

PUBLICATION POLICY AND ETHICAL PRINCIPLES

20.4.2021

1) Protection of Personal Data: Personal data of real persons in the articles evaluated in Adalya are protected under the Law on the Protection of Personal Data.

2) No information about the author(s), referee(s) and reader(s) is shared with third parties and institutions.

Editors are obliged to ensure the protection of personal data regarding the images (or subjects) in the articles they evaluate.

They are also responsible for refusing a work unless the explicit consent of the individuals used in the studies is documented.

No information shall be disclosed about any submitted manuscript to anyone other than the corresponding author(s), potential reviewers, actual reviewers, other editorial advisers, and the publisher, as appropriate. Manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

3) Adalya is an Open Access journal, and the content of all articles has been opened to access with **Open Source Access** policy. Users can read, download, distribute, print and link to articles in full text **free of charge** without obtaining permission from the publisher and author(s). The journal aims to contribute to the support and development of science through the Open Access policy with the content it publishes. The Journal Open Access Policy is in accordance with the Budapest Open Access Initiative declaration (<https://www.budapestopenaccessinitiative.org/translations/turkish-translation>).

All articles published in the journal are subject to the “Creative Commons Attribution 4.0 International License (CC BY-NC-SA 4.0).” With this license, all articles and images published in Adalya can be copied and redistributed in any medium or format and be adapted by transforming and building upon the material in derivative works by referring to the owner.

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Adalya does not accept responsibility for any problems arising from copyright issues. The author(s) accepts responsibility in this regard, and is(are) responsible for providing and checking the copyright and usage permissions of the sources and materials they use in advance. The authors who have published their articles in Adalya have accepted the following conditions.

4) Fees: Adalya does not charge any fees for article submission, evaluation, publication or other editorial activity similar process. The journal also does not accept sponsorship and advertising offers.

5) Assessment: The journal's editors review each article submitted before the deadline for editorial review by checking whether it complies with the Adalya Submission Guidelines. Adalya aims to present original studies to the world of science. The author(s) guarantees and accepts that the article has not been published before and is not under consideration for publication in any other journals. Articles that do not comply with the journal's principles will not be accepted to the journal. Articles that successfully pass the pre-evaluation and plagiarism control are sent to at least two referees for the referee evaluation process.

6) Plagiarism Control: All articles accepted by Adalya are checked for plagiarism through support programs (iThenticate). The matches resulting from the plagiarism check are examined, and a plagiarism report is created. If the Similarity Index (SI) of the article is over 20%, the article is returned to the relevant author(s) to reduce the SI below 20%. Failure to make sufficient corrections on this issue will result in the rejection of the article in the initial stage. Referees may be asked to make an assessment on this issue. If plagiarism is proven after the publication of the article, that article will be immediately removed from the website, and the relevant author(s) will not be able to submit an article to Adalya for a period of five years. The editorial board has the authority to notify the index to which the journal is scanned and other relevant institutions, when necessary.

7) Referee Review Policy and Blind-Review Process

Peer Review Policy

The practice of peer review ensures that quality academic work is published. Our referees therefore play a vital role in maintaining the high standards of Adalya, and all manuscripts are peer reviewed following the procedure outlined below.

Initial Manuscript Evaluation

The editor first evaluates all manuscripts. It is rare but entirely feasible for an exceptional manuscript to be accepted at this stage. Those are rejected at this stage are insufficiently original, have serious scientific flaws, are poorly written, or are outside the aim and scope of the journal. Manuscripts accepted by the editor are then passed on to at least two (2) experts for review.

Type of Peer Review

This journal employs double-blind reviewing, where both the referee and author remain anonymous throughout the process.

Selecting the referee

Referees are matched to the paper according to their expertise. Adalya's editorial board makes a serious effort to direct the submission to qualified referees.

Referee reports

Referees are asked to evaluate whether the manuscript:

- Is original
- Is methodologically sound
- Follows appropriate ethical guidelines
- Has data which are clearly presented and support the conclusions
- Correctly references earlier relevant studies

Referees are not expected to correct or copyedit manuscripts. Language correction is not part of the peer review process.

