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**Abstract**

This document provides essential guidelines regarding paper formatting. The title of the manuscript must be written in capital letters and should not exceed a length of 150 characters including spaces. Authors' names and affiliations should be listed in the Applicant Information file. The abstract should not exceed 300 words and should succinctly outline the study's objectives and findings. Each abstract must include 3 to 8 keywords. Keywords should be separated by commas and should not include any acronyms. Each keyword should begin with a capital letter. This document provides essential guidelines regarding paper formatting. The title of the manuscript must be written in capital letters and should not exceed a length of 150 characters including spaces. Authors' names and affiliations should be listed in the Applicant Information file. The abstract should not exceed 300 words and should succinctly outline the study's objectives and findings. Each abstract must include 3 to 8 keywords. Keywords should be separated by commas and should not include any acronyms. Each keyword should begin with a capital letter. This document provides essential guidelines regarding paper formatting. The title of the manuscript must be written in capital letters and should not exceed a length of 150 characters including spaces. Authors' names and affiliations should be listed in the Applicant Information file. The abstract should not exceed 300 words and should succinctly outline the study's objectives and findings. Each abstract must include 3 to 8 keywords. Keywords should be separated by commas and should not include any acronyms. Each keyword should begin with a capital letter. This document provides essential guidelines regarding paper formatting. The title of the manuscript must be written in capital letters and should not exceed a length of 150 characters including spaces. Authors' names and affiliations should be listed in the Applicant Information file.

**Keywords:** *Keyword 1, Keyword 2, Keyword 3.*

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## 1. INTRODUCTION

You can prepare your manuscript by **editing** [THE TEMPLATE FILE](#). Manuscripts that are not prepared by using the template **will not be considered** for publication.

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This document provides essential guidelines regarding paper formatting. The **title** of the manuscript must be written in capital letters and should not exceed 150 characters including spaces. **Authors' names and affiliations** should be provided in the [Applicant Information file](#). The **abstract** should not exceed 300 words and should succinctly outline the study's objectives and findings. Each abstract must include 3 to 8 **keywords**. Keywords should be separated by commas and should not include any acronyms. Each keyword should begin with a capital letter.

Special care should be taken when using numerical expressions. Commas (,) are used to separate groups of thousands (10,000) while periods (.) are used for decimals ( $p < 0.001$ ). For numbers expressed with percentages (%), there should be no space between the number and the percent sign (15%). Units should be prepared in accordance with the International System of Units (SI).

## 2. HEADING 1

All first-level **headings** and any **subheadings** in the article should be formatted as justified text. **Heading 1** should be selected from the Styles section under the Home tab in Microsoft Word or **CTRL+ALT+1** should be used as a shortcut to format first-level headings. Sections such as Introduction or Findings should be written and formatted using **Heading 1**.

A shortcut is assigned to a maximum of 4 levels of heading.

All headings should be numbered as in 1., 1.1., 1.1.1. in decimal form from the highest-level heading to the lowest, beginning with **1. INTRODUCTION** (excluding the bibliography heading).

### 2.1. Heading 2

**Heading 2** should be selected in the Styles section on the Home tab in Microsoft Word or **CTRL+ALT+2** should be used as a shortcut to format second-level headings.

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**Heading 3** should be selected in the Styles section on the Home tab in Microsoft Word or **CTRL+ALT+3** should be used as a shortcut to format third-level headings.

##### 2.1.1.1. Heading 4

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Short quotations should be presented in the text by using double quotation marks. If it is necessary to use quotation marks within a quotation, single quotation marks should be used. All quotations longer than 40 characters should be presented in a block, without using any quotation marks, justified with the first line of paragraphs (1,25cm indent from the left), single spaced, and in italics. In quotations, any words or phrases taken from original text should be enclosed in ellipses (...).

