(Senate Resolution dated 14.10.2010, no. 09)

# DIRECTIVE ON THE ATILIM SOCIAL SCIENCES JOURNAL

# SECTION ONE

## Purpose, Scope, Basis and Definitions

**Purpose and Scope:**

**Article 1 - (1)** This Directive aims to regulate the principles regarding the publication of Atılım Social Sciences Journal under Atılım University.

1. This Directive covers the principles regarding the operation of the journal, the establishment of the necessary committees for the operation of the journal, and the determination of the duties and responsibilities of the board members and their terms of office.
2. Atılım Social Sciences Journal presents original studies in the fields of social sciences, law, literature and philosophy, and encourages interdisciplinary studies in these fields with special issues.

## Basis

**Article 2 -** This Directive is based on Article 14 of Higher Education Law no. 2547.

## Content and Definitions Content

**Article 3 -** (1) Atılım Social Sciences Journal is a refereed, interdisciplinary, academic journal, published in Turkish and English.

1. Submissions to the journal should meet at least one of the following criteria:
	1. The manuscript should be prepared through appropriate research, methods and models in its field; and involve original working conditions that fill a gap in its field.
	2. The manuscript should be a study or a review that evaluates and criticizes a previous article, and reveals new and noteworthy views on the subject.
	3. The manuscript should be of studies presenting a unique review on conceptual, methodological and/ or theoretical approaches.
	4. The manuscript should be a translation of a basic article published in another language.
	5. The manuscript should be a book review or critique that contributes to its field.
2. Submissions should not be previously published if submitted for a referee review.

## Definitions

**Article 4-** The definitions for this Directive are:

* 1. **President:** The President of Atılım University
	2. **University:** Atılım University
	3. **Journal:** Atılım Social Sciences Journal

**ç) Journal Owner:** The President of Atılım University as the owner of Atılım Social Sciences Journal, on behalf of Atılım University,

* 1. **Director of Registry:** A person with the qualifications specified in Press Law No. 5187, responsible for fulfilling the provisions regarding periodicals in this law,
	2. **Editor:** The Editor of Atılım Social Sciences Journal,
	3. **Special Issue Editors:** The faculty members appointed by the Editor for a relevant special issue, taking into consideration the recommendations of the Publication Board, among those standing out with their expertise and experience on the topic of the special issue,
	4. **Assistant Editor(s):** The individual(s) tasked by the Editor to aid in editorial tasks to the editor, or the special issue editors, taking into consideration the recommendations of the Publication Board,

**ğ) Book Critique Editors:** The individuals tasked by the Editor from among the members of the Publication Board, to evaluate the book critiques received,

* 1. **Referee:** The individual, an expert in their field, presenting their opinions on the articles received,

**ı) Journal Assistant:** Research Assistants appointed by the President to aid in the affairs of units, excluding secretarial duties,

* 1. **Redactor:** The individual performing spelling and grammar checks in the journal before publication,
	2. **Technical Editor(s):** The individuals supervising, or performing the tasks related to typesetting, form, format, and adaptation for the journal,
	3. **Subscriber and Storage Officials:** The individuals tasked to handle the operations regarding subscribers, sales, postage, and storage stock checks,
	4. **Secretary:** The individual undertaking secretarial duties for the journal,
	5. **Article:** Articles presented to the journal for submission,
	6. **Special Issue:** The issue with a theme(s) determined by the Editor, taking into consideration the suggestions by the Publication Board;
	7. **Editorial Board:** The Editor, and the Assistant Editors,

**ö) Publication Board:** The faculty members appointed by the President who have publications in the fields of social sciences, law, literature and/or philosophy, and who stand out with their scientific studies in their field and compliance with academic ethics,

* 1. **Redaction Board:** The redactors of the journal,
1. **Ethical Board:** The faculty members, appointed by the President, who are known for adhering to research ethics, and preferably, have studies on ethics,
2. **Legal Board:** The individuals appointed by the President to manage the legal affairs relating to the journal,

**ş) Internet Board:** The individuals appointed by the President to manage the affairs relating to the web pages for the journal,

1. **Directive:** The Directive on Atılım Social Sciences Journal.

# SECTION TWO

## Journal Duties, Terms of Office, and Operation

**Article 5 -** The Duties and the Term of Office of the Editor

1. The editor determines the publication policy of the journal and receives the contributions of the Publication Board regarding this policy.
2. The editor is responsible for ensuring that the journal is published in full in terms of scientific and technical elements, and in a timely manner. The Editor pays close attention to all stages of the journal process, and ensures that it progresses in a quick, orderly, ethical way.
3. The Editor convenes the Publication Board at regular intervals, at least four times a year, and chairs the Board in order to evaluate the special issue suggestions received, to solve the issues related to the operation of the journal, and to improve the vision of the journal.