How long does the review process take?

Typically, the manuscript will be blind-reviewed within 3-4 months. Should the referee's reports contradict one another or a report is unnecessarily delayed, an additional expert opinion will be sought. Referees advise the editor who is responsible for the final decision to accept or reject the article.

Final report

The decision of the editor is then forwarded to the author along with the recommendations of the referees. Verbatim comments by the referees may be sent to the author. Revised manuscripts are usually returned to the initial referees to verify that the recommendations have been followed.

Becoming a Referee for Adalya

If you are not currently a referee for Adalya and would like to be added to the list of referees to review a manuscript, please contact the editor.

The benefits of refereeing for Adalya include the opportunity to see and evaluate the latest work in your research area at an early stage. You may also be able to cite your work for Adalya as part of your professional development requirements for various professional societies and organizations.

Blind-review process

A peer blind-review process is used for the evaluation of the articles. Articles are evaluated by at least two subject referees, both independently and externally. At least two positive referee views are required for an article to be published. Referees complete the Referee Evaluation Form for the articles they evaluate. The referees also state their decision on this form regarding whether or not the evaluated article should be published, and the reasons for this decision. The style used in their suggestions must be polite, respectful and scientific. They avoid offensive, disrespectful or subjective personal comments. When it is determined that such unprofessional comments have been made, referees will be asked to review and correct their comments by the editorial board. Referees are required to complete their evaluations within the time allotted and are expected to comply with the ethical responsibilities set out herein.

8) Withdrawal Policy: The editorial board of Adalya may examine an original article in question in the evaluation phase or later if suspicion exists of an ethical or copyright violation in breach of its publication policy regarding a published article. In such situations, especially in case of legal/ethical violations or false/inaccurate data which could pose a detrimental risk if used, it may be decided to withdraw the article.

If the article has not yet been published, it will be returned. If a published work has been determined to be in violation, Adalya's editorial board will take certain actions regarding it. The phrase "Withdrawn" will be placed on the first page of the work in the digital environment. In order to inform the scientific world, the reasons for its withdrawal will be published together with the notifications of the relevant institutions and organizations, if deemed appropriate by the editorial board. Submission of this withdrawal notice to the institutions and organizations where Adalya is indexed is again up to the decision of the board. In either case the author(s) of the study will be informed.

If the author(s) wish to withdraw their article while it is still in the evaluation process, the author(s) must prepare a document stating their withdrawal request with the original signature of each author. It should be sent to Adalya by e-mail (adalya@ku.edu.tr). Before the Adalya Editorial Board examines the application and makes a decision, it is absolutely unethical for the authors to submit their work to another journal for publication.

Ethical responsibilities and relationships: Adalya has adopted and follows the guidelines of the Committee on Publication Ethics (COPE), which is accepted as an international standard for publishing ethics in all processes, particularly the context of Author, Referee, Editor, Publisher and Reader responsibilities.

9) ETHICAL RESPONSIBILITIES

Ethical Responsibilities of Authors

The author(s) who submits a study for publication in Adalya is expected to comply with the following ethical responsibilities:

The publishing processes implemented in Adalya are the basis for the development and distribution of information in an impartial and respectful manner. The publication of an article in a peer-reviewed journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the author(s) and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher and the sponsors. Within the scope of Adalya's publishing ethics, all stakeholders are expected to bear the ethical responsibilities listed below.

The authors should ensure that they have written entirely original works. If the author(s) has used the work and/or words of others, this must be appropriately cited or quoted, and permission obtained where necessary if beyond normal fair use.

Persons who do not contribute to the intellectual content used in the creation of the study must not be specified as authors.

Situations and relationships for all studies submitted for publication that may constitute a conflict of interest should be explained.

Raw data for an article may be requested within the framework of the evaluation process. In that case the author should be prepared to submit the expected data and information to the editorial board and the referee board.

The author must have the right to use the data used, the necessary permissions for the research/analysis, or the document indicating that he/she has performed the authorization procedures for the subjects. The author must clearly and clearly define his methods in order to confirm the findings of the study by others.