*“For block quotations, the style ‘LongQuote’ should be selected from the Styles section under the Home tab in Microsoft Word, or press CTRL+ALT+U to open the Preferencwindow. Short quotations can be enclosed in double quotes.”*

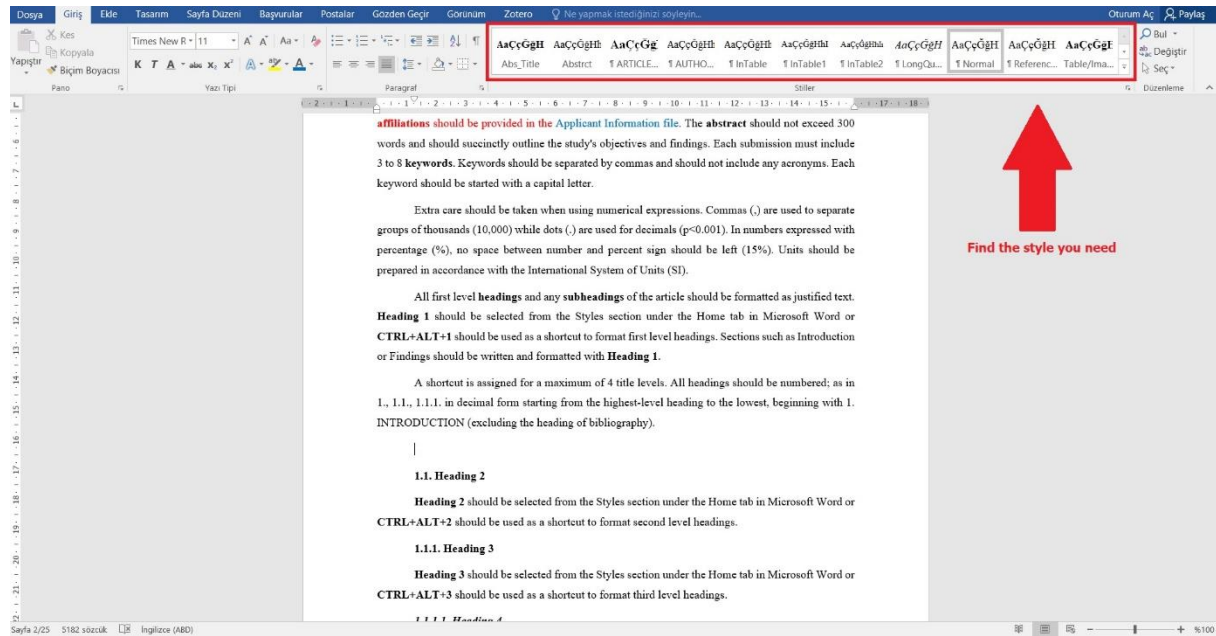
The names of books, journals, newspapers, movies and programs should be written in italics in the text. To use italics, you can press **CTRL+ALT+T** after selecting the text you want to italicize. Numbers can be written as letters or numbers if they are consistent within the text.

To make text bold, you can press **CTRL+ALT+K** after selecting the text you want to bold. In order to remove bold text, select the text and press **CTRL+ALT+N**.

The headings of the images, figures, graphs, tables and etc. should be placed above them, as given in the example below.

The style for texts below the figure, graph, or table, such as **Sources and Notes**, should be made by pressing **CTRL+ALT+J**.

**Figure 1.** How to Find the Style You Need



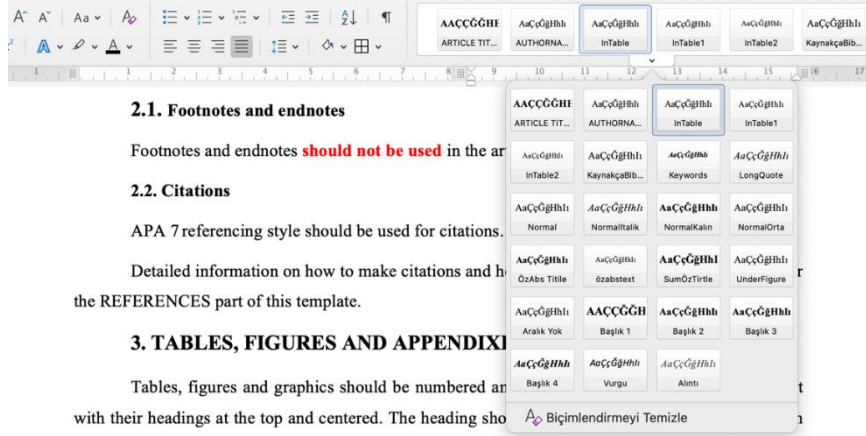
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## 2. FOOTNOTES AND CITATIONS

### 2.1. Footnotes and endnotes

Footnotes and endnotes **should not be used** in the article.



**Figure 2.** Style Selection for Table Formatting

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#### 4. TEMPLATE SHORTCUTS

To format with a shortcut, first type the text you want to format, then use the formatting shortcut.

