

**PROCEDURES AND PRINCIPLES OF
ALTINBAS UNIVERSITY AURUM JOURNALS**

PART ONE

Purpose, Scope, Basis and Definitions

Purpose and Scope

ARTICLE 1 - (1) The purpose of these procedures and principles is to regulate the procedures, principles and principles regarding the boards in charge of the preparation of Altınbaş University Aurum journals, the quality of the journals and their publication. These procedures and principles include the principles regarding the duties, responsibilities and term of office of the board members.

Basis

ARTICLE 2 - (1) These procedures and principles have been prepared based on Articles 14 and 48 of the Higher Education Law No. 2547. In addition, these procedures and principles are regulated in accordance with the Universities Publication Regulation prepared in accordance with the relevant provisions of the Higher Education Law No. 2547 and the Regulation on Publications Other Than Books, Reprints and Auxiliary Books Used as Course Materials in Universities, prepared in accordance with the relevant provisions of the Higher Education Law No. 2547.

Definitions

ARTICLE 3- (1) In these procedures and principles;

- a) University Altınbaş University,
- b) Rector: Rector of Altınbaş University,
- c) Magazines Aurum Magazines,
- d) Editor-in-Chief: The chief editors of the journals,
- e) Editor: Editors of the journals,
- f) Area Editors: Editors assigned by the Editor-in-Chief of the journals, who are experts in the fields within the scope of the journal and who evaluate the applications related to the field in question,
- g) Associate Editor: The people who assist editors in journals,
- h) Editorial Board: A board consisting of the Editor-in-Chief, Editor, Field Editors and Associate Editors,
- i) Journal Editorial Board: A board consisting of scientists who stand out with their scientific studies in the relevant field,
- j) Journal Advisory Board: The board consisting of well-known scientists in the fields of activity of the journals,
- k) Special Issue Editors: Scientists who have come to the forefront with their knowledge and experience in the subjects determined for the special issues of the journals,
- l) Referee An expert in the field who gives opinions on articles submitted to journals,
- m) Language Editors: The person who controls all kinds of texts in the journals being prepared for publication in terms of language,
- n) Article: Academic research papers submitted for publication in journals,
- o) Special Issue: The issue of the journal to be published in the theme or themes determined by the Editor-in-Chief, taking into account the suggestions of the Editorial Board;

p) Procedures and principles: Refers to the procedures and principles of journals.

PART TWO

Nature of the Journal

ARTICLE 4 - (1) Aurum Journals are published in 3 different fields. "Aurum Journal of Social Sciences" and "Aurum Journal of Engineering Systems and Architecture" are published every 6 months and accept English and Turkish articles. "Aurum Journal of Health Sciences" is published every 4 months and accepts articles in English.

(2) Aurum Journals are international peer-reviewed journals.

(3) The priority of Aurum Journals is to include studies with strong theoretical and/or empirical qualities that will make original contributions to the field.

(4) Aurum Journals also publishes special issues and may invite guest editors for such special issues.

PART THREE

Persons and Committees, Duties and Operation of the Journal

Editor-in-Chief

ARTICLE 5 - (1) The Editor-in-Chief is selected and appointed by the Rector from among university faculty members who are qualified within the framework of criteria such as adherence to ethical rules, scientific qualifications, and editorial experience.

(2) The term of office of the Editor-in-Chief is two years. He/she can be reappointed when his/her term expires.

(3) The Editor-in-Chief is responsible for ensuring that the journal is published in a timely, scientifically and technically complete manner. He is closely involved in all stages of the journal process and ensures that this process is carried out in an efficient and ethical manner.

(4) The Editor-in-Chief convenes journal boards under his/her chairmanship at regular intervals to evaluate special issue proposals, solve problems related to the functioning of the journal and develop the vision of the journal.

(5) The Editor-in-Chief ensures coordination between the members of the Editorial Board.

(6) The Editor-in-Chief makes the first evaluation of the articles received by the journal; after examining the incoming article in terms of subject matter and compliance with the principles of the journal, it may be included in the refereeing process or rejected by deciding that it is not suitable for the journal.

(7) The Editor-in-Chief reviews the accepted articles in terms of scientific validity, grammar, style and spelling, or ensures that they are reviewed under his/her supervision.

(8) The Editor-in-Chief convenes the members of the Advisory Board and Editorial Board at regular intervals and carries out activities to strengthen the scientific infrastructure of the journal and increase its recognition by consulting with these boards.

(9) The Editor-in-Chief prepares an annual activity report summarizing the developments in the journal, Editorial Board decisions, publication and citation statistics of the journal.

Editor

ARTICLE 6- (1) The Editor is appointed for a maximum of two persons for a period of two years upon the recommendation of the Editor-in-Chief and appointment of the Rector. When their terms of office expire, they may be reappointed.

(2) The Editor is the person or persons assisting the Editor-in-Chief. If necessary, the Editor-in-Chief may propose a change of editor.

(3) In the event that the Editor-in-Chief is absent for any reason, the Editor-in-Chief shall deputize for a period not exceeding six months.

(4) The Editor is responsible for carrying out the work assigned by the Editor-in-Chief within the framework of the work plan drawn by the Editor-in-Chief.

(5) The Editor is responsible for assisting the Editor-in-Chief in ensuring that the journal process runs smoothly in an ethical and effective manner and that the journal is published on time and in full.

