

## Guidelines

*Boğaziçi Journal, Review of Social, Economic and Administrative Studies* publishes articles covering a range of topics in Social, Administrative Sciences and Economics written in English. Our journal prioritizes scientific articles. We also occasionally publish substantial literature and book reviews that satisfy highest academic standards.

Submitted manuscripts should not be published elsewhere in full or in part. Papers presented in a conference (convention, symposium, seminar etc.) but not published in the proceedings, specifying place and date of presentation are welcome. Only original manuscripts which have not been published or are being considered by another journal, will be taken into consideration.

**Please read carefully the instructions below.** The *Journal's* editorial board has the right to return the articles which do not comply with the following rules before starting the evaluation process.

## Submissions

Submissions should be sent electronically to [bujournal@boun.edu.tr](mailto:bujournal@boun.edu.tr) as a Microsoft Word document. There is no submission deadline for the publication. After the submission, the articles that completes the evaluation process take place in the forthcoming issue.

Papers submitted to the *Journal* should not exceed 10,000 words and should be accompanied by **a 100-word abstract** in **English** and **Turkish**. Any submission that exceeds the word limit will not be accepted. Keywords and JEL Classifications should appear below the abstract.

Submission fees and subscription are not required for the publication.

## Required Documents

a) To facilitate an anonymous review the first page of the manuscript should carry only the title, and no mention should be made of the author's/authors' name. Any acknowledgements should also be included on the first page with an asterisk.

b) A separate title page should be prepared carrying the manuscript's title, author's/authors' full name, current position, affiliation, mailing address, telephone and fax number.

c) The author(s) should also submit a **brief autobiographical** note.

## Evaluation Process

The article evaluation process at Bogazici Journal is as follows:

**1) Similarity check:** After submission, the submitted document is scanned for plagiarism via similarity check tools. Please be sure about the proper use of citations.

**2) Editorial Board:** The article which satisfies the similarity ratio requirements is directed to the editorial board for confirmation of its eligibility. Depending on the submission the editorial board can either desk-reject the article or can start its refereeing process.

**3) Referee Evaluation:** If the article is deemed qualified by the editorial board, two referees with related research areas are requested to evaluate its suitability for publication.

**4) Publication:** Based on the referee reports and author(s)'s revisions (if required), the editorial board makes a decision about if the submission can be published. If accepted, the article takes place in of the forthcoming issues of BU Journal, depending on the completion of further revisions and proofreading.

The current duration of the evaluation process is approximately 3-4 months depending on timely response of both referees and author(s).

Each submission must be formatted according to the following style guidelines.

## Headings

The headings **should not be** numbered or preceded by letters. Main headings should start flush at the left margin and be written in small letters with major words capitalized. Secondary headings should be indented and written in smaller letters with major words capitalized. Lower level leads should be in the form of paragraph headings with only the initial word capitalized followed by a period and then the text on the same line. Lower level headings should be underlined. Dividing manuscripts into more than three levels of subheadings should be avoided.

## Book Reviews

If the submission is a book review. Please check that the book details are given in this format at the top of each review: Author, title, publisher: place, date of publication; 000 pp.: ISSN, Editor(s) (ed[s].), title, publisher: place, date of publication.

## Notes, Appendices, Tables and Figures

Footnotes should not be used to cite references (see **References** below). Any notes to supplement discussion in the text should be placed at the bottom of the page and consecutively numbered throughout the text. Appendices, tables and figures should be numbered and placed at the end following "**References.**" The positioning of the tables and figures in the paper should be indicated in the text as follows.

Put Table / Figure 1 about here

## Citation and References

Reference to a publication should be made in the text by citing the name of the author(s) and the year of publication, observing the following convention.

1. When the name of the author is used in the text, indicate the date only in parentheses, e.g., "Crozier (1964)..."
2. When the name of the author does not appear in the text, include in parentheses both the name of the author and the year of publication separated with a comma. If more than one publication is cited, the authors' names should appear in alphabetical order and be separated by semicolons, e.g., "...(Mintzberg, 1983; Pfeffer and Salancik, 1978)..."
3. When a publication has more than two authors, cite only the name of the first author, followed by "et al.," e.g., "...(Christensen et al., 1985)..."
4. A full alphabetical list of references in the text should be provided under the heading "References" at the end of the paper.

5. In the list of references please give all the information in the language of the reference with **a translation of the title in English** in parenthesis.

The following examples show the conventions to be observed:

## **Articles**

Pfeffer, J. and Novak, P. (1976). "Joint Ventures and Inter-Organizational Interdependence," *Administrative Science Quarterly*, 21: 398-418.

## **Books**

Thompson, J.D. (1967). *Organizations in Action*. New York: Mc Graw - Hill.

Yalçın, M. (2009). *İnovasyonla Hizmet ve Deneyim* (Services and Experiences with Innovation). İstanbul: Yaprak Yayın Dağıtım.

## **Chapters in Books**

Aldrich, H. and Mandlin, S. (1978). "Uncertainty and Dependence: Two Perspectives on Environment," in L. Karpik (ed.), *Organization and Environment*: 149-170. London: Sage.

## **Presentations**

Gioia, D.A., Brass, D.J., and Sims, H.P., Jr. (1981). "The Creative Use of Short-cycle Video-tape Technology: From Single Student to Large Lecture Learning." Paper presented at the 8th Annual Organizational Behavior Teaching Conference, Boston, Massachusetts, (month).

## **Data Sources**

United Nations Statistics Division. (2008). Gender Info 2007. [Data file]. Retrieved from <http://data.un.org/Data.aspx?d=GenderStat&f=inID%3a12>

United States Department of Housing and Urban Development. (2008). Indiana income limits [Data file]. Retrieved from [http://www.huduser.org/Datasets/IL/IL08/in\\_fy2008.pdf](http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf)