

## **INFORMATION FOR AUTHORS**

### **AIM AND SCOPE**

TESAM Academic Journal is a refereed journal covering original and genuine studies on the areas of social policy, economy, foreign policy, sociology and published biannually (January and July) by TESAM Economic, Politic and Strategic Research Centre.

Besides hypothetical and analytical genuine studies, the Journal provides genuine compilations, short assertions, translations, and letter to the editor like writings and also it provides notes that examine current events under the name of agenda.

The main objective of the TESAM Academy is, to prepare an academic ground for both scientific studies about published issues and to create new opportunities by enabling relevant views to be shared. Also to be able to contribute to the domestic and abroad social sciences literature with the synergy composed of the ideas of writers who think differently in social sciences.

Without any compromising on quality and reliability, and with its persistency, TESAM Academy Journal claims to be the one of the chief publications in the academic community.

### **EDITORIAL POLICIES AND PEER REVIEW PROCESS**

#### **Publication Policy**

The subjects covered in the manuscripts submitted to the Journal for publication must be in accordance with the aim and scope of the journal. The journal gives priority to original research papers submitted for publication.

#### **General Principles**

Only those manuscripts approved by its every individual author and that were not published before in or sent to another journal, are accepted for evaluation.

Submitted manuscripts that pass preliminary control are scanned for plagiarism using iThenticate software. After plagiarism check, the eligible ones are evaluated by editor-in-chief for their originality, methodology, the importance of the subject covered and compliance with the journal scope. Short presentations that took place in scientific meetings can be referred if indicated in the article. The editor hands over the papers matching the formal rules to at least two national/international referees for evaluation and gives green light for publication upon modification by the authors in accordance with the referees' claims.

Changing the name of an author (omission, addition or order) in papers submitted to the Journal requires written permission of all declared authors. Refused manuscripts and graphics are not returned to the author. The copyright of the published articles and pictures belong to the Journal.

## **Open Access Statement**

Journal of TESAM Academy is an open access journal which means that all content is freely available without charge to the user or his/her institution. Except for commercial purposes, users are allowed to read, download, copy, print, search, or link to the full texts of the articles in this journal without asking prior permission from the publisher or the author.

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## **Article Processing Charge**

All expenses of the journal are covered by TESAM Economic, Politic and Strategic Research Centre. Processing and publication are free of charge with the journal. There is no article processing charges or submission fees for any submitted or accepted articles.

## **Condition of Acceptance For Evaluation**

Manuscripts which do not comply with the principles and rules defined in the Information for Authors and which do not meet the requirements stated in the Manuscript Preparation section in below are not taken into consideration and will be returned to the corresponding author for the completion of the necessary arrangements.

## **Peer Review Process**

Only those manuscripts approved by its every individual author and that were not published before in or sent to another journal, are accepted for evaluation.

Submitted manuscripts that pass preliminary control are scanned for plagiarism using iThenticate software. After plagiarism check, the eligible ones are evaluated by Editor-in-Chief for their originality, methodology, the importance of the subject covered and compliance with the journal scope. Editor-in-Chief evaluates manuscripts for their scientific content without regard to ethnic origin, gender, sexual orientation, citizenship, religious belief or political philosophy of the authors and ensures a fair double-blind peer review of the selected manuscripts.

The selected manuscripts are sent to at least two national/international referees for evaluation and publication decision is given by Editor-in-Chief upon modification by the authors in accordance with the referees' claims.

Editor-in-Chief does not allow any conflicts of interest between the authors, editors and reviewers and is responsible for final decision for publication of the manuscripts in the Journal. Reviewers' judgments must be objective.

Reviewers' comments on the following aspects are expected while conducting

the review.

- Does the manuscript contain new and significant information?
- Does the abstract clearly and accurately describe the content of the manuscript?
- Is the problem significant and concisely stated?
- Are the methods described comprehensively?
- Are the interpretations and conclusions justified by the results?
- Is adequate references made to other Works in the field?
- Is the language acceptable?

Reviewers must ensure that all the information related to submitted manuscripts is kept as confidential and must report to the editor if they are aware of copyright infringement and plagiarism on the author's side.

A reviewer who feels unqualified to review the topic of a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

The editor informs the reviewers that the manuscripts are confidential information and that this is a privileged interaction. The reviewers and editorial board cannot discuss the manuscripts with other persons. The anonymity of the referees is important.