<b>Normal Text</b>	: CTRL+ALT+N
<b>Italic (Italic) Text</b>	: CTRL+ALT+T
<b>Bold Text</b>	: CTRL+ALT+K
<b>Abstract Title</b>	: CTRL+ALT+W
<b>Abstract</b>	: CTRL+ALT+L
<b>Keywords</b>	: CTRL+ALT+X
<b>Long Quote Text</b>	: CTRL+ALT+A
<b>Heading 1</b>	: CTRL+ALT+1
<b>Heading 2</b>	: CTRL+ALT+2
<b>Heading 3</b>	: CTRL+ALT+3
<b>Heading 4</b>	: CTRL+ALT+4
<b>Title of Table/Figure etc.</b>	: CTRL+ALT+B
<b>Source of Table/Figure etc.</b>	: CTRL+ALT+J
<b>10 Points in Table</b>	: CTRL+ALT+0 (Zero)
<b>9 Points in Table</b>	: CTRL+ALT+9
<b>8 Points in Table</b>	: CTRL+ALT+8

## **5. ETHICS COMMITTEE APPROVAL**

### **5.1. Ethical Consent**

For studies requiring Ethics Committee Approval, Ethics Committee Approval must be obtained, this approval must be stated in the article and documented during the application. Approval from an Ethics Committee is required for research in all fields, including the social sciences, and for studies involving both human and animal subjects, such as interviews and surveys.

Research that requires Ethics Committee Approval is as follows:

- All types of research using qualitative or quantitative approaches that require collecting data from participants using survey, interview, focus group study, observation, experiment and interview techniques.
- The use of humans and animals (including material/data) for experimental or other scientific purposes
- Human clinical trials
- Animal research
- Retrospective studies in accordance with the personal data protection law.

#### **5.1.1. Scientific Research Ethics**

Scientific methods are used to obtain data, analyze, interpret, and reach the results. Unscientific results cannot be presented as research results.

Research must be conducted in compliance with national and international agreements and with the approval of the competent authorities.

Data obtained in the studies should be used to the extent and in the form allowed by the authorities. It is essential to maintain the confidentiality of data that should not be submitted.

Researchers are obligated to report any adverse situations that may arise as a result of the research to the relevant persons and institutions. Any researcher has the right not to participate in the research due to these adverse situations that may occur.

Reviewed articles are studies that require scientific methods and they provide objectivity. All components of the publication process (publishers, editors, authors, reviewers and readers) should follow the ethical rules of scientific production. In this context, the policies of ‘publication ethics’ and ‘open access’ also require all components of the publication process to follow the ethical principles, in the direction of the guidelines and policies of the **Committee on Publication Ethics (COPE)**, such as “Code of Conduct and Best Practice Guidelines for Journal Editors” and “COPE Best Practice Guidelines for Journal Editors”.

In case we identify that the author(s) of the manuscript use(s) falsified and fabricated data, we will report this to the author's institution where he/she works and reject the manuscript. The journal editors and/or reviewers reserve the right to ask the author(s) to provide the raw data used in the manuscript.

#### **5.1.1.1. The use of artificial intelligence (AI)**

About the use of AI in scientific works, the Journal agrees with COPE's statement (<https://publicationethics.org/cope-position-statements/ai-author>) on that manner:

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#### **5.1.2. Publishing Ethics**

Individuals who do not contribute to the study through scientific research and writing should not be cited as authors.

The author(s) should avoid unethical behaviors such as irresponsible authorship, piracy, multiple publication, split publication, biased source, biased publication, and violation of ethics.

During the writing phase of the manuscript, the author(s) should follow the citation guidelines provided by the journal.

Unpublished or unsubmitted articles should not be cited as a source.