Author(s) who discover a mistake or error in the submission prior to publication must inform the editor so the necessary corrections can be made.

Author(s) must not submit the article to more than one journal at the same time. Submission to another journal may occur only after the application to withdraw the article has been approved or after the article has been rejected by the editorial board. A study published in another journal cannot be sent to Adalya.

In the case of multi-authored works, all authors must be listed on the copyright transfer agreement during the submission of articles. One of the authors should be selected to be the contact person responsible for communication with the editor during the manuscript evaluation process. It is not possible to change authorship roles, such as adding an author, changing the order of authors, or removing an author, once the article has started the evaluation process.

Ethical Responsibilities for the Editors

General duties and responsibilities

The editors are responsible for every article published in Adalya. They must ensure the quality of the material published and maintain the integrity of the publication. In this context, the editors will strive to meet the following informational needs of readers and authors:

Pay attention to the originality of the published works and ensure that the study contributes to the readers, researchers and academicians.

Keep readers and writers regularly informed about the development of the journal.

Carry out processes to improve the quality of the studies published in the journal.

Strive to act in accordance with the principle of freedom of thought in order to evaluate the submitted works fairly and impartially.

Show clarity and transparency in terms of publication in matters that require correction and explanation.

The editors are obliged to take measures against possible misconduct. In addition to conducting a meticulous and objective investigation in determining and evaluating complaints regarding this situation, it is among the editors' responsibilities to share the findings on the subject.

The editors should ensure that any errors, inconsistencies or misleading judgments in the work are quickly corrected. This is important to ensure the integrity of academic publication.

The editors are obliged to protect the intellectual property rights of all published articles and to defend the rights of the journal and the author(s) in case of possible violations. In addition, the editors are obliged to take the necessary measures to ensure that the content in all published articles does not violate the intellectual property rights of other publications.

The editors take into consideration criticisms of the works published in the journal and endeavor to take a constructive attitude towards these criticisms. The author(s) of such criticized work are allowed to respond. Studies producing negative consequences should not be ignored or excluded.

The editors are obliged to carefully examine complaints from authors, referees or readers and respond in an enlightened and informative manner.

The journal's owner and publisher along with other political or commercial interests must not affect the independent decision making of the editors.

The editors ensure that the publication process of the manuscripts is completed in an independent and impartial manner, taking into account the inherent conflict of interest between the author(s), referees and other editors.

The editors are obliged to implement the Refereeing and Evaluation Process spelled out in the Writing Rules. In this context, they ensure that the fair, impartial and timely evaluation of each work is completed.

The editors are responsible that every article in the journal is published in accordance with its publishing policies and international standards.

Ethical Responsibilities for the Referee

The evaluation of all studies within the scope of the above-mentioned "Peer Review Policy" directly affects the quality of the publication. This process provides confidence through objective and independent evaluation of each article in the publication. The evaluation process for Adalya is carried out under the principle of double-blind refereeing. Referees cannot contact authors directly; instead, evaluations and comments are communicated through the journal's management system. In this process, referee comments on evaluation forms and manuscripts are forwarded to the author(s) through the editor. In this context, it is expected that the referees who evaluate the work for Adalya maintain the following ethical responsibilities:

Referees must be experts in the subject matter and should refuse the invitation to referee if they do not have sufficient expertise in that area.

Evaluation should be impartial and maintain the confidentiality of the review process.

The editor must be alerted immediately of any real or potential competing interest that could affect the impartiality of their review and decline to review when appropriate.

In accordance with the principle of confidentiality, referees must destroy the studies they have reviewed after the evaluation process. They can only use the final versions of the studies they have reviewed after publication.

Evaluations must be objective in relation to the content of the study. Referees must not allow biases of gender, ethnicity, religion, politics or commercial concerns to influence their assessment.

Evaluations must be made in constructive and civil language. Referees must refrain from making derogatory personal comments that contain hostility, defamation or humiliation.