Field Editors

ARTICLE 7- (1) Field Editors are appointed for a period of two years upon the recommendation of the Editor-in-Chief and appointment of the Rector. They may be reappointed at the end of their term of office.

(2) Following the preliminary review by the Editor-in-Chief, the Field Editors are responsible for determining the referees for the articles in their areas of responsibility and finalizing the refereeing process in accordance with the principles specified in these procedures and principles.

Assistant Editors

ARTICLE 8 - (1) Associate Editors are appointed for a period of two years upon the recommendation of the Editor-in-Chief and appointment of the Rector. They may be reappointed when their term of office expires.

(2) Assistant Editors are responsible for carrying out the work assigned by the Editor-in-Chief, Editor-in-Chief and Area Editors within the framework of the work plan drawn by the Editor-in-Chief.

(3) Associate Editors are responsible for assisting the Editor-in-Chief, Editor-in-Chief and Area Editors in the smooth running of the journal process in an effective and ethical manner and in the timely and complete publication of the journal.

(4) Associate Editors are responsible for the technical work of the Journal. Accordingly

a) They are responsible for the technical preparation of journal issues for publication.

b) They coordinate the review of all articles accepted for publication by the Language Editors in terms of spelling, grammar and compliance with the journal's spelling rules, and ensure that the necessary corrections are made by the author.

c) They are obliged to ensure the timely publication of the articles decided to be published, and to inform the Editorial Board in a timely manner about the problems that may cause delays and disruptions in the publication process and their solution suggestions.

d) They are responsible for carrying out the technical work required for the publication of the Journal in Dergi Park.

Editorial Board

ARTICLE 9- (1) The Editorial Board consists of the Editor-in-Chief, Editor, Field Editors and Associate Editors.

(2) It meets periodically under the chairmanship of the Editor-in-Chief to evaluate the process related to the operation of the journal, to discuss special issue proposals and to develop the vision of the journal.

(3) For each of the articles deemed suitable for the review process, two reviewers are appointed with the recommendation of the Field Editor.

Editorial Board

ARTICLE 10- (1) The Editorial Board is established by the Editor-in-Chief for a period of 2 (two) years.

(2) The Editorial Board consists of at least 5 members. When the terms of office of the Board members expire, they can be reappointed.

(3) The Editorial Board determines the journal's editorial policy, functioning, publication principles and editorial rules.

(4) The Editorial Board discusses all kinds of evaluations and suggestions regarding the scientific flow and publication of the journal and makes recommendations within this framework.

(5) The Editorial Board convenes at least twice a year under the chairmanship of the Editor-in-Chief without a quorum.

(6) Members of the Editorial Board who neglect their duties and responsibilities shall be terminated.

Advisory Board

ARTICLE 11 - (1) The Advisory Board consists of at least 15 scientists who are well-known in their fields and determined by the Rector upon the recommendation of the Editorial Board.

(2) Except for exceptional circumstances and force majeure, the duties of the Board members are not subject to any time limit.

(3) The Advisory Board makes recommendations to improve the scientific content and quality of the journal. In this direction, it makes contacts for qualified article applications to the journal.

(4) The Advisory Board offers suggestions on promoting the journal, expanding the referee pool, finding suitable referees, increasing the number of national and international indexes in which the journal is indexed, and other scientific and technical issues.

(5) The Advisory Board meets at least once a year upon the call of the Editor-in-Chief.

Language Editors

ARTICLE 12- (1) Language Editors are selected from among experts in the languages in which the journal publishes.

Referees

ARTICLE 13- (1) Referees are determined by the Editorial Board upon the proposal of the relevant Field Editor.

(2) Referees are people who have national and international publications and/or are well-known in their fields and have knowledge and experience.

(3) The Editorial Board considers whether there is a relationship of interest and interest between the referee and the author of the article while determining the referees.

(4) A blind review process is carried out in the journal.

PART FOUR

Publication and Article Acceptance, Evaluation and Publication Stages

ARTICLE 14- (1) The articles to be submitted to the journal must be original, containing new information, findings and approaches that contribute to the literature, must be prepared using appropriate research, methods and models in their field, or must be a scientific review that evaluates previously published studies and puts forward remarkable opinions on the subject.

(2) In order to be published, the manuscripts submitted to the journal must not have been previously published in another journal/book or applied simultaneously for publication.

(3) The articles to be submitted to the journal must be prepared in accordance with the journal's spelling rules.

(4) All responsibility for the content and style of the articles published in the journal belongs to the authors and the journal and editors cannot be held responsible for this issue.

(5) The articles in the journal are open to the use of everyone, and all kinds of quotations can be made provided that the source is cited.

(6) In addition to articles, the journal may also include a limited number of publications such as book reviews, art reviews, chronicles, etc.

(7) Articles are accepted through the Dergipark system.

PART FIVE

Miscellaneous and Final Provisions

Enforcement

ARTICLE 15- (1) These procedures and principles enter into force after the approval of Altınbaş University Board of Trustees.

Execution

ARTICLE 16- (1) The provisions of these procedures and principles are executed by the Rector of Altınbaş University.

Legal Basis on which the Directive came into force		
Relevant Board	Date of Decision	Number of Decision
Senate	24.06.2022	2022/09
Board of Trustees	25.08.2022	2022/11
Legal Basis for the Amendment to the Directive		
Relevant Board	Date of Decision	Number of Decision