

MARMARA UNIVERSITY
JOURNAL OF ECONOMIC AND ADMINISTRATIVE SCIENCES
GUIDELINES FOR ARTICLE SUBMISSION¹

1. Article Submission

- Three print-out copies the of article and one CD including the article in MS Word format will be posted to the mailing address of the Journal of E.A.S. Articles submitted via e-mail will not be admissible.

2. Article: General Requirements

- Title will be center-aligned.
- Authors' name and surname will be written under the main title, right-aligned.
- Sign (*) can be put after the name of the author in order to point out address and e-mail information belonging to the author at the bottom of the page with the title.
- Title and author's name will be followed by an Abstract that briefly mentions aim of the paper, methodology used and general considerations of the study with 50 to 300 words. Keywords for the paper will be written below the Abstract. And three-digit JEL Classification Codes² including the subject category of the article will be given under the Keywords. An article can belong to multiple JEL Classifications.
- Article will include an Introduction section. In this section, importance of that study is explained and a general assessment of related studies in the literature will be stated in general.
- It is expected that the articles submitted to the journal will not exceed 25 pages.

3. Sections

- Sections will be divided into Headings and Sub-headings according to their contents and will be organized according to decimal numbering scheme.
- In the sections following Introduction, theoretical and/or empirical foundations of the study, methodology and data collection technique, after following a systematic order, will be assessed in general in the light of key findings obtained.
- Notes that are required to be expressed, but interrupts the flow of main statement or information that is explaining an issue in detail will be included in footnotes.
- Final judgment will be included in "Conclusion".
- Sources used in the article will be included in "References".
- All sections of the article will be numbered in bold and subsections will be indented.

Example:

- 1.** Introduction
- 2.** Literature
 - 2.1** Developments after 1990

4. Footnotes and Citations

- Footnote will be written at the bottom of the page.
- Sources will be cited in footnotes as in the following examples:

Footnote Examples:

Book: Footnote number, author's name and surname, title of the book (**BOLD**), edition number, city that book was published in, name of the publisher (if any), year that book was published, page numbers that are referred to.

¹ Articles that are not sent according to the technical details and submission guidelines will not be taken into evaluation.

² *Journal of Economic Literature (JEL) Classification System.* JEL Classification Codes can be found on the website of Marmara University Faculty of Economics Journal of Economic and Social Sciences as "JEL Classification". (Example: An article about Production Management belongs to "JEL Classification: M11".)

In the studies written in Turkish, edition numbers of publications in foreign languages will be written in footnotes and references as it was included in the original reference (PAGE NUMBERS WILL BE EXCLUDED).

Korkut Boratav, **Türkiye İktisat Tarihi 1908-2002**, Ankara, İmge Kitabevi, 2003, p. 46

Korkut Boratav, **Türkiye’de Devletçilik**, Ankara, Savaş Yayınları, 1982, p. 74

Reference to The Same Source for the Second Time: When referring to the same author for a second time in the article, short form of reference will be adequate (author's name, **ibid.**). If different page numbers of the source are referred to, page numbers will be added to citation (author's surname, **ibid.**, page numbers). When the author have multiple documents that are referred to in the article, short title will be included as (author's name, **short title, ibid.**, page numbers).

¹ Korkut Boratav, Türkiye İktisat Tarihi 1908-2002, Ankara, İmge Kitabevi, 2003, p. 46

² Korkut Boratav, Türkiye’de Devletçilik, Ankara, Savaş Yayınları, 1982, p. 74

³ Boratav, **Türkiye...ibid.**, p. 22

Publication Written by an Organization: Name of the organization, title of the publication (**BOLD**), city of publication, year of publication, page numbers that are referred to.

T.C. Başbakanlık Hazine ve Dış Ticaret Müsteşarlığı, 1980-1990 Döneminde Türkiye’de Ekonomik Politika ve Uygulamalar, Ankara, 1991, p. 1-7.

Journal Articles: Author's name and surname, title of the article (in quotation marks), title of the journal (**BOLD**), volume number, issue number or publication number, publication date (month and year) or publication period (months covered and year), page numbers that are referred to.

T. Fischer, “Universal Hedging: Optimizing Currency Risk and Reward in International Equity Portfolios”, **Financial Analysts Journal**, July-August 1991, p. 32-38.

Publication Written by Two Authors: Authors' names and surnames in the same order of the list in the source, title of the publication (**BOLD**), city of publication, name of the organization that made that publication, publication number (if any), year of publication, page numbers that are referred to.

Ziya Öniş- Süleyman Özmucur, Türkiye’de Enflasyon, İstanbul Ticaret Odası, Publication No: 1987-5, İstanbul, 1987, p. 53.

Publication Written by Three or More Authors: First author's name and surname on the list in the source, followed by expression "et al." (and others), title of the publication (**BOLD**), city of publication, name of the organization that made that publication, publication number (if any), year of publication, page numbers that are referred to.

W. Mendenhall et al., **Statistics for Management and Economics**, Sixth Edition, London, WPS-Kent Publishing Company, 1989, p. 54.

Academic Thesis: Author of the thesis, title of the thesis (in quotation marks), city that educational institution is located in, educational institution that thesis is approved by, date that thesis is approved, page numbers that are referred to, type of degree (MA or PhD Thesis).

