi bekleyen ciddi tehlikeler", **Milliyet**, 4 September 2013, p.9.
- Paper from Internet Journal
İslam Halidov, "Kırgızistan Devrimlerinde Son Durum", **Akademik Bakış**, Number: 38 Year: 2013 ISSN: 1694-528X, http://www.akademikbakis.org/38/07.htm.

C.   REPORTS

- Report with Author Specified
Salih Akyürek, Mehmet Ali Yılmaz, Türk Silahlı Kuvvetlerine Toplumsal Bakış, **BİLGESAM Report**, Istanbul 2013, p.25.
- Report of an Institution, Company or Institute with Author Non-Specified
 "Bütün Boyutlarıyla Suriye Krizi ve Türkiye", **BİLGESAM Report**, 27 November 2012, p. 33.

D.   ENCYCLOPEDIA ARTICLES

"Türkiye'ye Savaş Denizden Geliyor", **I. Dünya Savaşı Ansiklopedisi**, V.1, Istanbul 1976, p. 76-79.

E.   THESES

No italics shall be used for headings of non-published Theses

Hakan Tunç, "Wallerstein'e Göre Modern Dünya Sistemi", Beykent Üni., İstanbul 2010 (Unpublished Master Thesis), p. 52.

F. INTERNET

- Web Pages of Public Institutions
Official Website of Ministry of Foreign Affairs of the Republic of Turkey, "G20 Zirvesi kapsamında Suriye'deki insani durum ele alındı.", http://www.mfa.gov.tr/default.tr.mfa.

- Messages Sent to Discussion Boards, Forums etc by E-Mail
Abdulvahap Kara, "Kazak Mitolojisinin Dildeki Yansımalaları", (Message: 25), 10 July 2007, http://groups.google.com/group/turk-tarihciler/browse_thread /thread/f8cef971cca8fd7b

G. PAPERS PRESENTED IN CONFERENCES

Çağrı Erhan, "Çok Taraflı İş Birliğine Geçiş Sürecinde Tehdit Algılamaları ve Uluslararası Mukabele Yöntemleri", Küreselleşme ve Uluslararası Güvenlik Sempozyumu, Presentations, 29-30 May 2003, ATASE Publishing, Ankara 2003, p. 84.

H. BROCHURES

Alev Keskin, 1877-78 Osmanlı-Rus Harbi Harp Tarihi Broşürü, ATASE Publishing, Ankara 2000, p.7.

İ. OFFICIAL PUBLICATIONS

Yusuf Sarınay, **Ottoman Archives and Ethio-Ottoman relations**, Başbakanlık Printing, Ankara 2001, p. 48.

İ. MAPS AND FIGURES

Kayseri Turizm Haritası, Harita, Kayseri Valiliği Publishing, 2003.

J. BULLETINS

Sami Selçuk, "Türkiye'de uzlaşma kültürü yok", **Atatürk Üniversitesi Haber Bülteni**, Atatürk Üniversitesi Publishing, Erzurum, 2008, p. 10-11.

K. ARCHIVE DOCUMENTS

BOA., Y.A.HUS., D: 512, G: 72, Belge no (lef): 3, ATASE., BHK., K: 685, A: 6-8288, D: 5, F: 2.