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

When submitting an article to JOBS, all information that might reveal the author's identity (such as the province and country where the study was conducted, the institution's name where the ethics committee approval was obtained, any congress details if the study was presented there, references to the thesis if derived from one, etc.) must be removed from the article text.

Authors should be listed in the order they will appear on the Dergipark system when uploading the article.

For Turkish articles accepted for publication in our journal, an extended summary in English, consisting of 1000 words, is required. This extended summary should be provided after the primary English summary and must encompass the research's problem statement, methodology, findings, and conclusions. Tables, figures, and explanations of definitions or concepts should not be included in the extended summary.

Cover Page: When submitting an article to JOBS, the cover page should feature the article's title, author details (including full name, institutional affiliation, email address, and ORCID number), contact information for the corresponding author, and any additional notes regarding the article. This cover page must be uploaded to the Dergipark system. Author details should be omitted from the main body of the article.

***Sample Writing Format is Available at the End of the Text.***

***General Publishing Guidelines***

When submitting an article to JOBS, the main article file should have the author information removed. Additionally, a cover page containing author details (such as name, surname, institution, title, contact information, contribution rates to the paper, etc.) and the signed "Copyright Transfer and Conflict of Interest Form" must be uploaded to the system.

After an initial evaluation by the editor and the editorial board, the manuscripts received by JOBS are sent to the relevant referees. Authors are required to make corrections as suggested by the referees and must resubmit their manuscripts within 15 days at the latest. If further corrections are requested after this, the manuscripts are reviewed by the referee once more. If the editorial board deems the manuscript appropriate after the referee’s evaluation, it is then published.

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

**Rules of Writing**

**1.** Manuscripts submitted to JOBS should be formatted on A4 paper with 2.5 cm margins on the top, bottom, left, and right. Submissions to the journal should not exceed 20 pages.

**2.** The Turkish and English titles of the article should be positioned one below the other, with the primary title (in the language of the published article) appearing first. This primary title should be in Palatino Linotype font, 14 pt, bold, centered on the page, with single line spacing and a 6 nk space both before and after the paragraph. The title in the secondary language should be in Palatino Linotype font, 12 pt, italicized, centered on the page, with single line spacing and a 6 nk space both before and after the paragraph. The title should be concise yet descriptive of the study. Titles for abstracts should be centered on the page in Palatino Linotype font, 8 pt, bold, with single line spacing and a 6 nk space both before and after the paragraph.

**3.** Abstract and Keywords: The article should include abstracts in both Turkish and English, each ranging from 150 to 200 words. These abstracts should be structured to cover the purpose, method, findings, and conclusion of the study. Beneath both the Turkish and English abstracts, a minimum of 3 and a maximum of 5 keywords (in both languages) should be provided

**4.** ***Headings***

1st level headings must be numbered in Roman Numerals starting from the introduction. (e.g. I. Introduction, II. Method, III. Results, IV Conclusion). It should be Palantino Linotype font, 10 pt, bold, flush left, 1 (single) line spacing with 6 nk space before and after the paragraph.

1st-level headings should be numbered using Roman numerals, starting with the introduction (e.g., I. Introduction, II. Method, III. Results, IV. Conclusion). These headings should be in Palatino Linotype font, 10 pt, bold, left-aligned, with single line spacing and a 6 nk space both before and after the paragraph.

2nd-level headings should be numbered as 1.1., 1.2., etc., and formatted in 10 pt, bold, left-aligned, with single line spacing and a 6 nk space both before and after the paragraph.

3rd-level headings should be formatted in 10 pt, bold and italic, without numbering, left-aligned, with single line spacing and a 6 nk space both before and after the paragraph.

**5.** The manuscript text should be in Palatino Linotype font, 10 pt, justified, with single line spacing and a 6 nk space both before and after the paragraph. Original research and observation-type articles should be structured with the following sections: introduction, method, findings, discussion, and conclusion.

**6.** Tables, graphs, and figures should be embedded where they are referenced in the text and must be numbered sequentially as presented.

Table titles should be placed above the table, formatted in Palatino Linotype, 9 pt, bold, centered, with single line spacing and 0 nk space before and after the paragraph. If applicable, references should be cited below the table in Palatino Linotype, 8 pt. The content within the table should be in either 8 or 9 pt to fit the page appropriately.

Names of pictures and figures should be positioned below the respective image or figure, using Palatino Linotype font, 9 pt, bold, centered, with single line spacing and 0 nk space before and after the paragraph. If there are references associated, they should be presented in Palatino Linotype font, 8 pt, directly below the figure or picture. (Hocam buraya da tablo kaynağı için left aligned şeklinde ekleme yapalım mı?) In figures, if necessary, the figure content should be 8 or 9 points to fit on the page.

