

THE OFFICE FOR SUPPORTING INTERNATIONAL PUBLICATIONS AND SCIENTIFIC JOURNALS

Academic Publication Standards and Ethical Principles to be Applied in HBV Scientific Journals

The Ankara Hacı Bayram Veli University International Publications and Scientific Journals Coordination Board unanimously approved the following Academic Publication Standards and Ethical Principles on 7 November 2025. These standards must be applied by all scientific journals published within the university. These principles reflect the university's institutional policies on quality, transparency, impartiality, and commitment to ethical values in scientific publishing:

1. The proportion of articles by internal authors (university academic and administrative staff, and Institute's students) to be published in a journal issue should not exceed 20%.

However, the following journals are exempt from this rule until 01.01.2028: The Human Rights Yearbook, the Journal of Art Studies, the Journal of Mediterranean Basin and African Civilisations, the Journal of Banking and Financial Studies, The Journal of Case Law Analysis, and the Gordion Journal of Social Sciences.

2. At least one-third of the editorial board, consisting of the editor, assistant editors, and field editors (if applicable), must be academics from different universities.
3. The evaluation process for articles by internal authors should be conducted by external editorial assistants or subject editors.
4. Referees should not be from the same institution as the author. Furthermore, care should be taken to ensure that there are no academic relationships between the author and the referee, such as postgraduate thesis supervision, co-authorship, or collaborative projects. This rule also applies to articles submitted from within the Institution. This principle should be clearly stated in the journal's publication policy.

For articles submitted by authors from within the institution to the International Journal of Asian Studies, Human Rights Yearbook, Journal of Art Studies, Journal of Banking and Financial Studies, Gordion Journal of Social Sciences, and The Journal of Case Law Analysis, at least one of the referees must be selected from outside the institution until 01.01.2028.

5. A reviewer may only review one article per issue. Furthermore, authors of articles in the journal should not be assigned as reviewers for the relevant issue, as this could create a conflict of interest.
6. Decisions regarding the rejection or acceptance of articles must be justified. Referee evaluation forms should be prepared accordingly, and a minimum word count should

be set for referee responses. In cases where a justified evaluation is not provided, an additional referee should be assigned to the relevant article.

7. An author whose article has been published in the journal may submit another article for publication no sooner than one year after the evaluation process for the previous article has been completed. This rule should be clearly stated in the journal's publication policy.
8. A minimum period of 45 days should elapse between the 'received' and 'published' dates of articles..
9. Articles published in a foreign language must be reviewed by a language editor who is proficient in that language.
10. Articles written in Turkish and published in journals indexed in TR Dizin include an extended abstract in English. Articles written in other languages should also include an extended Turkish abstract.
11. The international citation system used by the journal must be clearly stated in the writing guidelines. Ideally, one of the APA or Chicago citation styles should be adopted.
12. The journal's publication policies and ethical principles of the journals should be clearly stated. Within the scope of publication ethics, the international ethical principles established by the Committee on Publication Ethics (COPE), the Directory of Open Access Journals (DOAJ) and the Open Access Scholarly Publishers Association (OASPA) should be adopted. Reference to these principles should be clearly stated in the journal's publication policy.
13. The contact information of journals should include the full address, website, and telephone number of the university and the academic unit to which the journal is affiliated, in addition to the editors.
14. Journal pages should include open access and copyright policies. All authors submitting articles must sign a copyright agreement. In this context, journals must use an appropriate Creative Commons licence. The copyright notice and the publication agreement with authors should not conflict with the selected licence. In this regard, the principles of the Directory of Open Access Journals (DOAJ) should be followed.
15. The journal pages should include a plagiarism policy. All articles submitted to the journal must be checked for plagiarism detection programme. The similarity rate should not exceed 20%. Articles exceeding this limit will be returned to the author with an explanation. For articles produced from theses, each journal may set its own upper limit for the plagiarism rate.
16. The article evaluation and publication processes should be carried out in their normal course. Articles that are accepted but deferred for publication in the next issue should be selected according to concrete, and pre-determined criteria. These criteria should be clearly stated in the journal's publication policy and may include factors on measures such as the thematic integrity of the issue, page limitations, the technical editing processes and the number of articles on similar topics in previous issues.
17. Manuscripts submitted to the journal must not contain any information that could clearly reveal the author's identity. The assistant editor or subject editor conducting the review process should check for identifying elements in both the manuscript text and the referee

reports and anonymise the information by deleting it if necessary. Furthermore, as elements that could compromise confidentiality, such as the author's name, institutional information, or email address, may remain in the 'Document Properties' section of the Microsoft Word file, this section must also be checked.

18. If journals accept articles on specific dates, these dates should be determined in advance and announced publicly. The article acceptance system should not be opened or closed randomly or on a case-by-case basis.
19. Every article published in a journal must include 'Citation Information' on the first page.
20. All journals indexed in TR Dizin must have English pages on Dergipark that are consistent with their Turkish pages.
21. The following information should preferably be included at the end of articles:
 - Funding Statement
 - Conflict of Interest Statement
 - Ethics Committee Approval
 - Author Contributions
 - Plagiarism Screening and Peer Review Process Statement

Journals in the field of art are exempt from the conflict of interest statement.

22. In the event of an editor change, all critical information pertaining to the journal, including usernames, access passwords, and technical management privileges, must be transferred to the new editor without delay, both in writing and verbally. The outgoing editor shall be held legally responsible for any issues arising from deficiencies in the transfer of information and access.
23. Separate accounts should not be created for journals for Web of Science (WOS) indexing applications; applications should be made through the University's institutional WOS account. In this context, editors should contact the Coordination Office to request the necessary username and password.

In accordance with Article 10 of the Guidelines of the Office for Supporting the International Publications and Scientific Journals, these rules are binding and mandatory for all scientific journals published within the university.