

MANUSCRIPT SUBMISSION GUIDELINE

Publicus - Journal of Public Administration Research (Publicus) is a scholarly peer-reviewed scientific journal published online and openly accessible semi-annually, in June and September, by the Public Administration Association. The journal is published in both Turkish and English.

The principles of scientificity, independence, open access, transparency, and impartiality are paramount in the application, evaluation, and publication stages of manuscripts submitted for consideration. To uphold these principles, the journal adheres to the ethical standards established by the *Committee on Publishing Ethics* (COPE). The individuals and committees responsible for the journal, as well as the authors submitting articles, are expected to adhere to these standards throughout each stage of the process. Manuscripts submitted to the journal must be original and not have been previously published or accepted for publication elsewhere, whether in a periodical or non-periodical publication. The author(s) are solely responsible for the content of their published articles. There are no fees charged for the evaluation and publication of manuscripts, and no royalties are paid for published articles. The journal retains the copyright to all published articles; however, it is committed to supporting and promoting universal open access to scholarly content. In line with the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International (CC BY-NC-ND 4.0) License, the journal permits the copying, editing, distribution, and reuse of articles for non-commercial purposes, provided that proper scientific referencing and citation rules are followed. Manuscripts that are not published will not be returned to the author(s). Consistent with the principles of impartiality and transparency, the journal issues an open call prior to each issue. This call includes detailed information and a schedule regarding the submission process and publication timeline, which is shared with all potential authors interested in contributing articles to the journal.

Prospective authors intending to submit articles to the journal are required to register on the journal's website at <https://publicus-journal.kamuyonetimi.org.tr>. Submissions should adhere to the template provided on the website. Submitted articles must correspond to one of the designated article types accepted for publication in the journal, and the specific article type should be indicated during the submission process.

During the submission process, authors are required to upload their articles along with a plagiarism report and, if compulsory due to the subject, an ethics committee report. The plagiarism report must be generated from either the iThenticate or Turnitin systems and should indicate a similarity rate of no more than 20%, excluding citations and references. In line with the principles of independence and impartiality, all individuals and committees involved in the publication process, including those responsible for application, evaluation, and publication, as well as authors and referees, are expected to adhere to the following guidelines when sharing texts and files.

1. Authors are required to ensure that their names and organizational affiliations are not included in the text, including footnotes. Any passages containing such information should be removed.
2. Individuals (such as editors, referees, etc.) and committees involved in the publication and evaluation processes of manuscripts should also ensure that their personal information is not visible in the text or file.
3. When referencing their own work(s) in the bibliography, authors should use only the term "Author" instead of their names, followed by the publication year. No additional information about the work should be provided.
4. In Microsoft Word documents, authors must ensure that personal information is not visible in the file properties. Any personal information found in the document properties should be deleted. For other file formats, such as Adobe Acrobat or JPEG, authors should ensure that personal information is removed from the document properties as well.

All manuscripts submitted to the journal undergo a pre-evaluation process by the Editorial Board to determine their suitability for publication. Manuscripts that are deemed unsuitable due to issues such as alignment with the journal's scope or adherence to formatting guidelines may be returned to the authors for revisions or rejected outright, based on the decision of the Editorial Board.

"Research" and "Review" articles are classified as original articles and undergo further evaluation following the Editorial Board's initial assessment. These articles are subjected to blind peer review by at least two referees, in accordance with established guidelines. Referees provide their evaluations using a specific referee evaluation form designed for these types of articles. Similarly, manuscripts classified as "Book Reviews" are also peer-reviewed, with two referees evaluating them using a dedicated referee evaluation form for book reviews.

Comment articles, interviews, reports, roundtable discussions, letters to the editor, replies, corrections, and obituaries are considered for publication following the preliminary evaluation and decision of the Editorial Board.

WRITING AND REFERENCE RULES

Manuscripts submitted to the Journal are required to include a cover page at the beginning. This cover page should feature the title of the paper, the full name(s) of the author(s), their academic title(s), affiliation(s), and, where applicable, their ORCIDs. Additionally, authors should provide their email addresses and phone numbers for communication purposes. In the publication, author information should include the names, academic titles, institutional affiliations, and ORCID numbers of the author(s). Authors may also opt to share their email addresses. Authors who choose to include such contact details are required to submit this information at the time of manuscript submission.

For research and review articles, authors are expected to include both Turkish and English abstracts, each consisting of 400-500 words and 5 keywords. The abstracts should be formatted in Palatino Linotype, 10-point font size, with no spacing between lines and a 6-point space between paragraphs. Turkish and English abstracts should be presented on separate pages following the cover page. It is important to note that Turkish and English abstracts are not obligatory for other types of articles.

The main body of the paper should commence on a separate page following the cover page and abstracts.

For research and review articles, the length should fall within the range of 6000 to 9000 words, inclusive of footnotes and references. Book reviews should be between 1500 and 3000 words. With the exception of editorial pieces, replies, corrigenda and addenda, and obituaries, other article types (such as comment articles, reports, roundtable discussions, interviews, and letters to the editor) should range from 3000 to 6000 words. The Editorial Board retains the right to adjust these word limits for any type of paper, as deemed necessary.

