bāb Journal of FSMVU Faculty of Architecture and Design Writing Templete and Journal Policies

The author's identity should remain anonymous until the evaluation is complete.

\* Institutional information, ORCID and e-mail addresses should not be provided before the end of the evaluation.

.

**Article type**

Received:

Received in final revised form:

Accepted:

Published online:

Abstract

This document can be used as the writing templete and provides important informations to the authors for the bāb Journal of Fatih Sultan Mehmet Vakıf University, Faculty of Architecture and Design. The content of the text includes informations on preparation of manuscripts and the issues about publication ethics. There are examples about the representation of figures and tables to be included in the articles and the references. This part (abstract) should preferably contain 200 words. To prepare the manuscript, authors are supposed to use the proper text styles which are starting with “bab”. As an example, for this part, the style named “bab08\_Abstract-Info-Bio/Öz-Dipnot-Biyo\_NORMAL” should be used.

Keywords: Info for authors, publication processes, evaluation processes, ethical issues, references

1. ABOUT THE JOURNAL

bāb Journal, is an international refereed, peer-reviewed scientific journal published by Fatih Sultan Mehmet Vakif University Faculty of Architecture and Design. The languages of the journal, which is published electronically, are Turkish and English. In the journal, which is published twice a year on January and July, the articles written in the fields of architecture, design and planning are evaluated by the editors and directed to the related referees. The journal will include research articles, discussion articles, review articles, critical review, and opinion articles on related topics.

In the Journal of bāb, no fee is charged and authors are not paid for any of the stages of article submission, evaluation and publication.

* 1. Aim

bāb Journal of FSMVU Faculty of Architecture and Design aims to publish original scientific studies in the fields of architecture, design and planning.

* 1. Scope

bāb Architecture and Design Journal, which is published by Fatih Sultan Mehmet Foundation University, Faculty of Architecture and Design, is an international refereed journal and is published twice a year in January and July. The editorial board can increase the publication frequency of the journal. In the scope of the journal, research articles are published mainly on architectural design, urban design, interior design, building technologies and building physics, architectural history and theory, architectural conservation and like again in the fields of architecture, design and planning, discussion articles, review articles and opinion articles will take place. Manuscripts in Turkish and English are accepted.

1. WRITING CONDITIONS
   1. Writing Rules

Articles written in two languages, English or Turkish, are accepted for bāb Journal of Architecture and Design.The preferred text length for articles is 15 pages with tables and images and 2000 minimum, 5000 maximum, excluding notes, abstract and bibliography. Manuscripts should be prepared in "ARIAL" font with 11 font size and 1.15 line spacing. 2.5 cm margins should be left on each side of the pages and all pages should be numbered. To prepare the manuscript, authors are supposed to use the proper text styles which are starting with “bab”. As an example, for this part, the style named “bab04\_Text/Metin” should be used. The first page of the manuscript should include the title of the article, the name, surname, title and institution information of the authors and their email addresses. In addition, only the contact author's full (open) address and contact number should be specified. If the manuscript is prepared in the Turkish language, in addition to the information mentioned above, the first page should contain Turkish title, abstract and 5 keywords, the second page should contain English title, English abstract, and 5 keywords in English, and the following pages should contain Turkish full text. If the manuscript is written in English, in addition to the information mentioned above on the first-page, English title, English abstract and 5 keywords in English should be written and the following pages should contain full text in English. Turkish titles and abstracts are not required for English texts. For Turkish texts, the Turkish abstract should preferably be 200 words. For English texts, the abstract should preferably be 200 words. If the submitted manuscript is produced from a paper presented before at any scientific meeting, it must be indicated together with the name of the meeting, the date, title of the work and the city where it was organized. Likewise, if the article is produced from a master's or doctorate thesis, it should be indicated with the name, title of thesis, year of the thesis, the university, and the advisor's information under the title of “Information / Acknowledgments” at the end of the text.

Direct quotations should be indicated in quotation marks and the page numbers of the relevant section should be given in the cited source.

“If the quotation is more than 40 words, it should be written in a separate paragraph. This paragraph should be typed in italics in 10 font size and should be indented. For this paragraph, the style named “bab18\_Quotations/DoğrudanAlıntılar” should be used.”

* 1. Figures and Chart

Photographs, pictures, diagrams and graphics in the text should be named “Figures" and should be numbered. The first letter of the “figure text” should be “Capital Letter”. It should continue as “Lower Case” (Example: Figure1. Journal cover image). Schedule and charts should be named as “Chart" and should be numbered. (Example: Table 1. Inside the text reference sources). Figure captions should be placed under the figure and chart captions should be at the top of the chart.

The figures in the text should be prepared in JPEG format, 300 dpi resolution and the short edge should not be less than 15 cm. The charts in the text should be prepared and saved in the separate WORD files. These figures and charts should be uploaded to the system as separate files as they are in the text.

