**Dokuz Eylül University Journal of Faculty of Business Writing Rules**

***Studies that do not comply with the writing rules, stylistic features, citation, and bibliography rules below will not be included in the evaluation process. Thank you for your understanding and attention.***

**GENERAL RULES**

* The studies submitted to our journal must not have been previously published anywhere and/or sent to another place for publication at the time they are submitted to our journal.
* **Plagiarism Report** of the study (using iThenticate or Turnitin programs) must be uploaded to the system in pdf format.
* **Ethics Committee Permission/Report** should be uploaded to the system in pdf format for necessary studies.
* **Author Form** and **Copyright Transfer Form** on the page of the journal must be ink signed by each author and uploaded to the system in pdf format.
* Studies submitted to the journal can be written in Turkish or English.
* Title Page and Main Manuscript must be uploaded to the system in Word format.
* **Title Page** on the page of the journal should be filled.
* Author(s) should not write any information or statements that may reveal the identity of the author anywhere in the main text, except for the cover page.
* In the **Main Text** (**Anonymous**); The title of the study should be included first, followed by the Turkish abstract, the English title and the **extended** English abstract. On the other hand, studies prepared in English should include the English title and abstract first, and then the Turkish title and abstract.
* Abstract should briefly include the purpose, scope, methodology, findings, and conclusion of the study. The length of the Turkish and English abstract should be between 150-250 words.
* Just below the Turkish and English abstract, there should be at least 3 and at most 5 keywords and JEL classification codes reflecting the content of the study.
* Footnote method should be used in the entire study text, not the endnote.
* No spaces should be added before and after the paragraph in the entire study text.

**STUDY SECTIONS**

Submitted papers must include the following sections:

**1- Title Page**

* The **Title Page** on the page of the journal must be filled.

**2- Main Manuscript- Anonymous**

**If the study is written in Turkish;**

* Turkish Title
* Turkish Abstract (150-250 words + keywords + JEL codes)
* English Title and Abstract (**extended**) (150-250 words + keywords + JEL codes)
* Introduction Section
* Other Sections (Literature Search, Data, Methodology, Results, etc., which may vary according to the study)
* Conclusion
* References
* Appendices (if any)

**If the work is written in English;**

* English Title
* English Abstract (150-250 words + keywords + JEL codes)
* Turkish Title and Abstract (150-250 words + keywords + JEL codes)
* Introduction Section
* Other Sections (Literature Search, Data, Methodology, Results, etc., which may vary according to the study)
* Conclusion
* References
* Appendices (if any)

**MAIN TEXT FORM REQUIREMENTS**

**Paper Size and Page Margins:** The study should be prepared in A4 standard (21 x 29.7 cm). There should be 4 cm from the top, 3 cm from the bottom, 3 cm from the right and 3 cm from the left at the margins of the page. If there are footnotes, they should be kept within these limits. A distance of 1.5 cm should be left for the header and footer in the study. The main text, including the cover page, figures, tables, references, notes, appendices, and abstracts, should not exceed 25 pages in total.

**Font Format and Size:**

* All text should be written in “Times News Roman” font, 11 font size, with 1.15 spacing and justified.
* In the study, the abstract-keywords-JEL codes section should be written in “Times News Roman” font, 10 font size, 1 spacing, and justified.
* Footnotes in the study should be written in 10 font size, Times News Roman font, and 1 spacing.
* Page numbers should be in the lower right corner of the page and should be written in Times News Roman 11 font size.

**Line Spacing and Layout:** Paragraph indents should be 1 cm from the left. No blank lines should be left between paragraphs; however, 1 line space should be left before the main headings. There is no need to leave additional space between the main heading and other headings and the text (except for 1.15 spacing). Subheadings cannot be written as the last line of the page. If at least 2 lines cannot fit under the subtitle, the title should start on the next page. The first line of a paragraph cannot be written as the last line of the page and the last line as the first line of the page.

**Numbering of Headings:** Main Chapter titles are as 1., 2., 3., …; the first sub-headings are 1.1., 1.2., 1.3., …; the second sub-headings are 1.1.1., 1.1.2., 1.1.3., …; the third subheadings 1.1.1.1., 1.1.1.2., 1.1.1.3., … should be numbered following the same format in the fourth and fifth subheadings. No more subtitles should be used unless necessary. Only 1 line space should be left before the main headings, no additional space should be left between the headings and the text.

* Main section titles are left justified (indent 0 cm), 11 font size, all capital letters and bold,
* First degree titles are left justified (indent 0 cm), 11 font size, only the initials are capitalized and bold,
* Second, third, and more advanced titles should be written in 11 font size, capital letters only, and bold (indent 0.5 cm), starting from the left.
* Left indent should be 0 cm for main chapter headings and first-degree headings, and 0.5 cm left indent for all other subheadings.

