



MARMARA UNIVERSITY JOURNAL OF ECONOMIC AND ADMINISTRATIVE SCIENCES

GUIDELINES FOR ARTICLE SUBMISSION

1. Article Submission

The articles should be submitted by 23:59 on February 15th to be published in the issue of June and by 23:59 on August 15th to be published in the issue of December. The manuscripts must be submitted to the e-mail address of iibdergi@marmara.edu.tr. The submitted articles need to be in compliance with the journal's instructions and submission guidelines. Otherwise the articles will not be taken into evaluation for the referee process.

2. Article: General Requirements

- The articles submitted to the journal should not exceed 25 pages.
- The article similarity index score should not be more than 20% and the rate of using a single source should not exceed 2%.
- The title of the articles should be center-aligned and written in CAPITAL letters in both English and Turkish.
- The name(s) of the author(s) should be written under the title of the article and right-aligned without including the personal information of the author(s).
- The personal information of the author(s) (degree, institution, institution's address and e-mail address) and ORCID ID (<https://orcid.org/>) should be given as footnotes on the first page. The personal information can be given as follows:

Asst. Prof., Marmara University, Department of Economics, Istanbul. E-Mail: iibdergi@marmara.edu.tr, ORCID ID: 0001-0001-0001-0001

Following the title and the author's name, it should be given an **Abstract** that briefly mentions about the aim of the paper, methodology and general issues of the study. The Abstract section must include between 100 and 200 words.

The **Keywords** need to be placed under the Abstract section. **JEL classification** must be placed under the keywords and include three-digit codes. The article can be related to more than one JEL code.

Below it is given an example for writing Abstract, Keywords and JEL Classification:

Abstract

An abstract between 100 and 200 words will be included.

Keywords: Financial Stability, Financial Stability Index

JEL Classification: E44, E58

Öz

100 ila 200 kelime arası özet metni yer alacaktır.

Anahtar Kelimeler: Finansal İstikrar, Finansal İstikrar Endeksi

JEL Sınıflandırması: E44, E58

For the articles written in Turkish it is required an **Extended Abstract** in English that gives a summary of the study with 750 to 1000 words. The extended abstract section must be placed at the end of the paper. There is no need for the extended abstract section for the articles written in English.

3. Sections

- Sections need to be divided into Headings and Sub-headings according to their contents and organized according to decimal numbering scheme.

- Following the **Introduction** section, theoretical and/or empirical underlying foundations, methodology and data collection techniques of the study, if exist, must be systematically introduced.

- The results of the article should be placed under the title of “**Results**”. Following the results section main conclusions of the study can be drawn under the “**Conclusion**” section.

- The sources used in the article will be included under the title of “**References**”. The references section is not numbered. All the sections of the article should be numbered in bold.

Below it is given an example for writing main sections of the article:

1. Introduction

2. Literature

2.1. Developments after 1990

3. Conclusion and Discussion

4. Footnotes and Citation

For in-text citation and Reference rules APA referencing styles and rules should be applied (for related reference rules and examples, see: <https://apastyle.apa.org/>).

5. Tables, Graphs and Diagrams

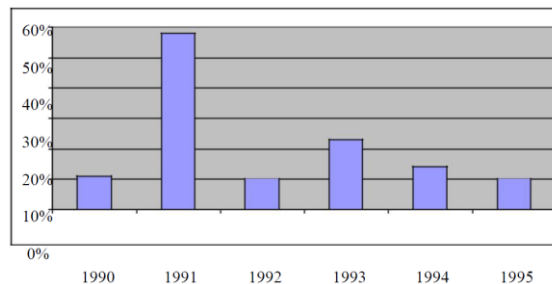
Each table, graph and diagram in all sections or appendices need to be numbered one by one. The number of each table, graph or diagram should be followed by its title. There should be a half line spacing between the line that the title is written and the corresponding figure. If title is longer than a line, the title should be written using 1.0 line spacing. The source of figure should be given below the figure with no line spacing and cited below the figure as “Source:.....” . Thinner border line is preferred (3/4 pt). Variable names given in the first row or the column of a table or in the axes of a graph should be written in BOLD.

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	6.7	5.3
Industry	63.4	61.5	60.1	53.8	47.6	49.7
Services	29.9	32	34.2	50.2	45.8	44.9

Source: EIU, Country Report, 2nd Quarter, 1996

Figure 2.1 Change in Inflation (1990–1995)



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

Page Setup:

Outside Margins: Bottom , Top, Right, Left: **2** cm
Gutter Margin: Width: **0.5** cm Gutter position: Left
Paper Size: Special size; Width: **16** cm Height: **24** cm
Page Layout: Different in odd and even pages; Header: **1.2** cm Footer: **1.2** cm

Font Type:

Title of the Article: In CAPITAL Letters.
Times New Roman, **12** pt, Bold, center-aligned.
Line spacing before or after paragraphs; Before: **6**nk, After: **6**nk.
Line spacing; **1.5** lines Line indent; None

Titles and Subtitles:

By Initial capital letters.
Times New Roman, **11** pt, Bold, left-aligned and numbered
Line spacing before or after paragraphs; Before: **3**nk, After: **3**nk.
Line spacing; **1.5** lines Line indent; Special; First Line; **1.25** cm.

Author:

Author's surname in CAPITAL letters.
Times New Roman, **11** pt, Bold, right-aligned.
Line spacing before or after paragraphs; Before: **0**nk, After: **0**nk.
Line spacing; **1.0** line
Line indent; None

Abstract:

In Turkish and in English (Including title of Abstract)
Times New Roman, **10** pt, Italic, justified alignment.
Line spacing before or after paragraphs; Before: **0**nk, After: **6**nk.
Line spacing; **1.0** line
Line indent; Special; First Line; **1.25** cm.

Keywords: Following Abstracts in both Turkish and English Keywords will be given.

Times New Roman, **10** pt, Italic, justified alignment.

Line spacing before or after paragraphs; Before: **0**nk, After: **6**nk.

Line spacing; **1.0** line

Line indent; Special; First Line; 1.25 cm.

JEL Classification: Following Keywords in both Turkish and English JEL Classification will be given.

Times New Roman, **10** pt, Italic.

Line spacing before or after paragraphs; Before: **0**nk, After: **6**nk.

Line spacing; **1.0** line

Line indent; Special; First Line; **1.25** cm.

Text: Times New Roman, **10** pt, justified alignment.

Line spacing before or after paragraphs; Before: **0**nk, After: **6**nk.

Line spacing; **1.0** line

Line indent; Special; First Line; **1.25** cm.

Footnote: Times New Roman, **9** pt, justified alignment.

Line spacing before or after paragraphs; Before: **0**nk, After: **3**nk.

Line spacing; **1.0** line

Line indent; None.

References: Times New Roman, **10** pt, justified alignment.

Line spacing before or after paragraphs; Before: **0**nk, After: **6**nk.

Line indent; Special; Hanging; **1.25** cm.