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Journal of Business Administration and Social Studies aims to contribute to the literature by publishing manuscripts at the highest scientific level in social sciences and business administration. The journal publishes original articles, reviews, editorial comments, and letters to the editors that are prepared in accordance with ethical guidelines. The scope of the journal includes but not limited to Economics, Business Administration, Tourism, Econometrics, Banking, Accounting, Human Resources Management, International Relations, Finance, and Education.

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The authors are expected to submit researches that comply with the general ethical principles which include; scientific integrity, objectivity, collegiality, data integrity, institutional integrity and social responsibility.

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Authors are strongly recommended to avoid any form plagiarism and ethical misconduct that are exemplified below.

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Salami slicing: Using the same data of a research into several different articles. Reporting the same hypotheses, population, and methods of a study is into different papers is not acceptable.

Data Fabrication: It is the addition of data that never occurred during the gathering of data or the experiments. Results and their interpretation must be based on the complete data sets and reported accordingly.

Data Manipulation/Falsification: It means manipulating research data with the intention of giving a false impression. This includes manipulating images (e.g. micrographs, gels, radiological images), removing outliers or ‘inconvenient’ results, changing data points, etc.
In the event of alleged or suspected research misconduct, e.g., plagiarism, citation manipulation, and data falsification/fabrication, the Editorial Board will follow and act according to COPE flowcharts.

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If the article is published in the Journal of Business Administration and Social Studies, it is the responsibility of the authors to update the archived preprint and link it to the published version of the article.

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1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

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The style of the manuscripts should be prepared according to the Publication Manual of the American Psychological Association (APA), Seventh Edition.

Manuscripts submitted to the journal will first go through a technical evaluation process where the editorial office staff will ensure that the manuscript has been prepared and submitted in accordance with the journal’s guidelines. Submissions that do not conform to the journal’s guidelines will be returned to the submitting author with technical correction requests.

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- ICMJE Potential Conflict of Interest Disclosure Form (should be filled in by all contributing authors) during the initial submission. These forms are available for download at http://jba-socstud.org.

Preparation of the Manuscript

Title page: A separate title page should be submitted with all submissions and this page should include:

- The full title of the manuscript as well as a short title (running head) of no more than 50 characters,
- Name(s), affiliations, highest academic degree(s), and ORCID IDs of the author(s),
- Grant information and detailed information on the other sources of support,
- Name, address, telephone (including the mobile phone number), and email address of the corresponding author,
- Acknowledgment of the individuals who contributed to the preparation of the manuscript but who do not fulfill the authorship criteria.

Abstract: An abstract should be submitted with all submissions except for Letters to the Editor. The abstract of Research Articles should be unstructured. Please check Table 1 below for word count specifications.

Keywords: Each submission must be accompanied by a minimum of three to a maximum of five keywords for subject indexing at the end of the abstract. The keywords should be listed in full without abbreviations.

Manuscript Types

Research Articles: This is the most important type of article since it provides new information based on original research. Acceptance of original papers will be based upon the originality and importance of the investigation. The main text of original articles should be structured with Introduction, Material and Methods, Results, and Discussion subheadings. Please check Table 1 for the limitations for Original Articles.

Reporting Statistical Analysis

Statistical analysis to support conclusions is usually necessary. Statistical analyses must be conducted in accordance with international statistical reporting standards (Altman DG, Gore SM, Gardner MJ, Pocock SJ. Statistical guidelines for contributors to medical journals. Br Med J 1983; 7; 1489-93). Information on statistical analyses should be provided with a separate subheading under the Methods section and the statistical software that was used during the process must be specified.

Please do not use a zero before decimal fraction when statistic cannot be greater than 1 (e.g., correlations, proportions, levels of statistical significance).

r(24) = – .43, \( p = .028 \)

For APA requirements for reporting statistical analysis, please refer to “Statistical and Mathematical Copy” section in the Publication Manual of the APA, Seventh Edition.

Units should be prepared in accordance with the International System of Units (SI).

Editorial Comments: Invited brief editorial comments on selected articles are published in the Journal of Business Administration and Social Studies. Editors should not be longer than 1000 words excluding references. Editorial comments aim to provide a brief critical commentary by reviewers with expertise or with high reputation in the topic of the research article published in the journal. Authors are selected and invited by the journal to provide such comments. Abstract, Keywords, and Tables, Figures, Images, and other media are not included.

Review Articles: Reviews prepared by authors who have extensive knowledge on a particular field and whose scientific background has been translated into a high volume of publications with a high citation potential are well received. These authors may even be invited by the journal. Reviews should describe, discuss, and evaluate the current level of knowledge of a topic in clinical practice and should
guide future studies. The subheadings of the review articles should be planned by the authors. However, each review article should include an “Introduction” and a “Conclusion” section. Please check Table 1 for the limitations for Review Articles.

**Letters to the Editor**: This type of manuscript discusses important parts, overlooked aspects, or lacking parts of a previously published article. Articles on subjects within the scope of the journal that might attract the readers’ attention, particularly educational cases, may also be submitted in the form of a “Letter to the Editor.” Abstracts, Keywords, and Tables, Figures, Images, and other media should not be included. The text should be unstructured. The manuscript that is being commented on must be properly cited within this manuscript.