**ç)** The editor makes the initial evaluation of the articles submitted to the journal; and may include them into the refereeing process following a review regarding article compliance with the subject, and the principles of the journal, if they are deemed not to be suitable for publication.

1. The Editor reviews, or supervises the process to review the articles accepted in terms of scientific validity, grammar, style, and spelling.
2. The Editor prepares an annual activity report summarizing the developments in the journal, the decisions of the Publication Board, and the publication and citation statistics of the journal.
3. The Editor determines Assistant Editor(s), subject to changes where necessary. In cases where the Editor is unable to undertake their duties for any reason, the appointed Assistant Editor acts as their Deputy.
4. The Editor makes the final decision on issues on which a consensus may not be reached in the Publication Board, taking into account the tendencies in the Board.

**ğ)** The Editor is appointed by the President from among the candidates presented by the Publication Board or faculty members other than these candidates, within the framework of criteria such as adherence to ethical rules, scientific qualifications, and editorial experience.

1. The Editor is appointed by the President. A maximum of three faculty members among the editorial candidates are recommended by the Publication Board. If there are three or more editorial candidates, the Publishing Board informs the President regarding the candidates with the majority of the votes. The list of candidates submitted to the Presidency is determined by voting each candidate individually by the Publication Board. The quorum for the Editorial Board meeting where the voting takes place is one more than half of the Publication Board members. If a quorum is not achieved in the first meeting, the majority requirement is not required in the second meeting held within 10 days at the latest. The Editor reports the voting results of the Publication Board meeting to the Presidency. The President appoints the Editor from among these candidates or from among faculty members other than these, taking into account the voting results.

**ı)** The term of office for the editor is two years. At the end of their term of office, the editor may be re-appointed.

**Article 6 -** The Duties and the Term of Office of the Assistant Editor

1. The Assistant Editor is responsible for the tasks assigned by the Editor within the framework of the operation plan created by the Editor.
2. The Assistant Editor is responsible for assisting the Editor in ensuring that the journal process progresses in a timely manner, meticulously and smoothly, in accordance with ethical understanding; and that the journal is printed on time, and in full.
3. The Assistant Editor assists the Editor in fulfilling their other duties and responsibilities.

**ç)** The term of office of the Assistant Editor is determined by the Editor.

**Article 7 -** The Duties and the Term of Office of the Publishing Board

1. The Publishing Board discusses all evaluations and suggestions regarding the scientific flow and publication of the journal. The Board expresses its opinions and makes suggestions within this framework.
2. The Publishing Board ensures the creation of referee pools in the fields where the journal publishes; and recommends referees to the Editorial Board for articles deemed suitable for inclusion in the refereeing process. In order to avoid disruption of the operations related to the journal, the Publishing Board Members appointed by the Editor are responsible for conveying the referee suggestions for each article to the Editorial Board within 10 days at the latest.
3. Publishing Board Members are responsible for expressing opinions and making decisions in determining the publication policy of the journal, as well as its operation, publishing principles, and writing rules.

**ç)** Publishing Board meetings are chaired by the Editor, and held without the requirement for a quorum. All Publishing Board members are obliged to attend these meetings. If deemed necessary, people outside of the Publishing Board may be invited to Publishing Board meetings by the Editor to express their opinions. In cases where voting is required, only members of the Publishing Board have the right to vote. The Presidency is informed of the Publishing Board members not having attended to at least half of the Publishing Board meetings within a year, or those not undertaking their duties and responsibilities completely.

1. The members of the Publishing Board are required to read the e-mails to the journal inbox, and stay updated with regards to the developments relating to the journal.
2. There are no differences in terms of the duties and responsibilities of Publishing Board members, with regards to their titles, position hierarchy, or similar elements.
3. The term of office for Publishing Board members is limited to two years. If not informed by the Presidency on the termination of their memberships, Publishing Board members retain their membership status.

**Article 8** - Duties of the Advisory Board

1. The Advisory Board provides insights about the journal on expanding the referee pool, finding appropriate referees, promoting the journal on national and international platforms, and other scientific and technical issues.
2. The Advisory Board provides recommendations in order to improve the scientific content and the quality of the journal. In this regard, the Board establishes the communication required to garner quality manuscripts.
3. Advisory Board members are people who are experienced in the relevant subjects within the scope of the duties of the Board, or those specializing in the scientific fields covered by the journal; in addition to their commitment to academic ethics, and their qualification to take the journal to the international level. The Board consists of a minimum of 10 members. The term of office for Board members are not definite. The Editor is the person responsible in establishing the Advisory Board. The Editor establishes the Board taking into account the suggestions by the Publishing Board, as well as other relevant suggestions.

