

## **JOURNAL of ANKARA STUDIES PUBLISHING GUIDELINES**

- 1- *Journal of Ankara Studies (Ankara Arařtırmaları Dergisi)* is a biannual refereed journal published by Koc University Vehbi Koç Ankara Studies Research Center (VEKAM).
- 2- *Journal of Ankara Studies (Ankara Arařtırmaları Dergisi)* is an interdisciplinary journal featuring original research articles centered around Ankara and its environs and articles of opinion on this subject.
- 3- Any article which is submitted for publication to the *Journal of Ankara Studies (Ankara Arařtırmaları Dergisi)*, must be original in such a manner as to bring a new dimension to the subject matter it deals with and must not have been previously published or submitted for publication. If the article is a translated text, it must be submitted along with a certificate proving that permission has been obtained from the author and the publisher. Authors should indicate in their cover letter whether they want to publish their article in the first section of the journal or in the opinions section.
- 4- The author is responsible for the article published. Any opinions and ideas in the article should not be attributed to the journal, editors, referees, or Koc University-VEKAM.
- 5- Whether published or not, no article will be returned.
- 6- Once an article has been approved for publication, editors will decide in which issue it will be published. The author will be informed of the process by via email.
- 7- Articles can be written in either Turkish or English. Articles in Turkish must comply with the orthographic rules set by the Turkish Linguistics Society while articles in English must respect the orthographic rules of English.
- 8- The articles which is send for the referee section should be single space and should not exceed 30 pages (including table, shape, image,visual materials,etc.), opinion section articles should be single space and should not exceed 20 pages (including table, shape,image,visual materials,etc.). The visual material's resolution that will use in the articles should be at least 300 DPI.
- 9- Articles must be written in the format specified under the paragraphs of this Article: *(Any articles which do not comply with this format will be declined.)*
  - 9.1. The typeface of the journal should be "Arial" with a single space and 12 pts.
  - 9.2. The topic of the article should be given in Turkish and English.
  - 9.3. If the article is a part of a paper, thesis, or project or if it was previously presented at another event, this information must be mentioned in the "notes to editors" part while it is loading to the system.
  - 9.4. The abstracts of the article must contain the objective, methodology, and

findings of the study, with around 150 to 250 words There must be at least 3 and at most 7 keywords to define the study.

- 9.5. For tables and images numbers should be given as (table 1, table 2, Picture 1, Picture 2), tables should have headline and images should have explanations. Tables or images that has no reference should not be used in the text.
  - 9.6. Quotes should be given in quotation marks
  - 9.7. Abbreviations within the text should be expanded at first mention, with abbreviated version in parentheses. In the rest of the text, the abbreviation can be used alone.
  - 9.8. Terms and any words desired to be emphasized or pointed out should be written in italics .
  - 9.9. In terms of orthographic rules the journal is adopted the standards of APA (American Psychological Association). Quotations and bibliography must arrange in accordance with the rules set by APA and Bibliography should be listed by author's surname in an alphabetical order
- 10- Research articles submitted for publication in the journal will be assessed by the "blind referee" method. Articles which are assessed and deemed admissible will be submitted to two different referees. If two referees dissent, the opinion of a third referee will be needed. Based on the reports issued by the referees, a decision will be made on whether the articles will be published or declined. Or, the author may be asked to make modifications as specified in the referee report. This final decision will be communicated to the author. Articles that are declined will be returned to the author along with the referee reports (without mentioning the names of the referees). Articles in need of modification will be returned to the author along with the referee reports (without mentioning the names of the referees). Once the author has made the necessary modifications, the article will be forwarded once more to the related referee. This procedure will continue until the related referee(s) approves the publication of the article.
- 11- Articles submitted for publication in the journal's opinions section will be assessed by the editorial board. The editorial board may ask the opinion of the related referees on an article.
- 12- Once an article has been approved for publication, the author will assign all the intellectual rights on his/her article to Koc University-VEKAM.
- 13- The referees will be paid by Koc University-VEKAM, the publisher, a fee specified annually for each article they assessed. If a referee does not assess an article in due time, he/she may be replaced by another referee. Furthermore, Koc University-VEKAM will review the assignment of the referee who has not fulfilled his/her responsibilities in due time.
- 14- For each published article, the author will receive two copies and the related referees one copy of the issue in which the article is featured.
- 15- Use of the entire article will be subject to the permission of Koc University-VEKAM. If any published article is quoted, it is obligatory to mention the source.

16-Authors should load their articles to the system by following the guidance of Journal Agent system.