#### **PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT**

Journal of TESAM Academy is committed to upholding the highest standards of publication ethics and pays regard to Principles of Transparency and Best Practice in Scholarly Publishing published by the Committee on Publication Ethics (COPE), the Directory of Open Access Journals (DOAJ), the Open Access Scholarly Publishers Association (OASPA), and the World Association of Medical Editors (WAME) on <https://publicationethics.org/resources/guidelines-new/principles-transparency-and-best-practice-scholarly-publishing>

All parties involved in the publishing process (Editors, Reviewers, Authors and Publishers) are expected to agree on the following ethical principles.

All submissions must be original, unpublished (including as full text in conference proceedings), and not under the review of any other publication synchronously. Each manuscript is reviewed by one of the editors and at least two referees under double-blind peer review process. Plagiarism, duplication, fraud authorship/denied authorship, research/data fabrication, salami slicing/salami publication, breaching of copyrights, prevailing conflict of interest are unethical behaviors.

All manuscripts not in accordance with the accepted ethical standards will be removed from the publication. This also contains any possible malpractice

discovered after the publication. In accordance with the code of conduct we will report any cases of suspected plagiarism or duplicate publishing.

### **Research Ethics**

The journal adheres to the highest standards in research ethics and follows the principles of international research ethics as defined below. The authors are responsible for the compliance of the manuscripts with the ethical rules.

- Principles of integrity, quality and transparency should be sustained in designing the research, reviewing the design and conducting the research.

- The research team and participants should be fully informed about the aim, methods, possible uses and requirements of the research and risks of participation in research.

- The confidentiality of the information provided by the research participants and the confidentiality of the respondents should be ensured. The research should be designed to protect the autonomy and dignity of the participants.

- Research participants should participate in the research voluntarily, not under any coercion.

- Any possible harm to participants must be avoided. The research should be planned in such a way that the participants are not at risk.

- The independence of research must be clear; and any conflict of interest or must be disclosed.

- In experimental studies with human subjects, written informed consent of the participants who decide to participate in the research must be obtained. In the case of children and those under wardship or with confirmed insanity, legal custodian's assent must be obtained.

- If the study is to be carried out in any institution or organization, approval must be obtained from this institution or organization.

- In studies with human subject, it must be noted in the method's section of the manuscript that the informed consent of the participants and ethics committee approval from the institution where the study has been conducted have been obtained.

### **Author Responsibilities**

It is authors' responsibility to ensure that the article is in accordance with scientific and ethical standards and rules. And authors must ensure that submitted work is original. They must certify that the manuscript has not previously been published elsewhere or is not currently being considered for publication elsewhere, in any language. Applicable copyright laws and conventions must be followed. Copyright material (e.g. tables, figures or extensive quotations) must be reproduced only

with appropriate permission and acknowledgement. Any work or words of other authors, contributors, or sources must be appropriately credited and referenced.

All the authors of a submitted manuscript must have direct scientific and academic contribution to the manuscript. The author(s) of the original research articles is defined as a person who is significantly involved in “conceptualization and design of the study”, “collecting the data”, “analyzing the data”, “writing the manuscript”, “reviewing the manuscript with a critical perspective” and “planning/conducting the study of the manuscript and/or revising it”. Fund raising, data collection or supervision of the research group are not sufficient roles to be accepted as an author. The author(s) must meet all these criteria described above. The order of names in the author list of an article must be a co-decision and it must be indicated in the Copyright Agreement Form. The individuals who do not meet the authorship criteria but contributed to the study must take place in the acknowledgement section. Individuals providing technical support, assisting writing, providing a general support, providing material or financial support are examples to be indicated in acknowledgement section.

All authors must disclose all issues concerning financial relationship, conflict of interest, and competing interest that may potentially influence the results of the research or scientific judgment.

When an author discovers a significant error or inaccuracy in his/her own published paper, it is the author’s obligation to promptly cooperate with the Editor to provide retractions or corrections of mistakes.

### **Responsibility for the Editor and Reviewers**

Editor-in-Chief evaluates manuscripts for their scientific content without regard to ethnic origin, gender, sexual orientation, citizenship, religious belief or political philosophy of the authors. He/She provides a fair double-blind peer review of the submitted articles for publication and ensures that all the information related to submitted manuscripts is kept as confidential before publishing.

Editor-in-Chief is responsible for the contents and overall quality of the publication. He/She must publish errata pages or make corrections when needed. Editor-in-Chief does not allow any conflicts of interest between the authors, editors and reviewers. Only he has the full authority to assign a reviewer and is responsible for final decision for publication of the manuscripts in the Journal.