Evaluations must be conducted in a timely manner and within the framework of the ethical responsibilities above.

Ethical Responsibilities of the Publisher

Adalya's publisher will act with an awareness of the following ethical responsibilities:

The publisher is responsible for every article published in the journal. In this context, the decision makers are the editors, regardless of any economic or political gain.

The publisher must maintain the editorial independence of the journal's editors.

The publisher will protect the copyright and property of each published article in Adalya and see that a record of each copy is kept.

The publisher has the responsibility to take precautions regarding all kinds of scientific misconduct, citation fraud and plagiarism from potential contributors.

ETHICAL RELATIONS

Relations with the Reader

Editors should make decisions by considering the knowledge, skills, experience and expectations of all readers, researchers and academicians. The editors will pay attention to the originality of the published works, and ensure that the study contributes to the readers, researchers and academicians. The editors will take the feedback from all stakeholders into consideration and strive to provide explanatory and informative feedback.

Relations with Authors

The duties and responsibilities of the editors towards authors are as follows:

Editors should make a positive or negative decision based on the importance of the work, its original value, validity, clarity of expression, and the journal's goals and objectives.

Studies suitable within the scope of the publication and without serious problems should be included in the pre-evaluation stage.

Editors will not ignore positive referee suggestions unless there is a serious problem with the work.

In the event of a new editor, that editor should not change the decisions made by a previous editor regarding the work unless there is a serious problem.

Awareness of the “Peer Review Policy” should be ensured, and the editors should prevent any deviations that may occur within the defined processes.

Descriptive and informative notification and feedback should be provided to the authors.

Relations with Referees

The duties and responsibilities of editors towards referees are as follows:

The referees should be chosen according to the subject of the study.

The editors will provide the information and guidance that the referees will need during the evaluation phase. During the appointment of the referees, the editors should check whether there is any conflict of interest between the authors and the referees.

Since the evaluation process is carried out by the double-blind method, the identity of the referees must be kept confidential.

The editors encourage referees to use objective, scientific and objective language when evaluating the work.

The editors will determine practices and policies that improve the performance of referees.

The editors will identify potential referee candidates and ensure that the pool of referees consists of a broad academic spectrum.

The editors will take into consideration the criticisms of the works published in the journal and endeavor to take a constructive attitude towards these criticisms. Unprofessional and unscientific evaluations are prevented or censored. Referees are encouraged to use an objective, scientific and objective language when evaluating the work.

Relations with the editorial board

The editors will ensure that all members of the editorial board are aware of the processes, policies and guidelines of the journal. The editors will inform editorial board members regarding any changes or developments in editorial policy.

Members of the editorial board will be chosen for their academic expertise and ability to contribute to the development of the journal.

Editorial board members should ensure that they evaluate the work impartially and independently.

The editorial board will recommend new studies in their academic discipline for submission to the journal.

The editors will periodically review the mission and scope of the journal in consultation with the editorial board.

Relations with the journal owner and publisher

Editorial decisions whether to publish individual manuscripts submitted to the journal should not be influenced through pressure from the editor's employer or the journal's owner or publisher. Ideally, the principles of editorial independence should be set out in the editor's contract.

The editors must report any suspicion of an ethics violation or an unethical situation;

The editors must report significant errors or inaccuracies in a published article,

Behavior or content that does not comply with the ethical responsibilities mentioned above must be reported to: adalya@ku.edu.tr

10) Archive: All issues of Adalya are stored in the Koç University AKMED digital archives.

11) A DOI, or Digital Object Identifier, is a string of numbers, letters and symbols used to permanently identify an article or document that links it on the web. A DOI helps readers easily locate a document from a citation. After Adalya's publication processes have been completed, a DOI number will be assigned to the accepted study, and the official information of the study in the electronic environment will be secured.

12) The editors must ensure the protection of human and animal rights in the studies evaluated. An ethics committee will ensure that the subjects used in the studies were not harmed or damaged in any way. Failure to comply is grounds for rejecting the study in the absence of permission for experimental research.

The journal does not seek any financial benefit or profit.