# JMTPR – Pre-Acceptance Editorial Checklist

## A. File Verification (Uploaded Documents)

1. Is the full-text Word document uploaded? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Is the Copyright Transfer Agreement completely signed? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Is the Ethics Committee Approval or Statement of Exemption provided? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Is the Turnitin / iThenticate similarity report uploaded? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Is the cover and declaration form fully completed? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## B. Structural and Template Compliance

6. Does the manuscript fully comply with the journal template? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explanation: Please download the template via “Click for Sample Template” at https://dergipark.org.tr/en/pub/jmtpr/writing-rules and prepare your manuscript accordingly.

7. Are the headings consistent with the hierarchical (IMRAD) structure? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Is there an Extended Abstract in English (500–800 words)? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Are the Turkish title and abstract included (100–300 words)? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Are 3–5 keywords provided in both Turkish and English? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Are JEL codes added? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explanation: Please add appropriate JEL codes under both Turkish and English abstracts using: https://www.aeaweb.org/econlit/jelCodes.php?view=jel

12. Does the reference list start on a new page? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## C. Scientific and Ethical Compliance

13. Is the article original, up-to-date, and does it contribute scientifically? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Is the methodology clearly explained and analyzable? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Are the references formatted in APA 7? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Is there an “Ethical Declarations” section in the article? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. If ethics approval is required, is it obtained and included? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. If ethics approval is not required, is this clearly stated in the manuscript? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

19. If generative AI is used, is its usage clearly limited and declared? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. If generative AI is not used, is this explicitly stated? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## D. Author Information and Identity Verification

21. Are all author names and institutional affiliations clear and accurate? (For Cover Page)

[ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

22. Are ORCID IDs complete and valid? (For Cover Page) [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

23. Is the ROR ID (institutional identity) included and in URL format? (For Cover Page) [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24. Is the corresponding author's contact information clear and accessible? (For Cover Page) [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

25. In multi-author submissions, are author contribution rates specified? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

26. If derived from a thesis, is the thesis information (author, title, advisor, year) provided in both Turkish and English? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## E. Similarity Screening and Publication Ethics

32. Is the similarity index below 20%? [ ] Yes [ ] No

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

33. Are the matching texts in the similarity report cited quotations or potential plagiarism? [ ] Quotation [ ] Plagiarism

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

34. Is there any expression or data manipulation in violation of publication ethics? [ ] Yes [ ] No Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Final Decision

[ ] Accepted for evaluation (no deficiencies)

[ ] Minor Revision (minor corrections required)

[ ] Major Revision (template/language/data deficiencies)

[ ] Rejected (ethical issues, lack of originality, distorted structure)