Gülây Akgül Yılmaz, “Yeraltı Ekonomisi ve Vergi Kaybı”, İstanbul, Marmara University Institute of Social Sciences, 1996, p. 115, (Unpublished PhD Thesis)

Seminar and Conference Proceedings: Name of the presenter, subject of the paper (in quotation marks), title of seminar or conference (**BOLD**), location of meeting, date of meeting.

Arslan Sonat, “KKFA ve Dış Denge”, **X. Türkiye Maliye Sempozyumu**, Kemer, Antalya, 14-18 May 1994.

Periodic Bulletins: Organization that published the bulletin, title of the publication (**BOLD**), publication date (month and year), page numbers that are referred to.

State Planning Organization, **Main Economic Indicators**, June 1994, p. 17.

Capital Markets Board, **Monthly Bulletin**, June 1994, p. 5-7.

Professional Publications and Scientific Reports: Name of the organization that prepared report (**BOLD**),

title of report (in quotation marks), publication number, page numbers that are referred to.

TÜSİAD, “İstanbul Menkul Kıymetler Borsası / Genel Durum ve Öneriler”, Publication No: TÜSİAD-T/93, p. 11-164.

Laws and Regulations: Statutes, decisions and codes will be included in the footnote as given: title of the act, case or code, date of publication in the official gazette, number of official gazette (**BOLD**).

Law No. 6224 on Foreign Investment Incentives (**Official gazette of the Republic of Turkey** no. 8615 of 23.01.1954).

Interviews: Name and surname of the interviewee, interview date.

Hüseyin Çakır, Interview on 17 September 1994.

Web Documents: Name and surname of the author, title of web document, web address (**BOLD**), date accessed (in brackets)

David Yaffe, The Politics and Economics of Globalisation,
<http://easyweb.easynet.co.uk/~rcgofdfö/marxism/article/glob137.htm>, Accessed (11.04.2001)

Newspaper-News: Name of newspaper, date on newspaper, page numbers that are referred to.

Radikal, 30 September 2004, p. 11.

Article in an Edited Book: Name of the author whose article is referred to, title of the article (in quotation marks), title of the book (**BOLD**), followed by expression “Ed. : ”, name and surname of the editor, city that book was published in, name of the publisher (if any), year that book was published, page numbers that are referred to.

V.O. Key, “Politics and Administration”, **Public Administration: Reading and Documents**, Ed.: Felix A. Nigro, New York, Rinehart, 1951, p. 15-21.

REFERENCES OR BIBLIOGRAPHY:

Author's surname (in capital letters), author's name and title of publication will be cited according to the same rules applicable to footnote citation. References will be listed in alphabetical order. Page numbers of the journal articles that are referred to will be included.

THYGESEN, Niels, **The Role of the European Monetary Institute**, Copenhagen, Institute of Economics, University of Copenhagen, 1996.

FISCHER, T., “Universal Hedging: Optimizing Currency Risk and Reward in International Equity Portfolios”, **Financial Analysts Journal**, July-August 1991, p. 32-38.

Two or more authors:

BARAN, Paul A., Sweezy, Paul. Monopoly Capital: An Essay on the American Economic and Social Order, **Monthly Review Press**, 1966

5. Tables, Graphs and Diagrams

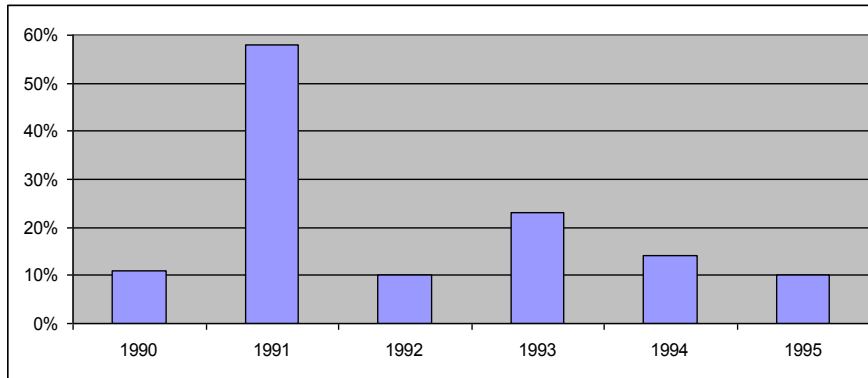
Each table, graph and diagram in all sections or appendices will be numbered one by one. The number of each table, graph or diagram will be followed by its title. There will be half line spacing between the line that title is written and the figure below. If title is longer than a line, it will be written by using 1.0 line spacing. Source of figure that is referred to in the text will be given below the figure with no line spacing. Source of figure will be cited below the figure as "Source:....." . In general thinner border line is more appropriate (3/4 pt). Variable names given in the first row and column of a table or in the axes of a graph should be written in **BOLD**. Each table, graph or diagram should be located in the best possible distance to the comment mentioned in the text by referring to that figure.

Table 1.1 Structure of the Sectoral Allocation of GDP (1980-1994 %)

	1980	1985	1991	1992	1993	1994
Agriculture	6.8	6.4	5.7	6.0	6.7	5.3
Industry	63.4	61.5	60.1	53.8	47.6	49.7
Services	29.9	32	34.2	40.2	45.8	44.9

Source: EIU, **Country Report**, 2nd Quarter, 1996; DEIK, **Slovakya Ekonomisi ve Türkiye ile İlişkiler**, Aralık 1995, p. 7

Figure 2.1 Change in Inflation (1990–1995)



Source: EIU, **Country Report**, 2nd Quarter, 1996, p. 12