

**REPUBLIC OF TURKEY**  
**CELAL BAYAR UNIVERSITY**  
**JOURNAL OF SOCIAL SCIENCES**  
**PUBLISHING PRINCIPLES OF THE JOURNAL AND THE GENERAL**  
**RULES**

Celal Bayar University Journal of Social Sciences is a peer reviewed journal published four times a year. The journal's **March** and **September** issues are devoted to Humanities; **June** issue to Economics and Administrative Sciences; and the **December** issue to Pedagogical Sciences.

The journal publishes original and high quality researches in the field of social sciences. Along with articles, the journal also publishes interviews, translations and reviews.

Manuscripts must be sent to [cbusbe.dergi@gmail.com](mailto:cbusbe.dergi@gmail.com) prepared and formatted according to the rules given below:

**1.** Manuscripts sent to the journal should not have been published elsewhere or their copyrights given to third parties. **Duplicate submission is unethical. Do not submit manuscripts that have been accepted or are under active consideration for publication elsewhere.** Symposium papers which have not been published in book form can be published if this state is noted in the footnotes. Papers included in the proceedings can only be published with notable improvements and with a note stating this in the footnotes.

**2.** Manuscripts which do not comply with the writing rules, publishing principles or scientific research methodology are not considered for publication by the journal board. Authors receive one copy of the journal issue in which their work appears. Author(s) will not be paid for their published articles. Unpublished manuscripts are not returned to the authors.

**3.** Manuscripts submitted to the journal are sent to at least two referees. If one of the referees gives negative report about the submitted manuscript, it is sent to a third referee.

**4.** All scientific and legal responsibility for published articles belong to the authors. In a given issue, only one article by the same author (s) is published.

**5.** Manuscripts submitted for publication in the journal can be written in Turkish, English, French or German. Those written in Turkish should comply with Turkish Language Association's rules of spelling and punctuation.

**6.** At the beginning of the manuscript there must be an English and Turkish abstract with 150-200 words and 3-5 keywords.

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The abstract should cover the purpose, scope, originality and contribution of the study as well as the methodology, main points, evaluations and recommendations.

7. The headings should either be in decimal number or alphabetical order. The following points should also apply: Main and secondary headings, titles of tables and figures should be bold and initials capitalized; in formatting tables and figures the journal's font settings and page layout should be followed; figures and tables should be given a title and be consecutively numbered and aligned to the left margin; titles for tables should appear above tables and titles for figures should appear below figures; each equation should be numbered consecutively with equation numbers in parentheses flush with the right margin.

8. Manuscripts should be submitted as a Word document.

9. Manuscripts should not exceed 30 pages (all inclusive) as formatted according to the journal's page layout.

10. Author (s)' names should appear one single space below the title; academic titles, affiliations and emails should appear as a footnote. Authors must identify who provided financial support for the preparation of the manuscript with a footnote to the main title.

11. Manuscripts should be written on A4 paper size with Cambria font style. The margins should be set to width-17 (left and right) and height-2 (top and bottom). Other specifics about the page setup is as follows:

<b>Text font</b>	11	<b>Footnote font</b>	9
<b>Paragraph space (Before-After)</b>	0 nk	<b>Paragraph indent</b>	1.25 cm
<b>Top margins</b>	2 cm	<b>Gutter margins</b>	2 cm
<b>Right margins</b>	2,5 cm	<b>Left margins</b>	3 cm
<b>Line spacing</b>	Single		

12. Authors should either use MLA or APA for in-text references. Below are some examples for referencing and developing a list of works cited:

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## **FOOTNOTES**

### **Books**

#### **Single Author**

M. Fuat Köprülü, *Edebiyat Araştırmaları 2*, Ötüken Neşriyat, İstanbul, 1989, pg. 43.

#### **Multiple Authors**

Rene Wellek and Austin Warren, *Edebiyat Teorisi*, (trans.) Ö. Faruk Huyugüzel, Dergâh Yayınları, İstanbul, 2011, pg. 193.

#### **References to the same source**

Gökmen, pg. 41

Wellek and Warren, pg. 65.

#### **A second source from the same author (s)**

Gökmen, Tanzimat'tan II. Meşrutiyet'e ..., pg. 55.

#### **Books with an editor**

Osman Gündüz, "Cumhuriyet Dönemi Türk Romanı", (ed.) Ramazan Korkmaz, *Yeni Türk Edebiyatı El Kitabı 1839-2000*, Grafiker Yayınları, Ankara, 2011, pg. 477.

### **Journals**

Ertan Gökmen, "Narh Kayıtlarına Göre XVII. Yüzyıl Başlarında Manisa'da Tüketilen Gıda Maddeleri", *CBÜ Sosyal Bilimler Dergisi*, Manisa Özel Sayısı, V. 11, I. 3, 2013, pg. 65.

