CUJHSS, 2018; 12/1-2 (double issue) *Çankaya University Journal of Humanities and Social Sciences*

Publishing Policies and Ethical Rules

- *Çankaya University Journal of Humanities and Social Sciences* is an open-access, double-blind peer-reviewed international journal published biannually in June and December.
- The *Journal* publishes original scholarly works such as articles, review articles and book reviews. Reviews should be written based on a rich literature review, and should provide a high quality discussion of these sources.
- The Journal accepts manuscript submissions in English.
- Submissions should be the original work of their authors and should contribute to the literature.
- Manuscripts submitted to the *Journal* should not be previously published or under review elsewhere.
- Manuscripts that do not adhere to publication ethics and/or citation conventions or display any form of plagiarism are rejected. All submissions are subjected to originality check on *iThenticate* program.
- For all references to quotations from and for the ideas and concepts taken from other sources, proper citation conventions specified in the Journal guidelines (MLA Style, 8th Edition) should be used.
- If authors use any material (photograph, drawing etc.) from other sources, they are responsible for getting the copyrights for these.
- Scientific and ethical rules must be adhered to in the design, preparation, production stages of the manuscript and in the analyses of data and use of materials.
- The content and language of manuscripts and any legal liabilities are under the sole responsibility of their authors. All manuscripts sent for publication should meet academic writing conventions and publication ethics.
- Authors are responsible for their manuscripts. No royalties are paid to authors, and manuscripts sent for publication cannot be withdrawn.
- The copyright of manuscripts published in the journal belongs to *Çankaya University Journal of Humanities and Social Sciences*. It is obligatory to fill in and send the copyright form to the *Journal*.
- All submissions are examined first by the Field Editor(s) who send the anonymous manuscripts to at least two referees for their evaluation of format and content. If the referees ask for revisions in the manuscript, the manuscript is sent back to its author. The author is responsible for the timely completion of revisions and sending the revised manuscript to the *Journal*. When necessary, the revised manuscript is re-evaluated by the referees.
- All authors who submit manuscripts should comply with the evaluation and review procedures set out by the Editorial Board, and do the revisions (if there are any) in due time, or write a justification note if the revisions cannot be done.
- Referees are entitled to evaluate the manuscript in a detailed and fair manner, and are expected to comply with scientific publication conventions and be objective in their decision. Referees should reject the invitation and inform the Editorial board in cases which might risk the objectivity of their evaluation such as conflict of

interests, prejudice or beliefs that might affect the objectivity of their decision, or if they think the scope of the work does not fall within their area of expertise.

- Confidentiality is crucial; and referees should pay utmost importance to this in review, revision and publication procedures.
- Once the referees accept the invitation to evaluate manuscripts, they declare and undertake the responsibility to submit their reviews in time allocated. It is important to adhere to submission deadlines in each step of review process so that publication procedures can be completed. In cases when the referees would fail to meet the deadlines, they should reject the invitation or inform the Editorial Board at least 20 days before their submission deadline and ensure that the manuscript is assigned to another referee. Please note that late submission by referees at any stage of review (first evaluation and/or revision check) might mean that Editorial Board may not be able to include that manuscript for publication in the relevant issue.
- The publication of any submitted manuscript is at the discretion of the Editorial Board. Works published in the *Journal* cannot be published elsewhere without the approval of the Editorial Board; or any part/parts of them cannot be reproduced without proper referencing.
- The whole publication process is bounded by the provisions set out in "Üniversitelerarası Kurul Bilimsel Araştırma ve Yayın Etiği Yönergesi" ("Interuniversity Board Directive on Scientific Research and Publication Ethics in Turkish"). To view the Turkish version of the document please visit the webpage: http://www.uak.gov.tr/yonetmelikler/Yay%C4%B1nEti%C4%9FiY%C3%B6nerges i_140318.pdf