**Table 1. Tables should be prepared in accordance with the example below**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Column | 2. Column | 3. Column | 4. Column | 5. Column |
| xxx | yyyy | yyyy | yyyy | yyyy |
| yyyy | yyyy | yyyy | yyyy |
| yyy | xxxx | xxxx | xxxx | xxxx |
| xxxx | xxxx | xxxx | xxxx |

If any, the reference is written under the table as 10 point Palatino Linotype font.

Business Analysis

Determination of Financial and Core Activities in Comparison with Competitors

Identifying Strengths and Weaknesses

Identifying Self-Talents

Identifying Critical Success Factors

Identifying Assets and Capabilities

**Figure 1.** Business Analysis

**Reference:** Ülgen & Mirze, 2013:117.

**Citing References in the Text**

In-text references should follow the American Psychological Association's (APA) Author-Date citation system, 7th Edition. Generally, every work mentioned in the text should appear in the reference list, and every work in the reference list must be cited within the text. References should be listed alphabetically. They should be formatted in Palatino Linotype font, 10 pt, bold, centered, with single line spacing and a 6 nk space both before and after the paragraph.

**Examples**

*Parenthetical citations*

Article by one author: Example: (Akbolat, 2020)

Article by two authors: Example: (Akbolat & Amarat, 2020)

Article by three or more authors: After the surname of the first author, "et. al." abbreviation should be used. Example: (Ünal et al., 2019).

*Direct quotation*

Article by one author: Example: (Akbolat, 2020, s.70)

Article by two authors: Example: (Akbolat & Amarat, 2020, s.70)

Article by three or more authors: After the surname of the first author, "et. al." abbreviation should be used. Example: (Ünal et al., 2019, s.70).

*Indirect Citation*

(Karaca, 2015, as cited in Yılmaz & Koç, 2020).

**References**

**Books**

**Book by one author**

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

**Book by two authors**

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

**Book by between three to twenty authors**

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

**Book by twenty-one or more authors**

Surnames and initials of the names 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 book**

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

**Chapter in an edited book**

Ersoy, A. Y., & Saygılı, M. (2021). The effects of the Covid-19 pandemic on the logistics sector. In M. Akbolat & Ö. Ünal (Eds.), The transformation of business management during the Covid-19 pandemic (2nd ed., pp. 409-427). Gazi Publishing.

**Online books (E-book)**

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

**Translated books**

Quinn, R. E. (2021). The art of making institutions efficient. (A. Tanrıverdi, Trans.). Albaraka Publications. (Original work published 2015)

**Articles**

Güner, S. (2015). Investigating infrastructure, superstructure, operating and financial efficiency in the management of Turkish seaports using data envelopment analysis. *Transport Policy, 40*(2), 36-40. https://doi.org/10.1016/j.tranpol.2015.02.006

**Article by two authors**

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 by 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 by twenty-one or more authors**

The surnames and initials of names of the first 19 authors should be given. Authors are separated by commas. After the first 19 authors, (...) is used instead of the remaining author names. After the ellipsis, the reference is ended by giving the last author's surname and initials of the name. 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

**Articles that have been accepted for publication in a journal volume but have not yet been published**

Schimmenti, A., Jonason, P. K., Passanisi, A., La Marca, L., & Gervasi, A. M. (In press). 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

**Printed newspaper articles**

Gürleyen, S. (2021, October 25). Kur ve borsa birlikte yükselmeye devam edecek mi? *Dünya*, 6.

**Online newspaper articles**

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times.* https://www.nytimes.com/2007/12/11/health/11iht-11brod.8685746.html

**Thesis**

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

Erkan, M. K. (2015). *Firma büyüme performansının dinamikleri*. (Unpublished PhD Thesis). Sakarya University.

**Proceedings**

**An unpublished paper presented at a scientific meeting**

Erdoğan, Ç. ve Zengin, B. (2012, April 12-14). *Turizm lisans öğrencilerinin A ve B Tipi kişilik özelliklerine göre mesleki yönelimlerinin belirlenmesi*: *Sakarya Üniversitesi Örneği* [Conference presentation]*. 11th Traditional Tourism Symposium* , Sakarya, Türkiye.

**Papers published in Congress/conference/symposium books**

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.

**Electronic Sources**

**Citation of references whose author and web page name are known**

Dumansızoğlu, N. (2022, April 26). *Zirvede değişim rüzgârı*, Capital. Retrieved August 28, 2022, from https://www.capital.com.tr/yonetim/liderlik/zirvede-degisim-ruzgari

In cases where the author of the web page 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, January 02). Mind. Retrieved June 07, 2020, from https://www.mind.org.uk/information- support/types-of-mental-health-problems/personality-disorders/types-of- personality-disorder/#.XQk\_XuszY\_4

In cases where the publication year is not known, (b.t) is written instead of the date.

