

## **PUBLICATION POLICIES**

Hacettepe University Journal of Education is an international, peer-reviewed journal that is published four times a year (January, April, July, October) and publishes in accordance with the following principles:

- 1.** In accordance with its publication policy, our journal includes original quantitative and qualitative research articles in all areas of education.
- 2.** The language of the journal is Turkish and English.
- 3.** Articles that are submitted to the journal should not have been published elsewhere or submitted to another journal for review. Hacettepe University Journal of Education claims all the rights of the articles that are accepted for publication.
- 4.** Articles to be submitted to the journal should only be uploaded to the account created in the "Manuscript Handling System" at <http://efdergi.hacettepe.edu.tr>. Articles sent to Co-editors, Editorial Board members or journal contact e-mail addresses are not considered as official submissions.
- 5.** Articles submitted to the journal are first reviewed by the Assistant Editor of the journal. Then, the articles prepared according to the journal template are sent to the Co-editors. The Co-Editors and the Editorial Board examine the compliance with the journal's publication principles and appropriate articles are assigned to field editors. Field editors examine articles in terms of their contribution to the existing knowledge of the field and, if they deem appropriate, they initiate the blind review process. The following points are taken into account during the preliminary examination:
  - a) Compliance with publication ethics
  - b) Compliance with publication principles
  - c) Scientific originality and significance of the subject of the study
  - d) Contribution of the subject study to the field of education
  - e) Compliance with spelling rules and journal manuscript template
- 6.** The studies that are found to be suitable as result of preliminary examinations are sent to the referees for scientific evaluation through blind review. The Editors, Editorial Board and/or Co-editors decide whether the articles will be published based on the reviewer reports. If deemed necessary, the works are sent back to the authors for review or for proposed corrections in accordance with the criticisms and suggestions from the referees.
- 7.** Only the Co-editors provide communication between the author(s) and the referees. In the evaluation of the articles in the journal, a double-blind review system is strictly applied.
- 8.** In order to publish accepted articles, a guarantee and liability form must be signed by the author(s) and submitted to the journal. In addition, the author(s) are expected to scan the article with a plagiarism control program and submit the program output documenting that the plagiarism control program has a maximum similarity rate of 10%, together with the guarantee and liability form.
- 9.** Depending on the feedback from the reviewers and the decision of the co-editors, the first round of peer review process of the articles is expected to take approximately 6-8 weeks. However, this period may vary depends on areas. The period may be extended if a need to replace a reviewer emerges.

**10.** The author (s) cannot make any changes on the accepted and finalized articles.

**11.** The author(s) is responsible for the content of the published article (the accuracy of the references and citations, the arguments and copyrighted tables, pictures and other images).

**12.** Articles that are given a doi number to be published in future issues are printed on the basis of the subjects and fields of the articles, **not on the order of the doi number or the date of acceptance**. The articles to be published in each issue are determined by the Co-editors considering the different fields of education.

**13.** No fee is paid to the author(s) and reviewers for the articles accepted for publication.

**14.** In accordance with the open access policy, the number of journals and articles are available on the journal's web page and full texts can be accessed as a pdf file.

**15.** According to the index rules of ULAKBİM TR, the ORCID numbers of all the authors in the articles must be submitted with the final form of the article. Authors whose ORCID number is missing are not given a doi number and the article is not published as online first.