Reviewers must have no conflict of interest with respect to the research, the authors and/or the research funders. Their judgments must be objective. Reviewers must ensure that all the information related to submitted manuscripts is kept as confidential and must report to the editor if they are aware of copyright infringement and plagiarism on the author’s side.

A reviewer who feels unqualified to review the topic of a manuscript or knows that its prompt review will be impossible should notify the editor and excuse

himself from the review process. The editor informs the reviewers that the manuscripts are confidential information and that this is a privileged interaction. The reviewers and editorial board cannot discuss the manuscripts with other persons. The anonymity of the referees must be ensured. In particular situations, the editor may share the review of one reviewer with other reviewers to clarify a particular point.

## **THE GENERAL FORMAT FEATURES**

### **Font**

11 point Cambria font is used for all text. Look at the related section about how to prepare the tables and figures.

### **Page Setup**

- You should leave 2.5 cm (0.98 inch) blank to the top, bottom, left and right margins of the A4 size paper. It should be full justified. There should not be a hyphen at the end of the lines
- Studies should be prepared as a single column.
- There shouldn't be recesses and protrusions in the paragraphs and headings
- The manuscripts should contain between 4500 and 8500 words and the page numbers must be at the bottom and in the middle.

### **Paragraph Structure**

In paragraph tab, indents section;

- 0.6 pt before and after
- Line space should be 1.5.

## **SECTIONS of the STUDY**

### **Title**

Article's title should be uppercase, bold and centered on the page. If the study has already submitted or it is made from a project or thesis, etc, an explanation should be made by placing \* footnote at the end of the title.

### **Author Names**

Author names should be italicized. Author's / authors' full names, academic degrees, institutions in which they work and e-mail information should be specified.

### **Abstract and Extended Abstract**

Submitted manuscripts in Turkish must have before the introduction section, the abstract both in Turkish and English, between 150 and 180 words and an extended abstract in English between 750-1000 words, summarizing the scope, the purpose, the results of the study and the methodology used. Underneath the abstracts, 3 to 5 keywords that inform the reader about the content of the study should be specified in Turkish and in English. If the manuscript is written in English, it must include an abstract only in English.

### **Main Text**

Quantitative and qualitative studies should contain Introduction, Methods, Results and Discussion sections. The sample / Working Group, Data Collection Tools and Process subdivisions should necessarily be situated in method section. Subdivision of model should exist only if the model is original.

Compilations should reveal the problem, analyze relevant literature with a competent way, should concentrate on the deficiencies, gaps and contradictions in the literature and should mention the steps to be taken for the solution.

The changes can be made according to type of the issue in the other studies. But you should be careful that it shouldn't have many subsections or else so many details cause that the reader has difficulties about taking advantage of the text.

### **Bibliography**

The writing rules that are specified in a book, Publication Manual of the American Psychological Association (APA) (6th edition) published by American Psychological Association, should be applied both in the text and bibliography.

### **TABLES, FIGURES AND APPENDIX**

#### **Tables, Figures**

Elements like tables, figures, pictures, graphics etc. should be included in the text. They shouldn't be placed additionally at the end of the study.

10 point, Cambria and regular font is used in the tables and figures except general template.

The resource section is under the chart, 9 point Cambria font is used.

In paragraph tab, recess section;

before and after space 0 pt,

line spacing should be single.

The titles should be left justified, bold and written by putting in order with number. (For instance "**Chart 1**" or "**Figure 5**" ...)

Tables and figures should be left justified and text scrolling feature should be turned off.

## **Appendices**

Each annex should be in separate pages and given after the bibliography.

Titles should be written left justified, 11 point, Cambria and bold (like “**Annex 1**”)

### **TITLE SYSTEM**

#### **Title Formation**

All title's words' initial should be capitalized. (words like and, with, also should be written in small letters all the time )

Table's and figure's titles should be arranged according to these rules.

#### **Basic Titles**

The title of the study and basic headings (Methods, Results, Discussion) should be written center justified and bold.

#### **First Level Title**

It should be written left justified and bold. It should be separated with one-line gap from the previous paragraph.

#### **Second Level Title**

It should be written left justified, bold and italicized . It should be separated with one-line gap from the previous paragraph.

#### **Third Level Title**

It should be written left justified, bold and italicized . There should be colon at the end of it and the paragraph should continue from the title's alignment. It should be separated with one-line gap from the previous paragraph.

#### **Fourth Level Title**

It should be written left justified and italicized. There should be colon at the end of it and the paragraph should continue from the title's alignment. It should be separated with one-line gap from the previous paragraph.

