

## Author Guidelines

In the articles to be sent to our journal, the sample article template, which you can access from this link, should be used. Page structure, table, graphic figure, etc. to be used in the preparation of the article text. The information about it is also included in the sample article template.

Articles to be sent to the journal must comply with the rules stated below;

1. Articles should be written in Microsoft Word. Page structure features: Cambria, Page margins 3 cm from all sides, 11 pt, justified, line spacing 1.15, indent 1 cm in paragraphs, "6 nk" spacing before paragraphs.
2. While writing the article, third person singular expressions should be used.
3. Titles, including the introduction and conclusion sections, should be numbered, written in bold and capital letters. 1 line space must be left before the headings.
4. In-text citation system should be used. Detailed information on in-text citation rules is available at the end of the document.
5. The article should have Turkish and English abstracts. Information about the purpose, scope, method and results should be given in the summary. It should consist of at least 100 and at most 150 words and should be written in 10 font size in a single line spacing.
6. Equations should not be in picture format and should be written centered on the page. The numbers of the equations should be written in parentheses and justified to the right.
7. Tables should be prepared as shown in the sample article template, using 10 font size and single line spacing. The title of the table and its source, if any, should be written in the table. The names of figures and graphics should be written bottom and center.
8. The article should contain at least three JEL codes and Turkish and English keywords.
9. The ORCID number must be included in the author information. In addition, the title, institution, e-mail and information of the authors should be written.
10. In the writing of bibliography, 10 pt, single line spacing, "6 nk" space between paragraphs should be left. References should be listed alphabetically by the authors' surname. A source that is not cited in the text should not be included in the bibliography. Detailed information on how to prepare the bibliography according to the type of resource is available at the end of this document.
11. If the Copyright Transfer Form and ethics committee permission is required, the Ethics Committee Permission document should be sent together with the article file. For the studies that do not require the permission of the ethics committee, the declaration form indicating that the permission of the ethics committee is not required, should be sent together with the article file.
12. In accordance with the decision taken in 2020 by the relevant boards of TÜBİTAK ULAKBİM TR DİZİN;

- Articles should include a statement that the Research and Publication Ethics are complied with.
- Whether the permission of the ethics committee and / or legal / special permission is required should be specified in the article.
- In studies requiring ethics committee approval, information about the permission (name of the board, date and number) should be included in the method section and also on the first / last page of the article.
- Researches requiring the approval of the Ethics Committee are as follows:

All kinds of research conducted with qualitative or quantitative approaches that require the collection of data from the participants using questionnaire, interview, focus group study, observation, experiment, interview techniques, the use of humans and animals (including material / data) for experimental or other scientific purposes, clinical trials on humans research, research on animals, retrospective studies in accordance with the law on protection of personal data.

Also; In case presentations, it should be stated that the "informed consent form" was obtained. Permission should be obtained from the owners for the use of scales, questionnaires, photographs belonging to others, and copyright regulations were complied with for the intellectual and artistic works used.

**Should a retrospective Ethics Committee Permit be obtained for the publications produced from the work completed in the previous years and the thesis?**

Retrospective ethics committee approval is not required for articles that have used research data before 2020, that have been produced from master's / doctoral studies (should be specified in the article), for which a publication application has been made to the journal in the previous year, and that has been accepted but not yet published.

**With these rules of TR Index, are there any restrictions on publications outside the universities?**

No. Researchers who are not members of the university can also apply to the Ethics Committees in their regions.

13. For articles written in Turkish, an "Expanded Summary" of 500-1000 words in English should be available at the end of the article. An Extended Abstract can also be found at the first submission stage of the article. The extended abstract should not contain any information not included in the article. The Extended Abstract should be prepared in a way that provides the reader with the most basic information about the whole article, before the entire article is read.

## **IN-TEXT CITATION RULES**

In citations to be made in the text,

In studies with one, two or three authors: (Yılmaz, İnan and Kurtiz, 2008: 16)

In studies with four or more authors: (Eren et al. 2003: 117)

Studies of the same year belonging to the author (s): (Aslan, 2007a: 58) (Aslan, 2007b: 168)

Abbreviations: When citing (BDDK, 2017: 26). It is given in parentheses in the text, for example, Banking Regulation and Supervision Agency (BRSA). For subsequent uses, only abbreviations are used.

## **REFERENCES**

### **Article:**

Fama, E. F. (1980). Agency problems and the theory of the firm. *Journal of Political Economy*, 88 (2): 288-307.

### **Book:**

Acemoglu, D. and Robinson, J. A. (2012). *Why nations fail: Origins of power, poverty and prosperity*. London: Profile

### **Chapter in a Book:**

Paradi, J. C., Yang, Z., & Zhu, H. (2011). Assessing bank and bank branch performance. In W. W. Cooper, L. M. Seiford and J. Zhu (Eds.), *Handbook on data envelopment analysis* (pp. 315-361). Boston: Springer.

### **Translated Book:**

Bahtin, M. M. (2004). *Problems of Dostoyevsky poetics* (Trans., C. Soydemir) Istanbul: Metis.

### **Papers (If Published in Book Format):**

Koy, A. (2014, October). Do credit default swaps lead the eurobond market? H. Aygören, H. Özkaya and U. Uyar (Eds.), In *Proceedings of the 18th Finance Symposium* (pp. 595-603). Paper presented at the 18th Finance Symposium, Denizli: Gulit Offset

**Papers (If Not Published in Book Format):**

Bland, A. (2017, November). The implementation of a junior Samoan language program in a South Island, New Zealand secondary school context. Paper presented at the Australian Association for Research in Education (AARE) Conference. Canberra, Australia. Retrieved from <https://bit.ly/37DvrHR>

**Working Paper:**

Bolton, P., Chen, H. and Wang, N. (2011). Market timing, investment, and risk management (NBER Working Paper No. 16808). Retrieved from <https://www.nber.org/papers/w16808.pdf>

**Unpublished Thesis:**

Mitra-Kahn, B. H. (2011). Redefining the economy: How the 'economy 'was invented 1620 (Unpublished doctoral thesis). City University London, United Kingdom.

**Reports:**

Özçam, M. (1998). Preliminary evaluations for the development of business ethics rules in Turkish capital markets (CMB Research Department Research Report No. 6 / 1-189 / 2). Access address: <https://spk.gov.tr/SiteApps/Yayin/YayinGoster/953>

**Newspaper:**

Yeldan, E. (2018). Robots, the changing nature of the workforce and knowledge capital. Access address: <https://www.cumhuriyet.com.tr>

**Data set:**

Pew Hispanic Center. (2008). 2007 Hispanic Healthcare Survey [Dataset]. Retrieved from <http://pewhispanic.org/datasets/>