

Guide for Authors

The American Psychological Association (APA) style will be used for footnotes and references in the articles to be published in Boyabat Faculty of Economics and Administrative Sciences e-Journal.

Structure

All texts must be written in accordance with the following order:

- Title
- Abstract
- Keywords
- JEL Codes
- Introduction
- Main Text
- Result
- References
- Appendices

Form

All articles must be written in the MS Office Word file, the page size must be A4, and there must be no information about the authors in this file. The name, address and institution information of the authors must be written when articles are submitted to the Journal's website.

Margins must be 2.5 cm from the right, left, bottom and top, and the entire text must be written with 1.5 line spacing.

Times New Roman font must be used in articles.

The Turkish title of the article must be 14 points font size, bold, centered and all letters must be uppercase. Under the Turkish title, the English title must be written in 12 points font size, bold, centered and only the first letters of the words must be uppercase.

Turkish and English Abstracts must be included in the articles, not exceeding 250 words. After the Turkish and English titles of the article, Turkish and English abstracts must be written respectively. Turkish and English abstract titles must be centered and bold with the first letters are uppercase. Turkish and English abstract sections must be written justified. In the abstract section, the objective, method, findings, and conclusion information must be included briefly. At least three keywords both in Turkish and English and JEL codes for the appropriate fields must be written under the Turkish and English abstract sections. Keywords and JEL codes must be written from a tab (1.25 cm) inside and italic.

Intermediate titles must be numbered, written in 12 points font size and edited as shown in the following table:

Title Level	Format
1 st Level	Left Align, Bold, Only First Letter of Each Word is Uppercase
2 nd Level	Left Align, Bold, Only First Letter of Each Word is Uppercase

3 rd Level	One Tab Indent, Bold, Only First Letter of Each Word is Uppercase
4 th Level	One tab indent, bold, only the first letter of the first word is uppercase
5 th Level	One tab indent, only the first letter of the first word is uppercase

Texts must be written in 12 points font size and justified.

Paragraphs must be written with one tab indent (1.25 cm).

Page numbers must be located at the top right.

One-to-one citations must be written in quotation marks and italics.

Footnotes must be written in 10 points font size and justified.

Abbreviations can be used as abbreviations for the rest of the text after they are written in parentheses following their explicit forms when they are first used.

Equations must be numbered, written right aligned, prepared through the MS Office program.

Tables and Figures must be numbered (such as Table 1. and Figure 1.). Their titles must be bold, justified and the first letters of the words must be uppercase. Tables and Figures must be added below their titles. The sources and/or notes for Tables and Figures must be located under them, written 10 points font size, and justified.

Citations and References

In the citations in the text, the page number must be specified as follows: (Bennet, 2018: 125).

When referring to the studies of the same author(s) or legal entity published in the same year, it must be ensured that the studies are distinguished from each other using letters in alphabetical order: (IRENA, 2018a: 10), (IRENA, 2018b: 15). These studies must be included in the References with the same letters. In cases where more than one source is referred to simultaneously in the text, the studies must be sorted in the same parentheses from the old published to the new published and separated from each other by semicolons: (Borjas, 2016: 22; Ehrenberg and Smith, 2018: 62).

The studies of two different authors with the same surnames published in the same year must be indicated by writing the first letters of the names: (Varlık, C. 2018: 40), (Varlık, S. 2018: 25).

When referring to an unreachable study in the text, the study that cites it must also be cited in the same parentheses as follows: (Wrigley, 1988: 54, citing from Nef, 1934: 14).

The References title must be written left aligned and bold with the