The main title of the paper should be bold and centered. Subheadings can be utilized at up to four levels, indicated in 12-point font.

Level 1 subheading: **Aaaa Bbbb Cccc** (left justified + initial letter of each word is bold and capitalized)

Level 2 subheading: ***Aaaa Bbbb Cccc*** (left justified + initial letter of each word is capital, bold, and italics)

Level 3 subheading: *Aaaa bbbb cccc* (initial letter of the first word is capitalized, the others are lowercase and italicized)

Level 4 subheading: i) *Aaaa bbbb cccc* (numbering (i, ii, iii, etc.) + initial letter of the first word is capitalized, while the others are lowercase and italics)

There should be 1.15 pt space between lines and 12 pt (6 pt before and 6 pt after) space between paragraphs. New paragraphs should not begin with a “first line indentation.”

Graphs, figures, tables, pictures, and photographs in the paper must be numbered and placed appropriately within the text. Each should have a title and a number, as shown in Table 1, Figure 2. Appendices, if included, should be numbered and inserted after the References section. Appendices should be titled as Annex 1, Annex 2, and so forth.

The reference list should be placed at the end of the paper, starting on a new page before the Appendices. The references should be formatted with a hanging paragraph style, with a hanging paragraph value of 1 cm. They should be arranged alphabetically by the surname of the corresponding author. References should be written in Palatino Linotype, 10-point font size, with a line spacing of 1.15, and a 12 pt space between paragraphs (6 pt before and 6 pt after).

CITATION AND REFERENCING RULES

Authors are required to adhere to the citation and referencing guidelines outlined below when preparing their manuscripts. Failure to comply with these rules may result in rejection of the manuscript. Alternatively, authors may be asked to revise their manuscripts, or the Editorial Board may make revisions according to the journal's guidelines. The Editorial Board has final authority in this regard.

General Rules

Below are examples illustrating the rules of citation and referencing for various types of publications. Authors should adhere to APA 7 guideline for cases not covered here. *The Publication Manual of the American Psychological Association – The Official Guide to APA Style (7th Ed.)* is available upon request from the Editorial Board.

- When citing sources with more than 3 authors, put et al., after the first author’s last name. It is appropriate to use abbreviations (for example, Author et al., 2023: p. 27). The last names of all authors should be listed in the references.
- The following phrases should be included in the related section: if the date of the cited work is unknown (n.d.), if the institution or the author is unknown (n.a), and if the publishing house is unknown (publishing house n.).
- When citing sources to indicate their contribution to the literature or to draw comparisons, but not to cite a main argument of the source, the expressions "see" and "cf." are used instead of direct citation.
- When using footnotes for explanatory purposes in the text, citations should be made according to the following procedure.
- Block quotations within the text (quotations exceeding three lines) should be formatted as justified to the right, indented 1 cm from the left margin, without quotation marks, and in Palatino Linotype, 11-point font size.
- When citing multiple works by the same author from different years within the text, the citation should be formatted in chronological order as (Last name, year, year, year).
- When preparing manuscripts, authors should adhere to the specific citation and referencing rules for the language of the manuscript. For instance, in Turkish manuscripts, the abbreviation for "page" is "s.", while in English manuscripts, it is "p.". Similarly, when citing an article from a compiled book, the Turkish term "içinde" should be used in the references for Turkish texts, whereas the English term "In" should be used for English texts. Additionally, in Turkish texts, the conjunction "ve" should be used for citing sources, while in English texts, the "&" sign should be used.
- If any citation software is used while preparing the manuscript, parts that do not comply with the rules of citation and referencing need to be revised.
- If the text was prepared using citation software, it is important to upload plain text.

- Original sources such as legislation, archival documents, and periodicals should be grouped under a separate heading in the references, preceding secondary sources. This rule does not apply to books, articles, or other types of sources.
- Any source that is not cited should not be included in the references.
- The names of the translators must be included in the translated texts in the references.
- If the texts in the references have multiple editions, the edited version of the cited source used should be stated.
- In resources with a DOI number or a fixed URL, including e-resources, this information should be specifically stated in the references.
- Authors should include the last access date of the sources they access from the internet in accordance with the examples below.

Referencing a book:

Citation (Hobsbawm, 2011, p. 27)

Reference Hobsbawm, E. (2011). *Kısa 20. Yüzyıl 1914-1991: Aşırılıklar Çağı* (Y. Alogan, Trans.). Dost.

Citation (Miller and Fox, 2007, p. 27)

Reference Miller, H. T., and Fox, C. J. (2007). *Postmodern Public Administration*. ME Sharpe.

Referencing an e-book:

Citation (Updike, 1996, p.3)

Reference Updike, J. (1996). *Memories of the Ford Administration* [e-book]. Penguin Random House. <https://www.penguinrandomhouse.com/books/181904/memories-of-the-ford-administration-by-john-updike/>

Referencing an editorial book:

Citation (Erder et al., 2003, p. 27)

Reference Erder, N., Çilingiroğlu, A., Sönmez, A., and Torun, O. N. (2003). *Planlı Kalkınma Serüveni: 1960'larda Türkiye'de Planlı Kalkınma Serüveni*. İstanbul Bilgi Üniversitesi Yayınları.