#### **References to the same article**

Gökmen, "Narh Kayıtlarına Göre...", pg. 75.

#### **Multiple authors**

Nurettin Gülmez and Meltem Önder, "Alaşehir Kongresinde Bir Belediye Başkanı: Galip Bey", *CBÜ Sosyal Bilimler Dergisi*, Manisa Özel Sayısı, V. 11, I. 3, 2013, pg. 118.

#### **References to the same article by multiple authors**

Gülmez and Önder, pg. 125.

#### **A second article from the same author (s)**

Gökmen, "Manisa Mevlevi ...", pg. 89.

### **Archival Sources**

BOA.ML.VRD.TMT. d. 1800, pg. 6.

Katip Çelebi, *Tuhfetül-Kibâr fî Esfâril-Bihâr*, Millet Kütüphanesi, No: 681/2, pg. 40.

### **Dailies**

Taha Akyol, "Sosyal Bilim Ödülleri", *Milliyet*, 28 Feb. 2005.

### **Encyclopedia Entries**

Meydan Larousse, *Bilgi Dünyasına Yolculuk*, V. 15, 3B Yayıncılık, Ankara, 1998, pg. 37.

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### **Dissertations**

Ferdi Çiftçiöđlu, *II. Abdülhamid Döneminde İzmir’de Salgın Hastalıklar*, Celal Bayar Üniversitesi Sosyal Bilimler Enstitüsü, (Unpublished MA Dissertation), Manisa, 2014.

### **Electronic Sources**

Mustafa Alkan, “Hüseyin Hilmi Paşa’nın Rumeli Umûmî Müfettişliđi (1902-1908)”, (<http://edergi.cbu.edu.tr/ojs/index.php/sbe/article/view/319>), (09.04.2015)

## **IN-TEXT REFERENCES**

### **Books**

#### **Single Author**

(Türk, 1999: 122-125)

#### **Multiple Authors**

(Wellek and Warren, 2011: 165)

### **Journals**

#### **Single Author**

(Ercilasun, 2001: 40-45)

#### **Multiple Authors**

(Gülmez and Önder, 2013: 125)

### **Archival Sources**

(Long references-more than a line-should appear in footnotes.)

(BOA.ML.VRD.TMT. d. 1800: 6)

(BCA, Mühimme 15: 25)

(Turkish Standards Institution [TSE], 1999)

### **Dailies**

(In references to dailies author’s surname and publication date should appear but the complete reference should be provided in the Works Cited section.)

(Akyol, 01.04.2015)

### **Encyclopedia Entries**

(Meydan Larousse, 1998: 37)

### **Dissertations**

(Çiftçiöđlu, 2014: 57)

### **Electronic Sources**

(In referring to electronic sources author’s surname, publication date and page number should appear but the full reference information with access date should be provided in the Works Cited section.)

(Alkan, 2015: 99)

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## **WORKS CITED**

A list of all the works cited should be included in the works cited section in an alphabetical order at the end of the article. The works cited should be listed in the following order: “author’s surname, author’s name, publication date, title, (if applicable) print number, publishing house, place of publication”. In citing journals, volume, issue number and pages should be given in that order. Sources that are not cited in the text should not appear in this list. Consider the below examples for forming a Works Cited list:

AKYOL, Taha, “Sosyal Bilim Ödülleri”, *Milliyet*, 28 Feb. 2005.

ALKAN, Mustafa, “Hüseyin Hilmi Paşa’nın Rumeli Umûmî Müfettişliği (1902-1908)”, (<http://edergi.cbu.edu.tr/ojs/index.php/sbe/article/view/319>), (09.04.2015)

EKİNCİ, Ramazan (2014), *Uşşakîzâde Hasîb'in Zeyl-i Şakâ'ik'i (Analysis-Text-Index)*, Celal Bayar Üniversitesi Sosyal Bilimler Enstitüsü, (Unpublished Doctoral Dissertation), Manisa.

ERCİLASUN, Bilge (2001), “Modern Türk Edebiyatında Ahiret Kavramı”, *Türkbilig Türkoloji Araştırmaları*, S: 2, 40-45.

GÜNDÜZ, Osman (2011), “Cumhuriyet Dönemi Türk Romanı”, (ed.) Ramazan Korkmaz, *Yeni Türk Edebiyatı El Kitabı 1839-2000*, Grafiker Yayınları, Ankara.

TÜRK, İsmail (1999), *Maliye Politikası*, 13. Baskı, Turhan Kitabevi, Ankara.

WELLEK, Rene and Austin WARREN (2011), *Edebiyat Teorisi*, (trans.) Ö. Faruk Huyugüzel, Dergâh Yayınları, İstanbul.