

ANATOLICA

Publication Policies and Guidelines for Peer Review

Publication Ethics and Policies

Anatolica is dedicated to upholding the highest standards for publication ethics for the editors, reviewers, authors, publishers, and readers and follows the international standards set by the Committee on Publication Ethics (COPE). You can find the details about COPE on <https://publicationethics.org/>.

Ethical Codes and Guidelines for Peer Review

Anatolica employs a double-blind peer-review process to ensure the academic integrity required by the international scholarly community. This document is prepared to provide guidelines for peer reviewers and adapted from the Committee on Publication Ethics (COPE) guidelines. If you have any further questions, please contact the editorial team.

Professional and Ethical Responsibility

Reviewers should only accept to review a manuscript if their scientific and scholarly expertise matches the manuscript and if they can provide an unbiased report. The comments and recommendations of the reviewers not only help inform the decisions of the editorial team, but provide unbiased, critical, and helpful feedback to the authors, allowing them to improve their work, writing style, and content of the manuscript.

In cases where reviewers find the manuscript outside their scholarly realm and/or are not able to accept the invitation, they must not forward the invitation to any colleagues who may be interested but inform the editors and recommend any scholars to them for to be invited.

Conflict of Interest

Reviewers are responsible for disclosing any conflict or competition interest that may affect the review process. In cases where reviewers are not completely clear or sure of these interests, which may be of personal, financial, intellectual, professional, political, or religious nature, they are encouraged to ask the *Anatolica* editors for advice. Furthermore, reviewers are not allowed to accept reviews to gain an advantage by accessing manuscripts that bear considerable resemblance to their own works currently under reconsideration at other journals.

Timeliness

When approached by the editors of *Anatolica*, potential reviewers are kindly asked to respond in a timely manner. Please accept the task if you are available to provide your report

within the timeframe that will be agreed upon mutually. In cases where there would be changes in the reviewer's schedule or ability to complete the review, please inform the editors as soon as possible.

We generally expect reviewers to return their peer review report within three weeks following their acceptance of the review.

Conducting a Review

Initial steps: Before starting a report, reviewers are asked to carefully read all the submitted materials, including any additional data files and the journal policy documents. In cases where there are any unclear matters or questions, inform the *Anatolica* editors.

Confidentiality: Reviewers are expected to respect the confidentiality of the peer-review process and not to use any information received as part of the review process to their advantage or others' disadvantage. Involvement of third parties other than the reviewer and the editors, such as advisees or assistants, is not allowed without the permission of the journal. In cases where other individuals are involved with the review after getting permission from the *Anatolica*, their names should be communicated to the journal editors for acknowledgment of their efforts and the journal's own records.

Bias and competing interests: Reviewers are expected to refrain from any bias based on nationality, political or religious beliefs, gender, or any other characteristics related to the submitting authors as well as commercial interests or the origins of the manuscripts. If reviewers were to notice any reasons that might prevent them from an unbiased review, they are advised to contact the *Anatolica* editors. They are asked to discontinue their review process and abstain from looking into the related materials while waiting to hear from the *Anatolica* editors should the review process be terminated. Reviewers are further advised to contact the editors if they concur that they do not possess the required expertise to go on with the review process. They are further asked to notify the *Anatolica* editors if they suspect the identity of authors during the double-blind review process.

Suspicion of ethics violations: Any suspected violation of ethical conduct should be communicated to the *Anatolica* editors. These may include but are not limited to misconduct during the research or the writing of the submitted work, considerable similarity between the submitted work and other published material or submitted works to another journal. Reviewers are also advised not to pursue the violations individually and keep the matter private after contacting the *Anatolica* editors.

Preparing a Report: Reviewers are asked to follow the manuscript review form provided by the *Anatolica*.

* The reviewer will remain anonymous unless they state that their name can be shared with the author.

Author's responsibilities

By submitting their manuscripts to *Anatolica*, authors accept that their articles are original manuscripts that have not been published or are currently being reviewed elsewhere. It is the authors' responsibility to ensure that their article adheres to the scientific and ethical rules and standards. Authors are responsible for following the copyright laws and regulations for any material they use for the manuscript. Appropriate permissions and acknowledgments must be obtained to reproduce and reuse copyright materials such as figures, drawings, and extensive quotations.

Any contributions or words that do not belong to the author(s) must be credited. In manuscripts with multiple authors, all authors must provide direct scientific or academic contributions to the manuscript. Contributions that are not extensive enough to qualify for authorship should be credited in the acknowledgments section of the manuscript.

All authors must disclose any conflict of interests that might potentially affect the results of the scientific research. It is the authors' responsibility to cooperate with the editors and inform them if they realize a significant error or inaccuracy in their published article and provide corrections to their mistakes or retract their article.