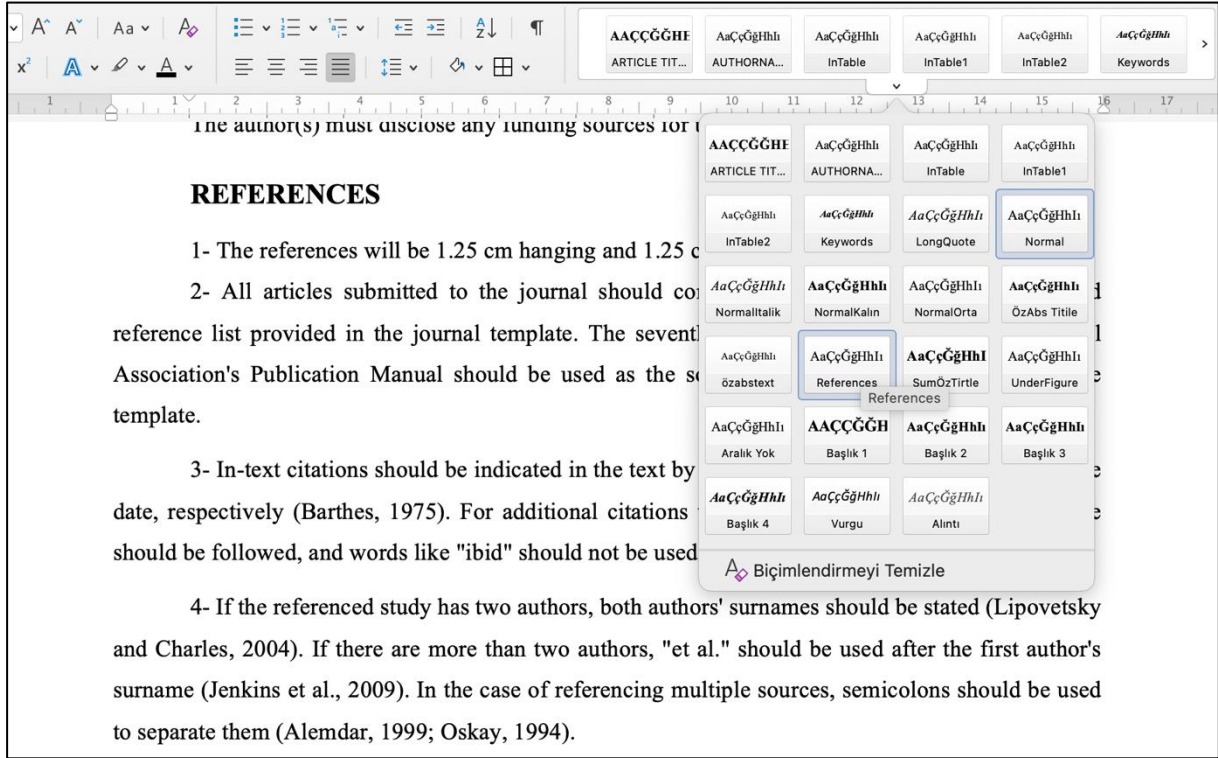
The article may not be published if it is, in whole or in part, without authorization or citation (plagiarism).

The author(s) must disclose any funding sources for the study.



## 6. REFERENCE/CITATION RULES AND EXAMPLES

**Figure 3.** Style Selection for Bibliography Formatting



**Source:** Template

1- The references will be 1.25 cm hanging and 1.25 cm indented on the left; use Times New Roman font with 10-point.

2- All articles submitted to the journal should comply with the examples of citation and reference list provided in the journal template. The seventh edition of the American Psychological Association's (APA-7) Publication Manual should be used as the source for any topics not covered by the template. For detailed information and examples, please see WRITING RULES page: <https://dergipark.org.tr/en/pub/makuiibf/writing-rules>

3- In-text citations should be indicated in the text by writing the surname of the author and the date, respectively (Barthes, 1975). For additional citations to the same sources, the same procedure should be followed, and words like "ibid" should not be used.

4- If the referenced study has two authors, both authors' surnames should be stated (Lipovetsky and Charles, 2004). If there are more than two authors, "et al." should be used after the first author's surname (Jenkins et al., 2009). In the case of referencing multiple sources, semicolons should be used to separate them (Alemdar, 1999; Oskay, 1994).

5- For the studies done by the same author in the same year, the phrases "a, b, c" should be used (Cassetti, 2011a) and these phrases should be the same in the text and in the bibliography.



6- If there is a secondary source, the in-text reference should be arranged as (cited by Elsaesser, 2004) or (Elsaesser cited by Musser, 2004) depending on whether the name of the cited author is mentioned in the text.

7- Only in-text references should be included in the Bibliography list with their full citations, and all references should be arranged according to the surname of the author and the year, regardless of their type.

8- Please do not forget to include **DOIs** if available.

For detailed information and examples, please see WRITING RULES page: <https://dergipark.org.tr/en/pub/makuiibf/writing-rules>

## REFERENCES

APA (n.d.). *Reference Examples*. American Psychological Association. Retrieved May 11, 2023, from <https://apastyle.apa.org/style-grammar-guidelines/references/examples>