

## **GUIDELINES TO AUTHORS**

### **Manuscript submission**

Please send your manuscript submissions via electronic mail to the Florya Chronicles Editor, Prof. Dr. Sedat Aybar, at [sedataybar@aydin.edu.tr](mailto:sedataybar@aydin.edu.tr). A cover letter with a statement of responsibility detailing what each author contributed to the manuscript should accompany the manuscript. An electronic mail will be sent to the corresponding author confirming receipt of the manuscript.

### **Editorial policy**

Submissions to Florya Chronicles are rigorously refereed using a double-blind peer review process; authors and reviewers are anonymous to each other. Within a period of eight to ten weeks, the contributors will be informed about the reviewers' comments together with the decision of the editor about the manuscript as acceptance, minor revisions, major revisions or rejection.

Authors submitting manuscripts for publication in Florya Chronicles warrant that their manuscripts are the work solely of the author(s) stated, that they have not been previously published elsewhere nor are currently under consideration by any other publication and that the material contained within the work is not subject to any other copyright, unless required consents have been obtained.

Upon acceptance of an article for publication, all authors will be asked to sign an author disclosure form before the manuscript is scheduled for publication.

For all manuscripts reporting data from studies involving empirical research Florya Chronicles requires that the study have received formal review and approval by an appropriate institutional review board or ethics committee. This review and approval should be described in the manuscript's Methods section. Written informed consent from the participating subjects must be obtained.

All manuscripts must be submitted in English. Upon acceptance, language support for Turkish translation is given to those manuscripts submitted from abroad. An English-written version will be requested from Turkish authors if their manuscript is accepted for publication. Page proofs (as PDF files) will be sent by e-mail to the corresponding author, which has to be returned within five days.

Following publication the corresponding author will receive a copy of the Florya Chronicles issue containing the article, and a PDF file of the article via e-mail.

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### **Types of articles**

Research Articles presenting ethical, original, critical, interdisciplinary, well-documented research with valid findings that add value to the existing knowledge, and with implications for policy are given preference.

Articles submitted as Case Studies are expected to have one of the following properties: cases challenging existing knowledge; novel technique, empirical or operative approach; management of social and private complications.

Reviews must include recent research and summarize important concepts. Use of diagrams, flow charts, tables and figures to enhance clarity rather than using block bulk of written information is encouraged.

Opinions should represent concise opinion pieces that address various topics of relevance to social sciences. These topics may highlight controversial opinions, or issues within the field. These topics may also include public sector management, mainstream and heterodox economics, management, government actions and policy, and commentaries on specific article or editorial that has been published by the Florya Chronicles.

## **Manuscript format**

In preparation of their texts, the authors must pay attention to the points listed below:

Manuscripts should be prepared in A4 format with margins of 3cm from all the four sides. Pages must be numbered consecutively throughout the document. The entire manuscript should be typed in Times New Romans, 12 point font and half-spaced. Headings and subheadings should be typed in bold faced letters without a colon, or any other mark at the end. Headings should be typed in capitals while subheadings should be typed in lower-case, capitalize the first letter. Type all text justified margin. A blank line between paragraphs, between headings and text, and between references should be inserted, no indentation. The preferred submission format is Microsoft Word.

## **Manuscript sections**

Order of manuscript should follow as Title Page; Abstract and Key Words (for Research Articles and Reviews); Main Text; Conflict of Interest; Acknowledgements (optional); References; Appendix/Appendices (optional); Tables; Figure Legends and should be combined into a single Word document.

**Title Page:** Each manuscript should have a title page providing the article title (in capital and bold faced letters and no more than 12 words); full names of each author with degrees, professional title; authors' institutional affiliations including city and country; name, address, telephone, fax and email address of the author responsible for correspondence.

**Abstract and Keywords:** No abstract is included in Opinions. Research Articles, Case Reports and Reviews should be accompanied by an abstract. The abstract should not exceed 250 words for Research Articles and 150 words for case Reports and Reviews. The abstracts should be in a structured format. Research Article abstracts should be under subheadings of Background, Objective, Methods, Results and Conclusion. Review articles should be structured as Background, Objective, Types of Studies Reviewed (a description of the types of studies reviewed), Results, and Practical Implications. Case Reports should have subheadings of Background, Objective, Case Description, and Practical Implications.

**Keywords:** (3-10 words) highlighting the article's most important topics should be listed afterwards.

**Main Text:** The main text of articles reporting Research Article should be presented in the order of Introduction, Methods, Results, and Discussion sections. The main text of manuscripts submitted as Research Articles should have a limit of 3000 words, those submitted as Reviews should have a limit of 5000 words. The manuscripts submitted as Opinions and Case Reports should be no more than 1500 words.

**Conflict of interest:** Please disclose whether any authors received any financial support for the conduct of the research or any commercial affiliations that could be considered to pose a conflict of interest regarding the submitted manuscript. If so, briefly describe the role of the sponsor(s).

**Acknowledgements:** If applicable, acknowledgements should be grouped in a paragraph at the end of the text and before the references. Permission and approval of the wording must be obtained from the person thanked.

**Tables and Figures:** A maximum of four figures and four tables may be submitted. Tables and figures must be numbered consecutively. Ensure that each table and figure is cited in the text. Tables should contain information on Table number and a brief and explanatory title. Do not draw vertical rules in tables. Figures should be submitted separately in TIFF, JPEG or EPS format in grayscale. Figures should have a caption.

**Citations:** Cite references in the text with regard to APA style<sup>1</sup>. In APA style, footnotes are not used to cite sources. Instead, you provide the authors' last names and publication dates within the body of your paper. Here are some examples.

1. One work by one author.

Example: Leary (2008) argued that...

Example: ...self-motives are actually interpersonal motives (Leary, 2008).

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<sup>1</sup> APA citation style information is directly taken from the document prepared by Prof. Borton for Hamilton College, Department of Psychology.

<http://www.hamilton.edu/documents/Citing%20Sources%20APA%20Style.pdf> last accessed on 03.06.2015.

2. Quoting directly . Example: When you think of the long and gloomy history of man, you will find more hideous crimes have been committed in the name of obedience than have ever been committed in the name of rebellion” (Snow, 1961, p. 24).

References: All references cited in the text must be included in the list of references at the end of the paper. The accuracy of references is the responsibility of the author. References are listed in the order in which they are cited in the text. A maximum of 30 references for Research Articles, 50 references for Reviews and 10 references for Opinions and Case Reports should be included.

### **Examples of References:**

#### 1. Journal article

Horberg, E. J., & Chen, S. (2010). Significant others and contingencies of self-worth: Activation and consequences of relationship-specific contingencies of self-worth. *Journal of Personality and Social Psychology*, 98, 77 – 91. doi: 10.1037/a0016428.

#### 2. Article or chapter in an edited book

Chang-Schneider, C., & Swann, W. B. The role of uncertainty in self-evaluative processes: Another look at the cognitive-affective crossfire. In R. M. Arkin, K. C. Oleson & P. J. Carroll (Eds.), *Handbook of the uncertain self* (pp. 216-231). New York, NY: Psychology Press.

#### 3. Entire authored book

Gilovich, T., Keltner, D., & Nisbett, R. E. (2011). *Social psychology* (2<sup>nd</sup> ed.). New York: W. W. Norton.

#### 4. Entire edited book

Vohs, K. D., & Baumeister, R. F. (Eds.). 2011. *Handbook of self-regulation: Research, theory, and applications*. New York, NY: Guilford.

**For more information on APA citation style:**

**<http://www.apastyle.org>**