**General Publishing Guidelines**

Manuscripts can be submitted to the Journal of Business Science (JOBS) in Turkish or English. Manuscripts submitted in Turkish must include an English abstract.

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Manuscripts submitted to JOBS should be formatted in A4 size pages with 2.5 cm margins on the top, bottom, left, and right sides. Articles submitted to JOBS should not exceed 20 pages in length.

**GUIDELINES FOR AUTHORS SUBMITTING MANUSCRIPTS TO THE JOURNAL OF BUSINESS SCIENCES**

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|  | **Font Character** | **Font Size** | **Font Type** | **Positioning** | **Paragraph Adjustments** | **Other Issues** |
| **Article Title (in written language)** | Palatino Linotype | 14 Points | Bold | Centered on Page | First 6nk, Then 6nk, 1 Line Spacing |  |
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| **Abstract** | Palatino Linotype | 8 Points | Normal | Reclining on both sides | First 0nk, Then 0nk, 1 Line Spacing | It should be structured to include Aim, Method, Findings, and Conclusion Titles (150-200 words) |
| **Abstract (in Turkish)** | Palatino Linotype | 8 Points | Normal | Reclining on both sides | First 0nk, Then 0nk, 1 Line Spacing | Aim, Method, Findings, Conclusion (Between 150-200 words) |
| **Extended English Abstract (to be requested for Turkish Articles after acceptance for publication)** | Palatino Linotype | 10 Points | Normal | After Abstract and Öz, Reclining on both sides | First 0nk, Then 0nk, 1 Line Spacing | At least 1000 words covering the problem, methodology, findings, and conclusions of the research,  There should be no tables, figures, definitions, or explanations of concepts. |
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| **2nd Grade Headings** | Palatino Linotype | 10 Points | Bold | Left reclined | First 6nk, Then 6nk, 1 Line Spacing | 1.1., 1.2., 2.1. should be numbered according to the 1st Degree Title to which it is connected. |
| **3rd Grade Headings** | Palatino Linotype | 10 Points | Bold, Italic | Left reclined | First 6nk, Then 6nk, 1 Line Spacing | It should not be numbered. |
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| **In-text Citation** | **Single Authored Article** | | **Two-Authored Article** | | **Article with Three or More Authors** | |
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| **Direct Quote** | (Akbolat, 2020, p.70) | | (Akbolat & Amarat, 2020, p.70) | | (Ünal et al., 2019, p.70). | |
| **Transferring Quotes** | (Akbolat, 2019, as cited in Ünal, 2020). | |  | |  | |

**Reference Citation in the Bibliography**

**Books**

**Single authored books**

Man, F. (2021). *İnsan kaynakları yönetiminde eğitim ve geliştirme* (3. Baskı). Sakarya Yayıncılık.

**Two-Authored Books**

Christie, R., & Geis, F. (1970). *Studies in Machiavellianism*. Academic Press.

**Books with three to twenty authors**

Tengilimoğlu, D., Akbolat, M., & Işık, O. (2015). *Sağlık işletmeleri yönetimi*. Nobel Publishing.

**Books with twenty-one or more authors**

Surnames and initials of the first nineteen authors ... Surname and initials of the last author. (Year). *Book title* (*italic*). Publisher.

Ball, B., Blum, R., Chastain, T. D., Duff, H., Horvath, D. B., Kennedy, J., Kensington, K., Jones, S., Coughlan, S., Bortolin, L., Witte, M., Scott, A., Newport, A., Jensen, K., Wutzler, J., van Staden, I., McLean, J., Bergsma, G., Rousseau, Z., … & Simpson, C. (2002). *Psychology and the Mind*. Sage.

**Edited books**

Kırel, A. Ç., & Güzel Özbek, A. (Ed.). (2020). *Disiplinlerarası boyutlarıyla örgütsel davranış*. Ekin Yayıncılık.

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Crowther, S., & Ford, H. (2005). *My life and work*. Project Gutenberg. https://www.gutenberg.org/ebooks/7213

**Translated books**

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**Articles**

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**Two-authored articles**

Sarıkaya, N., & Altunışık, R. (2019). Sağlık kurumlarında hizmet alanların gözünden hasta hakları konusundaki uygulamalara yönelik tutum ve değerlendirmeler. *İşletme Bilimi Dergisi*, *7*(3), 531-551.

**Article with three to twenty authors**

Çalış, Ş., Aydın Turan, Ş., Dönmez Maç, S., & Tan, E. (2020). İşyeri uygulamasının istihdam edilebilirliğe katkısı: Sakarya Üniversitesi İKY bölümü öğrencileri üzerine bir araştırma. *Sakarya İktisat Dergisi*, *9*(4), 435-460.

**Article with 21 or more authors**

The surnames and initials of the first 19 authors have to be given. Authors are separated from each other with commas. After the first 19 authors, (...) is used instead of the remaining author names. After an ellipsis, the last author's surname and initials are given, and the reference is ended. The reference should contain at most 20 author names in total.

Jonason, P. K., Żemojtel‐Piotrowska, M., Piotrowski, J., Sedikides, C., Campbell, W. K., Gebauer, J. E., Maltby, J., Adamovic, M., Adams, B. G., Kadiyono, A. L., Atitsogbe, K. A., Bundhoo, H. Y., Bălțătescu, S., Bilić, S., Brulin, J. G., Chobthamkit, P., Del Carmen Dominguez, A., Dragova‐Koleva, S., El‐Astal, S., …, & Yahiiaev, I. (2020). Country‐level correlates of the Dark Triad traits in 49 countries. Journal of Personality, 88(6), 1252-1267. Doi: 10.1111/jopy.12569

**Assigned to a volume of the journal for publishing but yet unpublished articles**

Schimmenti, A., Jonason, P. K., Passanisi, A., La Marca, L., & Gervasi, A. M. (On Print). Measuring the Dark Side of personality: Psychometric properties of the Dark Triad Dirty Dozen in an Italian sample. *Current Psychology*. Doi:10.1007/s12144- 017-9588-6

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**Theses**

Onay, Ö. A. (2018). *Liderlik stilleri ile Narsisizm arasındaki ilişkinin incelenmesi.* (Unpublished masters dissertation). Sakarya University.

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Demirci, U. & Taslak, S. (2022). The effect of leadership styles in the context of the psychodynamic leadership approach on leader-member interaction: The moderating role of organizational culture. In U. Avcı, Ç. İzci, U. Demirci, and S. Türkan (Eds.), Proceedings of the 8th Organizational Behavior Congress (pp. 882-899). Muğla Sıtkı Koçman University Press.Internet sources

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Dumansızoğlu, N. (2022, 26 Nisan). *Zirvede değişim rüzgârı*, Capital. https://www.capital.com.tr/yonetim/liderlik/zirvede-degisim-ruzgari adresinden 07 Haziran 2020 tarihinde erişilmiştir.

In such cases when the author of the web page is given as a reference is a group, the name of the group is written instead of (author’s surname, initials) in the reference notation.

**Online sources with unknown authors**

*Personality disorders.* (2019, 02 Ocak). Mind.https://www.mind.org.uk/information- support/types-of-mental-health-problems/personality-disorders/types-of- personality-disorder/#.XQk\_XuszY\_4 adresinden 07 Haziran 2020 tarihinde erişilmiştir.

In cases where the year of publication could be more precise, (u.d.) is written instead of the date.

*All human behavior can be reduced to four basic emotions*. (u.d.). BBC. http://www.bbc.co.uk/news/uk-scotland-glasgow-west-26019586 adresinden 07 Haziran 2020 tarihinde erişilmiştir.

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