If the author refers more than one figures in the text the figure numbers should be given sperately. As an example: …It is observed that roofing types differs according to the climate (Figure 5, Figure 6).

Figure 1. Given below is an example when the figure is produced by one of the authors of the article, note that if the authors of the article produced the image collectively than all the names of the authors of the article should be written.



Figure 1. Journal cover image (1st Author or 2nd author…, 2019)

If the figures and charts used in the article are taken from a different source, the page numbers should be given with the in-text source next to the figure/chart title. If they were produced by the authors, the year info should be given next to the figure/chart title. Additionally, a note should be specified under the title of “Information / Acknowledgments” at the end of the article: “All figures and charts in the article are produced by the declared author(s) in declared year in-text, unless stated otherwise”. Images not produced by the authors but in the archive of the authors, should be added to the references according to the “Archive documents” category in the referencing styles." Figure 2. is an example when the figure is taken from a different source.



Figure 2. Drawing of a horse by the autistic child Nadia at age five (Gardner, 2011: 198)

* 1. Demonstration of Referencing

Author (s) should use the APA (7th Edition) style for references and in-text citation. APA (7th Edition) accessed from the link below.

<https://apastyle.apa.org/>

The sources shown at the end of the text should be categorized according to the type of the source such as Book, Chapter in the book, Papers in the conference, Article in the journal, Internet source, Thesis, Archive documents and Newspaper. Sources in each category should be given in alphabetical order.

1. PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT

These guidelines are based on existing Elsevier policies (Elsevier, 2017) and Committee on Publication Ethics’s (Committee on Publication Ethics, 2019) Best Practice Guidelines for Journal Editors.

* 1. Duties of Authors
     1. Reporting Standards

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable. Review and professional publication articles should also be accurate and objective, and editorial ‘opinion’ works should be clearly identified as such.

* + 1. Data Access and Retention

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data , if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

* + 1. Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted. Plagiarism takes many forms, from ‘passing off’ another’s paper as the author’s own paper, to copying or paraphrasing substantial parts of another’s paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

* + 1. Multiple, Redundant or Concurrent Publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable. In general, an author should not submit for consideration in another journal a previously published paper. Publication of some kinds of articles in more than one journal is sometimes justifiable, provided certain conditions are met. The authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

* + 1. Acknowledgement of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services. (If the photographs, figures, diagrams, tables and similar items used in the articles and if they are not the authors’ own productions, getting permission is the responsibility of the authors.)

* + 1. Authorship of The Paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

* + 1. Hazards and Human or Animal Subjects

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript. If the work involves the use of animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

* + 1. Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible.

* + 1. Fundamental Errors in Published Works

Author's obligation to promptly notify the editor or publisher of the journal and collaborate with the editor to withdraw or correct the article when an author finds a material error or mistake in their published work. If the editor or publisher finds out from a third party that a published work contains an important error, the author must immediately withdraw his work and / or readers correct it or provide the editor with proof as to the accuracy of the original document. The authors should inform editors as soon as possible in the context of the ethical responsibilities mentioned above in bāb Architecture and Design Journal, if they encounter unethical behavior or content and / or an error, incomplete information.

* + 1. Ethics Committee Approval

According to ULAKBIM’s desicion on 25 February 2020, “All scientific disciplines (including Social Sciences) must have Ethics Committee Approval separately for all the experimental and clinical studies carried on animals and humans that require ethics committee resolution.” The studies conducted before 25 February 2020 are out of this necessity.

Information / Acknowledgments

If the study was produced from a paper previously presented at any scientific meeting or from a postgraduate thesis study and / or if there are any sponsoring institutions that directly or indirectly support the study, the institutions and the form of support received should be specified in this section. Apart from these, all informative and thank you notes that the authors want to indicate should be included in this section.

All identifying information, including the authors’ names and affiliations, must be removed or anonymized until the evaluation process is complete.

All figures and charts in the article are produced by the declared author(s) in declared year in-text, unless stated otherwise.

Conflict of Interest Statement and Liability Statement

Following statements should be included here:

This article complies with research and publication ethics and there is no potential conflict of interest in this article.

The responsibility about all opinions and views in the article belongs to authors, the journal has no responsibility in this regard.

The responsibility about obtaining legal permissions for the use of the images in the article belongs to authors, the journal has no responsibility in this regard.

Author Contribution Statement

In this section, the contributions of each author should be described. It should be clearly identified that which author contributed to the article in which way and at what stage of the study. Examples are available in the previous issue of the journal.

Author names should be anonymized as 'Author 1', 'Author 2', etc., until the evaluation process is completed.

**Notes**

1 The endnotes should be written here.

2

Authors' Biographies

The author biographies will be added after the evaluation process is completed.