

T.R.
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE of SCIENTIFIC JOURNAL

FIRST PART

Purpose, Scope, Basis, Definitions and Content

Purpose

ARTICLE 1- (1) The purpose of this Directive is to regulate the procedures and principles regarding the publication of Nevşehir Hacı Bektaş Veli University scientific journals within the framework of national and international academic publishing rules.

Scope

ARTICLE 2- (1) This Directive covers the procedures and principles regarding the publication of Nevşehir Hacı Bektaş Veli University scientific journals within the framework of national and international academic publishing rules.

Basis

ARTICLE 3- (1) This Directive is based on the provisions of Articles 14 and 48 of the Higher Education Law No. 2547 dated 06/11/1981, the Universities Publication Regulation and the Regulation on Publications Except for Books Used as Lesson Tools, Duplicates and Supplementary Books in Universities.

Definitions

ARTICLE 4- (1) In this directive following definitions are used:

- a) Field Editor: The person or persons responsible for the writing and publishing work of the journal in certain fields,
- b) Deputy Chief Editor: A scientist with at least a doctorate degree appointed by the Chief Editor to support the journal's Chief Editor and/or the journal's special issue editor, in order to support the publication process of the journal,
- c) Chief Editor: Chief Editor and chairman of the editorial board of the journal,
- ç) Journal: A peer-reviewed journal published periodically throughout the year by different units of Nevşehir Hacı Bektaş Veli University,
- d) Owner of the Journal (Concession): Rector of Nevşehir Hacı Bektaş Veli University,
- e) Language Editor: The editor responsible for controlling the grammar rules of the article,
- f) Publishment Board: Chief editor, field editors, language editor and people to be selected from the fields needed,
- g) Referee: A scientist who is an expert in his field, who comments on the articles sent for evaluation to be published in the journal,
- ğ) Article: The scientific study sent for evaluation in order to be published in the journal,
- h) Chief Editor: The scientist who carries out the secretariat operations of the journal and is assigned by the Chief Editor,
- ı) University: Nevşehir Hacı Bektaş Veli University,

i) Editorial Board: The board consisting of experts in the fields of science in which the journal operates,

j) Author: The person or persons who sent an article to the journal,

k) Article: Articles such as papers presented in national and international symposiums and congresses, translations, book reviews, case studies, other than scientific articles sent to the journal for publication.

Purpose, scope and content of journals

ARTICLE 5- (1) Scientific journals published by the University aim to make scientific contributions to related fields by creating a ground where scientific developments at the national and international level can be followed in line with their establishment purposes.

(2) Journals published by the University are interdisciplinary, peer-reviewed, scientific journals in which theoretical and applied original research articles, reviews and reviews in related fields meet the readers.

(3) Journals published by the University have the authority to issue special issues in the titles determined by the Editorial Board, if deemed necessary.

(4) Articles sent to journals published by the university are scanned with the plagiarism scanning program. The similarity rate is determined by the Editorial Board of the relevant journal. Articles with a similarity rate above this determined value are rejected.

(5) Articles sent to journals are accepted in Turkish or in foreign languages to be determined by the decision of the editorial board of the relevant journal.

(6) The articles sent to the journals must be committed that they have not been published in another journal before.

(7) Studies submitted to the journal for evaluation must be committed by the author(s) that they are not being evaluated in another journal at the same time.

(8) The opinions, results and reports in the articles published in the journal are the responsibility of the author(s).

(9) The articles sent to the journals published by the university for evaluation are evaluated by at least 2 (two) referees through a blind review process.

(10) No fee is charged from the authors who submit articles to the journal.

SECOND PART

Duties and Responsibilities

Chief Editor

ARTICLE 6- (1) The chief editor is responsible for the publication of the journal. The journal owner acknowledges and supports the independence, dignity and scientific responsibility of the Chief Editor.

(2) The Chief Editor is responsible for completing the legal processes related to the journal.

(3) The Chief Editor submits the annual evaluation reports prepared for the journal to the Journal Owner.

(4) The Chief Editor provides and supports the basic conditions necessary for the Journal Editor and Editorial Board to work impartially and independently.

(5) The Chief Editor is responsible for meeting the management and publishing activities of the journal, as well as the physical environments (meeting room, etc.)

(6) The Chief Editor may assign a secretary to contribute to the activities of the Journal.

(7) The Chief Editor provides support for the Editor and/or the members of the editorial board to be assigned to attend important meetings about publishing.