**Article 9 -** The Duties and the Term of Office of the Ethical Board

1. The Ethical Board sets and prepares the ethical standards on certain stages of the journal process in writing.
2. The Board is responsible for the determination of principles in terms of ethical issues relating to the journal, and the presentation of solutions of any possible problems to the Editor, and the Publishing Board.
3. Ethical Board members are selected from among individuals who are committed to academic ethics, not having acted against ethical rules, and preferably, have performed studies on academic ethics. The Ethical Board has at least 5 members; and at least one of them is an individual not appointed in any other boards of the journal (such as the members of the Atılım University Board of Ethics). The suggested members are appointed by the President to the Ethical Board.

**ç)** The term of office for Board members is limited to two years. Members of the Board may be re-appointed at the end of their terms of office.

**Article 10 -** The Duties and the Term of Office of the Redaction Board

1. The Redaction Board reviews all articles accepted for publication in terms of spelling, grammar and compliance with the spelling rules of the journal, and ensures that necessary corrections are made.
2. Redactors are responsible for preparing Turkish and English summaries of the articles accepted for publication, and correcting existing translations.
3. Redactors are selected from among individuals who are proficient in the spelling rules in the languages in which the journal is published (for example, competent contenders of the Departments of English Language and Literature, Turkish Language and Literature, Translation and Interpretation).

**ç)** The term of office for redactors is two years. Redactors may be re-appointed at the end of their terms of office.

**Article 11** - Duties of the Journal Secretary

1. The Journal Secretariat is the unit that helps the coordinated work of all units of the journal by ensuring coordination between the various boards of the journal.
2. The Journal Secretary undertakes the filing, photocopying and other secretarial duties of the journal. They are also responsible for completing the filing procedures in a timely, complete and auditable manner.
3. The Journal Secretary monitors e-mail messages sent to the journal, answers telephone inquiries, and handles other routine correspondence. They also make periodical reminders to referees not having submitted their reports.

**ç)** The Journal Secretary attends to journal meetings as a rapporteur and prepares meeting minutes on the topics discussed, and the decisions taken. The meeting minutes are conveyed to the members of the Publishing Board in writing or electronically within the two weeks after a meeting, at most.

**Article 12 -** The Duties and the Term of Office of the Journal Assistant

1. The Journal Assistant is responsible for the tasks assigned by the Editor within the framework of the operation plan created by the Editorial Board.
2. The Journal Assistant is responsible for creating referee and announcement lists, preparing the annual activity report (preparing and tabulating statistics related to the journal), representing the journal at academic conferences or kiosks, and performing all other auxiliary duties related to the journal process.
3. The term of office of Journal Assistants is determined by the Editor.

**Article 13 -** The Duties of the Technical Editor

1. The Technical Editor is responsible for the preparation of journal issues for publishing, and the printing process.
2. The Technical Editor is required to ensure that the articles to be published are published on time, and to report to the Editorial Board on any problems that may cause delays or disruptions in the printing process, and their suggested solutions.
3. The term of office for the Technical Editor is two years. At the end of their term of office, they may be re-appointed.

**Article 14 -** The Duties and the Term of Office of the Legal Board

1. The Legal Board is responsible for monitoring the legal affairs of the magazine, issuing copyright agreements for authors who contribute to the magazine, and finding solutions to any potential copyright issues.
2. Members of the Legal Board are appointed by the President, from among individuals who have knowledge and experience in law, and preferably, publishing rights.
3. The term of office for Legal Board members is two years. Members may be re-appointed at the end of their terms of office.

**Article 15 -** The Duties and the Term of Office of the Internet Board

1. The Internet Board is responsible for creating and updating the web pages of the journal, and for publishing announcements online in a timely manner.
2. The Internet Board consists of one member elected from the Publishing Board, and individuals appointed by the Directorate of Information Technology at Atılım University.
3. The term of office for Internet Board members is two years. Members may be re-appointed at the end of their terms of office.

**Article 16 -** Determining Referees

1. Referees are determined by the Publishing Board from among those recommended by the Editorial Board, and are announced in the last issue of the journal every year.
2. Referees are required to be individuals who have national and international publications, are well-known in their field, and have scientific background and/ or knowledge.
3. When determining referees, the Editorial Board considers whether there is a relationship of interest between the referee and the authors of articles. In articles sent to referees, the identity of the article authors is kept confidential.

**ç)** Referees are evaluated and selected as per the scoring system established by the Editorial Board, taking into account issues such as adherence to ethical rules, scientific competence and the quality of the reports prepared.

**Article 17 -** Termination of Journal Duties

The duties of journal officials are terminated in the event of the following: Termination conditions for the officials:

1. Expiry of their term of office with no re-nominations,
2. Resigning from their duties/ quitting,
3. Failing to undertake their duties fully, correctly, or without taking sides; and/ or the duties and responsibilities of their own board,

ç) Detection of their actions that counter research ethics.

# SECTION THREE

## Effective Date and Execution

**Effective Date**

**Article 18 –**This Directive shall take effect after it is approved by the Senate.

## Execution

**Article 19 -** This Directive is executed by the President of Atılım University.