

JOURNAL of SUSTAINABLE ECONOMICS and MANAGEMENT STUDIES (ECOMAN): RULES for WRITING (Rev. 01)

CHAPTER ONE **Purpose, Scope, Content and Definitions**

Definitions:

Journal: Journal of Sustainable Economics and Management Studies (ECOMAN)

Owner: Istanbul Gelisim University (IGU) Rector on behalf of founding Foundation of University,

Publication Board: Lecturers determined by the Rectorate of IGU who work in the field of Social Sciences and Humanities,

Board of Referees: Lecturers from at least five different universities who are selected by the editorial board,

Editor: Faculty members to be appointed by the Rectorate of IGU.

Assistant Editors: Lecturers from related departments to be determined by the Rectorate of IGU.

Editorial Board: Lecturers and students determined by Editor.

Purpose and Scope:

1. The purpose is to organize the procedures of publication of Journal of Sustainable Economics and Management Studies within Istanbul Gelisim University.

2. The journal aims to create a common academic platform from different disciplines within the humanities such as economic and administrative sciences, political science and international relations. In addition to this, book introductions and reviews may also be included.

3. In our journal, scientific articles within the framework of the topics of BUSINESS, ECONOMICS, and MANAGEMENT are accepted. The journal is published twice a year (June and December).

4. Journal is an international peer-reviewed journal.

Content:

The articles sent to journal;

1. Should be prepared using appropriate research, methods and models specific to the field and should have the capacity to make a contribution to the related field.

2. It can criticize or review a previously published article and have the qualities of research or review that present new and remarkable views in this regard.

3. Articles that discuss, criticize or explain a concept or theory, biography and the review articles, and the translations that contribute to the scientific field can be included in journal.

4. The journal should be written in a format suitable for publishing principles as outlined on the Journal web page (authors guide).

5. In addition to those listed above, book introductions and/or reviews may also be included in the journal.

CHAPTER TWO

Duties

Boards of Journal:

1. Duties of Editorial Board:

- a. It meets twice a year except for extraordinary circumstances.
- b. Publication Board reviews the submitted journal articles, formats and examines them, determines the experts in the field (based on thesis, publications and expertise) and sends for peer review to the referees.
- c. According to the result of peer review, decides whether the article will be published or not and arranges the publication order of articles accepted by referee.
- d. Decides for a special issue with absolute majority.

2. Advisory Board:

The referees will review the submitted articles in terms of method, content and authenticity and decide whether they are appropriate for publication or not. According to the contents of the articles, this may vary in each issue.

3. Editor:

- a. Provides coordination between members of the Publication Board.
- b. Invites the Publication Board twice a year to conduct preliminary evaluations of the submitted articles, except for specific periods.
- c. Takes editorial responsibility on behalf of the Publication Board.
- d. In exceptional circumstances related to his / her duties, he/she authorizes one of his / her assistants to continue with the process.

4. Assistant Editors:

They ensure coordination between the members of the Editorial Board, monitor the peer review process and help editors in the evaluation of the reports of the referees.

5. Publication Board:

- a. Assists the editor for the follow-up of articles and in technical issues.
- b. Arranges the articles submitted for publication and prepares the journal for printing.

CHAPTER THREE

Evaluation

1. The articles considered suitable in terms of format and fields by the Publication Board are sent to expert referees for evaluation. If both of the referee evaluations are positive, the article will be accepted for publication. If one is positive and the other is negative, the article is sent to a third referee. The articles to be corrected for publication must be submitted by the authors within 20 days at the latest (including postal mail). The corrected text will be sent back to the referees who request the amendment if it is deemed necessary by the Publication

Board.

2. Submitted articles will be published with the final decision of the Publication Board following the approval of two referees as "publishable". The authors must consider the criticism, evaluation and correction of the referee and the Publication Board. In cases where the author does not agree, the author has the right to report them on a separate sheet with the reasons.

3. The articles with approval from referees are published by the Publication Board in order of the date of completion of the referee reports, based on the subject content of the journal.

4. Any articles submitted to the journal will not be returned, whether published or not.

5. The authors of articles which are not accepted will be informed through e-mail.

CHAPTER FOUR

Rules

The articles to be included in the journal must bear the rules contained in the following clauses:

1. The journal is published twice a year, in June and December, in accordance with the status of "International Peer-Reviewed Journal". Where necessary, it may also be published as a Special Issue with the decision of absolute majority of the Publication Board.

