

**T.C.**  
**KIRKLARELI UNIVERSITY**  
**JOURNAL OF THE FACULTY OF ECONOMICS AND ADMINISTRATIVE**  
**SCIENCES INSTRUCTION**

**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 disciplines of business administration, economics, econometrics, labor economics and industrial relations, political science, public administration, finance and international relations.

**Basis**

ARTICLE 2- (1) These principles have been prepared on the basis of Articles 14 and 48 of the Higher Education Law No. 2547. In addition, these principles are prepared in accordance with the Universities Publication Regulation; and the Regulation on Publications Except for Books, Duplicates and Supplementary Books Used as Course Tools in Universities which are relevant provisions of the Higher Education Law No. 2547, and Kırklareli University Publication Instruction.

**Definitions**

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

- 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) Managing Secretaria of the Journal: Secretary of the Kırklareli University Faculty of Economics and Administrative Sciences,
- f) Publishing 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, political science and international relations.

- g) Advisory Board: Persons with doctoral degrees from at least five different universities, assigned by the editors and/or editorial board,
- h) Editor-in-Chief: Chief editor of journal,
- i) Editor(s): Journal editor or editors,
- j) Co-Editor(s): The person or persons assigned to assist editor and editor of special issue in the journal,
- k) Field Editor/Editors: The person or persons who is appointed by the Journal Owner upon the recommendation of the Editor-in-Chief and/or Editors of the journal, and who has academic publications and/or expertise in the fields within the scope of the journal, has a doctorate degree, manages the evaluation process of the articles sent for evaluation in the relevant field,
- l) Language Editor/Editors: Person or persons who is appointed by the Journal Owner upon the recommendation of the Editor-in-Chief and Editors, and who have expertise in the language in which the article sent to be evaluated for publication in the journal is written and checks spelling on issues such as expression disorders and grammar,
- m) Editorial Board: Board consisting of Editor-in-Chief, Editor(s), Associate Editor(s) and Field Editor(s),
- n) Special Issue Editor(s): Assigned lecturers with the knowledge and experience on the subject determined for the special issue of the journal,
- o) Referee(s) (Peer-reviewer(s)): Person(s) who has a doctorate degree and is an expert in his/her field, who evaluates the articles submitted to the journal and gives opinion,
- p) Article: Works submitted for publication in the journal,
- q) Special Issue: Number of journals to be published in the theme or themes determined by the editor,
- r) Principles: The operating principles of the journal.
- s) Website: "<https://dergipark.org.tr/en/pub/klujfeas/>" web address on DergiPark, where all processes of the journal are carried out,

## **Content**

ARTICLE 4- (1) The journal is a refereed, international 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 should comply with the "Author Guidelines" and "Ethical Principles and Publication Policy" statements which are announced

on the journal's website and updated regularly, and should not have been published anywhere before.

(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) Members of the Publishing Board are appointed by the Owner of the Journal upon the proposal of the Editor-in-Chief. The Editorial Board consists of at least 7 people.

(2) Members of the Editorial Board shall ensure and take decisions about the journal's publication policy, operation, publication principles and author guidelines. 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-in-Chief, without seeking the quorum. All members of the Publishing Board are obliged to attend the meetings. Editor can also invite persons other than the members of the Publishing Board for comments. Members who have not attended at least half of the board meetings within a year, or members of the Publishing Board who disrupt their duties and responsibilities; is informed to the Owner of the Journal upon termination of membership.

#### **Advisory Board**

ARTICLE 6- (1) The Advisory Board offers constructive suggestions in order to increase the quality of the journal and enrich its scientific content. It guides and supports journal visibility and reaching more readers. It also encourages the submission of high-quality scientific studies to the journal for publication.

The Advisory Board makes suggestions to increase the quality of peer-reviewer evaluation processes, advises the editors and field editors to develop the referee pool and send articles to experts in the field on their own work.

#### **Editor(s)**

ARTICLE 7- (1) Editor-in-Chief and Editor(s) are appointed by the Owner of the Journal 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-in-Chief and Editor(s) are 4 (four) years. It can be reassigned when the task expires. When necessary, Owner of the Journal can able to change Editor-in-Chief and Editor(s).