It isn't recommended that you create more titles than five levels.

#### **Tables and Figures' Titles**

Tables and Figures' statements ( like **Table 1**, in **Figure 1**) should be bold.

The titles of tables and figures should be italic.

### **USE OF REFERENCE**

#### **Reference Display Inside of the Text**

You should use “and” instead of & symbol between authors in citations.

For Instance;

Arpacı and Kuyu’s (2000) study... (Do not use the apostrophe in parenthetical statement)

(Arpacı and Kuyu, 2010, p. 72)

(Arpacı, Kuyu and Huysuz, 2000, p. 12-13)

Look at table of **Basic Citation Format** for details.

### **Ordering Citations**

Citations in parenthesis should be in alphabetical order

For Instance;

(Arpacı, 2013; Arpacı and Kuyu, 2010, p. 15; Karman, 2000; Zengin, Warrant, Güner, Aykut and Karpat, 2013)

### **Resources Transferred**

A transfer made from a reference that is in another reference should be indicated as follows:

For Instance;

(Torgerson, 1958, from pp.1-8 Baykul, 2000; Zengin, from 1957, Pınar, 1999)

### **OTHER ISSUES**

#### **Emphasis**

Bold shouldn’t be used in the text except for basic variables in titles, tables and figures. The points that required to be highlighted should be italicized or you should use opening and closing quotation marks [“”].

#### **Direct Quotes**

Direct quotes should be written 11 point, italics, left and right indented as regards normal text.

## Basic Citation Format

Reference Type	The first reference in the text	Following references in the text	The first reference in the parenthesis	Following references in the parenthesis
<b>Single Author</b>	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
<b>Two Authors</b>	Walker and Allen (2004)	Walker and Allen (2004)	(Walker and Allen, 2004)	(Walker and Allen, 2004)
<b>Three Authors</b>	Bradley, Ramirez and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez and Soo, 1999)	(Bradley et al., 1999)
<b>Four Authors</b>	Bradley, Ramirez, Soo and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo and Walsh, 2006)	(Bradley et al., 2006)
<b>Five Authors</b>	Walker, Allen, Bradley, Ramirez, Walker and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, Walker and Soo, 2008)	(Walker et al., 2008)
<b>Six and more Authors</b>	Wasserstein et al. (2005)	Wasserstein et al., (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
<b>associations, government agencies etc. (commonly used abbreviation)</b>	Ministry of Education (MOE, 2003)	MOE (2003)	(Ministry of Education[MOE], 2003)	(MOE, 2003)

## References Examples

### Books

#### **Book in Turkish**

Bozkurt, M. İ. (2015). *İnhiraf-Kırılma- 2: İslam mezheplerinin analizi*. (İkinci Baskı). Bursa: Revizyon Medya.

#### **Book Translated in Turkish**

Morris, C. (2002). Psikolojiyi anlamak (A. Erkuş, D. Batıgün ve B. Ayvaşık, Çev.). Ankara: TPD Yayınları.

#### **Edited Book**

Gleave, R. (2011). Şiilik. Y. M. Choueiri (Ed.), *Ortadoğu Tarihi kitabı* içinde (s. 103-124). İstanbul: İnkılap Yayınları.

#### **Turkish Book with Multiple Authors**

Kurban, D. ve Tsitselikis, K. (2010). *Bir mütekabiliyet hikayesi: Yunanistan ve Türkiye'de azınlık vakıfları*. İstanbul: TESEV.

#### **Book Chapter in an Edited Book in Turkish**

Öktem, E. (2008). Yeni Vakıflar Kanununun cemaat vakıflarına ilişkin hükümleri hakkında uluslararası hukuk açısından bazı gözlemler. S. Yazıcı, K. Gözler ve E. Göztepe (Ed.), *Prof. Dr. Ergun Özbudun'a armağan, Cilt II: Anayasa Hukuku kitabı* içinde (s. 547-377). Ankara: Yetkin Yayınları.

#### **Book in English**

Gurr, T. R. (1993). *Minorities at risk*. Washington, D.C.: USIP Press.

#### **English Edited Book**

Aoi, C. and Coning, C. (2017). Conclusion. In C. Cedric, C. Aoi and J. Karlsrud (Eds.) *UN peacekeeping doctrine in a new era* (pp. 221-226). New York: Rutledge.

#### **English Book with Multiple Authors**

Pruitt, D.G., Kim, S.H. and Rubin, J.Z. (2004). *Social conflict: Escalation, stalemate, and settlement*. New York: McGraw-Hill.