2. Articles submitted to the journal must have not been published or sent for publication elsewhere.

3. The articles submitted for publication to Journal:

a. Original Research Article: A study that contributes to knowledge, refutes previous theses or introduces a new perspective, introduces new documents,

b. Review Article: A study on a controversial or ambiguous subject, criticizing the entire bibliography and reaching a conclusion,

c. Book Introduction: A study of book introduction of current and newly published books on their own publishing areas,

d. Book Review: The journal is open to studies on the review of current and newly published books in the subject areas of journal.

e. The publication board will decide about the publication of any work.

4. The copyright of any articles published in the journal will belong to the journal. The author agrees that the copyright granted to the publication in the journal is all inclusive. There is no fee for submitting an article to our journal. The publication board sends three journals to authors in return for copyright. Republishing a published article in another publication is subject to the permission of the journal. There is no article processing fee (APCs) in our journal.

5. For translated articles sent to the journal, the permission of the author of the article and the original text is required. Translation work is also sent to the referees for approval, just like copyright studies.

6. The opinions in the articles published in the journal are the personal opinions of the authors; and they do not contain the official view of Istanbul Gelisim University and journal boards.

7. If corrections are requested from the author, such corrections should be

made within 20 days at the latest and must be delivered to the Publication Board.

8. The authors must state their titles, the institutions they are employed at, their correspondence addresses, telephone numbers and e-mail addresses.

9. Any non-substantial corrections in the articles to be published may be made by Editorial Board.

10. The author(s) may withdraw the article one day before it is sent to the referees at the latest. In case if the authors want to withdraw the article for which the evaluation process had started, the evaluation costs are to be covered by the author.

11. The articles submitted to the journal are also reviewed by the plagiarism screening tool. iThenticate and/or TURNITIN software solutions are used for this purpose. Authors must upload the iThenticate/TURNITIN reports to the system during the article submission process. Reports are evaluated by the editorial and those over a certain percentage are rejected or correction is requested.

Spelling Rules:

1. Journal contains articles, which have original and scientific qualities related with the content of journal as a result of evaluation of referee board.

2. Language of articles in the journal can be English. The sentences should be clear and understandable in terms of language and expression and they should be in accordance with scientific measures.

3. Articles submitted for publication should not be more than approximately 8,000 words including summary and bibliography, except in exceptional cases.

4. The graphics used in the text should be sent in a graphics format that can be opened in Windows; the pictures should be sent in JPG format and 300 pixels resolution. The digital records of the texts and graphics (pictures, tables, attachments, etc.) sent to the journal should be sent with a CD. The originals of documents and photographs related to the topic of the article or the ones that are appropriate for the print should be selected. The name of the author should be given under the photograph and at the edge of the figure.

5. Articles containing a high level of linguistic and expressive errors will not be evaluated.

6. In Latin languages, the name should be given in its original form. Names in other languages should be used in English transliterations.

7. The articles should be uploaded to IGU Open Journal Systems
(Address: <https://dergipark.org.tr/en/pub/ecoman>)

8. The "ECOMAN Ethical Declaration and Copyright Transfer Form" must be completed and uploaded to the system at the time of submission.

Format:

1. There should be 2.5 cm spacing at the right, left, bottom and up of the page.
2. In the main body of the article, the font should be Times New Roman with 12 point, line spacing should be 1.15 lines and aligned to both sides.
3. A paragraph should start a tab (1 cm) inside.
4. As the header information, the short name of the article should be written in all capital letters at the left. The name of the author should not be written using top or bottom headers. This will spoil the transparency of reviewing process.

5. In case of block quotations, the quotation should be inside a tab (1 cm). When the quotation is completed, reference should be given (source, year, page number).

Structure

The APA-style text is divided into sections. The main sections are:

Title

Abstract

Introduction

Method

Results

Discussion

Bibliography

Appendix

Title

1. It will be on the first page. The full title of the text should be written with capital first letters and centered. The name of authors will be added to the next line in the same format. Finally, the authors' institutions are written in the same writing format.
2. By moving down with clicking on Enter twice, information such as the duty of author in his/her institution, any awards received, information about any studies where the article is derived from and contact information of the author will be provided from the left (not centered).

Abstract

An abstract that will not exceed 150 words (in English). In addition, 5 English keywords (minimum) should be provided, the word Keywords should be written from a tab (1 cm) inside.

Sub Headings

1. Level: Centered, Bold, First Letters Capitalized, remaining letters not capitalized
2. Level: Left Aligned, Bold, First Letters Capitalized, remaining letters not capitalized
3. Level: A tab inside, Bold, Only the first letter of title Capitalized, remaining letters and words not capitalized, dot at the end.
4. Level: A tab inside, Italic, Only the first letter of title Capitalized, remaining letters and words not capitalized, dot at the end.
5. Level: A paragraph inside, Bold, Only the first letter of title Capitalized, remaining letters and words not capitalized, dot at the end.