(3) The Editor-in-Chief is responsible for the coordination of the Editorial Board and the journal.

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

(5) Editor(s) convenes the Editorial Board periodically under Editor-in-Chief chair to evaluate the special issue proposals, solve the problems of the journal and improve the vision of the journal.

(6) Editor(s) 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 evaluation process or reject it by deciding that it is not suitable for the journal.

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

(8) Editor(s) prepares an annual report summarizing the developments in the journal, the decisions of the Publishing 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 Publishing, taking into account the trends in the Publishing Board.

(9) When necessary, the Editor-in-Chief may change the Editor(s) with the consent of the Owner of the Journal.

### **Assistant Editor**

ARTICLE 8- (1) Associate Editor(s) are the person or persons appointed by the Owner of the Journal with the recommendation of the Editor-in-Chief. When necessary, the Editor-in-Chief may change the Associate Editor(s) with the consent of the Owner of the Journal. In cases where the Editor is unable to be in his/her duty for any reason, the Assistant Editor(s) appointed to replace him/her shall act.

(2) Assistant Editor is in charge of carrying out the works given by the Editor-in-Chief within the framework of the work. 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.

### **Field Editors**

ARTICLE 9- (1) Field Editors are the person or persons appointed by the Owner of the Journal upon the recommendation of the Editor-in-Chief and/or the Editor(s). When necessary, the Editor-in-Chief and/or Editor(s) can be changed with the consent of the Owner of the Journal.

(2) The articles sent to the journal are forwarded to the Field Editor, who has expertise according to the subject, after a preliminary examination by the Editor(s) and/or Assistant Editor(s).

3) Field Editors evaluate the scientific competence of the submitted manuscript by considering ethical principles. After the evaluation, they can approve or reject the article for the referee process.

4) Field Editors can make a referee recommendation or directly appoint referees for the articles that they approve to pass to the referee process.

### **Editorial Board**

ARTICLE 10- (1) The Editorial Board consists of the Editor-in-Chief, Editor(s), Assistant Editors, and Field Editors.

(2) The Editorial Board appoints two referees for each article deemed appropriate to be included in the peer-reviewer process.

### **Special Issue and Special Issue Editor**

ARTICLE 11- (1) The theme of the special issue is determined by the Editorial Board.

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

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

### **Referees**

ARTICLE 12- (1) The referees are selected by the Editorial Board from among the persons recommended by the Editorial Board Members and announced in every 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 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. In the articles sent to the referees, the identity of the article owners is kept confidential in accordance with the principle of double-blind refereeing.

(4) According to the evaluation form created by the Editorial Board, the referees evaluate articles considering adherence to ethical rules, scientific competence and the quality.

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

### **Article Evaluation Process**

ARTICLE 13- (1) Articles sent to the journal should be prepared in accordance with the journal's author guidelines, template, ethical principles and publication policy, publishing principles and malpractice statement.

(2) Submitted articles are taken into preliminary evaluation by the Editorial Board. Plagiarism ratio control is done in this process through utilities such as Turnitin, Ithenticate, etc. Studies with a similarity rate below 15% will be taken into the evaluation stage, between 15% and 30%, depending on the field of the studies and the quote density, will be evaluated and examined. Studies with a rate above 30% will not be evaluated, they will be returned to the author for editing or rejected. Regardless of the similarity rates, each study will be examined on its own, and if necessary, it can be sent to the author for editing.

(3) The articles that pass the preliminary evaluation are submitted for the approval of the Field Editors. Articles that pass this stage are evaluated by the referee. When the referee comments are returned to the Editorial Board;

- 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 (one positive, one negative), 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.

### **Arrangements for Journal Process**

ARTICLE 14 - (1) All necessary arrangements regarding the functioning and processes of the journal are made by the Editorial Board in line with the approval of the Owner of the Journal.

## **THIRD CHAPTER**

### **Final Provisions**

#### **Effective**

ARTICLE 15- (1) These principles come into force after the approval of the Kırklareli University Faculty of Economics and Administrative Sciences Board.

#### **Executive**

ARTICLE 16- (1) The provisions of these operating principles are executed by the Dean of the Faculty of Economics and Administrative Sciences.