

Ethical Principles

The publication of an article in a peer-reviewed journal serves the development of a consistent and respected network of knowledge. It is important to establish standards of expected ethical behavior by all parties involved in the act of publishing: the author(s), the journal editor, the peer-reviewer, the publisher and the society. Boyabat Faculty of Economics and Administrative Sciences e-Journal will follow the Committee on Publication Ethics (COPE) guidelines. The articles submitted to the journal will be screened for plagiarism. We do not charge any publication fee from the authors for the papers to be published in Boyabat Faculty of Economics and Administrative Sciences e-Journal.

Responsibilities of Authors

The submitted articles must be original. In cases where other studies or words of other authors are cited, it is necessary to refer them in a full and appropriate manner. Manuscripts should be submitted in accordance with the journal's style.

All authors whose names appear on the submission made substantial contributions to the concept or design of the work; or the acquisition, analysis or interpretation of the data. Authors are requested to disclose interests that are directly or indirectly related to the work submitted for publication. A competing interest statement is provided, even if the authors have no competing interests to declare. People who have not contributed to the study at the intellectual level should not be indicated as the authors. After submission with a study, no author additions or subtractions must be made.

All authors

- must agree on who the authors of the study will consist of,
- must agree on the final version of the study,
- have approved the publication of the study. In this context, the approval of the relevant forms submitted to them by the journal administration can also be expected from the authors.

Each author is equally responsible for the analyses made and conclusions achieved in the study. When raw data or information about the subject is requested from the authors during the evaluation processes, all authors must be ready to submit them to the editorial board.

Situations that may lead to competing interests must be indicated by the authors. All authors must make it clear if they have monetary and personal relationships with other people and institutions. If there are sources that provide financial or other supports for the research or preparation stages of the study, these must be disclosed.

Authors cannot submit their studies to multiple journals simultaneously. The articles produced from thesis are not considered as previously published study. After the evaluation process, authors who notice errors or problems in their studies must inform the journal editor and cooperate with the editor regarding the “correction” and “withdrawal” procedures.

Within the framework of ethical rules, the researches that require ethics committee permission to be evaluated in the journal are as follows:

- All researches carried out with qualitative or quantitative approaches that require data collection from participants using survey, focus group study, observation, experiment, interview and interview techniques,
- Use of human and animals (including materials/data) for experimental or other scientific purposes,
- Clinical trials on humans,
- Research on animals,
- Retrospective studies in accordance with the Personal Data Protection Law.

Responsibilities of Editors

The editor decides based on the reviewer reports/evaluations on the articles submitted to the journal will be published. In the decision, the editor evaluates the validity of the analyses and results in the study as well as their importance for other researchers and readers. The opinions and suggestions of the assistant editors and field editors will contribute to editor’s decision. In addition, the editor should consider the problems that may lead to legal consequences such as defamation, copyright infringement and plagiarism contained in the manuscript.

The editor must ensure that the peer-review process is fair, impartial, and timely. Submitted manuscripts are evaluated by at least two independent reviewers and the editor may consult different opinions when necessary. Reviewers must be selected from social scientists who are experts in the field of study. Double anonymized review processes are operated in the evaluation processes of the submitted articles.

The editor evaluates the study regardless of the race, gender, sexual orientation, religion, ethnicity, nationality and political opinion of the author(s). The editing approach promotes transparency and honesty. The editor reserves the right to reject manuscripts that do not comply with the guidelines.

The editor must not attempt to increase the impact factor of the journal artificially. In this context, the editor must not make efforts to make compelling references to previously published studies in the journal beyond scientific reasons and methods. In addition, authors must be prevented from resorting to artificially by referring the editor's own studies. During the submission process, the editor is obliged to ensure the confidentiality of all materials presented in the study and details in communication with the reviewers. The editor must not use the unpublished materials presented in the study as his/her own study. The specific information and ideas obtained during the peer-review process must be kept confidential and not be used for personal benefit.

Potential competing interests involving the editor must be declared to the publisher. In this case, the publisher may publish this declaration in the journal. The editor must not be involved in the evaluation processes related to the studies contributed by himself/herself and/or his/her relatives. The study must be evaluated in the same procedures as others and reviewing must be carried out independently.

The editor must be attentive to and prevent abuses of power in the research, publishing, reviewing and editing processes.

Responsibilities of Reviewers

The peer-review process is very important in the evaluation of a study. The reviewing policy of the journal is based on double-anonymized review process. Reviewers are expected to contribute to the editorial process with their opinions and suggestions and corrections to be made in the study. If the reviewers do not find themselves sufficient regarding the content of the submitted article, they must leave the evaluation process by informing the editor.

All studies that come to the reviewers must be kept confidential. Information about the content of the study must not be shared with anyone and no attempt must be made to contact the authors without the knowledge of the editor. If it is thought that there are issues that need to be discussed about the study, this discussion must be done directly with the editor or reviewer opinions must be conveyed to the authors through the editor. The unpublished materials presented by the

authors during the submission must not be used in the reviewers' own studies. The specific information and ideas obtained during the peer-review process must be kept confidential and must not be used for personal benefit.

Reviewers must be careful about issues that may be ethically problematic in the study and warn the editor in such cases. If concrete similarities are found with other studies, the editor must be informed about the details.

Reviewers must adopt the principle of impartiality in their evaluations. Before accepting peer-reviewing, they must consult the editor about the possible conflict of interest between themselves and authors. If the reviewers make an assessment that their studies should be referred to, it must be justified within the framework of scientific reasons and methods.