*All human behavior can be reduced to four basic emotions*. (b.t). BBC. Retrieved June 07, 2020, from http://www.bbc.co.uk/news/uk-scotland-glasgow-west-26019586

**Institution websites**

Türk Psikiyatri Derneği (2019, January 02). *Madde bağımlılığı danışmanlığı ile ilgili gelişmeler*. Retrieved June 07, 2020, from http://www.psikiyatri.org.tr/2006/madde-bagimliligi-

**Reports**

Department for Education. (2017). *Early education and childcare: Statutory guidance for local authorities* (No. DFE-00083-2017). https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/5 96460/early\_education\_and\_childcare\_statutory\_guidance\_2017.pdf

Türkiye Cumhuriyeti Merkez Bankası (2022). *Yıllık faaliyet raporu 2021*. <https://www3.tcmb.gov.tr/yillikrapor/2021/tr/>

**\*\*This guide contains examples of the most frequently cited types of references. If you need to cite a source not covered in this guide, please refer to the official APA 7 website at [https://apastyle.apa.org/style-grammar-guidelines/references/examples/] for more comprehensive information.**

**TITLE IN THE FIRST LANGUAGE [[1]](#footnote-1)**

*TITLE IN SECOND LANGUAGE*

***Xxxxxxx XXXXXXXX***

*Sakarya University, Institute of Social Sciences, Department of International Trade*xxxxxxxxxxxx@xxxxx.xxxx *Orcid Id: xxxxxxxxxxxx*

***Xxxxxxx XXXXXXXX***

***Xxxxxxx XXXXXXXX***

*Sakarya University, Institute of Social Sciences, Department of International Trade*xxxxxxxxxxxx@xxxxx.xxxx

**ÖZ**

**Aim**: The abstract in the first language should be in the range of 150-200 words.
**Method**: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx **Findings**: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
**Conclusions**: xxxxxxxxxxxxxxxxxxxxxxxxxxxx.
**Keywords:** Xxxxxx, Xxxxxx, Xxxxxx

**ABSTRACT**

**Aim**: The summary in the second language should be compatible with the summary in the first language.
**Method**: Xxxxxxxxxxxxxxxxxxxxxxxxxxxxx
**Findings**: Xxxxxxxxxxxxxxxxxxxxxxxxxxxxx
**Conclusions**: Xxxxxxxxxxxxxxxxxxxxxxxxxxxx
**Keywords:** Xxxxxx, Xxxxxx, Xxxxxx

**I. Introduction**

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**II. “Level 1 Headings”**

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**2.1 “Level 2 Headings”**

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx[[2]](#footnote-2).

**2.2. “Level 2 Headings”**

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

***Level 3 Headings ( Bold italic- should not be numbered)***

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**III. “Level 1 Headings”**

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**3.1. “Level 2 Headings”**

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**3.2. “Level 2 Headings”**

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**IV. Method**

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

|  |
| --- |
| **Table 1.****Xxxxxxx** |
|  | **Xxxxx** | **Xxxxx** | **Xxxxx** |
| **Xxxxxxxxxxxxxxx** | 11111 | 11111 | 11111 |
| **Xxxxxxxxxxxxxxx** | 11111 | 11111 | 11111 |
| **Xxxxxxxxxxxxxxx** | 11111 | 11111 | 11111 |

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**V. Findings**

|  |
| --- |
| **Table 2.****Xxxxxxx** |
|  | **Xxxxx** | **Xxxxx** | **Xxxxx** |
| **Xxxxxxxxxxxxxxx** | 11111 | 11111 | 11111 |
| **Xxxxxxxxxxxxxxx** | 11111 | 11111 | 11111 |
| **Xxxxxxxxxxxxxxx** | 11111 | 11111 | 11111 |

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Xxxxxx

Xxxxxx

Xxxxxx

Xxxxxx

Xxxxxx

Xxxxxx

**Figure 1:** Xxxxxx

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**VI. CONCLUSION / CONCLUSION AND EVALUATION / CONCLUSION and RECOMMENDATIONS**

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**Reference List**

**\*This guide contains examples of the most frequently cited types of references. If you need to cite a source not covered in this guide, please refer to the official APA 7 website at [https://apastyle.apa.org/style-grammar-guidelines/references/examples/] for more comprehensive information.**

**Kitaplar**

**Tek Yazarlı Kitap**

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

**İki yazarlı kitap**

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

**Üç-yirmi arası yazarlı kitap**

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

**Yirmi bir ve daha fazla yazarı olan kitap**

İlk on dokuz yazarın soyadları ve adlarının baş harfleri … Son yazarın soyadı ve adının baş harfi. (Yıl). *Kitap başlığı (italik).* Yayınevi.

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.

