



ISTANBUL UNIVERSITY  
CERRAHPASA



EISSN 2791-710X

# JBASS

Journal of Business  
Administration  
and Social Studies

Formerly Applied Social Sciences  
Journal of Istanbul  
University-Cerrahpasa

Volume 5 · Issue 2 · December 2021

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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.

The target audience of the journal includes researchers and specialists who are interested or working in all fields of Social Sciences.

The editorial and publication processes of the journal are shaped in accordance with the guidelines of the International Committee of Medical Journal Editors (ICMJE), World Association of Medical Editors (WAME), Council of Science Editors (CSE), Committee on Publication Ethics (COPE), European Association of Science Editors (EASE), and National Information Standards Organization (NISO). The journal is in conformity with the Principles of Transparency and Best Practice in Scholarly Publishing ([doaj.org/bestpractice](http://doaj.org/bestpractice)).

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the evaluation processes of manuscripts submitted by editors or by the editorial board members of the journal. The Editor in Chief is the final authority in the decision-making process for all submissions.

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

**Self-plagiarism (text-recycling):** Overlapping sections or sentences with the author's previous publications without citing them. Even if you are the author of the phrases or sentences, the text should not have unacceptable similarity with the previously published data.

**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.

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Each person listed as an author should fulfill the authorship criteria recommended by the International Committee of Medical Journal Editors (ICMJE - [www.icmje.org](http://www.icmje.org)). The ICMJE recommends that authorship is based on the following four criteria:

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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.

Authors are required to submit the following:

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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://j-ba-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. Editorials 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.

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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 educative cases, may also be submitted in the form of a "Letter to the Editor." Readers can also present their comments on the published manuscripts in the form of a "Letter to the Editor." Abstract, 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 1.** Limitations for each manuscript type

Type of manuscript	Word limit*	Abstract word limit	Reference limit	Table limit	Figure limit
Research Article	4000	250	35	6	5 or total of 10 images
Review Article	5000	250	50	6	10 or total of 15 images
Letter to the Editor	400	No abstract	5	No tables	No media

\*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 they 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 2**  
*Results of Curve-Fitting Analysis Examining the Time Course of Fixations to the Target*

Logistic parameter	9-year-olds		16-year-olds		t(40)	p	Cohen's d
	M	SD	M	SD			
Maximum asymptote, proportion	.843	.135	.877	.082	0.951	.347	0.302
Crossover, in ms	759	87	694	42	2.877	.006	0.840
Slope, as change in proportion per ms	.001	.0002	.002	.0002	2.635	.012	2.078

Source: Sample Tables, APA accessed <https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-tables>

**Table 3**  
*Descriptive Statistics and Correlations for Study Variables*

Variable	n	M	SD	1	2	3	4	5	6	7
1. Internal-external status <sup>a</sup>	3,697	0.43	0.49	-						
2. Manager job performance	2,134	3.14	0.62	-.08**	-					
3. Starting salary <sup>b</sup>	3,697	1.01	0.27	.45**	-.01	-				
4. Subsequent promotion	3,697	0.33	0.47	.08**	.07**	.04**	-			
5. Organizational tenure 3,697	6.45	6.62	-.29**	.09**	.01	.09**	-			
6. Unit service performance <sup>c</sup>	3,505	85.00	6.98	-.25**	-.39**	.24**	.08**	.01	-	
7. Unit financial performance <sup>c</sup>	694	42.61	5.86	.00	-.03	.12*	-.07	-.02	.16**	-

<sup>a</sup>0 = internal hires and 1 = external hires.  
<sup>b</sup>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,  $\pm 1$  SD includes a range of starting salaries from 73% (i.e.,  $1.00 - 0.27$ ) to 127% (i.e.,  $1.00 + 0.27$ ) of the average starting salaries for all managers.  
<sup>c</sup>Values reflect the average across 3 years of data.  
 \* $p < .05$ . \*\* $p < .01$

## Figures and Figure Legends

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.

All acronyms and abbreviations used in the manuscript should be defined at first use, both in the abstract and in the main text. The abbreviation should be provided in parentheses following the definition.

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.

## References

Both in-text citations and the references must be prepared according to the APA Manual Seventh Edition.

While citing publications, preference should be given to the latest, most up-to-date publications. Authors are responsible for the accuracy of references. In the main text of the manuscript, references should be cited by author's name and the publication year in parenthesis. In the case of direct citations in the main text, only publication year should be stated in parenthesis after the name of the author. Please see below the examples.

## Reference List

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

**Journal Article:** Klimonske, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

**Journal Article with more than one author:** Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R. (2018). Teaching medicine with the help of "Dr. House." *PLoS ONE*, 13(3), Article e0193972. <https://doi.org/10.1371/journal.pone.0193972>

**Article in Turkish:** Mutlu, B., & Savaşer, S. (2007). Çocuğu ameliyat sonrası yoğun bakımda olan ebeveynlerde stres nedenleri ve azaltma girişimleri [Source and intervention reduction of stress for parents whose children are in intensive care unit after surgery]. *Istanbul University Florence Nightingale Journal of Nursing*, 15(60), 179-182.

## Books

**By a Single Author:** Kimmel, M. S. (2007). *The gendered society*. Oxford University Press.

**By Two or More Authors:** DiFonzo, N., & Bordia, P. (2007). *Rumor psychology: Social and organizational approaches*. American Psychological Association.

**By a Corporate (Group) Author:** American Sociological Association. (1975). *Approaches to the study of social structure*. Free Press.

**Edited Book:** Rhodewalt, F. (Ed.). (2008). *Personality and social behavior*. Psychology Press.

**Book Chapter with Editor(s):** McCormack, B., McCance, T., & Maiben, J. (2013). Outcome evaluation in the development of per-

son-centred practice. In B. McCormack, K. Manley, & A. Titchen (Eds.), *Practice development in nursing and healthcare* (pp. 190-211). John Wiley & Sons.

**Dissertation or Thesis:** Valentin, E. R. (2019, Summer). *Narcissism predicted by Snapchat selfie sharing, filter usage, and editing* [Master's thesis, California State University Dominguez Hills]. CSU ScholarWorks. <https://scholarworks.calstate.edu/concern/theses/3197xm925?locale=en>

**No Author:** *The universal declaration of human rights*. (1974). U.S. Catholic Conference, Division of Latin America.

**Web sites:** Sparks, Dana. (2018, September 12). Mayo mindfulness: *Practicing mindfulness exercises*. Mayo Clinic.

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:

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., Author, G. G., Author, H. H., Author, I. I., Author, J. J., Author, K. K., Author, L. L., Author, M. M., Author, N. N., Author, O. O., Author, P. P., Author, Q. Q., Author, R. R., Author, S. S., . . . Author, Z. Z.

## REVISIONS

When submitting a revised version of a paper, the author must submit a detailed "Response to the reviewers" that states point by point how each issue raised by the reviewers has been covered and where it can be found (each reviewer's comment, followed by the author's reply and line numbers where the changes have been made) as well as an annotated copy of the main document. Revised manuscripts must be submitted within 30 days from the date of the decision letter. If the revised version of the manuscript is not submitted within the allocated time, the revision option may be canceled. If the submitting author(s) believe that additional time is required, they should request this extension before the initial 30-day period is over.

Accepted manuscripts are copy-edited for grammar, punctuation, and format. Once the publication process of a manuscript is completed, it is published online on the journal's webpage as an ahead-of-print publication before it is included in its scheduled issue. A PDF proof of the accepted manuscript is sent to the corresponding author and their publication approval is requested within 2 days of their receipt of the proof.

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