Tables, Graphics, Figures and Pictures:

1. The table, graphic, figure and picture names should be placed under the table. Table, graphic, figure and picture texts and figures should be written with font size 8.
2. Table, graphic, figure and pictures should be numbered.

3. The line spacing between the texts in tables and figures should be set as 1.

Rules on In-Text References:

Type of Reference	Initial reference to the work in the text	Other references to the same work in the text	Initial reference to the work in the text in parenthesis format	Other references to the same work in the text in parenthesis format
Single author	Öztaş (2014),	Öztaş (2014)	(Öztaş, 2014, p. 9)	(Öztaş, 2014, p. 9)
Two authors	Erdem and Öztaş (2015)	Erdem and Öztaş (2015)	(Erdem & Öztaş, 2015, p. 8)	(Erdem & Öztaş, 2015, p. 8)
Three authors	Altun, Şahin and Öztaş (2017)	Altun et.al. (2017)	(Altun, Şahin, & Öztaş, 2017. p. 5)	(Altun et.al., 2017, p. 5)
Four authors	Musso, Weare, Öztaş and Loges (2006)	Musso et.al. (2006)	(Musso, Weare, Öztaş, & Loges, 2006, p. 4-7)	(Musso et.al., 2006, p. 4-7)
Five authors	Öztaş, Myrtle, Chen, Masri and Nigbor (2002)	Öztaş et.al. (2002)	(Öztaş, Myrtle, Chen, Masri, & Nigbor, 2002, p. 8)	(Öztaş et.al., 2002, p. 8)
Six or more authors	Öztaş et.al. (2005)	Öztaş et.al. (2005)	(Öztaş et.al., 2005, p. 7)	(Öztaş et.al., 2005, p. 7)
Author groups (as understood with abbreviation)	Istanbul Gelisim University (IGU, 2018)	IGU (2018)	(Istanbul Gelisim University [IGU], 2018, p. 11)	(IGU, 2018, p. 11)
Author groups (without abbreviation)	Istanbul Gelisim University (2018)	Istanbul Gelisim University (2018)	(Istanbul Gelisim University, 2018, p. 6)	(Istanbul Gelisim University, 2018, p.6)

If more than one reference is cited in the same parenthesis, the one that should be written first in bibliography should be the first.

If two or more works of the same author are quoted, the letters following the alphabetical order are added to the publication year: For example: (Arıkan, 2009a); (Arıkan, 2009b). The first of these will refer to two different works in bibliography.

If the author of the work is not mentioned, the first few words of the work are used. When referring to that work, the name of the book is written in italics and then the date is specified:

As mentioned in another source (*Genel İşletme*, 2017) ...

As mentioned in *Genel İşletme* (2017)

If more than one articles with the same author surname is quoted the names of the authors should be indicated in the sentence, even if the publication years of the works are different. For example: Mehmet Ünal Şahin (2015); Muzaffer Şahin (2010). Personal interviews should be mentioned in the text but not in the bibliography.

For example: (Adnan Duygun, personal interview, February 2017).

It is essential to access the primary sources in the studies, but if they could not be accessed due to circumstances, the source quoted or mentioned is specified in the submission. For example: (Cited By: Çelikkilek, 2016, p. 25); (mentioned by Karaca, 2017, pp. 32). The source information is not included in

the cited or mentioned work.

Rules for Bibliography:

1. The full information of cited reference will be provided. Any works that are not cited will not be indicated in bibliography.
2. Refer to the latest edition of the work.
3. If available, the page number of the article and the volume number of the issue should be added.
4. If the DOI number is present, it must be appended to the last part of the reference.

A. Books

In the "bibliography", the surname of the author, the initials of author's first name (sometimes the initials of first two names), the year of publication (in brackets), the name of the work, publication information will be specified. Book names are written in entirely small and *italic* letters after the first letter of the title (except for special names).

a. Book with single author or editor

Surname of the author, Initials of the author's name. (Year). The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized. Printing Place: Publisher.

For example: AYKAÇ, B. (1999). *İnsan kaynakları yönetimi ve insan kaynaklarının stratejik planlaması*. Ankara: Nobel Yayınevi.

Surname of the Editor, Initials of the Editor's name. (Ed.). (Year). The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized. Printing Place: Publisher.

For example: GÜMÜŞ, İ. (Ed.). (2017). *Genel işletme*. İstanbul: İstanbul Gelişim Üniversitesi Yayınları

b. Books with two or more authors or editors

Surname of the first author, Initials of the first author's name. and Surname of the second author, Initials of the second author's name. (Year). The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized. Place: Publisher.

