**WRITING RULES**

**Manuscript Title (English)**

Manuscript title must be regular, bold, adjusted. First letters must be capitalized and written in 12 points.

* Since blind peer-review process is applied authors’ name, surname, institution and contact information should not be included here.
* **Arial** should be used in all fields. Line spacing should be “single” and the text should be adjusted in all fields.
* There must be space of 6nk before and after the pharagraphs.
* Manuscript shouldn’t exceed the 9000 words limit including appendices.
* Size of the pages should be set as A4 (29.7x21 cm) format.

***ABSTRACT***

The abstract should contain **at most 200 words**. The abstract should contain the subtitles give below:

***Purpose:*** Must be written in 10 points and adjusted.

***Methodology*:** Must be written in 10 points and adjusted.

***Findings:*** Must be written in 10 points and adjusted.

***Originality:*** Must be written in 10 points and adjusted.

***Keywords****:* There must be at least 3, at most 5 keywords.

***JEL Codes:*** There must be at least 3 JEL Codes.

**Manuscript Title (Turkish)**

Manuscript title must be regular, bold, adjusted. First letters must be capitalized and written in 12 points. Turkish abstract must be included the same subtitles as in English abstract.

**MAIN TEXT**

All titltes should be numbered including “Introduction”. Subtitles should be numbered hierarchically. Titles shoul be written using capital letters and the first letters of the subtitles should be capital letters.

Size of the titles should be 10 points. Titles should be bold, and adjusted. 6nk spaces should be left before and after the paragraphs. The text should be written in Arial, in 10 points, regular and adjusted. Line spacing should be “single” in all article fields.

Manuscript should contain these titles generally:

1. Introduction
2. Literature Review
3. Methodology
4. Empirical Results
5. Conclusion

**Tables and Figures**

Tables and figures should be contained in the text. All tables and figures should be numbered separately. Name of the figures should be written under the relevant figure and name of the tables should be written on the relevant figure.

|  |
| --- |
| **Table 1. Demands for the products** |
| Product Groups | Real Demand | Forecasted Demand |
| Group A | 120 | 123 |
| Group B | 115 | 121 |
| Group C | 140 | 136 |
| *Source*: Yılmaz ve diğerleri, 2015) |

Images shapes (.jpeg, .png) should be placed in high resolution as print quality into the text.



**Figure 1. Sales amounts based on years**

**Equaitons**

All equaitons used in the text must be written using MS Equation. Formulas must be numbered as (1), (2), and all units must be in the SI unit system.

$max Eff\_{k}=\sum\_{r=1}^{s}u\_{rk}y\_{rk}$ $k=1,2,3,…,n$ (1)

$\sum\_{r=1}^{s}u\_{rk}y\_{rj}-\sum\_{i=1}^{m}v\_{ik}x\_{ij}\leq 0$ $j=1,2,3,…,n$ (2)

$\sum\_{i=1}^{m}v\_{ik}x\_{ik}=1$ (3)

$u\_{rk}\geq 0$ $r=1,2,3,…,s$ (4)

$v\_{ik}\geq 0$ $i=1,2,3,…,m$ (5)

**References**

The title of references should be written in 9 points, bold, and left-aligned. The first letter must be capitalized.

There should be no spaces before each bibliographic identification given in the references. The text should be written in Times New Roman font, 9 points, plain and adjusted.

The second line of bibliographic identification should be written inside 0,5 cm.

References cited in the text should be listed alphabetically at the end of the work.

**If reference is an article:**

*In-text citation:* (Biçen and Sezgin, 2017)

Biçen, Ö.F. and Sezgin, H. (2017). “The Effects of Financial Ratios on Firm Value: A Panel Data Analysis for Borsa Istanbul IT Sector”, *Journal of Management and Economics Research*, 15(3), 25-41.

*In-text citation:* (Trivedi et al., 2018)

Trivedi, R.H., Patel, J. D. and Acharya, N. (2018). “Causality Analysis of Media Influence on Environmental Attitude, Intention and Behaviors Leading to Green Purchasing”, *Journal of Cleaner Production*, 1(4), 11-22.

**If reference is a book:**

*In-text citation:* (Atasever et al., 2017: 25)

Atasever, M., Karaca, Z. and Uçar E. (2017). “Turkish Health Service Procurement Guide: Management, Legislation and Implementation**”,** Nobel Publishing, Ankara.

*In-text citation:* (Page and Stritzke, 2015: 36)

Page, A.C. and Stritzke, W.G.K. (2015). “Clinical Psychology for Trainees: Foundations of Science-Informed Practice”, Cambridge University Press, Cambridge.

**If reference is a book chapter:**

*In-text citation:* (Polat and Aktakke, 2017: 44)

Polat, B. and Aktakke, N. (2017). “Impact Evaluation Methods”, *Impact Analysis Methods in Evaluation of Development Programs and Applications in Turkey*, Editor: Aran, M.A, Optimist Publishing, İstanbul, 19-53.

**If reference is a published dissertation:**

*In-text citation:* (Topuz, 2016: 123)

Topuz, S. (2016). “Green Marketing and Factors Affecting the Green Product Preferences of Consumers*”,* Graduate Thesis, Beykent University Institute of Social Sciences, İstanbul.

**If reference is a proceeding:**

*In-text citation:* (Balaban and Dengiz, 2017)

Balaban M. and Dengiz B. (2017. ”Lognormal Ordinary Kriging Metamodel”, *7th International Conference on Industrial Engineering and Operations Management*, Rabat, Morocco.

*In-text citation:* (Kianto et al., 2013)

Kianto, A., Ritala, P., Vanhala, M. and Inkinen, H. (2013). “The Impact of Knowledge Management Practices on Organizational Performance”, *14th European Conference on Knowledge Management (ECKM 2013)*, Kaunas, Lithuania, 356-361.

**If reference is a website:**

*In-text citation:* (Jain and Guatham, 2014)

Jain, S. and Guatham, A. (2014). “Performance Management System: A Strategic Tool for Human Resource Management”, http://www.researchgate.net/publication/Performance\_Management\_System\_A\_Strategic\_Tool/link/57b68b5908aeaab2a104ffdb/download (Access Date: 10.06.2019).

**APPENDIX**

Appendix should be given after the bibliography. Tables in the appendices should be numbered as Table A1, Table A2....

Before the References section the areas given below should be added which are suitable for the article. If the article has one author Author Contributions are should be excluded.

**Acknowledgments**

Support for the study, thanks, etc. information must be provided.

**Author Contributions**

*Author 1:*Literature review, Conceptualization, Methodology, Data Curation, Analysis, Writing-original draft *Author 2:*Modelling, Writing-review and editing

**Conflict of Interest**

No potential conflict of interest was reported by the author(s).

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**Compliance with Ethical Standards**

For this study, the approval of the Ethics Committee (Name of the Institution) was obtained with the decision dated (Date) and numbered (Number).

It was declared by the author(s) that the tools and methods used in the study do not require the permission of the Ethics Committee.

**Ethical Statement**

It was declared by the author(s) that scientific and ethical principles have been followed in this study and all the sources used have been properly cited.

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