#### **Book Chapter in an Edited Book in English**

Kjeksrud, S. and Vermeij, L. (2017). Protecting government from insurgencies. In C. Cedric, C. Aoi and J. Karlsrud (Eds.), *UN peacekeeping doctrine in a new era* (pp. 221-226). New York: Rutledge.

<p><b>Article</b></p>	<p><b>Article in Turkish</b> Taşdemir, H. ve Saraçlı, M. (2007). Avrupa Birliği ve Türkiye perspektifinden azınlık hakları sorunu. <i>Uluslararası Hukuk ve Politika</i>, 2(8), 25-35.</p> <p><b>Article in English</b> Galtung, J. (1990). Cultural violence. <i>Journal of Peace Research</i>, 27(3), 291-305.</p> <p><b>Online Magazine Article</b> Galtung, J. (1990). Cultural violence. <i>Journal of Peace Research</i>, 27(3), 291-305. Retrieved from <a href="https://www.galtung-institut.de/wp-content/uploads/2015/12/Cultural-Violence-Galtung.pdf">https://www.galtung-institut.de/wp-content/uploads/2015/12/Cultural-Violence-Galtung.pdf</a></p>
<p><b>Thesis</b></p>	<p><b>Master's Thesis</b> Ateş, T. (2016). <i>Azınlık hakları bağlamında Türkiye'de gayrimüslim cemaat vakıfları</i> (Yayımlanmamış yüksek lisans tezi, Gazi Üniversitesi, Sosyal Bilimler Enstitüsü, Kamu Hukuku Anabilim Dalı, Ankara)</p> <p><b>Doctoral Dissertation</b> Türkel, R. (2013). <i>Vehhabilik ve arka planı (Başlangıçtan II. Suûd Devleti'ne kadar)</i> (Yayımlanmamış doktora tezi, Dokuz Eylül Üniversitesi Sosyal Bilimler Enstitüsü, Temel İslam Bilimleri Bölümü Ana Bilim Dalı, İzmir.)</p>
<p><b>Meetings and Symposium</b></p>	<p>Tanrısever, O. (2017, Kasım). <i>Turkey's migration diplomacy and the migration trends in its neighbouring regions: Opportunities and risks</i>. Quo Vadis Türkiye? – Ekonomik, Siyasal, Sosyal ve Güvenlik Boyutları ile Türkiye'nin Gelecekteki Konumu, II. Uluslararası TESAM Sosyal Bilimler Kongresinde sunulan bildiri, Bursa.</p> <p>Ateş, H. ve Bektaş, M. (2016). Suriyelilerin toplumsal, kültürel ve sosyal entegrasyonu. Y. Deniz ve F. Bilgin (Ed.), <i>TESAM Uluslararası sosyal bilimler sempozyumu ekonomik siyasal ve sosyal boyutları ile göç bildiri kitabı</i> içinde (s. 17-42). Erişim tarihi: 09.11.2017, <a href="http://tesam.org.tr/wp-content/uploads/2017/03/gocesempozyumbildirikitabi.pdf">http://tesam.org.tr/wp-content/uploads/2017/03/gocesempozyumbildirikitabi.pdf</a>.</p>
<p><b>Internet</b></p>	<p>T. C. Dışişleri Bakanlığı. (2017). Yunanistan'daki Türk Varlığı. Erişim tarihi: 01.01.2017, <a href="http://www.mfa.gov.tr/bati-trakya-turk-azinligi.tr.mfa">http://www.mfa.gov.tr/bati-trakya-turk-azinligi.tr.mfa</a>.</p> <p>Hürriyet Gazetesi. (2015, 20 Kasım). Yunan sahil güvenlik mülteci botunu böyle patlattı. Erişim tarihi 04.10.2017, <a href="http://www.hurriyet.com.tr/yunan-sahilguvenlik-multeci-botunu-boyle-patlatti-40016425">http://www.hurriyet.com.tr/yunan-sahilguvenlik-multeci-botunu-boyle-patlatti-40016425</a>.</p> <p>Brookings Institution. (2014). <i>Syrian refugees and Turkey's challenges: going beyond hospitality</i>. Erişim tarihi: 23.11.2017, <a href="https://www.brookings.edu/wp-content/uploads/2016/06/Syrian-Refugees-and-Turkeys-Challenges-May-14-2014.pdf">https://www.brookings.edu/wp-content/uploads/2016/06/Syrian-Refugees-and-Turkeys-Challenges-May-14-2014.pdf</a>.</p>