<table>
<thead>
<tr>
<th>Type of manuscript</th>
<th>Word limit*</th>
<th>Abstract word limit</th>
<th>Reference limit</th>
<th>Table limit</th>
<th>Figure limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Article</td>
<td>4000</td>
<td>250</td>
<td>35</td>
<td>6</td>
<td>5 or total of 10 images</td>
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<tr>
<td>Review Article</td>
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<td>10 or total of 15 images</td>
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<tr>
<td>Letter to the Editor</td>
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<td>5</td>
<td>No media</td>
<td>No images</td>
</tr>
</tbody>
</table>

*Word limit should not include the abstract, references, tables, and figure legends.

**Tables**

Tables should be included in the main document, presented after the reference list, and they should be numbered consecutively in the order they are referred to within the main text. A descriptive title must be placed above the tables in title case in italics. Abbreviations used in the tables should be defined below the tables by footnotes (even if they are defined within the main text). Tables should be created using the “insert table” command of the word processing software and should be arranged clearly to provide easy reading. Data presented in the tables should not be a repetition of the data presented within the main text but should be supporting the main text.

**Table Examples in APA Format**

<table>
<thead>
<tr>
<th>Table 2 Results of Curve-Fitting Analysis Examining the Time Course of Fixations to the Target</th>
<th>9-year-olds</th>
<th>16-year-olds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistic parameter</td>
<td>M</td>
<td>SD</td>
</tr>
<tr>
<td>Maximum asymptote, proportion</td>
<td>.843</td>
<td>.135</td>
</tr>
<tr>
<td>Crossover, in ms</td>
<td>.759</td>
<td>.087</td>
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<tr>
<td>Slope, as change in proportion per ms</td>
<td>.001</td>
<td>.0002</td>
</tr>
</tbody>
</table>


**Tables**

<table>
<thead>
<tr>
<th>Table 3 Descriptive Statistics and Correlations for Study Variables</th>
<th>Variable</th>
<th>n</th>
<th>M</th>
<th>SD</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Internal-external status*</td>
<td>3,697</td>
<td>.43</td>
<td>.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Manager job performance</td>
<td>2,134</td>
<td>.34</td>
<td>.27</td>
<td>-.08**</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Starting salarya</td>
<td>3,697</td>
<td>.10</td>
<td>.27</td>
<td>.45**</td>
<td>-.01</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Subsequent promotion</td>
<td>3,697</td>
<td>.33</td>
<td>.47</td>
<td>.08**</td>
<td>.07**</td>
<td>.04**</td>
<td>-</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5. Organizational tenure</td>
<td>6,45</td>
<td>.66</td>
<td>.29**</td>
<td>.09**</td>
<td>.01</td>
<td>.09**</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6. Unit service performance</td>
<td>3,505</td>
<td>85.00</td>
<td>6.98</td>
<td>-.25**</td>
<td>-.39**</td>
<td>.24**</td>
<td>.08**</td>
<td>.01</td>
<td>-</td>
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<tr>
<td>7. Unit financial performance</td>
<td>694</td>
<td>42.61</td>
<td>5.86</td>
<td>.00</td>
<td>-.03</td>
<td>.12*</td>
<td>-.07</td>
<td>-.02</td>
<td>.16**</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

*O = internal hires and 1 = external hires.
A linear transformation was performed on the starting salary values to maintain pay practice confidentiality. The standard deviation (0.27) can be interpreted as 27% of the average starting salary for all managers. Thus, ±1 SD includes a range of starting salaries from 75% (i.e., 1.00 − 0.27) to 127% (i.e., 1.00 + 0.27) of the average starting salaries for all managers.
Values reflect the average across 3 years of data.

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Figures, graphics, and photographs should be submitted as separate files (in TIFF or JPEG format) through the submission system. The files should not be embedded in a Word document or the main document. When there are figure subunits, the subunits should not be merged to form a single image. Each subunit should be submitted separately through the submission system. Images should not be labeled (a, b, c, etc.) to indicate figure subunits. Thick and thin arrows, arrowheads, stars, asterisks, and similar marks can be used on the images to support figure legends. Like the rest of the submission, the figures too should be blind. Any information within the images that may indicate an individual or institution should be blinded. The minimum resolution of each submitted figure should be 300 DPI. To prevent delays in the evaluation process, all submitted figures should be clear in resolution and large in size (minimum dimensions: 100 × 100 mm). Figure legends should be listed at the end of the main document.

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When a drug, product, hardware, or software program is mentioned within the main text, product information, including the name of the product, the producer of the product, and city and
the country of the company (including the state if in USA), should be provided in parentheses in the following format: “Discovery St PET/CT scanner (General Electric, Milwaukee, WI, USA)”

All references, tables, and figures should be referred to within the main text, and they should be numbered consecutively in the order they are referred to within the main text.

Limitations, drawbacks, and the shortcomings of original articles should be mentioned in the Discussion section before the conclusion paragraph.

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Reference List

The reference styles for different types of publications are presented in the following examples.


Books


In the seventh edition, up to 20 authors should now be included in a reference list entry. For sources with more than 20 authors, after the 19th listed author, any additional authors’ names are replaced with an ellipsis (...) followed by the final listed author’s name:


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