Referencing a chapter in an editorial book:

Citation (Valero- Garcés, 2023, p. 18)

Reference Valero- Garcés, C. (2023). General Issues About Public Service Interpreting: Institutions, Codes, Norms, and Professionalisation. In L. Gavioli and C. Wadensjö (Ed.), *The Routledge Handbook of Public Service Interpreting* (pp. 17-31). Routledge.

Referencing an article:

Citation (Gülmez, 1975, p. 72)

Kaynakça Gülmez, M. (1975). Weber ve İdeal Tip Bürokrasi Anlayışı. *Amme İdaresi Dergisi*, 8(1). 47-73.

Referencing to a thesis:

Citation (Üstüner, 1992, p. 72)

Reference Üstüner, Y. (1992). In search of an identity: Considerations on the theory and the discipline of public administration [Kimlik arayışı: Bir disiplin olarak kamu yönetimi ve kuramı] [Unpublished PhD Dissertation]. Orta Doğu Teknik Üniversitesi.

Referencing to an encyclopedia/dictionary entry:

Citation (Sosyoloji Sözlüğü, Fordizm, p. 245)

Reference Marshall, G. (1999). Fordizm. *Sosyoloji Sözlüğü*, pp. 245-246.

Referencing to Internet webpage:

When citing internet content that is designed to change over time and does not have an archived version of the page, it is necessary to include the 'access date' in the citation. However, for works that can change over time but have archived versions available, the majority of references to these sources do not require an 'access date', as the archived version of the page remains fixed and retrievable.

Citation (afad.gov.tr)

Reference AFAD, Hakkımızda. <https://www.afad.gov.tr/afad-hakkinda>, Access: 19.05.2023

Citation (YSK, 2007)

Reference YSK. (2007). Anayasa Değişikliği Halkoylaması Sonuç Tutanağı. <http://www.ysk.gov.tr/doc/dosyalar/docs/2007Referandum/Sonuc/sonuc.pdf>

Referencing a newspaper article:

Citation (Cumhuriyet Gazetesi, 18 November 2021, p. 7)

Reference Cumhuriyet Gazetesi. (2021, November 18). *Resmi Gazete’de yayımlandı: Erdoğan’dan yeni atamalar*, p. 13

Citation (cumhuriyet.com.tr, 18 November 2021)

Reference Cumhuriyet Gazetesi. (2021, November 18). *Resmi Gazete’de yayımlandı: Erdoğan’dan yeni atamalar*. <https://www.cumhuriyet.com.tr/turkiye/resmi-gazetede-yayimlandi-erdogandan-yeni-atamalar-1893628>, Access: 19.05.2023

Referencing a newspaper column:

Citation (Kuruç, 2022)

Reference Kuruç, B. (2022, January 24). 24 Ocak has kapitalizmdir. *Cumhuriyet*. <https://www.cumhuriyet.com.tr/yazarlar/bilsay-kuruc/24-ocak-has-kapitalizmdir-1902329>, Access: 19.05.2023

Referencing audio-visual communication sources:

Citation (Raadschelders, 2024)

Reference Raadschelders, J. (2024). Yönetimin Geleceği ve Kamu Yönetimi Çalışmaları: Demokrasi için Hesap Verebilirlik [Webinar]. Kamu Yönetimi Derneği. <https://www.youtube.com/watch?v=HVMwzMb0mnE>, Access: 23.01.2024.

Referencing a legislation:

Citation The Official Gazette imprint should be given in parentheses where the relevant regulation is mentioned in the texts.

.... According to Law No. 5442 on Provincial Administration (OG: 10.06.1949/7236)

Reference Provincial Administration Law, No: 5442, OG: 10.06.1949/7236, <https://www.mevzuat.gov.tr/mevzuatmetin/1.3.5442.pdf>

Referencing to Minutes Journal:

To maintain consistency with the original titles of official publications, the original Turkish names should be retained.

Citation (TBMM TD, D: 9, C: 1, B: 2 , O: 1: s. 17)

Reference TBMM Tutanak Dergisi, D: 9, C: 1, B:2 , O: 1, 26.05.1950

Citation (TBMM ZC, C: 15, İ: 133, ss. 12-16)

Reference TBMM Zabıt Ceridesi, C: 15, İ: 133, 24.12.1921

Referencing an archival document:

When referring to archival documents, month names should be written clearly due to the differences between the Hijri, Rumi, and Gregorian calendars; the Gregorian calendar must be specified before the Hijri or Rumi calendar.

To maintain consistency with the original titles of official publications, the original Turkish names should be retained.

Citation (TV: 283, 13 Mart 1845 / 3 Rebiü'l-ahir 1261, s. 1)

Reference Takvîm-i Vekayi (TV), 283, 13 Mart 1845 / 3 Rebiü'l-ahir 1261

Citation (BOA, HH.d., 24406, ss. 17-18)

Reference T.C. Devlet Osmanlı Arşivi (BOA), Hatt-ı Hümâyûn (HH.d.), 24406, 23 Muharrem 1292 / 01 Mart 1875