For example: KÖTEN, E., ERDOĞAN, B. (2014). *Engelli gençler, sosyal dışlanma ve internet*. İstanbul: İstanbul Gelişim Üniversitesi Yayınları

Surname of the first author, Initials of the first author's name., Surname of the second author, Initials of the second author's name. and Surname of the third author, Initials of the third author's name. (Year). The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized. Place: Publisher

For example: KARACA, R. K., ÖZKURT, F. Z. (2017). *New concepts and new conflicts in global security issues*. İstanbul: İstanbul Gelişim Üniversitesi Yayınları

c. Reviewed or extended editions

Surname of the author, Initials of the author's name. (Year). The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized. (Reviewed/ Extended ... Edition) Printing Place: Publisher.

For example: ALPAY, N. (2004). *Türkçe sorunları kılavuzu* (Reviewed second edition). İstanbul: Metis.

ç. Books with Indefinite Authors

The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized. (Year). Place: Publisher.

For example: *The 1995 NEA almanac of higher education*. (1995). Washington DC: National Education Association.

d. Books with two or more volumes

Surname of the author, Initials of the author's name. (Year). The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized (Volume ...). Printing Place: Publisher.

For example: TINMAZ, H. (2015). *Engelsiz Bilişim 2013 sempozyumu bildirileri* (Volume 2). İstanbul: İstanbul Gelişim Üniversitesi Yayınları

e. Translated Books

Surname of the author, Initials of the author's name. (Year). *The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized.* (Initials of Name of Translator, Surname of Translator, Trans.) Printing Place: Publisher.

For example: LUCKE, R. (2008). *Girişimcinin el kitabı*. (Ü. Şensoy, Trans.) İstanbul: Türkiye İş Bankası Kültür Yayınları.

f. An article in a compiled book

Surname of the author, Initials of the author's name. (Year). Title of article. The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized (pp. pages) Printing Place: Publisher.

For example: SAYAN, S. (2002). Dünya Ekonomisi ve Türkiye: Globalleşme, Liberalizasyon ve Kriz. *Yerel ekonomilerin sürdürülebilir kalkınması ve Çanakkale örneği* (pp. 33). Ankara: Türkiye Ekonomi Kurumu.

g. Chapter or article in Reference Books

Surname of the author, Initials of the author's name. (Year). Title of article. The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized (pp. pages) Printing Place: Publisher.

For example: TOY, H., ELMACI, D. (2015). Cumhuriyetin ilanı. *Kronolojik Türkiye tarihi ansiklopedisi* (pp. 6-9). İstanbul: Karma Kitaplar.

B. Articles

For Journal Articles:

Surname of the author, Initials of the author's name. (Year, and month, if any.) The title of article will be with capitalized first letter of first word, and the remaining letters will not be capitalized, if not a private name. Name of Journal

and Initial Letter of Each Word in Capitalized, Volume, Italic (Issue). Page Numbers. doi: xxxxxx

For example: ÖZDEN, K., ERDOĞDU, D. & GÜL, S. (2017, October). Kriz yönetiminde üretim yönetimi stratejileri ve politikalarının kullanılmasıyla ilgili bir alan araştırması. *İstanbul Gelişim Üniversitesi Sosyal Bilimler Dergisi*, Volume 4 (2), 23-50. doi:10.17336/igusbd.348761

C. Other Resources

a. Movie

Surname of the Director, Initials of the Director's name. (Director). (Year). Name of the Movie in Italic format. Production city: Name of production company.

For example: TYLDUM, M. (Director). (2014). *The Imitation Game*. USA: Black Bear Pictures.

b. Internet Sources

Surname of the author, Initials of the author's name. (Date of publication of article). *The title of article will be italic and with capitalized first letter of first word, and the remaining letters will not be capitalized, if not a private name.* Date of Access: Day Month Year, link to the article.

For example: Yüksek Öğretim Kurulu (YÖK) (10.01.2018) *Akademisyenlere yurt dışı imkanı.* Date of Access: 15.01.2018, <https://www.cnnturk.com/turkiye/akademisyenlere-yurt-disi-imkani>

c. Unpublished Graduate Theses

Surname of the author, Initials of the author's name. (Year). The title of thesis will be italic and with capitalized first letter of first word, and the remaining letters will not be capitalized, if not a private name (Unpublished Graduate Thesis). Name of Institution, Location of Institution.

For example: SELİMLER, H. (2006). *Türk bankacılık sektöründe sorunlu kredilerin varlık yönetim şirketlerince tasfiyesi, seçilmiş ülkeler ve Türkiye uygulaması* (Unpublished Doctoral Thesis). Marmara Üniversitesi Bankacılık ve Sigortacılık Enstitüsü, İstanbul.