

ALPHANUMERIC JOURNAL

Volume 8, Issue 2, 2020

*The Journal of Operations Research, Statistics, Econometrics and
Management Information Systems*

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ISSN 2148-2225

<http://www.alphanumericjournal.com/>

<https://dergipark.org.tr/tr/pub/alphanumeric>













**Alphanumeric Journal is a “Peer-Reviewed
International Journal”.**

The journal is semiannually published

in June and December.




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An initial decision should be taken by the editor, who should consult with or seek advice from the Editorial board or the publisher, if appropriate.

Evidence should be gathered, while avoiding spreading any allegations beyond those who need to know.

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