**Example:**

**1. INTRODUCTION**

**2. LITERATURE REVIEW**

**3. METHODOLOGY AND DATA**

**3.1. Methodology**

**3.1.1. Panel Unit Root Tests**

**3.1.2. Dynamic Panel Data Estimator**

**3.2. Data**

**4. EMPIRICAL FINDINGS**

**5. CONCLUSION**

**Format of Charts and Tables**:

* Figures and visuals in the studies are as “Chart 1, Chart 2, Chart 3, …”; tables and diagrams should be named as “Table 1, Table 2, Table 3, …”.
* Write the names of the charts and tables on the related chart and table, justified to the left, in bold letters, of which the initial letters are capital and 11 font size. No additional space should be left between the chart and table title and the chart and table. Text, numbers, and other items in charts and tables can be written in the range of 7-11 font size, depending on the need.
* Statistical significance levels should be indicated by the use of a superscript \*.
* Tables, formulas, or figures presented in the text should not be in picture format.

**Example:**

**Table 1: Unemployment Rates**

**Chart 1: Change of Inflation in Turkey by Years**

* Sources and references related to the chart and table should be written just below the related chart and table in left-justified, 10 font size, italic and bold.

**Example:**

***Source: World Bank, 2020.***

***Source: Kuzmenko and Roienko, 2017: 3.***

* Notes and annotations related to charts and tables should be written just below the table and chart, justified to the left, following the heading “**Notes:**” in 10 font size and 1 spacing.
* If both notes and references are to be given, the reference should be given first and then the notes section.

**IN-TEXT CITATION AND REFERENCING**

* APA 7 (2020) (American Psychological Association 7th Edition) notation should be used for in-text citation and end-of-text references in all studies of the journal.
* Footnote or endnote methods should not be used for citations.
* Footnotes can be used only if explanatory information is needed in the text. Footnotes used in this way should be written in Times News Roman, 10 font size, 1.0 spacing, justified.
* Direct quotation should be presented in the following format: maximum 4 lines, italic, Times News Roman font, 10 font size, indented 1 cm from right and left.
* It should be ensured that every citation made in the text is included in the references, and every study in the references is included in the text.
* It should be checked whether the sources in the text and in the references are consistent in terms of author names and dates.
* For in-text citation and references under APA 7, click: https://apastyle.apa.org/style-grammar-guidelines and https://apastyle.apa.org/style-grammar-guidelines/references/examples/

Before submitting your study to the journal, you can check the list below for the documents to be uploaded:

* Title Page (Containing the name and surname of the Author(s))
* Main Text (Anonymous)
* Plagiarism Report
* Copyright Transfer Form
* Author Form
* Ethics Committee Permission/Report (for required studies)

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**IMPORTANT NOTES ON APA-7 REFERENCING AND IN-TEXT CITATION[[1]](#footnote-1):**

* While the book and book chapters are written in the references, the physical location of the publication place is no longer written.

Example:

APA 7: SAGE.

APA 6 (old version): Washington, DC: SAGE.

* When citing a study with 3 or more authors in the text, only the first author’s name is included, then “et al.” is used (including when cited for the first time in the text).
* In DOI writing, “doi:” writing is removed and the entire address is written. Ex: <https://doi.org/10.11114/jets.v4i12.1869>
* If the name of the author and publisher is the same, this name will be written only once in the author section.

Example:

APA 7: American Psychiatric Association. (2013). Diagnostic and statistical manual of mental disorders (5. baskı). <https://doi.org/10.1176/appi.books.9780890425596>

APA 6 (old version): American Psychiatric Association. (2013). Diagnostic and statistical manual of mental disorders (5. baskı). American Psychiatric Association. <https://doi.org/10.1176/appi.books.9780890425596>

* The phrase “retrieved from” has been removed from the website citations and the title of the study is written in italics.

Example:

APA 7:

Toner, K. (2020, 24 Eylül). *When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens*. CNN. <https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html>

* The number of author surnames and initials in the references has been increased from 7 to 20 authors.

**In-Text Citation[[2]](#footnote-2):**

* It can be done in two different ways as *narrative* or *parenthetical* citation (For more information, follow https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/parenthetical-versus-narrative).

Narrative citation:

1. In narrative citations, the year of the study should be given in parentheses after the author. If the page number is to be indicated in the quotation, it should be given at the end of the sentence.

Example:

Koehler (2016) draws attention to the dangers of mis-balanced news coverage.

or

Webster-Stratton (2016) described a case example of a 4-year-old girl with insecure attachment to her mother; While working with the family duo, the therapist focused on increasing the mother’s empathy for her child (p. 152-153).

