Author Guidelines of the Faculty of Economics and Administrative Sciences

Journal is scientific and peer-reviewed journal of Kastamonu University. It is published two times (May & October) a year every 6 months. Studies on Economics, finance, political science and public administration, International Relations and study on other social science which are endorsed as a result of evaluation of the editor can be published in the journal. The journal is indexed in Index ASOS.

The work which will be published in journal must not be published before any scientific journal. Only non-copyrighted papers which were submitted in scientific congress, symposium, and conference can be published when it is specified.

Articles are written in Turkish or English. (Articles writing language in Journal is Turkish or English)

To send article to the journal, documentaries which are below must be sent to the editorship of the journal by port and e-mail. (sdilek@kastamonu.edu.tr)

After the essential documentaries are reached to the journal editorship, tracking number will mail to the writes of articles for following the articles.

Note: If there are writers more than one, (if there are two or more writers) , responsible writer’s name, surname, e-mail address, mobile number and post address must be specify clearly. The communication between journal and writers is provided by using contact addresses of responsible writers.

<table>
<thead>
<tr>
<th>Documentaries which are posted to e-mail address of journal editorship during the application</th>
<th>Documentaries which are posted to e-mail address of journal editorship (<a href="mailto:iibfdergi@kastamonu.edu.tr">iibfdergi@kastamonu.edu.tr</a>) during the application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Petition (with wet/original signature)</td>
<td>The copy of journal in pdf format which is specified the identity and contact address of the writers</td>
</tr>
<tr>
<td></td>
<td>The copy of journal in pdf format without identity of writers and without any appendix</td>
</tr>
<tr>
<td>(Evaluation Process) : First of all Sending Works are examined by editor.</td>
<td></td>
</tr>
</tbody>
</table>

The Works which are successful after the examine of editor will be sent at least two referees who are expert in their field by editorship.

The editor has the right of refuse articles before sent the referees.

According to the result of report from referees, the editor and editorial board can sent the article to the new referee.

By taking into account the report from the referee Journal Editorship and editorial board decide that the article published or not and also they decide it’s necessary editing or not by writers.

The articles which are announced published in journal, sent a new referee for examining grammar (Language)

The referee reports with decision of editor (as long as keep secret the identity of referees) are sent to e-mail of responsible writer. The writer (or writers) sent the documentaries below to post address and e-mail for he articles which are announced publish or editing.
The rights of publishing form signed by each writer

The Scanned copies of rights of publishing forms signed by each writers

One CD which includes the final version of article in PDF and Word format which is reformed according to the reports of referees

The final version of article which is reform according to the reports of referee in pdf and Word format.

The articles which complete publication progress are published chronologically.

Information on rights and publication forms are enclosed.

Application form and publication rights form are enclosed.

Requirement of Article

**Paper**: Paper Type: Paper type should be A4 (210*297mm) Paper margins should be as below:

- Bottom: 2.5 cm
- Top: 2.5 cm
- Right: 2.5 cm
- Left: 2.5 cm

Writings should be written as a block paragraph.

**Turkish Topic**: Turkish Topic should centred at the top. It should be in times new roman and 16 font size. The title should be in capital letters. The title paragraph settings should be as follows:

- First: 6 nk
- Later: 6 nk
- Paragraph spacing: 1.5 line

**Writers**: The writer or writers’ name and surname must be present in times new roman format and 12 font size under the Turkish title.

Only the first letter of writer’s name must be in capital letter but all letters of Writer’s surname must be in capital letters.

Writer’s name and surname must be centered and only one writer’s name should be present each line.

Footnote should be given after writer’s surname and there must be author’s title, institution, e-mail respectively in footnote. ‘’S. Yazar’’ incitation must be marked after institution on footnote which is belong to responsible authors. The paragraph settings must be as follow for authors before: 6 nk, later: 6 nk, Paragraph spacing: 1,5 Satır (Line)

**Turkish Abstract**: Turkish Abstract must be present after the authors’ name by spacing a line.

At the beginning there must be ‘’Abstract’’ title which is written in bold, 12 front size and Time new roman type. There must be colon after the summary title (at the end of summary title)

- It shouldn’t be referred to any other work in Turkish abstract.

Turkish Abstract shouldn’t exceed 200 words.

Type font must be in Times new roman and 12 font size.

There must be Key words title in times new-roman type and 12 font size at the end of abstract. It must be typed in bold letter. There must be placed colon at the end of Key words.
Key words shouldn’t exceed 5 words. It must be in times-new roman and 12 font size. All of Turkish abstract part’s paragraph setting should be as follows:

First: 6 nk- later: 6 nk, Paragraph space: Single /one

**Jel Code:** There must be given jel code/codes ((Journal Of Economic Literature) ) which gives the relevant science field of study at the of Turkish abstract.

To do this, Jel code title must be present in bold times new roman type and 12 font size also at the end of title it must be present colon and then relevant codes must be added.