(8) The Chief Editor makes the necessary arrangements and takes initiatives for the journal to reach the publication quality in accordance with the standards specified by the nationally and internationally recognized, academically original, leading indexes and internationally recognized academic publishing institutions.

(9) Chief Editor to ensure uninterrupted communication between readers and authors; It is responsible for reflecting reliable and usable information to the journal and the scientific world by evaluating scientific developments, opinions and discussions from a scientific and ethical perspective.

(10) It is responsible for improving the quality processes of the journal, being a member of national and international academic publishing organizations, continuing its professional development in terms of academic publishing, and closely following the developments in academic publishing at the international level.

(11) Chief Editor may appoint Deputy Chief Editor.

Field Editor

ARTICLE 7- (1) The Field Editor is the person responsible for writing and publishing in his field. The Field Editor is scientifically autonomous. No pressure or direction can be made to the field editor regarding the scientific content and operation of the journal.

(2) The Field Editor is a member of the Editorial Board and the Editorial Board.

(3) The Field Editor carries out all the processes from the preliminary evaluation to the publication of the studies in his field submitted to the journal.

Responsible Editorial Officer

ARTICLE 8- (1) Responsible Editorial Officer is appointed by the Chief Editor. Conducts the official correspondence of the journal.

(2) Keeps the records at the Publishment Board meetings and Editorial Board meetings.

(3) Ministry of Culture ISSN Center and ULAKBIM TR-Directory etc. It is responsible for making official correspondence with the journal and making updates by providing the necessary coordination.

Referees

ARTICLE 9- (1) Referees are persons who have at least a doctorate in their field, have national and international publications, and have a scientific background and/or knowledge.

(2) The referees to be assigned to the manuscript submitted to the journal are determined by the relevant Field Editor. While determining the referees, the Field Editor observes whether there is a relationship of interest and interest between the referee and the article author. In the articles sent to the referees, the identity of the authors is kept confidential.

(3) It is the responsibility of the Field Editor to supervise the quality of the referees and the execution and completion of the refereeing process within the framework of ethical principles.

(4) The Field Editor, Deputy Chief Editor, members of the Publishment Board and Editorial Board members, who are authorized to access the identities of the article authors through the system, cannot serve as referees in the Journal.

THIRD PART

Operation of the Journal

Article Evaluation Process

ARTICLE 10- (1) The Chief Editor, Publishment Board and Editorial Board conduct scientific publishing processes within the framework determined by the publication policy, adhering to ethical principles. To this end,

a) They determine the aims, content and publication policy of the journal together and are responsible for publishing the journal with superior scientific qualities and on time.

b) They ensure the continuity of the ongoing studies and their compliance with national and international standards.

c) At every stage of scientific publishing, they act within the framework of academic courtesy towards authors, readers and colleagues, and pursue instructive and educational purposes.

ç) When a situation contrary to publishing ethics is detected or suspected, they act in accordance with the COPE (Publishing Ethics Committee) guidelines, and in this process, they receive opinions from the Ethics Editor and Advisory Board members.

d) Official records and archive kept by the Chief Editor and Journal Assistant are kept for 5 years. Digital records are backed up and a printed/digital copy of the journal is kept in the archive of the relevant unit.

e) Scientific and legal responsibilities in the published articles belong entirely to the authors. None of the publications are binding on behalf of Nevşehir Hacı Bektaş Veli University and the journal. However, the editorial board makes the necessary follow-ups after the articles are published. If necessary, it ensures the withdrawal and/or correction of the articles. For this purpose, the rules of COPE and similar member organizations are used as criteria.

f) Volunteering is essential in all activities in the journal. No remuneration is paid to the editor, assistant editors, members of the Ethics Committee and Editorial Board, or other persons working in the journal.

CHAPTER FOUR

Miscellaneous and Final Provisions

ARTICLE 11- (1) The Publishment Board and the Editorial Board are authorized for all matters not specified in this directive regarding the operation and publication of the journal, and the decisions taken by these boards are valid.

Force

ARTICLE 12- (1) This Directive enters into force from the date it is accepted by the Nevşehir Hacı Bektaş Veli University Senate.

Executive

ARTICLE 13- (1) The provisions of this Directive are executed by the Rector of Nevşehir Hacı Bektaş Veli University.

Senate Decision Accepting the Directive

DATE: 20.05.2021

NUMBER: 2021.15.94.