1. In studies with two authors, surnames of all authors should be given and “and” should be written between the first and second authors. Example: Author and Author (year)....... or Author and Author (year).......(p. ...).
2. In studies with three or more authors, after the first author's name, “et al.” abbreviation should be used. Example: Author et al. (year) or Author et al. (year)....... (p. ...).

Parenthetical citation:

1. For parenthetical citations, there should be a comma between the author’s surname and the year, or between the author’s surname, the year, and the page number. Example: (Author, year) or (Author, year, p. 20).

Example:

Incorrectly balanced news coverage can distort the public’s perception of expert consensus on an issue (Koehler, 2016).

or

In another study, a case example of a 4-year-old girl who showed insecure attachment to her mother was explained and focused on increasing the mother’s empathy for her child while working with the family duo (Webster-Stratton, 2016, p. 152-153).

1. In studies with two authors, surnames of all authors should be given and “and” should be written between the first and second authors. Example: (Author and Author, year) or (Author and Author, year, p. ...)
2. In studies with three or more authors, after the first author’s name, “et al.” abbreviation should be used. Example: (Author et al., year) or (Author et al., year, p. …)
3. If more than one citation will be given in parentheses, the citations should be listed in alphabetical order and the citations should be separated by semicolons.

Example:

Play therapists, emotional exhaustion or decreased ability to empathize with others (Elwood et al., 2011; Figley, 2002), deterioration in personal relationships (Elwood et al., 2011; Robinson-Keilig, 2014), decreased job satisfaction (Elwood et al., 2011), avoidance of certain situations (Figley, 2002; O'Halloran and Linton, 2000), and feelings and thoughts of helplessness (Elwood et al., 2011; Figley, 2002; O'Halloran and Linton, 2000). may experience symptoms of ill health.

1. If more than one study of the same author from the same year is used, a separate letter (a, b, c) for each work should be written next to the year of publication. Example: (Author, year; yearb; yearc). The same rule should be followed in the references.
2. If direct citation is to be used, the quoted text is enclosed in quotation marks, and the page number is also indicated in the in-text citation.

**Referencing:**

* All authors should be listed in the references, “et al.” abbreviation should not be used.
* While preparing the references, DOI representation should be made for each reference (if possible). Some articles may not have a DOI number.
* The first line should be indented 0 cm for each source, and the second line should be indented 0.5 cm for the references that slide to the second line.

**Examples (for studies prepared in Turkish):**

1. **Journal Article**

Single author:

Oberlander, L. (2021). TV exposure and food consumption patterns-evidence from Indonesia. *Health Economics, 30,* 2701-2721. <https://doi.org/10.1002/hec.4384>

Two authors:

Li, X. ve Waibel, C. (2021). Patients' free choice of physicians is not always good. *Health Economics, 30*(11), 2751-2765. <https://doi.org/10.1002/hec.4407>

Three-twenty authors:

Lachner, A., Backfisch, I., Hoogerheide, V., van Gog, T. ve Renkl, A. (2020). Timing matters! Explaining between study phases enhances students’ learning. *Journal of Educational Psychology, 112*, 841-853. <https://doi.org/10.1037/edu0000396>

21+ authors: After the 19th author, … should be added followed by the last author’s name.

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W.,Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. *Bulletin of the American Meteorological Society, 77*(3), 437-471. [https://doi.org/10.1175/1520-0477(1996)077%3C0437:TNYRP%3E2.0.CO;2](https://doi.org/10.1175/1520-0477%281996%29077%3C0437%3ATNYRP%3E2.0.CO;2)

Note: The issue number of the journals should be given in parentheses next to the volume number. The

number should not be written in italics. If there is no issue number, only the volume number should be

written.

Note: The rules of writing the author’s name according to the number of authors valid in case of single

and multiple authors given in the journal article section are valid for the following source types. For other differences, please follow the example of the relevant source type provided below.

1. **Magazine or Newspaper Article**
2. **Online Magazine Article**

Gander, K. (2020, 29 Nisan). COVID-19 vaccine being developed in Australia raises antibodies to neutralize virus in pre-clinical tests. *Newsweek*. <https://www.newsweek.com/australia-covid-19-vaccine-neutralize-virus-1500849>

1. **Printed Magazine Article**

Nicholl, K. (2020, Mayıs). A royal spark. *Vanity Fair, 62*(5), 56-65, 100.

1. **Online Newspaper Article**

Roberts, S. (2020, 9 Nisan). Early string ties us to Neanderthals. *The New York Times*. <https://www.nytimes.com/2020/04/09/science/neanderthals-fiber-string-math.html>

1. **Printed Newspaper Article**

Reynolds, G. (2019, 9 Nisan). Different strokes for athletic hearts. *The New York Times*, D4.