Please click the link below to find relevant jel code.

[http://www.aeaweb.org/jel/jel_class_system.php](http://www.aeaweb.org/jel/jel_class_system.php)

**English Topic:**

The english title should be written in Times New Roman and in 16 font size when giving a line space after Jell code . English Title must be in capital letters. Paragraph setting should be as follows: First: 6nk later: 6 nk Paragraph spacing: 1.5 line.

**English Abstract:** It is written “Abstract” in Times new Roman and 12 font size by leaving a line space after English title. After the Abstract, it must be put a colon.

Next English Abstract of study is written in Times New-Roman and 12 font size.

English Abstract should not exceed 200 words.

It must be written “Keywords” title in Times new Roman, 12 font size and bold letters at the end of Abstract without line spacing.

Key words should not be more than 5 words, it must be written in Times New Roman and 12 font size. All of the English Abstract’s paragraph Settings should be as follows:

First:6 nk- later:6 nk, Paragraph spacing : (Single/one)

**Topics in Text:** Titles must be enumerate by using arabic numbers (1,2,3 ect.) Sub titles must be enumerate as (1.1, 1.2 ect) . Titles must be in times new roman , 14 font size and in bold letters. Paragraph settings must be as follows

First :6 nk- Later:6 nk, Paragraph spacing : (Single/one)

**Text:** It must be in times new-roman and 12 font size. Paragraph settings must be as follows.

first :6 nk- later:6 nk, Paragraph spacing : (single/one)

**Tables and Figures:** It must be written Table (Figure) in bold letters, 12 font size and it must be enumerated by using arabic numbers. After Arabic numbers it should be used colon and then the title of table must be written.

Example ; **Table 1:** Türkiye Yıllara Göre Kişi Başına Düşen GSYİH. Tablo veya şekil altında tablo veya şekilde hangi kaynaktan alındığı belirtildiridir. Example; **Reference:** TUIK, 2007:26

**References indicate:** In parenthesis; firstly autor’s surname in parenthesis and then comma, publishing year must be present, then colon must be present after the colon page numbers must be written. Example: (Dilek,2010:25)

If there are 2 writers, the surnames of two writers must be given, the ‘‘and’’ inscription must be present between two writers’ surname.
If there are 3 or more writers, ‘’vd’’ inscription must be present after first writer’s surname. Example: (Aktaş vd, 2007:200)

References: References must be in times new roman, 14 font size and in bold letters.

The rules which are given below must be follow when the references are written at the end of title.

Periodical: Autor’s name, comma, autor’s name, publishing year in parenthesis, comma, post title in quotes, comma, periodical name the article is published, comma, punishing number, comma, comma, page numbers.

The first letter of autor’s name and surname must capital also the first letter of periodical name must be capital. Article (writing) must be times-new roman and 12 font size. Paragraph setting must be as fallsows Periodical name must be hold in bold letters.

First: 6 nk- Later :6 nk, Paragraph spacing: Single/one


If there are two autors, there must be ‘’And’’ between two autors


If there are 3 or more autors, there must be semicolon between autors’ name and surname also there must be added “And” before last autor.


Books:. Autor’s surname, comma, Autor’s name, publication year in parentheses, comma, name of book, publishing firm, comma, work number (if it’s have ) , provincial printing.

Name of book must be written in bold letters.

Example ; Dilek, Serkan (2012), Tüketici Teorisinin Matematiksel Açıklaması, Beta Yayınları, İst.

If there are two autors, there must be ‘’And’’ between two autors

Example; Aktaş, Yaşar ve Akat, Asaf Savaş (2012), Türkiye’de Tarım Sektörünün Bugünü, Beta Yayınları, İst.

If there are 3 or more autors, there must be semicolon between autors’ name and surname also tehre must be added “And” before last autor.

Example ; Ulusoy, Tolga; Savi, Fatma Zehra ve Benli, Tahir (2009), Kastamonu İşletmelerinin Analizi, KATSıO yayınları, 23, 250-265.

Conferences and Meetings

Author’s surname, comma, author’s name, publishing year in parentheses, comma, post title in quotes, comma, the name of conference the article is submitted, comma, number of publishing, comma, page numbers,

Example; Dilek, Serkan (2012), “Is setting Up Barriers to Entry Always Profitable for Incumbent Firms”, 8th Strategic Management Conference, Barselona.

If there are two autors, there must be ‘’And’’ between two autors

If there are 3 or more authors, there must be semicolon between authors’ name and surname also tehere must be added “And” before last autor.


Extended Abstract:

Extended abstract of article must be written in English after the references.

The aim and content of study, sufficient detail of conclusion and arguments must be present in the extended abstract and it must be helpful to foring academics to have knowledge about study.

Writings hold be in times in roman and 12 font size. Paragraph settings must be as follows

First:6 nk- Later :6 nk, Paragraph Spacing : (single/one)