

GAU Journal of Social Sciences

Author Guidelines

This guideline accompanies and complements the GAU Journal of Social Sciences (GJSS) Manuscript Template. While the GJSS manuscript template is self-sufficient and designed to allow authors substitute their content directly into the manuscript in such a way that conforms to and retains the template's original format; this guide provides additional information that goes beyond the mere formatting of your manuscript.

Preparing Your Manuscript

A. Language Requirement

As the GJSS is an international publication, the English Language is the preferred language for all submitted articles. Authors should use professional language editing services if English is not their first language. These services help improve the manuscript's language quality.

B. Submission Checklist

Before submitting your paper to the journal for evaluation, you may utilize this list to do a final review.

1. Editorial Policies and Ethical Considerations

Peer review policy

GJSS employs a double-blind peer review process that prioritizes objectivity and confidentiality. Reviewers comprise both internal (from within the university) and external (from outside the university & outside the country) domain-specific academics who endeavor to provide constructive feedback devoid of bias or discrimination.

While the scope of our peer review process is broad, a summary of some of the most important peer-review areas for GJSS reviewers is presented below:

Originality and Significance: To demonstrate this, clearly articulate the specific gap in the existing literature that your research aims to address. Explain why this gap is significant. What unique angle or perspective does your study offer? Discuss how your research findings have practical implications. How can they be applied in real-world settings, and what impact might they have on policy, practice, or society in general? If your study advances or challenges existing theories or frameworks, explain how your research brings a fresh perspective to the theoretical landscape in your field.

Clarity and Structure: There should be clarity, and unambiguity in the presentation of your research findings and ideas. This implies that the language and writing style used in the article should be straightforward and easily comprehensible to the intended audience. Uncoordinated and unlimited use of jargon and overly complex sentences that might hinder the reader's understanding should be avoided. Precise terminology and definition of key concepts should be used consistently to avoid any misunderstanding.

In addition, there should be logical flow in the presentation of both ideas and arguments within your paper to make it easy for readers to follow your thought process. Be transparent about methods, data sources, and any potential biases or limitations in the study. While articles may be organized using a discipline/domain-specific structure, we strongly advise that all articles contain the following sections:

Abstract: An accurate and concise abstract must be provided. The primary goals, main findings, and important conclusions of the study should all be succinctly stated in the abstract. An abstract ought to be able to stand alone because it is often published separately in some databases. References should be avoided within the abstract section, but if unavoidable, should be used sparingly by listing the author(s) last name(s) and year(s). Non-standard or unusual acronyms should also be avoided; nevertheless, if they are necessary, they must be clarified when they are used for the first time in the abstract itself.

Literature Review: Relevant existing literature regarding the research should be reviewed to provide a clear foundation for the study. The literature review section should not just be a catalogue of relevant articles but must take a critical and comparative review approach to examining relevant literature. It can be combined with an introduction section or a theoretical development section or made to stand alone within its own section depending on domain specific traditions.

Methodology: The methodology section is a critical section of your study therefore, the research design, data collection methods, and sampling procedures should be described in detail. The data analysis techniques used should be specified. Innovative methods or approaches used in the research should be described. How they differ from previous studies in the field should also be stated.

Results & Discussion: Results should be interpreted in the context of the research questions or hypotheses. The implications of the findings and their relevance to the broader field should be discussed. Results should be argued and compared to existing literature and theory, addressing limitations of the study and potential sources of biases as well as suggestions for future research in the area.

Ethical Considerations

Authors should present their research findings honestly and accurately, avoiding selective reporting or manipulation of data to fit preconceived conclusions. Other ethical issues we investigate include:

Plagiarism and Academic Integrity: Authors and researchers must ensure that their work is original and must properly cite and reference the work of others. Plagiarism and academic dishonesty are considered unethical (Please see the manuscript template for GJSS's acceptable similarity threshold).

An Institutional Research Evaluation Board (IRB) or similar entity should conduct an ethical evaluation of research involving human participants to make sure it complies with ethical norms.

Generative AI Use & Disclosure Policy: The generative AI policy stated here only apply to writing; they do not apply to the usage of AI technologies for data analysis and insight extraction throughout the research phase.

Authors should only utilize generative artificial intelligence (AI) and AI-assisted technologies to enhance readability and language when using them in the writing process. Because AI may provide authoritative-sounding output that may be inaccurate, incomplete, or prejudiced, using the technology should be done with human oversight and control, and writers should carefully evaluate and revise the outcome. Detailed description of the generative AI model utilized, including its name, version, and any relevant parameters must be disclosed and provided including how the AI was utilized in the research.

Conflicts of Interest: Authors, reviewers, and editors should disclose any financial, personal, or professional conflicts of interest that could potentially compromise the integrity of the research or the publication process.

Authorship: Only individuals who have made a significant intellectual contribution to the research should be given the privilege of authorship. Authorship cannot be attained only by participation in grant negotiations or general management of the research team. Honorary authorship is not appropriate.

A typical scientific project or paper has four main components: conception or design, data collection and processing, analysis, and interpretation of the data. Everyone listed as an author should have made a significant direct academic contribution, such as intellectual oversight and substantive work to at least two of these four parts.

Acknowledgements: Acknowledge individuals or organizations that contributed to the research but are not listed as authors. Individuals or institutions that contributed to the research but did not meet the criteria for authorship should be acknowledged.

Funding: Clearly specify the source(s) of funding, providing the full names of funding agencies, foundations, or organizations, along with grant numbers if applicable. For example: "This research was supported by a grant from the [Name of Funding Agency] (Grant No. [Grant Number])." If the research received funding from multiple sources, acknowledge each one separately. For instance: "This research was supported by grants from the [Name of Funding Agency 1] (Grant No. [Grant Number 1]) and [Name of Funding Agency 2] (Grant No. [Grant Number 2]).".

C. Formatting requirements

Please follow the formatting guidelines contained in the detailed GJSS manuscript template.

References

Both the in-text and end-references list must be submitted using the APA references format (see the manuscript template). Where appropriate, the name(s) of the author(s), the year the work was published, the volume, number, and book chapter, the journal title or book title, the chapter title or article title, and the pagination must all be included. It is highly recommended to include the DOI of all references used where possible. Cite all sources, including research studies, theoretical frameworks, and relevant literature.

D. Publishing Policy

Our publication policy takes into consideration a combination of the outcomes of the peer review process, the ethics review process, the transparency and reproducibility of the submitted material, conflicts of interest, data integrity, authorship and contributor-ship.

E. Upon Acceptance and Publication

The contributing author(s) must attest that the work is authentic and valid before submitting it to the journal. They are also required to confirm that neither this manuscript nor one with substantially similar content under their authorship has been published or is being considered for publication elsewhere, including electronically in the same form, in English or in other languages, without the copy right holder's written consent.

Submitting Your Manuscript

Before submitting your manuscript, please ensure that you have adhered to the manuscript formatting guidelines as provided in the accompanying GJSS Manuscript template as well as the complementary guidelines in this document.

When you are ready, submit your complete and format-compliant article in a .doc (word) file to submissions.gjss@gau.edu.tr

You will receive a confirmation of submission from the editorial team within 2 business days, and periodic updates via email regarding the current review status and stages of your manuscript.

To contact the editorial team, please send an email to editor.gjss@gau.edu.tr