1. **Blog Post**

Rutledge, P. (2019, 11 Mart). The upside of social media. *The Media Psychology Bloğu*. <https://www.pamelarutledge.com/2019/03/11/the-upside-of-social-media/>

1. **Book**

Kaufman, K. A., Glass, C. R. ve Pineau, T. R. (2018*). Mindful sport performance enhancement: Mental training for athletes and coaches*. American Psychological Association. <https://doi.org/10.1037/0000048-000>

1. **Book Chapter**

Zeleke, W. A., Hughes, T. L. ve Drozda, N. (2020). Home-school collaboration to promote mind-body health. C. Maykel ve M. A. Bray (Ed.), *Promoting mind-body health in schools: Interventions for mental health professionals* (s. 11-26) içinde. American Psychological Association. <https://doi.org/10.1037/0000157-002>

1. **Government Agency Report**

World Health Organization. (2014). *Comprehensive implementation plan on maternal, infant and young child nutrition*.

<https://apps.who.int/iris/bitstream/handle/10665/113048/WHO_NMH_NHD_14.1_eng.pdf?ua=1>

1. **Individual Authors Reports**

Winthrop, R., Ziegler, L., Handa, R. ve Fakoya, F. (2019). *How playful learning can help leapfrog progress in education.* Center for Universal Education at Brookings. <https://www.brookings.edu/wpcontent/uploads/2019/04/how_playful_learning_can_help_leapfrog_progress_in_education.pdf>

1. **Press Release**

American Psychological Association. (2020, 2 Mart). *APA reaffirms psychologists’ role in combating climate change* [Basın bülteni].

 <https://www.apa.org/news/press/releases/2020/03/combatingclimate-change>

1. **Conference, Symposium, Scientific Meeting**

Davidson, R. J. (2019, 8-11 Ağustos). *Well-being is a skill* [Sözlü sunum]. APA 2019 Convention, Chicago, IL, United States.

<https://irpcdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_Program_190708.pdf>

Note: If the source is not an oral presentation, then the relevant statement should be written in [ ] [poster presentation/panel/symposium].

1. **Theses**

Horvath-Plyman, M. (2018). *Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition* (Yayın No. 10937367). [Yayımlanmış doktora tezi, New York Üniversitesi]. ProQuest Dissertations and Theses Global.

If the thesis has not been published:

Horvath-Plyman, M. (2018). *Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition* [Yayımlanmamış doktora tezi]. New York Üniversitesi.

1. **Datasets**

O’Donohue, W. (2017). *Content analysis of undergraduate psychology textbooks* (ICPSR 21600; Version V1) [Veri seti]. Inter-university Consortium for Political and Social Research. <https://doi.org/10.3886/ICPSR36966.v1>

1. **Film/Video**

Docter, P. ve Del Carmen, R. (Yönetmenler). (2015). *Inside out* [Film]. Walt Disney Pictures; Pixar Animation Studios.

1. **Web Seminar**

Kamin, H. S., Lee, C. L. ve McAdoo, T. L. (2020). *Creating references using seventh edition APA Style* [Web semineri]. American Psychological Association. <https://apastyle.apa.org/instructional-aids/tutorialswebinars>

1. **YouTube Video**

Above The Noise. (2017, 18 Ekim). *Can procrastination be a good thing?* [Video]. YouTube. <https://www.youtube.com/watch?v=FQMwmBNNOnQ>

1. **PowerPoint Slides from a Classroom Website**

Mack, R. ve Spake, G. (2018). *Citing open source images and formatting references for presentations* [PowerPoint sunumu]. Canvas@FNU. <https://fnu.onelogin.com/login>

1. **Open Educational Resource**

Fagan, J. (2019, 25 Mart). *Nursing clinical brain*. OER Commons. 7 Ocak 2020 tarihinde alınmıştır: <https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view>

1. **Web Page**

Chandler, N. (2020, 9 Nisan). *What’s the difference between Sasquatch and Bigfoot?* howstuffworks.

<https://science.howstuffworks.com/science-vs-myth/strange-creatures/sasquatch-bigfootdifference.htm>

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1. The following sources were used to create the information and examples in this section:

American Psychological Association, APA 7, (2020). Publicaton manual of the American Psychological Association (7th ed.).

<https://apastyle.apa.org/style-grammar-guidelines/references/examples/>

American Psychological Association. (2022). APA Style common reference examples guide. https://apastyle.apa.org/instructional-aids/reference-examples.pdf [↑](#footnote-ref-1)
2. For more information on in-text citation, follow https://apastyle.apa.org/style-grammar-guidelines/citations. [↑](#footnote-ref-2)