**Editörlü kitap**

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

**Editörlü kitapta bölüm**

Ersoy, A. Y. ve Saygılı, M. (2021). Covid-19 pandemisinin lojistik sektörü üzerindeki etkileri. İçinde M. Akbolat ve Ö. Ünal (Ed.), *Covid-19 pandemisinde işletme yönetiminin dönüşümü* (2. Baskı, ss. 409-427). Gazi Kitabevi.

**Online kitap (E-Kitap)**

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

**Çeviri kitap**

Quinn, R. E. (2021). *Kurumları verimli kılma sanatı*. (A. Tanrıverdi, Çev.). Albaraka Yayınları (Orijinal eserin basım tarihi 2015).

**Makaleler**

Güner, S. (2015). Investigating infrastructure, superstructure, operating and financial efficiency in the management of Turkish seaports using data envelopment analysis. *Transport Policy, 40*(2), 36-40. https://doi.org/10.1016/j.tranpol.2015.02.006

**İki yazarlı makale**

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

**Üç ile yirmi arası yazarı olan makale**

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

**21 ve daha fazla yazarlı makale**

İlk 19 yazarın tümünün soyadları ve adlarının baş harfi bilgisine yer verilir. Yazarlar birbirlerinden virgül ile ayrılır. İlk 19 yazarın ardından kalan yazar adları yerine (…) kullanılır. Üç nokta ardından makalenin son yazarının soyadı ve adının baş harfi bilgisi sunularak referans sonlandırılır. Referansta toplamda 20’den fazla yazar ismi bulunmamalıdır.

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

**Yayımlanmış ancak sayı atanmamış makale**

Schimmenti, A., Jonason, P. K., Passanisi, A., La Marca, L., & Gervasi, A. M. (Baskıda). 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

**Basılı gazete makaleleri**

Gürleyen, S. (2021, 25 Ekim). Kur ve borsa birlikte yükselmeye devam edecek mi? *Dünya*, 6.

**Çevrimiçi (online) gazete makaleleri**

Brody, J. E. (2007, 11 Aralık). Mental reserves keep brain agile. *The New York Times.* https://www.nytimes.com/2007/12/11/health/11iht-11brod.8685746.html

**Tezler**

Onay, Ö. A. (2018). *Liderlik stilleri ile Narsisizm arasındaki ilişkinin incelenmesi.* (Yayımlanmamış yüksek lisans tezi). Sakarya Üniversitesi.

Erkan, M. K (2015). *Firma büyüme performansının dinamikleri*. (Yayımlanmamış doktora tezi). Sakarya Üniversitesi.

**Bildiriler**

**Bir bilimsel toplantıda sunulan ancak yayımlanmamış bildiri**

Erdoğan, Ç. ve Zengin, B. (2012, 12-14 Nisan). *Turizm lisans öğrencilerinin A ve B Tipi kişilik özelliklerine göre mesleki yönelimlerinin belirlenmesi*: *Sakarya Üniversitesi Örneği* [sözlü sunum]*.* 11. Geleneksel Turizm Sempozyumu, Sakarya, Türkiye.

**Kongre/konferans/sempozyum kitabında yayımlanan bildiri**

Demirci, U. ve Taslak, S. (2022). Psikodinamik liderlik yaklaşımı bağlamında liderlik tarzlarının lider-üye etkileşimi üzerindeki etkisi: Örgüt kültürünün düzenleyici rolü. U. Avcı, Ç. İzci, U. Demirci ve S. Türkan (Ed.), *8. Örgütsel Davranış Kongresi Bildiriler Kitabı* içinde (ss. 882-899). Muğla Sıtkı Koçman Üniversitesi Yayınevi.

**İnternet kaynakları**

**Yazarı ve Web sayfasının adı belli olan kaynakların gösterimi**

Dumansızoğlu, N. (2022, 26 Nisan). *Zirvede değişim rüzgârı*, Capital. https://www.capital.com.tr/yonetim/liderlik/zirvede-degisim-ruzgari adresinden 28.08.2022 tarihinde ulaşılmıştır.

Kaynak olarak verilen internet sayfasının yazarının bir grup olduğu durumlarda, referans gösteriminde (yazar soyadı, adının baş harfi) yerine grubun adı yazılır.

**Yazarı belli olmayan elektronik kaynaklar**

*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.

Yayım yılı belli olmayan durumlarda, tarih bilgisi yerine (b.t) yazılır.

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

**Kurum internet sayfaları**

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1. Xxxx xxxxx xxxxxxxxx xxxxxxxxx xxxxxxxxxxxxx xxxxxxxxx xxxxxxxx xxxx. [↑](#footnote-ref-1)
2. Xxxx xxxxx xxxxxxxxx xxxxxxxxx xxxxxxxxxxxxx xxxxxxxxx xxxxxxxx xxxx. [↑](#footnote-ref-2)